

جامعة الشرقية  
A'SHARQIYAH UNIVERSITY



# University Transportation Manual

2022/2023

AD0011



## A'SHARQIYAH UNIVERSITY AD0011 University Transportation Manual

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### **Approval**

This document was approved by:

Name	Date
1- Academic Board of ASU	22/05/2022
2- Board of Trustees	23/06/2022
3- Board Of Directors	18/06/2023

### **Implementation and Responsibility**

Document owner	Contact person	Implementation date
Administration affairs Department	Director of Department of Administrative Affairs	18/06/023

### **General Provisions:**

- Noncompliance with this policy/ procedure by any means makes perpetrator liable or subject to ASU's disciplinary procedures.
- Any exclusion to this policy/ procedure will not have any legal effect against ASU or third parties on application of any effect, unless it has been approved and agreed by ASU Vice Chancellor or Board, on a case-by-case basis.

### **Revision date:**

Version	Author	Revision (s) done	Date
1.0	Administration affairs Department	-	26/04/2023



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### 1. Definitions:

Terms/ abbreviations	Definition
ASU	A 'Sharqiyah University (S.A.O.G)
Vice Chancellor	University Vice Chancellor
Deputy Vice Chancellor	Deputy Vice Chancellor – Resources & Institutional Support
Director of Department	Director of Administration Affairs
Administrative Employee	Administrative Employee in the Transportation Department
Driver	ASU Driver

### 2. Purpose

- Authentication of the provisions and procedures of A 'Sharqiyah University (ASU) in the field of transportation management.
- Ensure consistent and regular application of the provisions and procedures of the Transportation policies, and continuity of the employees' turnover procedures.
- In addition, this Manual fulfills the obligations of ASU in the strategic plan related to the ASU Transportation Management.

### 3. Scope of the Manual

This Manual encompasses the provisions and procedures related to ASU's Transportation and Postal Work Policies. It covers the management of ASU vehicles, postal transportation, student transportation, traffic safety, and a comprehensive plan for handling complaints and notes regarding student transportation.

### 4. Manual structure

The Manual is divided into policies. The related activities in every policy shall be divided into:

- Overview
- Provisions
- Procedures

### 5. Key Stakeholders/ related persons

This Manual is applicable to all individuals associated with ASU, including students, academic and non-academic employees, ASU visitors,



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organizations, authorities, and contracted individuals. It encompasses the policies and procedures governing ASU's transportation operations.

### 6. Statement of Manual

- I. The Department of Administrative Affairs is responsible for the application of this manual and should be contacted regarding any inquiries or requests for revisions related to its content.
- II. The contents of this manual are for internal use within ASU and are not for circulation or publication outside of ASU's boundaries. The manual's distribution is controlled through the "manual distribution" process (Form 1-7).
- III. In coordination with the legal consultant, the Department of Administrative Affairs is responsible for revising this manual. Revision is the primary method for implementing changes to ASU's Transportation provisions and procedures in response to the institution's evolving needs and requirements.
- IV. Furthermore, these revisions provide the necessary flexibility to keep the manual up to date. Any ASU employee, including officers from the Administrative Department, may submit a request for the review of this manual. Requests for review should be routed through the deans of the colleges and the heads of relevant departments using the "manual revision" form (Form 7-2).
- V. The Department of Administrative Affairs will review proposed changes to this manual. If a proposal is not approved, a notification will be sent, specifying the reason. If the proposal is approved, the Administrative Department will be tasked with incorporating the changes as needed. The revised pages will be distributed to all concerned parties, along with a cover letter detailing the attachments and the actual date of implementation of the review, using the "manual amendment" form (Form 7-3).

### 7. Forms

No	Description	Form No.
1	Manual circulation form	7.1
2	Manual revision form	7.2
3	Manual amendment form	7.3



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### 8. Rules and responsibilities

The Department of Administrative Affairs shall be responsible for the ASU's transportation through the following roles and responsibilities:

1. Establishing and implementing a comprehensive administrative transportation system for various functions within ASU and consistently striving to enhance it. This includes coordination with relevant entities both within and outside ASU, such as appropriate institutions or private universities.
2. Striving to provide outstanding transportation service for the university's employees, students, and faculty, and responding to emergency situations whenever possible.
3. Maintaining meticulous records related to vehicle monitoring, inspections, and insurance using the established E-Systems in the Transportation Department.
4. Educating users and contracted service providers in the field of transportation about the significance of efficient utilization and service provision, in alignment with the established procedures. Additionally, promptly addressing and responding to any feedback or concerns raised in this regard.

### 9. Provisions and procedures

#### 9.1 Management of ASU Vehicles:

This chapter outlines the provisions and procedures governing the management and oversight of ASU's saloon and 4WD vehicles, as well as the provision of transportation services to ASU's employees, departments, and colleges. These provisions aim to ensure the proper usage and necessary requirements are met, contributing to the regular maintenance and efficient operation of the vehicles.

##### 9.1.1 Provisions of ASU's vehicles management:

- 9.1.1.1 ASU vehicles may only be used with prior permission from the Transportation section stakeholders.
- 9.1.1.2 No vehicle may be operated without a valid driver's license.
- 9.1.1.3 ASU vehicles are exclusively for activities related to ASU's operations.
- 9.1.1.4 ASU vehicles are not to be sublet or loaned to external institutions.
- 9.1.1.5 Only ASU employees are authorized to drive ASU vehicles and provide transportation services to employees, students, or ASU guests.



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- 9.1.1.6 ASU provides transportation services for employees engaged in official duties outside ASU, contingent upon available resources.
- 9.1.1.7 Drivers are designated to transport ASU's Vice Chancellor, vice president, and board members. Other employees are provided with either a vehicle or a driver based on priority, availability, or solely the vehicle, as deemed necessary.
- 9.1.1.8 Users of vehicles must adhere to traffic laws and regulations and are responsible for any traffic violations incurred while using the vehicle.
- 9.1.1.9 Vehicle users are responsible for maintaining the cleanliness of the vehicle, ensuring it is not overloaded beyond its capacity, and obtaining prior permission for use beyond regular working hours.
- 9.1.1.10 All ASU vehicles must prominently display ASU's logo, and any modifications to the vehicle require approval from ASU's Management.
- 9.1.1.11 The validity of vehicle use may be revoked based on a technical report outlining the reasons for discontinuation, following ASU's asset depreciation management procedures.
- 9.1.1.12 Vehicle users must report any pre-existing issues before using the vehicle and document any damage that occurs during its use.
- 9.1.1.13 In the event of a traffic accident involving an ASU vehicle, standard procedures must be followed according to relevant authorities, and the responsible party, if the user, shall be held liable.

### **9.1.2 ASU Vehicles' Management Procedures:**

- 9.1.2.1 Requests for transportation services must be submitted at least two business days in advance through the system or by email.
- 9.1.2.2 Vehicle users are required to inspect the vehicle's condition before taking possession of it, using the provided form.
- 9.1.2.3 The user of the vehicle is responsible for the vehicle's condition and its appropriate use until the vehicle is returned to the Transportation Department, along with any fuel receipts.
- 9.1.2.4 Records of vehicle users who violate traffic regulations will be submitted to the Human Resources Department by the end of the month following the notification, according to the violations recorded by the Royal Oman Police.



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- 9.1.2.5 Monthly comparisons between fuel consumption and cost will be conducted, and the consumption expenses will be forwarded to the Financial Department at the beginning of the month.
- 9.1.2.6 Vehicle licenses will be insured and renewed in a timely manner as required by the competent authority, the Royal Oman Police.
- 9.1.2.7 Emergency and routine vehicle maintenance will be carried out based on technical assessments, including necessary maintenance details and requirements.
- 9.1.2.8 All paper documents related to maintenance, insurance, vehicle registration, and fuel expenses will be diligently recorded and archived on a daily basis.

### **9.2 Post Transportation:**

This chapter outlines the provisions and procedures related to the inbound and outbound postal transportation services at ASU, including its management, colleges, centers, and departments, for the transportation of mail to and from other entities both within and outside the Governorate.

#### **9.2.1 Post Transportation Provisions:**

- 9.2.1.1 Inbound and outbound mail will be transported to various institutions within two business days of receiving the application, which should be submitted to the transportation department through the system or via email.
- 9.2.1.2 Postal transportation services will be provided regularly based on work requirements, either through postal transportation companies or ASU drivers.
- 9.2.1.3 International mail will be sent only with ASU's prior consent, as requested by the concerned parties.
- 9.2.1.4 Urgent mail services, which require expedited delivery, will be provided according to work needs. The justifications for urgent mail must be approved by the deans of the colleges or department heads and according to the authorized signatory table.
- 9.2.1.5 ASU will not cover the transportation costs of personal mail for employees without prior consent, as defined in the authorized signatory table.



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- 9.2.1.6 Employees in the transportation section will maintain daily records of the receipt and delivery of inbound and outbound mail.

### **9.2.2 Post Transportation Procedures:**

- 9.2.2.1 The applicants requesting post transportation services must complete the designated form with accurate and complete information.
- 9.2.2.2 The Transportation section is responsible for sorting, documenting, and distributing all inbound and outbound correspondences on a daily basis.
- 9.2.2.3 Inbound and outbound mail must be sent and received within two days of the application submission for post transportation service.
- 9.2.2.4 Strict measures will be taken against employees found transporting personal mail of other employees without proper authorization from the Administrative Department or Transportation section.

### **9.3 Transportation of Students:**

This chapter outlines the terms and procedures governing the management policy for contracts involving external student transportation vehicles. These contracts cater to various transportation needs, including commuting between ASU dormitories and the ASU campus, as well as transportation related to educational and student activities both within and beyond the Governorate.

#### **9.3.1 Students' Transportation Provisions:**

- 9.3.1.1 ASU provides transportation services for the students who live in its external dormitories according to the Contracts and Procurement Department policies.
- 9.3.1.2 Modern means of transportation of no more than 10 years of use shall be used for transportation of students.
- 9.3.1.3 The students' transportation buses which are contracted for more than one year shall be distinguished by ASU logo on both sides of the vehicle in clear font.

#### **9.3.2 Students' Transportation Procedures:**

- 9.3.2.1 The actual need for buses shall be determined, whether through annual contracts or temporary rentals, in coordination with ASU colleges and departments.
- 9.3.2.2 Buses will be rented for seasonal and temporary needs as required by the colleges, departments, and centers, subject to





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- approval by ASU administration within the constraints of the approved budget.
- 9.3.2.3 The schedule for transporting students to and from the ASU dormitory will be prepared.
  - 9.3.2.4 Requirements for external contract vehicles will be reviewed twice per academic year using the designated form.
  - 9.3.2.5 Regular checks will be conducted to ensure external contractors comply with the terms of their contracts, as outlined in the designated form.
  - 9.3.2.6 Authorities interested in renting temporary buses should submit their applications through the system or via email at least one week before the actual need arises, with prior consent according to the table of authorities.
  - 9.3.2.7 The Transportation section will report any observed violations of the procurement and bus contract terms, following up on penalties as necessary.
  - 9.3.2.8 Complaints from students regarding the transportation service will be monitored, and appropriate actions will be taken in response.
  - 9.3.2.9 The Transportation Department will maintain annual records of rented vehicles, drivers, and all information related to contract terms.
  - 9.3.2.10 Owners of vehicles bearing the ASU logo will remove the logo upon the contract's expiration. Their final financial claims will only be processed after ensuring compliance with this requirement.
  - 9.3.2.11 Financial claims from contracts under agreement will be submitted at the beginning of each Gregorian month, and relevant documents will be retained.

### **9.4 Traffic Safety:**

This chapter describes the provisions and procedures related to the requirements of traffic safety to be observed before use of the transportation vehicles and buses, to ensure that the users of ASU vehicles and owners of external contracts comply with the safety procedures and requirements.

#### **9.4.1 Traffic safety provisions**

- 9.4.1.1 ASU supplies vehicles and buses that comply with the traffic safety requirements according to the requirements and specifications of Royal Oman Police.



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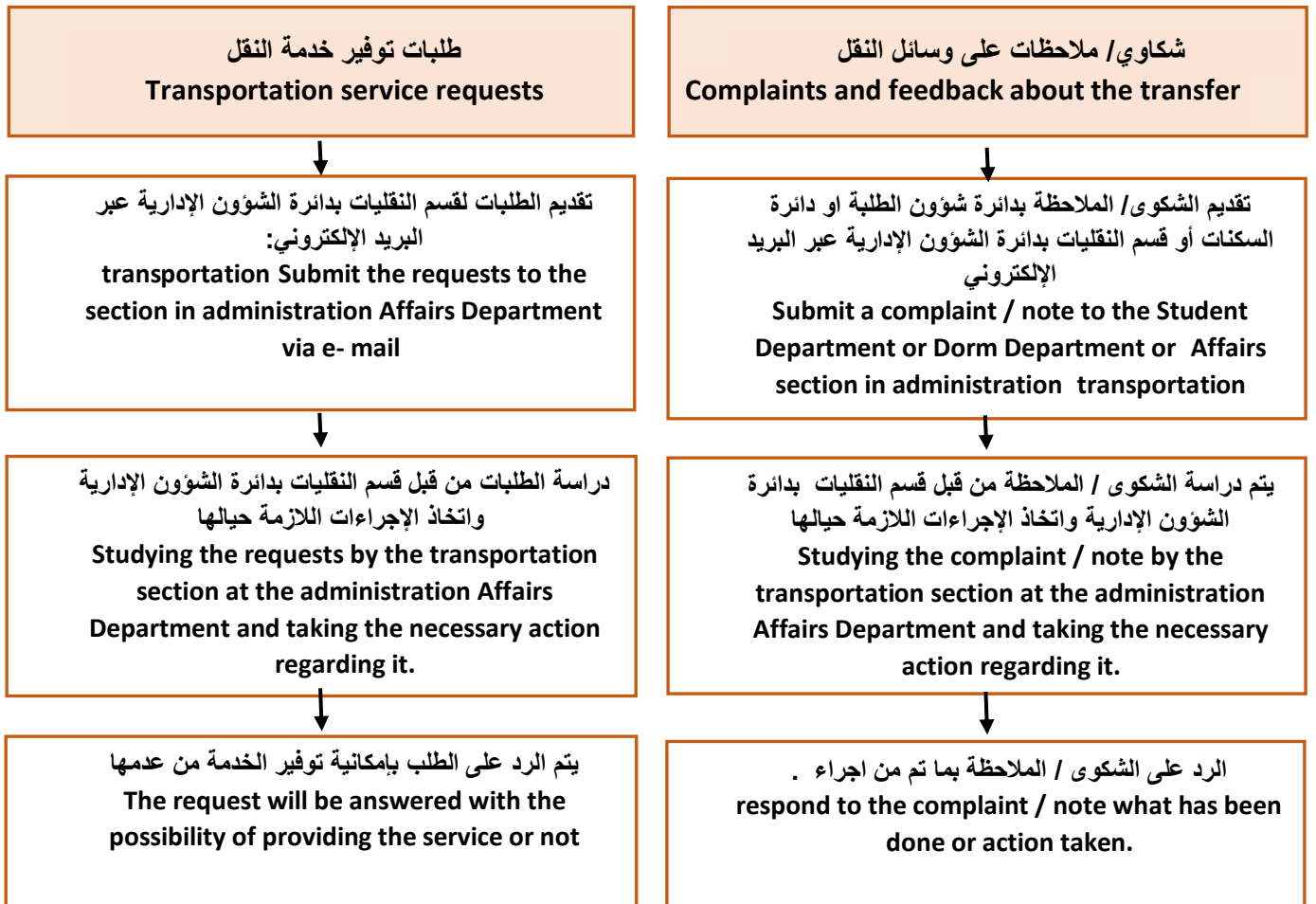
9.4.1.2 ASU provides modern systems to trace the traffic of its vehicles to ensure safe use in the way that ensures safety of the user and vehicle.

### 9.4.2 Traffic safety procedures

9.4.2.1 Check satisfaction of the traffic safety requirements in all ASU vehicles and external contracts with average of thrice per academic year.

9.4.2.2 Analysis of the data of vehicle tracking systems on monthly basis and recording the notes to users without delay and advising them with the notes which are reported. In case of reiteration, they shall be referred to the Human Resources Department along with copy to the Health and Safety Department.

### 9.5 Mechanism of handling the complaints/ notes and requests for transportation



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Contacts: Tel: 25401052- Mobile/1052, email: [admin\\_affairs@asu.edu.om](mailto:admin_affairs@asu.edu.om)



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**Appendix of Forms:**

<b>Form 7.1</b>	<b>Manual Circulation Form</b>
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Guide Version No: _____					
Date of Issue	Receiving entity			Date	Distributor's signature
	Name	Title	Signature		



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<b>Form 7.2</b>		<b>Manual Revision Form</b>	
<b>Version No.</b>	<b>Date of Issue</b>	<b>Number of regulation review item</b>	<b>Remarks</b>



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<b>Form 7.3</b>		<b>Form of Manual amendment</b>	
<b>Date:</b>	<b>Issued from:</b>	<b>Title:</b>	
<b>Issues which are proposed to be revised (attach copies as neces</b>			
<b>Amended description</b>		<b>Number of item and page</b>	
Reasons for the proposed amendments:			
Comments of the Head of Administrative Department			
Signatures of ASU Vice Chancellor			
Authorized signatory			
Approved by			Date of Validity:.....
Not approved	Signature	Date	