

TRANSPORT RULES FOR THE GHAZI UNIVERSITY, DERA GHAZI KHAN

1. Preamble

The Ghazi University considers the Transport Rules as its standard guide for acquiring, management, use, maintenance, repair and disposal of the vehicles of University Transport System, in order to provide faculty, staff and students with safe, reliable, economical and appropriate modes of transportation.

2. Short Title, Commencement and Application

These Rules:

- (i) May be called the “Ghazi University Transport Rules-2021”
- (ii) Shall apply to all regular/tenure track system/adhoc/contract employees and students of the Ghazi University, Dera Ghazi Khan
- (iii) Shall not apply to:
 - (a) The retired employees of the Ghazi University, Dera Ghazi Khan
 - (b) Staff paid from contingencies, worked charged establishment and the persons Employed occasionally and part time basis including visiting faculty and
 - (c) Staff on daily wages
- (iv) Shall come into force with immediate effect

3. Definitions

- (a) “Act” means the Ghazi University, Act 2012
- (b) “Authorized Users” means, employees of the University working on regular/tenure track system/adhoc/contract basis and the students subject to the approval of the University requisition from the relevant authorities
- (c) “Accountable Items” means the vehicle log, vehicle keys, vehicle fuel card and any other relevant transport department documents
- (d) “Competent Authority” means the Vice Chancellor of the Ghazi University, Dera Ghazi Khan or any other person designated as competent authority by the Vice Chancellor
- (e) “Charges” means an amount consumed on the running of a vehicle including POL, road
- (f) taxes, amount incurred on the repairs of the vehicle including daily allowance of the transport personnel
- (g) “Head of the Department” means Chairman of the Department, Director of an Institute,
- (h) Principal of a Constituent College or such other persons working in officiating capacity as In- Charge or Coordinator of a Department/Institute/College exercising powers of these offices
- (i) “Head of Transport Office” means an officer of the Ghazi University to whom the competent authority delegated the powers and duties to perform the duties and functions of the Transport Office
- (j) “Employee” means an employee working on regular/tenure track system/adhoc/contract basis
- (k) “Fuel Charges” means the amount of fuel consumed by a vehicle
- (l) “Fleet” means a group of University vehicles purchased by it or donated to it
- (m) “Minor Repair/Maintenance” means where expenditures involve less than or equal to Rs.25000/-
- (n) “Major Repair/Maintenance” means engine overhauling and all other connected repair/maintenance work where expenditure involves more than Rs.25000/-
- (m) “Notifiable Event” means an accident or incident involving damage to a University vehicle
- (n) “Office” means any office maintained and administered by the University
- (o) “Preventive Maintenance” means change of engine oils, filters, lubricants and tyres after completing their recommended life
- (p) “Student” means a person enrolled as a student in a Faculty/Department/Institute/Constituent College of the University
- (q) “Technical Committee” means Technical Committee to be constituted under Rule 9
- (r) “University Vehicle” means any type of vehicle owned by the University either purchased/gifted, transferred to Ghazi University by the Government or any other Organization
- (s) “University” means the Ghazi University, Dera Ghazi Khan
- (t) “Violation” means taking of any prohibited action or failure to perform an action required by these rules
- (u) “Vice Chancellor” means the Vice Chancellor of the Ghazi University, Dera Ghazi Khan

4. Rules

- (i) The Senior Transport Officer will be the Head of Transport Office and will be responsible for proper use of all the vehicles of University under Transport Rules. He will maintain and control the movement of vehicles and will look after their repair, maintenance, POL and other related matters.
- (ii) Permanent allocation of vehicle to any officer of the University will require approval from the competent authority.
- (iii) All vehicles of the University shall be under the administrative control of Transport Office except vehicles owned by the various Departments of the University and vehicles allotted to the officers of University i.e. Statutory/Key Officers of the University which are:
 - A. **Statutory Officers**
 - a. Vice Chancellor
 - b. Registrar
 - c. Treasurer
 - d. Controller of Examinations
 - B. **Key Officers**
Dean/Director/Principal or any other officer which may be declared as Key Officer by the Vice Chancellor.
- (iv) **Vehicles Will be Issued on Proper Requisition:** Vehicles under the administrative control of Transport Office will be issued by the Head of Transport Office for performance of official duty on proper requisition duly recommended by the Head of the Department/Section and approved by the competent/sanctioning authority.
- (v) **Parking of Vehicles:** No officer (except by Vice Chancellor) will park vehicle at his residence nor is allowed to use it for private purposes. All vehicles after official duty shall be parked at Transport Office otherwise it will be treated as violation of transport rules and may not only lead to the withdrawal of privilege and will also lead to possible disciplinary action.
- (vi) **Driving of Vehicles:** No person except authorized Driver of the University shall drive the vehicle. In case of any emergency only the Statutory/Key officers of the University possessing valid driving license shall be permitted to drive the vehicles when drivers are not available for their vehicles. But they will be fully responsible for safety of passengers and vehicles at their disposal.
- (vii) **Damage to Official Vehicles:** In case of accidents, who- so- ever driving the University vehicle, shall be responsible for the same and be liable to disciplinary action including payment of repairing/damage charges or any other penalty after conducting proper inquiry by an *Inquiry Committee* to be constituted by the competent authority.
- (viii) **Maximum Limit of Mileage/Fuel for Statutory/Key Officers:** Vehicles issued to the Offices/Sections/Departments will be under the administrative control of officer concerned, and shall have the following ceiling/maximum limit for official use in a month:
 - a. Vice Chancellor: No Limit
 - b. Statutory Officers: As may be decided by the competent authority but not exceeding 2500 km/ month or 200 liters of fuel/month (whichever is economical) for discharge of their duties within DG Khan district. However, an additional fuel may be allowed for approved official visits/tours out of DG Khan district.
 - c. Key Officers As may be decided by the competent authority but not exceeding 2000 km/month or 150 liters of fuel/month (whichever is economical) for discharge of their duties within DG Khan district. However, an additional fuel may be allowed for approved official visits/tours out of DG Khan district.
- (ix) **Maximum Limit of Mileage/Fuel for Others:** The vehicles at Departments/Institutes/Constituent Colleges will be under the administrative control of the concerned Head of Department/Institute/Constituent College and will have the maximum limit of 2500 km/month or 200 liters of fuel/month (whichever is economical) for official use as per approval of the competent authority. The concerned Department/Institute/Constituent college will meet the expenditure in excess of maximum limit, from its own resources/projects for the vehicles.
- (x) **Conveyance Allowance:** Officers to whom the vehicles have been allocated for permanent use shall not be entitled for Conveyance Allowance. Further, these officers shall also not be entitled to run the vehicle out of DG Khan District except approved official tours.
- (xi) **No Political Use of Vehicles:** University vehicles shall not be used for political purposes such as participation in political meetings, reception of politicians, processions & demonstrations arranged by the political parties, celebrations on political events, death anniversaries, students' election campaigns etc.
- (xii) **Provision of Transport Facility for Educational/Recreational Tours:** Transport facility will be provided for educational/recreational tours on payment of charges given in the list

of approved charges for university transport. Such tours will be recommended/arranged by the Head of Department in accordance with general rules of the University subject to proper requisition and prior approval of the sanctioning authority.

- (xiii) **Taxes, Fuel, Repair and Maintenance:** All kind of taxes, fuel, repair and maintenance costs (if required, during the official visit) should be paid by the officer, which will be reimbursed to him/her by the University.
- (xiv) **Provision of Transport on the Eve of Death of a Student:** On the death of any student in campus or in any hospital in Dera Ghazi Khan city, the University will make necessary arrangement for the transportation of dead body upto his home town in Pakistan free of charges.
- (xv) **Provision of Vehicle in Case of an Emergency:** The University will maintain emergency vehicles round the clock with an officer authorized by the Vice Chancellor. In case of emergency, vehicle will be provided free of cost to take a sick student or employee to the nearest relevant dispensary or hospital and bring him/her back. The sick student will 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.
- (xvi) **Provision of Transport in Case of Death of an Employee or a Member of His Family:** In case of the death of an employee or a member of his/her family including parents in the campus or any hospital in Dera Ghazi Khan city, the University will make necessary arrangements for the transportation of dead body upto his home town in Pakistan on payment of charges.
- (xvii) **Provision of Transport on Marriage of the Employees and Their Children:** The University may provide transport facility to its employee on payment of charges, only on the occasion of his/her own or children marriage and health emergency subject to proper requisition and availability of the vehicle(s).
- (xviii) **Provision of Transport to the Family of Employees on Payment:** The competent authority may allow the use of vehicles to officers to whom vehicles have been permanently issued for private use on payment of charges, only for family use (spouse, children and parents) subject to proper requisition. During such visits, the vehicles shall not be driven to a place other than the approved destination. The officer hiring the vehicle shall be fully responsible for safety of passengers and vehicles at his/her own disposal, and shall pay charges at the rate prescribed in the University transport charges list.
- (xix) **Vehicle Shall Not be Allowed for Free Use:** Free use of University vehicles for private purposes either by the employees or students of the university shall not be allowed in any case.
- (xx) **Entitlement of the Head of Transport Office:** The Head of Transport Office is entitled to use any available vehicle in the transport system for official purposes and transport activities at the time of need only.
- (xxi) **Provision of Transport to Other Institutions:** The Vice Chancellor may allow requisitioning of the University Vehicles to any other institution on payment of charges as per approved rates of University Transport provided that the proper request is made from such institutions.

5. Working Hours for Drivers and Conductors/Cleaners

The daily working hours of all the personnel of Transport Office including Drivers, Conductors, Cleaners, Mechanic, Helper/Oilman and Transport Supervisor etc. will be eight (8) hours with an interval of lunch and prayers. However, the Head of Transport Office may prescribe the timing of working hours of the transport office according to administrative convenience and requirements.

6. Uniform/Overtime Allowance

These allowances may include:

- (i) **Uniform and shoes allowance:** shall be given to all the Drivers, Conductors, Cleaners, Oilman and Mechanic as per university approved policy.
- (ii) **Overtime allowance:** All the Drivers, Conductors, Cleaners, Mechanic, Oilman and other related personnel shall be entitled to receive an overtime allowance for duties exceeding normal duty-hours subject to verification by the concerned officer/head of transport. A maximum of eight (8) hours/day overtime allowance may be granted which shall not exceed than 176 hours/month. The following formula will be used for the calculation of overtime allowance:

$$\text{Amount of overtime (Rs.)} = \frac{\text{Runnig basic pay of the personnel (Rs.)}}{\text{Monthly working hours (hrs)}} \times \text{Hours of over time (hrs)}$$

Prescribed form (Annexure-I) shall be used for the submission of request for an overtime allowance by the employee.

7. Authority and Responsibilities of Key Officers

The key officers shall be authorized and responsible for the allocated vehicle as under:

- (i) Authorized to approve the use of vehicles, except where the key officer has delegated such a power to the senior most officer within his/her Department. Such an officer should not be below the rank of BPS-18.
- (ii) Responsible for the preventive maintenance, minor and major repair of vehicle(s) that have been allocated to their respective departments.
- (iii) Responsible to get approval of budget in their operational budget for the use of vehicles by the employees within their departments.
- (iv) To take disciplinary action for the misuse of University vehicles by the drivers or other employees within their departments.

8. Budget of Transport Office

Transport Office of the University will have its own budget allocation duly approved by the competent authority.

9. Technical Committee for University Transport

The Technical Committee for University transport will be constituted by the Vice Chancellor being competent authority and shall consist of university employees and a technical member from engineering/motor vehicle department out of the University for minor and major repair/maintenance, and issuance of fuel consumption certificates of the university vehicles.

10. Repair, Maintenance and Fueling of the Vehicles

(a) Every effort shall be made to keep the University vehicles operational and in good condition. All the preventive maintenance, minor and major repairs carried out for the University vehicles must be documented. The preventive maintenance of vehicles as described in owner's manual such as change of oils, filters and lubricants will be made with the approval of Senior Transport Officer and its payment shall be made from Imprest Money. However, the minor and major repair/maintenance shall be done as per following procedure:

- (i) Any fault in a vehicle discovered by the driver while on duty or performing the tasks shall be reported immediately to the Head of concerned Department on prescribed Form (Annexure-II).
- (ii) The University Mechanic will inspect the vehicle and will try to rectify the defect/fault. In case the defect is not rectified, the mechanic will identify the defect(s) and vehicle will be inspected by the Transport Officer/Transport Engineer or Transport Supervisor/Mechanical Supervisor. He will indicate defect-wise cost estimates with his recommendations for repair/maintenance. In case of unavailability of workshop and Mechanic in the University, the inspection and cost estimates for repair/maintenance of vehicle will be obtained from an open market.
- (iii) On the basis of findings, if the repair/maintenance is minor, the Senior Transport Officer will forward the case to the Chairman, Technical Committee for University Transport for obtaining administrative approval.
- (iv) After administrative approval, with the approval of the Senior Transport Officer the vehicle will be sent to workshop in the market.
- (v) After repair, the Technical Committee for University Transport or its nominee(s) will inspect the vehicle on the spot for confirmation of repair work and payment of bills from Imprest Account (an amount of Rs. 100000/- will be fixed as Imprest Money) which shall be maintained by an Officer of Treasurer Office not below the rank of BPS-17.
- (vi) The purchase of parts and repair of a vehicle will be made on cash payment through Imprest Money after getting competitive rates from an open market. In case all the members of Technical Committee for University Transport are not available, at least two members will perform the said duty and the presence of Treasurer or his representative will be mandatory.
- (vii) After completion of repair/maintenance work, the Senior Transport Officer will be responsible to submit all the bills of purchase and services to the office of Treasurer through Chairman, Technical Committee for University Transport for approval and reimbursement of payment.
- (viii) In case of major repair/maintenance, the case will be placed before the Technical Committee for University Transport for administrative and financial approval.
- (ix) After the approval of competent authority, the repair/maintenance work will be done under the supervision of Technical Committee for University Transport.

- (x) If the repair/maintenance work is beyond Rs. 200000/- it will be processed through PPRA Rules 2014.
 - (xi) After repair/maintenance work, bills of repair and services will be verified by the Senior Transport Officer and forwarded to Treasurer through Chairman, Technical Committee for University Transport for payments.
 - (xii) Any department in the University which has its own vehicle(s) shall follow the preventive maintenance measures and all minor, and major repair/maintenance of vehicles shall be done through above mentioned procedure.
- (b) Fueling of all vehicles owned by the University shall be compulsory from the University recommended Filling Station. However, during outstation visits, fuel card shall be used, if available. In case of unavailability of fuel card, during outstation visit, the officer using vehicle shall be responsible for refueling of vehicle and payment shall be reimbursed after arrival to the University.

11. Replacement/Disposal of University Vehicles

In order to attain the objective of best return of University funds invested in the transport system, every effort shall be made to keep the vehicle functional throughout its recommended life. If, University vehicle has surpassed its economical/useful life and is no longer economical to run or has been damaged beyond economical repair, it shall be disposed of/replaced with new one as per University and Government policies. When a vehicle is to be replaced due to age and/or mileage, whichever is necessary, concerned department shall review the need for vehicle and consider alternatives. The following guidelines shall be used to dispose of/replace of University vehicles:

Sr. No.	Type of Vehicle	Mini. Useful Life (years) or Mileage (km)
1	Motorcycle	07 years or 150,000 km, whichever is applicable
2	Pickup/Loader/Car/Jeep/Four-wheel	10 years or 300,000 km, whichever is applicable
3	HiAce/Wagon/Van	15 years or 400,000 km, whichever is applicable
4	Bus/Coaster	20 years or 500,000 km, whichever is applicable

There is no fixed life for vehicle that has met with a serious accident. It can be disposed of/replaced at any time on the recommendation of Technical Committee as per procedure of public auction. All cases of replacement/disposal of vehicles would be referred to the competent authority for obtaining “*No Objection Certificate*”. However, before the auction of old vehicle(s), the Proforma for declaration of old vehicle to be **unserviceable** (Annexure-III) must be properly signed by the relevant authorities.

12. Emergency Breakdown/Accident

The following procedure shall be followed in case of accident of a University vehicle:

- (i) Information shall be given to the Security Officer and Hospital Superintendent with brief detail of place and injuries
- (ii) The Head of Transport will report the matter to the Registrar and will attend the vehicle with University Security Officer.
- (iii) In case the matter needs attention of the Traffic Police, the matter will be reported to the Police Department
- (iv) In case of enquires of students and parents regarding bus accident, the same shall be attended by the University Transport Officer.
- (v) Information to the insurance authority for on spot survey, if required, shall be conveyed by the Head of Transport.
- (vi) The University Law Officer/legal branch shall attend the court proceedings, if needed.

13. Purchase of New Vehicles

(a) Requests for the purchase of new vehicles shall be initiated by the concerned Department/Transport Office and shall fall within budgetary estimates of that fiscal year. The following parameters shall be taken into consideration when making request for purchase of the new vehicle(s):

- (i) Type of vehicle
- (ii) Rationale for the purchase of vehicle
- (iii) Primary use of vehicle
- (iv) How frequently the vehicle will be used/mileage that the proposed vehicle will be driven annually

(b) University rules and the Government regulations on procurement of new vehicle(s) shall apply while purchasing the new vehicle(s). Individual employees shall not be authorized to solicit or negotiate vehicle prices from any supplier on behalf of the University. This process will be completed by a **Committee to be constituted by the Vice Chancellor which will carry out survey of market and report the matter to the competent authority**. After satisfying all the

required formalities of procurement, with the approval of the competent authority, the University will issue supply order for the vehicle. Soon after the delivery of vehicle to the University, the newly purchased vehicle shall be registered with the Excise and Taxation Office, Dera Ghazi Khan. (c) If, the vehicle has been purchased through project, after completion of project the vehicle will be handed over to the University Transport Office after proper handing/taking over.

14. Taxation

The payment of mandatory taxes/registration charges of newly purchased vehicle will not require prior approval from the Technical Committee for University Transport or any other committee. The Transport Office will do the needful after following the prescribed procedure.

(a) Registration and Fitness Examination Charges

The Head of Transport or concerned Department can directly submit the case to the Treasurer office for processing and payment of the following taxes/charges.

- (i) Registration fee for new vehicle
- (ii) Token tax, if applicable
- (iii) Fee for fitness examination of vehicles
- (iv) Fee for the installation of tracking system and insurance (if, necessary/recommended by the technical committee of university transport)
- (v) Insurance of vehicles (if necessary/recommended by the technical committee)

(b) Roads/Motorways Taxes

Roads/motorways taxes, if applicable shall be paid via e-tags, if available or in cash. If, e-tag is not available, the officer using vehicle shall pay the cash, which will be reimbursed on arrival at university (for official tours only). In case of students/non-official tours, if roads/motorways taxes are deducted/paid via e-tags the same amount shall be submitted by the user(s) in University specified account.

15. Use of University Transport by the Students

University maintains a fleet of buses to commute the students from all major towns of surrounding areas of District Dera Ghazi Khan. While travelling by University transport, the students are required to maintain good discipline. In case of any dispute among the students, the Director, Students Affairs and Head of the University Transport will resolve the matter. The following rules shall govern the use of university transport by the students:

- (i) Students cannot reserve the seats in buses on their own
- (ii) Outsiders are not permitted to travel in the University bus at any cost
- (iii) Timings of routes will be strictly followed
- (iv) The students shall not misbehave with Driver and Conductor. Any such lapse on the part of the University students will lead to disciplinary action against the defaulters
- (v) While travelling the followings actions are strictly prohibited in the buses:
 - (a) Eating, drinking (with the exception of water), smoking, chewing of the pan, gutka etc. whereas on medical grounds, necessary eatables shall be permitted
 - (b) Change of clothes
 - (c) Usage of mobile phones with a camera
 - (d) Ragging, shouting, fighting, bullying and use of abusive language
 - (e) Sharp (including pocket knives) or dangerous objects

16. Students' Tours

University transport may be provided to the students on payment of prescribed charges for any academic or outing trip, provided that such trips are recommended by the Head of Department/Institution, subject to the approval of sanctioning authority and proper requisition of vehicle. The estimated charges of transport shall be submitted by the requisitioner(s) before departure of the vehicles for tour. However, the University transport may be provided free of cost to the students for their academic activities from one campus to another campus/research area of the University, provided that the approval of sanctioning authority has been taken in this regard.

17. Process for the Approval of Official Tours

There will be no transportation charges for the trips/tours organized by the University. For such tours the University transport will be provided by the Transport Office after the completion of all formalities by the requisitioner. The following process shall be followed for the approval of an official trip/tour for using University transport:

- (i) Prescribed requisition slip for vehicle (Annexure-IV) filled in by the requisitioner/officer shall be forwarded by the Head of the Department or any other designated officer of the Department
- (ii) Requisition Form will be submitted in the Transport Office at least a day before, to ensure the availability of vehicle

- (iii) Requisition Form approved by the sanctioning authority will be kept with the Transport Office for record purpose
- (iv) No charges shall be paid for transportation by the requisitioner for such trips/tours
- (v) All the expenses of transport during tour shall be paid by the requisitioner/tour Incharge and process the reimbursement case soon after completing the tour.
In lieu of aforesaid procedure, if a tour is officially notified with the approval of competent authority, it will be considered as an official tour. In this regard, the University transport will be provided without completion of any other process. The transport charges will be not applicable for such tours. However, transport expenses, if required during the tour shall be paid by officer/official, which shall be reimbursed after coming back from the tour.

18. Process for the Approval of Non-Official Tours

These are the trips/tours organized by the students, clubs, officers or other staff members of the Ghazi University, Dera Ghazi Khan. In this regard transport facility would be provided as per approved transport rates. The following process shall be followed for the approval of non-official trip/tour:

- (i) Prescribed Proforma (Annexure-V) filled in by the requisitioner(s) shall be forwarded by the Head of the Department or any other designated officer of the concerned Department.
- (ii) The Proforma shall be submitted in the Transport Office at least two days before to ensure the availability of vehicle.
- (iii) Approval of the competent authority will be kept with the Transport Office for record purpose
- (iv) The estimated charges of transport shall be submitted by the requisitioner(s) before departure of the vehicles for tour
- (v) During students' tour, teacher(s) accompanying the tour (recreational, study, etc.) shall be the Tour Incharge(s) and will be responsible to ensure:
 - (1) The scheduled time of the trip will be followed strictly
 - (2) No unauthorized person is travelling in the vehicle
 - (3) The field trip is returned in approved date before 12:00AM
 - (4) Exercise control, monitor speed and safe driving by the Driver
 - (5) Take all necessary precautions required for the safety of students
 - (6) Exchange mobile number with the Head of Transport Office and remain in touch with him during the course of field tour/trip
 - (7) Strictly follow the permitted/prescribed route and destination
 - (8) During the tour/trip, after each stop, ensure that all the students have been boarded back in the vehicle
 - (9) Maintain discipline among the students
 - (10) Ensure that all the students are dropped at safe and convenient places at the end of tour/trip
 - (11) To ensure the payment of University Transport Charges

19. Administrative Structure of the Transport Office

- A. Senior Transport Officer
- B. Transport Officer/Transport Engineer
- C. Transport Supervisor/Mechanical Supervisor
- D. Administrative Officer/Assistant
- E. Clerk/Office Staff
- F. Mechanics, Helpers/Oilman, Drivers, Conductors, Cleaners and Messengers

20. Job Description of Employees of Transport Office

A. Job Description of Senior Transport Officer

He shall be the Head of Transport Office and responsible for proper use, and overall management of university transport system. He shall maintain the vehicles in working order and will look after their movement, maintenance, fuel, oil/lubricants and all other related matters, through relevant staff.

B. Job Description of Transport Officer/Transport Engineer

Ensure the fitness of vehicles and provide technical guidelines regarding repairing and maintenance of the university vehicles such as:

- (i) Assigning of duties to the University Drivers.
- (ii) Supervising the duty performance of Drivers and other staff of the transport office.
- (iii) Recording and monitoring the movement of University vehicles.
- (iv) All operational vehicles of the University under direct control of the Transport Office shall be released with a vehicle movement chit duly signed by the Transport

Officer/Transport Engineer to be presented to security to facilitate the exit and movement of vehicle from University gates.

- (v) Processing fuels allocation to the university vehicles.
- (vi) Shall keep the record of all vehicles belonging to the University Transport system.
- (vii) Ensuring that the documents of University vehicles i.e. vehicle fitness certificates, insurance certificates, token tax, if applicable etc. are regularly renewed/updated.
- (viii) Assisting/verification of the overtime allowances of employees working in transport office.
- (ix) Taking care of the equipment, stationary and supplies at the transport office.
- (x) Perform any other duty assigned by the Head of Transport Office and competent authority.

C. Job Description of Transport Supervisor/Mechanical Supervisor

The major responsibilities of Transport Supervisor/Mechanical Supervisor are to:

- (i) Verify the change of oils and keep the record of POL with proper entry in the register.
- (ii) Verify the replacement of tyres and batteries of vehicles.
- (iii) Verify replacement of parts before signing the repair bills and proper placement of unserviceable parts in the store.
- (iv) Maintain tools and original documents register for handing-over/taking-over of vehicles by Drivers.
- (v) Maintain the ledgers of vehicles.
- (vi) Maintain spares and parts register.
- (vii) Maintain Office Files for each vehicle.
- (viii) Maintain Fitness, Insurance, Permit, Pollution, Tax and Claims database for each vehicle.
- (ix) Maintain checklist (records of keys, tyres and batteries) database.
- (x) Maintain vehicles movement chit register.
- (xi) Taking custody of the keys of University vehicles.
- (xii) Ensure regular service and maintenance work for University vehicles.
- (xiii) Perform any other duty assigned by the Head of Transport Office and competent authority.

D. Job Description of Administrative Officer/Assistant/Clerk

The staff of Transport Office i.e. Administrative Officer/Assistant/Clerk shall be fully responsible for the followings:

- (i) Preparation and processing of bills for the offices of Audit and Treasurer related to Transport system.
- (ii) Maintenance of entire record of Transport Office as per Government, Audit and University requirement. The detail of office record is as under:
 - (a) **“Vehicle File”** for each vehicle in which all documents related to that particular vehicle shall be filed.
 - (b) **“History Sheet”** for each vehicle in which record of repairing and maintenance of that particular vehicle shall be entered.
 - (c) **“Logbook”** shall be used for each vehicle in which date wise information regarding detail of journey, time, meter reading (mileage), POL issued/consumed/balance, filters, tyres, batteries, driver, authorized officer etc. is noted.
 - (d) **“Tours File”** in which approved requisition slips and applications for the booking of vehicles for official/private/study/recreational tours together with copies of payment/bank receipt shall be filed.
 - (e) **“Transport Committee File”** in which documents/notifications related to University Transport Committee shall be filed.
 - (f) **“Notification File”** in which all notifications related to Transport Office issued by the University and Government shall be filed.
 - (g) **“Tender Documents File”** in which record of all the tenders related to Transport Office shall be filed.
 - (h) **“Bills File”** in which record of contingent bills of Transport Office shall be kept.
 - (i) **“Auction File”** in which record of auctions related to Transport Office shall be kept.
 - (j) **“Staff File”** in which letters and documents related to Transport personnel shall be filed.
 - (k) **“Leave Record File”** in which applications/documents related to leave record of Transport Office personnel shall be filed.
 - (l) **“Security File”** in which letters/documents related to security shall be filed.
 - (m) **“Internal Correspondence”** a file in which record of communication/correspondence among different Offices of the University shall be filed.
 - (n) **“External Correspondence”** a file in which record of communication/correspondence other than University Offices/Departments shall be filed.

- (o) **“Dispatch Register”** shall be used to keep the record of letters/documents sent from the Transport Office.
- (p) **“Receiving Register”** shall be used to keep the record of letters/documents received to the Transport Office.
- (q) **“Budget Register”** shall be used for the record of budget, its utilization and balance for each fiscal year.
- (r) **“Imprest Money Register”** in which record related to imprest money will be kept.
- (s) **“Assets Register”** in which detail of all the assets of transport office shall be entered.
- (t) **“Stock Register”** shall be used for the record of advance purchases, issue of items and balance of items.
- (u) **“Dead Stock Register”** shall be used for the record of old/unserviceable parts.
- (v) **“Miscellaneous File”** in which record of all miscellaneous documents will be filed.
- (iii) Perform any other duty assigned by the Head of Transport Office and competent authority.

E. Job Description of Drivers

The Drivers of LTVs will be responsible for cleaning and washing of vehicles as a part of their duty. No cleaner will be appointed for keeping the LTVs cleaned and washed. The Drivers of both LTVs and HTVs shall be responsible for the followings:

- (i) Proper cleaning, repairing and maintenance of the vehicles.
- (ii) Must have a valid driving license relevant to the type of vehicle.
- (iii) To keep himself medically fit (physically, psychologically, eyesight, hearing etc) for driving the vehicles, if fails to do so, the University management shall be fully authorized regarding decision of his services or other duties. The medical examination may be conducted as and when required.
- (iv) Actual consumption of POL, timely repair and maintenance of the vehicles.
- (v) Not run the engine unnecessary when vehicles are stationary.
- (vi) Careful driving, observe the traffic rules pertaining to road safety, speed limit, lane discipline, overtaking, parking etc. for safe and quality of driving.
- (vii) Shall prevent/not permit the overloading of vehicles.
- (viii) Ensure that the tyres are in good condition and air pressure is correct, lights and indicators are clean and working properly.
- (ix) Ensure oil and antifreeze/coolant are at proper levels and shock absorbers do not show any signs of leaks and the braking system is in top working order.
- (x) Secure the vehicle keys in the transport office when the vehicle is not in use and also keep an additional set of all keys in a secure place.
- (xi) Not leave the duty station during working hours/days except permission and on official work.
- (xii) Strictly follow the routes schedule and display of route number boards.
- (xiii) Not allow picking up of unauthorized passengers under any circumstances.
- (xiv) Park the vehicle at official location under normal circumstances.
- (xv) Fill in the vehicle logbook legibly and accurately. Saving of fuel than fuel consumption certificate will be the plus point of driver proficiency and saved quantity of fuel shall be entered in the logbook as saved fuel.
- (xvi) Loose equipment of vehicle e.g. the spare wheel, toolkit, jack and any other accessories.
- (xvii) Care the vehicle registration card, logbook, keys and fuel card from the issuance of vehicle until it has been returned to the concerned officer at the end of journey.
- (xviii) Not to use cell phone during operating/driving of vehicles.
- (xix) Make sure the payment of all applicable road taxes during official/private/students tours.
- (xx) If vehicle is away from the University’s parking area, ensure that the vehicle is parked in a safe area. The driver must use gear lock in the vehicle, if available, or activate the alarm system.
- (xxi) Keep smoking free environment and not allow to anybody the drinking of outlawed beverages in the university vehicle in any case.
- (xxii) Submit a tour report to the Incharge/head of Transport Office soon after coming back to University.
- (xxiii) Return the items left in the vehicle to the passengers.
- (xxiv) Use the University vehicles for approved official duty only. The use of vehicles for private/personal purposes will lead to disciplinary action.
- (xxv) Conform to all policies and procedures pertaining to the use, maintenance and operation of a vehicle.
- (xxvi) Report accident and vehicle damage in accordance with policy and procedures.
- (xxvii) Driver shall be responsible for any damage to the vehicle due to his negligence.

- (xxviii) Not carry prohibited items in the University vehicles, in case of any such incident driver shall be responsible for all legal consequences including disciplinary action under University rules.
- (xxix) Perform any other duty relevant to transport system assigned by the Head of Transport Office.

F. Job Description of Conductor

The bus conductors shall be responsible for the followings:

- (i) Ensure that the students are picked up and dropped off at their designated points/stops.
- (ii) To be polite with students and handle students carefully, maintain safety, and discipline in the bus.
- (iii) Provide assistance to wheelchair users or buggy users if required or requested when the bus is on stationary mode at bus stops.
- (iv) Take care of the cleanliness of bus inside with comforts of seats, clean covers & curtains.
- (v) Allow only University students to travel in the bus.
- (vi) Monitor the discipline/behavior of students, ensure that no part of students is out of windows and report the problems, if any, to the concerned officer.
- (vii) Not allow the students to open the doors while bus is moving.
- (viii) Report about any wrong activity of the students to the Head of Transport Office.
- (ix) Perform duty with neat and clean uniform.
- (x) Physically check the bus after every trip to be sure that nothing is left in the bus.
- (xi) Ensure the bus is kept neat & clean internally and externally every day/after every trip.
- (xii) Ensure that the curtains are drawn properly; no loose papers, cloths inside the buses.
- (xiii) Manage boarding and alighting at the platform.
- (xiv) Signal to the Driver when boarding and alighting at bus stops has finished.
- (xv) Assist the Driver during conversion of bus to and from in crewed mode.
- (xvi) Guide the Driver for safe reversing of bus.
- (xvii) Follow emergency procedures and help Driver to give first aid to the injured students in case of any mishap or accident.
- (xviii) Operate equipment according to established safety procedures.
- (xix) Help Driver and cleaner to keep the bus clean.
- (xx) Work irregular hours and duties as needed/assigned.
- (xxi) Work outside and inside; assist driver during repairing and maintenance of vehicles.
- (xxii) Perform any other duty relevant to Transport system assigned by the Head of Transport Office.

G. Job Description of Cleaner

The responsibilities of cleaner will include but not be limited to:

- (i) Clean and wash the exterior and interior of vehicles using appropriate equipment on daily basis as per standard specification.
- (ii) Inspect and clean undercarriage of the vehicle.
- (iii) Collect and remove debris and garbage in a proper manner.
- (iv) Gather and dispose of waste and trash, as per University procedures.
- (v) Follow established safety procedures and maintain workplace safety.
- (vi) Clean, tidy, and organize job site after completion of work.
- (vii) Monitor and maintain the stock level of all required cleaning supplies.
- (viii) Follow and obey all policies and procedures of University.
- (ix) Assist other team workers, if required, to ensure vehicles are ready for departure.
- (x) Perform any other duty relevant to transport system assigned by the Head of Transport Office.

H. Job Description of Vehicle Mechanic

The Vehicle Mechanic who may also be known as Auto/Automotive/Automobile Mechanic or Technician. He shall be responsible for the followings:

- (i) Maintain and manage tools, equipment and machinery in good condition.
- (ii) Maintain the vehicle in functional condition by conducting inspections and repairing of engine failures, mechanical and electrical systems malfunctions.
- (iii) Ensure satisfied and excellent mechanical services of the vehicles.
- (iv) Verify vehicle serviceability by conducting test drives, adjusting controls and systems.
- (v) Complies with Government vehicle requirements by testing engine, safety, and combustion control standards.

- (vi) Update technical knowledge through participation in trainings, educational opportunities, reading technical publications etc.
- (vii) Inspect vehicle computer and electronic systems to repair, maintain and upgrade
- (viii) Perform maintenance works i.e. change of oils/lubricants/fluids, filters/lubricating parts etc.
- (ix) Schedule future maintenance sessions and advise drivers for good use of vehicle.
- (x) Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks).
- (xi) Provide accurate estimates of cost and time for repair and maintenance works.
- (xii) Repair damages to the body of vehicle/denting, washing and painting the exterior of vehicle.
- (xiii) Inspect all systems to ensure that the vehicle is operating properly and in compliance with state regulations.
- (xiv) Perform any other duty relevant to transport system assigned by the Head of Transport Office.

j. Job Description of Helpers and Messengers

They shall be responsible to perform all the duties assigned by the Head of Transport Office.

21. Approved Rates of University Transport

The following rates of University transport system shall be applicable to all the tours except official tours. The applicants must read the following instructions before getting approval and use of University vehicles.

- (i) Private use of all types of vehicles is restricted except project visit, health emergency, self, son and daughter’s marriage only. However, in case of the death of employee or his/her spouse, children, parents, brother and sister, the vehicle may be provided free of cost for local use and on charges for out of city.
- (ii) Night stay will be charged as per local rates on non-official tours.
- (iii) University vehicles are not allowed toward hilly areas and other provinces without special permission of the Vice Chancellor.
- (iv) Carefully note meter reading before departure and after arrival. Objections, if any, will be over ruled without meter readings.
- (v) Requisition slips are available on University Web and in the Transport Office of Ghazi University, Dera Ghazi Khan.

I. DETAIL OF UNIVERSITY TRANSPORT CHARGES TO BE PAID BY THE USERS

Sr. No.	Type of Vehicle	Type of Journey	Rate (Rs.)	Fuel By	Staff DA	Road Taxes
1	Bus (> 50 seats)	Employees non-official tours (local)	1500/day	User	User	User
		Employees non-official tours (over 100 km)	15/km	User	User	User
		Students’ tours	7.5/km	User	-	User
2	Mini bus/coaster (up to 50 seats)	Employees non-official tours (local)	1200/day	User	User	User
		Employees non-official tours (over 100 km)	12/km	User	User	User
		Students’ tours	6/km	User	-	User
3	HiAce/Wagon/ Van/Ambulance	Employees non-official tours (local)	1000/day	User	User	User
		Employees non-official tours (over 100 km)	10/km	User	User	User
		Students’ tours	5/km	User	-	User
4	Car/ Jeep/ Double-cabin/ Four-wheel/ Off-road Vehicle	Employees non-official tours (local)	750/day	User	User	User
		Employees non-official tours (over 100 km)	7.5/km	User	User	User
5	Bus/Coaster/HiAce will be provided only once for a group of at least 10 employees	Namaz-e-Janaza/Fatiha Khawani (local)	Free	Free	N/A	User
		Namaz-e-Janaza/Fatiha Khawani (over 100 km)	Free	User	-	User
6	Ambulance (for transportation of dead bodies)	Local (for employees)	Free	Free	N/A	User
		Over 100 km (for employees)	Free	User	-	User
		Free of cost for university students anywhere in Pakistan				

II. SANCTIONING AUTHORITY FOR UNIVERSITY TRANSPORT

Sr. No.	Nature of Tour	Sanctioning Authority
1	All the tours toward hilly areas and out of DG Khan district	Vice Chancellor or his nominee
2	All the tours of university employees within DG Khan district	Registrar
3	Students tours within DG Khan district	Director Students Affairs
4	Namaz-e-Janaza/Fatiha Khawani (local)	Senior Transport Officer
5	Ambulance for the transportation of patients	Officer authorized by the competent authority

22. Authority of the Vice Chancellor in Special Cases

Notwithstanding anything contrary to these regulations, the Vice Chancellor shall have the power to issue order, direction or instruction for smooth working of the transport system, where the Rules are silent and in case of ambiguity or discrepancy regarding the interpretation of these Rules, the instructions of the Govt. of Punjab issued from time to time will be followed.

APPLICATION FOR THE REPAIR AND MAINTENANCE OF VEHICLE

To, _____ Date: _____

Vehicle No. _____ Type of vehicle: _____

The following repair and maintenance works are required in the above-mentioned vehicle:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

It is therefore, submitted for your information and further necessary action please.

SIGNATURE OF THE DRIVER

Name:_____

Defect/fault verified by:

SIGNATURE OF TRANSPORT SUPERVISOR

Name: _____

PROFORMA FOR DECLARATION OF OLD VEHICLE TO BE CONDEMNED

Part-I (TO BE FILLED BY THE HEAD OF TRANSPORT OFFICE)

1	Type of vehicle	
2	Registration No. of vehicle	
3	Engine type (petrol/diesel)	
4	Engine size (cc)/engine power (hp)	
5	Engine No.	
6	Chassis No.	
7	Make/manufacturer	
8	Model	
9	Vehicle used for	
10	Purchased cost of vehicle	
11	Mileage covered so far (km) or life of vehicle (years)	
12	Fuel consumption at the time of purchase (km/liter)	
13	Fuel consumption at present (km/liter)	
14	Whether vehicle is on road or off the road	
15	So far, total expenditures incurred on repairing of vehicle	
16	How many times the vehicle has been overhauled	
17	Mileage covered since last overhauling (km)	
18	Date of last major repairs	
19	Cost of last major repairs	
20	Whether engine, transmission, and body has replaced?	

(HEAD OF TRANSPORT OFFICE)
Ghazi University, DG Khan

Forwarded to the *Vehicle Inspection and Certification System (VICS)/Motor Vehicle Examiner (MVE)*, Dera Ghazi Khan for necessary recommendations please.

Part-II (BY VICS/MVE, DERA GHAZI KHAN)

1	Existing condition of vehicle	
	a) Engine	
	b) Power transmission system/other systems	
	c) Brakes	
	d) Body	
	e) Tyres	
2	Why do the vehicle should not get repair	
3	Estimated cost of repairing and maintenance of vehicle	
4	For how much time it would run after the repairing	
5	Whether it would be economical to repair the vehicle or not	
6	Detail findings in the vehicle regarding condemnation	

VICS/MVE, DERA GHAZI KHAN

REQUISITION SLIP FOR THE BOOKING OF UNIVERSITY VEHICLE
(FOR OFFICIAL TOURS ONLY)

PART-I (TO BE FILLED BY THE DEPARTMENT OF REQUISITIONING OFFICER)

Name & designation of requisitioning officer: _____

Department:_____ Cell Phone: _____

Journey to city:_____ District: _____Round trip distance (km):_____

Purpose of visit:_____

No. of travelers:_____Travelers status: employees/students/any other (please specify) _____

Date and time of departure: _____

Date and time of return: _____

SIGNATURE OF REQUISITIONING OFFICER **SIGNATURE OF HEAD OF DEPARTMENT**

PART-II (TO BE FILLED BY THE HEAD OF TRANSPORT)

Recommended: ☐ Not recommended: ☐

Reason (if, not recommended): _____

Available Vehicle No. _____ Make/type of vehicle:_____

Name of driver: _____Cell Phone: _____

SIGNATURE OF HEAD OF TRANSPORT

Allowed as per university transport rules: ☐ Not allowed: ☐

SIGNATURE OF SANCTIONING AUTHORITY

PART-III (TO BE FILLED BY THE DRIVER AND REQUISITIONING OFFICER)

Meter reading before departure:_____Meter reading after return: _____

Total distance covered (km):_____Fuel, if required during visit (liters): _____ Date: _____

SIGNATURE OF DRIVER **SIGNATURE OF REQUISITIONING OFFICER**

PROFORMA FOR THE BOOKING OF UNIVERSITY TRANSPORT
(FOR NON-OFFICIAL TOURS OF STUDENTS/EMPLOYEES)

PART-I (TO BE FILLED BY THE DEPARTMENT OF APPLICANT)

Name & designation of applicant: _____

Name & designation of tour Incharge: _____
 (for students tour only)

Department: _____ Cell Phone: _____

Journey to city: _____ District: _____ Round trip distance (km): _____

Purpose of visit: _____

No. of travelers: _____ Travelers status: employees/students/any other (please specify) _____

Date and time of departure: _____

Date and time of return: _____

SIGNATURE OF APPLICANT

SIGNATURE OF TOUR INCHARGE
 (for students tour only)

SIGNATURE OF HEAD OF DEPARTMENT

PART-II (TO BE FILLED BY THE HEAD OF TRANSPORT)

Recommended: ☐ Not recommended: ☐

Reason (if, not recommended): _____

Available Vehicle No. _____ Make/type of vehicle: _____

Name of driver: _____ Cell Phone: _____

SIGNATURE OF HEAD OF TRANSPORT

Allowed as per university transport rules: ☐ Not allowed: ☐

SIGNATURE OF SANCTIONING AUTHORITY

PART-III (TO BE FILLED BY THE DRIVER AND APPLICANT/TOUR INCHARGE)

Meter reading before departure: _____ Meter reading after return: _____

Total distance covered (km): _____ Fuel, if required during visit (liters): _____ Date: _____

SIGNATURE OF DRIVER(S)

SIGNATURE OF APPLICANT/TOUR INCHARGE

PROFORMA FOR HANDING-OVER/TAKING-OVER OF UNI. VEHICLE

Official notification No. _____ Date: _____

Vehicle No. _____ Type of vehicle: _____

Make/manufacturer:_____ Model: _____

Engine type (fuel used): _____ Engine size (cc)/engine power (hp): _____

Chassis No. _____ Engine No. _____

Current meter reading (km): _____

Existing condition of vehicle (on road/off the road):_____

Logbook (Yes/No): _____ History sheet (Yes/No): _____

Comments about overall existing condition of vehicle (engine, systems, body, tyres, battery etc.):

SIGNATURE AND STAMP
(Officer/Official handing-over the vehicle)

Name:_____

Designation:_____

Department: _____

SIGNATURE AND STAMP
(Officer/Official taking-over the vehicle)

Name:_____

Designation:_____

Department:_____