

# UNIVERSITY OF TURBAT

Tradition, Innovation, Excellence



TRANSPORT AND VEHICLES RULES 2023

University of Turbat  
Turbat Kech Balochistan

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**UNIVERSITY OF TURBAT  
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

**NOTIFICATION**

**No. UoT/Reg. 1129-8/2023.** In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Transport and Vehicles Rules of University of Turbat, having been approved by the University of Turbat Senate on 8<sup>th</sup> August, 2023, is hereby published as the University of Turbat Transport and Vehicles Rules 2023.

**UNIVERSITY OF TURBAT TRANSPORT AND VEHICLE RULES 2023**

1. **Title:**

These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), 35 (1) of Balochistan Universities Act 2022, shall be called, "*The University of Turbat Transport and Vehicle Rules 2023*".

2. **Commencement and Application:** These rules shall come into force at once and applicable to all vehicles of University.

3. **Definitions:** In these rules, unless the context otherwise requires: -

- (a) **"Authorized Officer"** means the Transport Officer of the University of Turbat to whom the Vice-Chancellor has delegated the powers to proper maintenance and utilization of the university vehicles.
- (b) **"Competent Authority"** means Vice Chancellor.
- (c) **"Department / Section"** means a teaching department / administrative sections established by the University.
- (d) **"Employee"** means an employee (administrative and academic) of University.
- (e) **"Entitled Staff"** mean the staff (administrative and academic) entitled for vehicle by virtue of its positions or designated by the Vice Chancellor.

- (f) **"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.
- (g) **"Official Duty or Official Business"** means a journey performed or residence to a place where the presence of staff (administrative or academic) is required for official work of the university.
- (h) **"Registrar"** means the Registrar of the University.
- (i) **"Student"** means any person who is enrolled as a student in a department / Institute of the university.
- (j) **"University Vehicle"** means any type of vehicle owned and registered in the name of University either purchased by or donated to the University.
- (k) **"University"** means the University of Turbat.
- (l) **"Transport Committee"** means a committee constituted for the purpose of managing the affairs of University of Turbat transport under this rule.
- (m) **"Vehicle"** means all types of motor vehicles, staff car, buses, vans, ambulance and motor bikes of the university.

Other expressions used shall have the same meaning as assigned to it in Balochistan Universities Act 2022 Statutes, Regulations and Rules made there under.

4. **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.
5. The Transport Section of the University shall be under the control of the Registrar.
6. All condemned/ damaged vehicles shall be disposed of by university through public action.
7. **Responsibility:**
  - (1) The Authorized Officer shall be the In-charge 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 whosoever 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.
8. 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. Pro – Vice Chancellor
    - iii. Registrar
    - iv. Treasurer
    - v. Controller of Examinations
  - II. Key Officials
    - i. Entitle Deans and Directors.

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

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 etc.

9. **Transport Committee:**

(1) There shall be transport committee comprising of the following:

- |                        |                      |
|------------------------|----------------------|
| i. Registrar           | (Chairman)           |
| ii. Deputy Registrar   | (Member)             |
| iii. Deputy Treasurer  | (Member)             |
| iv. Authorized officer | (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 10;

- 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 vehicles for its condemnation etc., and will grant approval of repairs / replacement of parts and provision of auxiliary parts.
- vi). The committee will assess the condemned vehicles and makes recommendations for its auction.

**10. 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. Officers who have been earmarked vehicles by designation or to their offices shall not be entitled to conveyance allowance.
- iii. Transport may be made available on fuel charges for any academic or excursion trip arranged for the students, provided that such trips are duly authorized and supervised by the head of department / section, subject to the approval of the competent authority and proper requisition of vehicle.
- iv. In the event of the death of any student on the campus or in any hospital in Turbat, the University shall make arrangements for free transportation of the dead body to his / her parents.
- v. 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.
- vi. In case of the death of an employee or a member of his family including parents, brothers and sisters in the campus or any Hospital in Turbat, University shall make arrangements for free transportation of the dead body.

- vii. The University may allow transport facility on payment to its employees only on the occasion of their or their children marriages etc. subject to proper requisitions.
  - viii. Under special circumstances, vehicles for private purpose may be allowed with the permission of the competent authority, only on payment at rates prescribed by the transport committee.
  - ix. The employee hiring the vehicle shall pay the vehicle charges in advance at the rate prescribed. 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 authorized officer.
  - x. The employee shall forward his/her requisition on the Vehicle Requisition Form to the competent authority through the Registrar 24 hours in advance and employee shall be provided vehicle on fixed rent rate subject to availability of vehicle at the time of requisition.
  - xi. The university ambulance shall be used for the treatment of the students and employees and their immediate family members as per the SOPs to be approved by the competent authority.
  - xii. The vehicles are not to be driven to a place other than the approved destination. The prior approval/ permission of the competent authority, in writing, is required for running the vehicle beyond 50 km from the university and territorial limits District Kech.
- 11. Recovery of charge for private use vehicles:** The authorized officer shall inform the Account Section of Directorate of Finance about the requisition of the employee concerned and private use of vehicle/ ambulance made during the month for the recovery of charges from the staff who used the vehicle for private purposes as per the fixed rate per mileage which shall be mentioned in the log-book.
- 12. Instructions for Vehicles Drivers:** The driver of each vehicle shall strictly observe the following instructions:
- i). He shall be responsible for:
    - a. proper up-keep and cleaning of the vehicle,
    - b. actual consumption POL,
    - c. careful driving,
    - d. timely maintenance and repair,
    - e. avoidable damage to vehicles,
    - f. speed limit of 100km per hour.
  - 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 always be in possession of his valid driving license, registration papers

- and permission form competent authority for taking the vehicle beyond 50km from university and the territorial limits of District Kech.
- vi). He shall not leave the vehicle unattended or in dangerous position, while on duty.
  - vii). He shall not smoke and eat *paan* during the driving of vehicle.
  - viii). He will be medically checked up for general fitness, eye sight and night and color blindness once every six months.
  - ix). The above rules from (i) - (v) shall also be applicable to entitled employees where they drive themselves.
  - x). If a driver is fined for negligent driving, he shall be made to bear the expenses.
  - xi). Prohibited items shall not be carried in the University vehicles, in case of any such incident driver shall be responsible for all legal consequences including disciplinary action under university (E&D) Rules 2023.
13. The drivers / cleaners shall be paid overtime allowance for the duties exceeding duty hours (8 hours) as per prescribed rates.
14. **Log Book:**(1) Proper log book shall be maintained for each vehicle which shall remain in the custody of the driver.
- (2) POL shall be entered in the log book and signed by the 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 officer.
  - (4) Log Book of the vehicles earmarked to the officer under Rule No. 7 of these rules shall be maintained by the staff of entitled employee concerned and Principal Staff Officer for Vice-Chancellor.
15. **Audit:** Audit of Accounts related to each vehicle shall be carried out by the Internal Auditor at the time of passing bills. He shall check and ensure that rules for use of vehicle / consumption of fuel / entries in log book and account register have been correctly followed.
16. The Competent Authority shall allow requisitioning of its vehicle to any other institutions, Government, Semi Government and Autonomous Bodies on usual charges provided proper request is made from such institutions.

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