

**THE KHYBER MEDICAL UNIVERSITY  
TRANSPORT RULES, 2017**



**KHYBER MEDICAL UNIVERSITY TRANSPORT RULES, 2017**

1. **Short title and commencement:** (1) These rules may be called “**the Khyber Medical University Transport Rules, 2017**”.
- (2) These rules shall come into force at once.
2. **Definitions:** (1) In these rules, unless the context otherwise requires:-
  - (a) "**Authorized Officer**" means any officer of the Khyber Medical University to whom the Vice-Chancellor has delegated the powers to function as transport officer.
  - (b) "**Department / institutions**" means a Teaching Department / institute established and maintained by the University.
  - (c) "**Employee**" means an employee of the University.
  - (d) "**Fuel Charges**" means charges made only for fuel consumed by a vehicle in addition to charge as overtime and daily allowance to drivers and cleaners under the rules.
  - (e) "**Head of Department / Institution**" means any person who is incharge of the Administration of a Department / Institution that is Director, Chairman or Principal etc. including a person who is officiating in such capacity.
  - (f) "**Student**" means any person who is enrolled as a student in a department / Institution of the university
  - (g) "**University Vehicle**" means any type of vehicle owned by the University either purchased by or donated to the University or any of its department / institution.
  - (h) "**University**" means the Khyber Medical University.
  - (i) "**Transport Committee**" means a committee constituted for the purpose of managing the affairs of Khyber Medical University transport under rule?
3. **Ownership and Purpose of University Vehicles:** Transport fleet of the University consisting of all kinds of vehicles shall be the property of the University and shall be used primarily for the purpose of education and research of students and faculty and official duty of the University.
4. **Responsibility:**
  - (1) The Authorized Officer shall be the Incharge of Transport Section and shall be responsible for the proper use of all the vehicles. He shall maintain vehicles in working order and will look after their movement, maintenances, petroleum / gas, oil, lubricant (POL / GOL) and all other related matters, through relevant staff if so provided.
  - (2) No other person except authorized drivers of the University shall drive the vehicles. They shall be responsible for putting the vehicles in their garages after performance of their duty and shall report to the Authorized Officer to this effect.
  - (3) Statutory Officers / Key Officers shall be permitted to drive the vehicles when drivers are not available for their vehicles. But they will be fully responsible for the safety and maintenance of the vehicles at their disposal.

- (4) 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 damage charges or any other such penalty after conducting proper inquiry by an Inquiry committee to be appointed, for drivers and officials, by Registrar, and for officers by the Vice Chancellor.
5. All the University vehicles shall be under general pool with the authorized officer except the following vehicles in use of statutory / key officers of the University:
- I. Statutory Officers
    - i. Vice-Chancellor
    - ii. Registrar
    - iii. Treasurer
    - iv. Controller of Examinations
  - II. Key Officers
    - i. Director (Academics, Admission & Quality Assurance);
    - ii. Director (Research) and
    - iii. Directors or officers so authorised by the relevant competent authority.

These vehicles will be under the administrative control of the statutory / key officers observing maximum POL / GOL ceiling per month for official duties as approved by Senate.

The vehicles in general pool shall be allowed by the authorized officer for official work of the University and its departments / institutions on proper requisition by head of the section / department / institution duly approved by the competent authority etc.

6. **Transport Committee:** (1) There shall be transport committee comprising of the following:

(i) Registrar	Chairman
(ii) Treasurer	Member
(iii) Director AA	Member
(iv) HoD (with approval of the Vice Chancellor)	Member
(v) Director Admin/Deputy Director Admin	Member / Secretary

- (2) Following shall be the functions and powers of the transport committee:

- i). They will assess, revise and fix rates for hiring university vehicles by university employees as provided under Rule 7 (vii) & (viii);
- ii). They will inquire and decide the cases of misconduct of drivers and misuse of vehicles by university employees / students etc.
- iii). They will arrange and decide transportation matters of university employees and students under university transport facilities and assess, revise and fix transportation charges in this connection from time to time.
- iv). The committee will periodically inspect university vehicles for its proper maintenance;
- v). The committee will assess the status of the vehicles for its repair/maintenance/ condemnation

etc, and will grant approval of repairs / replacement of parts and provision of auxiliary parts like CNG kits, air conditions etc.

- vi). The committee shall prepare a detailed list of the vehicles and shall submit the same for approval of the competent forum according to the need/entitlement.
- vii). The committee shall allot vehicle for the purpose of pick and drop (local only) of the facilitators /guests/ members for the seminars / workshops/conferences arranged and financed by the university and meetings of the statutory bodies.

**7. Code for the Use of Vehicles:**

- (i) Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, procession and demonstration arranged by political parties and celebrations of mourning on political events, death anniversaries and students' and faculty elections campaigns etc.
- (ii) Vehicles requisition for officially approved visit / use (out station) shall be allowed only.
- (iii) Officers who have been earmarked vehicles by designation or to their offices shall not be entitled to conveyance allowance.
- (iv) Transport may be made available on fuel charges for any academic or excursion trip arranged for the students, provided that such trips are duly authorised and supervised by the head of department / institution, subject to the approval of the Registrar and proper requisition of vehicle.
- (v) In the event of the death of any student on the campus or in any hospital in Peshawar, the University shall make arrangements for free transportation of the dead body to his / her parents.
- (vi) The University shall maintain one or two emergency vehicles round the clock with the Authorized Officer, in the event of emergency the vehicles will be provided free of charges to take a sick student or employee to the nearest relevant dispensary or hospital and bring him back. The student will 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.
- (vii) In case of the death of an employee or a member of his family including parents, children and wife in the campus or any Hospital in Peshawar, University shall make arrangements for free transportation of the dead body.
- (viii) The University may allow transport facility on payment to its employees only for family use (parent and children) subject to proper requisition.
- (ix) The employee hiring the vehicle shall pay the vehicle charges in advance at the rate prescribed by the transport committee. The charges will be adjusted and accounted for on the basis of actual bill on return from the journey, for which receipt shall be issued by the authorised officer.
- (x) The vehicles are not to be driven to a place other than the approved destination.

- (xi) The toll tax, fuel charges and maintenance charges (if required) should be paid by the requisiting officer which will be reimbursed to the concerned officer.
  - (xii) During the conference/seminars and symposium university vehicles shall be allowed for local pick and drop only and not for out station pick and drop after proper requisition duly approved by the competent authority.
- 8. Code for Drivers:** The driver of each vehicle shall strictly observe the following:
- (i) He shall be responsible for proper up-keep and cleaning of the vehicle, actual consumption POL/GOL, careful driving and timely maintenance and repair.
  - (ii) He shall get entries recorded in the log book accordingly.
  - (iii) He shall be responsible for any damage caused to the vehicle due to his negligence.
  - (iv) He shall observe the driving and traffic regulations including speed limits as laid down in different areas.
  - (v) He shall not leave the vehicle unattended or in dangerous position, while on duty.
  - (vi) The above rules from (i) - (v) shall also be applicable to authorized officers where they drive themselves.
  - (vii) If a driver is fined for negligent driving, he shall be made to bear the expenses.
  - (viii) Prohibited items shall not be carried in the University vehicles, in case of any such incidence driver shall be responsible for all legal consequences including disciplinary action under KMU (E&D) statutes 2016.
- 9.** The drivers / cleaners shall be paid overtime allowance for the duties exceeding duty hours (8 hours) as per prescribed rates on the recommendation of the secretary and approval of the chairman transport committee (if applicable).
- 10. Log Book:**
- (1) Proper log book shall be maintained for each vehicle which shall remain in the custody of the driver.
  - (2) POL / GOL shall be entered in the log book and signed by the concerned officer.
  - (3) Entries in regard to repair / service of vehicle etc shall be entered in the log book by the driver and countersigned by the concerned officer.
  - (4) Log Book of the vehicles earmarked to the officer under Rule 5 of these rules shall be maintained by the private secretaries of concerned officer and Principal Staff Officer for Vice-Chancellor.
- 11. Audit:** Audit of Accounts related to each vehicle shall be carried out by the Internal Audit at the time of passing fuel bills. He shall check and ensure that rules for detailment / use of vehicle / consumption of fuel / entries in log book and account register have been correctly followed.
- 12.** The Registrar may allow requisitioning of its vehicle to any other institutions, Government, Semi Government and Autonomous Bodies on usual charges approved by the Transport Committee on the charges provided proper request is made from such institutions.



**KHYBER MEDICAL UNIVERSITY**  
PHASE V, HAYATABAD, KHYBER PAKHTUNKHWA, PESHAWAR, PAKISTAN.

**VEHICLE REQUISITION PROFORMA**

Name of Requisitioner : \_\_\_\_\_ Designation: \_\_\_\_\_

Section/Institute: \_\_\_\_\_

Type of the Vehicle: \_\_\_\_\_ Place of visit: \_\_\_\_\_

Time & date of movement out \_\_\_\_\_ Time & date of return back \_\_\_\_\_

Purpose (Specific): \_\_\_\_\_

Nature of Duty:

<input type="checkbox"/> Private	<input type="checkbox"/> Official
----------------------------------	-----------------------------------

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Remarks of the Head of Section/Institution: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature of Head of Section/Institution \_\_\_\_\_  
Designation: \_\_\_\_\_

Approved/Not Approved  
On Payment/Free

**REGISTRAR**

**FOR OFFICIAL USE**

A vehicle No. \_\_\_\_\_ Type \_\_\_\_\_ Driver \_\_\_\_\_

has been detailed to perform the duties as mentioned above and will report back.

Deputy Director Admin./Transport Officer

Copies to:

1. Requisitioning Officer/Official.
2. Assistant Registrar (Establishment).
3. PS to Registrar, KMU
4. Ps to Treasurer, KMU
5. Driver concerned
6. Office record.

Deputy Director Admin.

