



# **Transport Rules**

**UNIVERSITY OF SCIENCE & TECHNOLOGY,  
BANNU, Khyber Pakhtunkhwa (Pakistan)**

# UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

## TRANSPORT RULES

1. **SHORT TITLE AND COMMENCEMENT**:- These rules will be called UST-Bannu Transport Rules-2008, hereinafter referred to as Rules, which shall come into force after approval of the competent authority.
2. **DEFINITIONS**:-
  - (i) **“University”** means the University of Science and Technology Bannu.
  - (ii) **“Department”** means a teaching Department and for the purpose of these rules, includes a Department, Institute or a Constituent College established by the University or located in the University.
  - (iii) **“Head of the Department”** means any person who is Incharge of the administration of a Department/Institute/Constituent College such as Chairman, Coordinator Principal or Director etc including a person who is officiating in such a capacity.
  - (iv) **“Transport Officer”** means an officer of the UST-Bannu to whom the Vice-Chancellor has delegated the powers and duties to look after the working and functions of transport office of the University.
  - (v) **“Student”** means a person enrolled as a student in a Department/ Institute/Constituent College of UST-Bannu.
  - (vi) **“Employee”** means an employee of the UST-Bannu, including a teacher, officer or staff member, whether employed on whole time basis or otherwise.
  - (vii) **“Vehicle”** means any type of motor vehicle donated or transferred to UST-Bannu or purchased by University from its own funds.
  - (viii) **“Fuel Charges”** means, charges made only for fuel & lubricants consumed by a vehicle.

3. Transport fleet of the University consisting of all kinds of vehicles will be the property of the University and will be used primarily for the purpose of facilitating the students, teachers, and employees of the University in attending the classes and offices.
4. The Transport Officer will be the Incharge of Transport Section and will be responsible for proper use of all the University vehicles. He will maintain and control the movement of the vehicles and will look after their maintenance and repairs, POL and other related matters. He will also be responsible for properly maintaining & updating the record, registration books, log-books and other documents of the University vehicles.
5. All the University vehicles of UST-Bannu would be under general pool with the Transport Officer except those which are specifically detailed for duty with the University Offices/Sections/Departments. The vehicles at general pool will be detailed by the Transport Officer for performance of official work of the University on proper requisition of the Head of the Department/Section duly approved by the competent authority.
6. The Vehicles specifically detailed for duty with the University Offices/Sections/Deptts. will be under the administrative control of the officer concerned, and shall have the following maximum ceilings for official use in a year:-  
Maximum Limit in a year.

<b>A.</b>	Staff Car with the Vice Chancellor	No Limit
<b>B.</b>	Others	As may be decided by the competent authority but not exceeding 20000 km per annum for discharge of their duties.
<b>C.</b>	Director Works/Project Director	Project Works only
7. 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 ceiling of 20,000 km for official use in a year as per approval of the competent authority. The Department/Institute/Constituent College will meet the expenditure of fuel to the extent of maximum limit fixed for the vehicles of the concerned Department/Institute/Constituent College.

- 8.** These rules shall also be applicable to all those Departments/ Institutes/Constituent Colleges working under UST-Bannu who have the transport of any kind on their charge.
- 9.** No person except the authorized driver of the UST-Bannu detailed specifically shall drive the vehicle. He shall be responsible for putting the vehicle in the garage/parking place after performance of duty and shall report compliance to the Transport Office to this effect.
- 10.** The officer with whom the vehicle is specifically detailed, other than the general pool vehicles, will be permitted to drive the vehicle only in emergencies in case the driver is absent or not available provided that he himself possesses the valid driving licence. In any case he will be fully responsible for the safety of passengers and of the vehicle at his disposal.
- 11.** Officers to whom the vehicles have been earmarked by designation or they use the vehicles detailed with their offices shall not be entitled for conveyance allowance.
- 12.** Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties and celebrations on political events, death-anniversaries and student election campaigns etc.
- 13.** Transport may be made available on fuel charges for any excursion trip arranged by not less than three tutorial groups of students provided such groups are accompanied by a member of the teaching staff authorized by the Head of Department in order to make the excursion and educational activity successful, subject to prior approval of the Vice Chancellor and proper requisition of the vehicle.
- 14.** Transport will be allowed on fuel charges for educational purposes. Such trips will be arranged by the head of the Department in accordance with the general policy of the University subject to prior approval of the Vice Chancellor and proper requisition of vehicle.
- 15.** The Vice Chancellor will exercise his own discretion in allowing Transport for religious purposes only, subject to proper requisition of the vehicle and security of men and material.

- 16.** In the event of the death of any student on the campus or in any hospital in Bannu, the University will make arrangement for free transportation of the dead body up to his home town in Pakistan.
- 17.** The UST-Bannu will maintain two emergency vehicles round the clock with the Transport Officer or any other officer authorized by the Vice Chancellor. In the event of emergency the vehicles will be provided free of charge to take a sick student or employee to the nearest relevant dispensary or hospital and bring him back during working hours. The sick-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 only for hostel students or employees.
- 18.** In case of the death of an employee or a member of his family including parents in the campus or any hospital in Bannu, the University will make arrangements for free transportation of the dead body.
- 19.** The University may allow transport facility on payment to an employee only on the occasion of his son's, daughter's or his own marriage subject to proper requisition and availability of the vehicle.
- 20.** Free use of University vehicles for private purposes either by the employees or students of the University will not be allowed in any case.
- 21.** The University will charge for private hiring of the vehicles by the employees of the University as per rates fixed by the Syndicate from time to time subject to the following conditions:-
  - (a) The user of the vehicle shall pay the charges including daily allowance and overtime of the driver (and conductor, if any) in advance at the prescribed rate. The charges will be adjusted and accounted for on the basis of actual bill on return from the journey with proper printed receipt issued by the Transport Office.
  - (b) The vehicle will not be driven to a place other than the approved destination for which it has been requisitioned.
  - (c) In case of accident, during private use of the vehicle, the repair charges will be payable by the user.

- 22.** The Vice Chancellor may allow requisitioning of the University vehicles to any other institution on the Campus or the Government, Semi Government and Autonomous Bodies on usual charges provided proper request is made from such organizations.
- 23.** The driver of each vehicle shall strictly observe the following:-
- (a) He shall be responsible for proper up-keep and cleaning of the University vehicle, actual consumption, careful driving, caution against accident and timely service and repair.
  - (b) He shall get entries recorded in the log-book before the concerned officer/requisitioner leaves the vehicle after return from the official/private duty.
  - (c) He shall be responsible for any damage which may be caused to the vehicle due to his negligence.
  - (d) He shall observe the driving and traffic rules, speed limits laid down in different areas.
  - (e) He shall not leave the vehicle unattended or in dangerous position while on duty.
  - (f) The above rules, from serial “a” to “e”, shall also be applicable to authorized officers when they drive the vehicles themselves in case of emergencies only.
  - (g) The driver concerned shall not allow any body (even the conductor, if any) to drive the University vehicle.
  - (h) In case any officer/ Official/requisitioner insists persistently on driving the vehicle himself, the driver will not resist, but shall report the matter to the Transport Officer for action. In such a case the concerned officer/official/requisitioner shall be fully responsible for the damage, if any.
  - (i) The drivers must be in proper dress specified for them.
- 24.** The drivers/conductors shall be paid overtime allowance for the duties exceeding their normal duty-hours as per the rates to be fixed by the Syndicate subject to the verification of his over-time duty by the official concerned.

**25. LOG-BOOK**

- (a) Proper log-book shall be maintained for each vehicle which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be indicated on the title cover of the log-book.
- (b) Every person using the vehicle shall make and sign entries in the log-book in respect of the journey performed by the vehicle with him/her and to certify total kilometers of the vehicle used.
- (c) Petrol/Diesel put in the vehicle shall be entered in the log-book and will be countersigned by the officer/requisitioner concerned in whose presence the same has been put in the fuel tank of the vehicle.
- (d) Entries with regard to repairs/service of vehicle, replacement of tyres, battery, spare-parts etc, shall be made by the driver concerned in the log-book.
- (e) The log-book of a vehicle earmarked to an officer under clause-6 of these Rules shall be properly maintained by the concerned driver and certified by the officer concerned, except the Vice Chancellor where the log book will be certified by the Private Secretary to the Vice Chancellor.

**26. AUDIT**

The accounts/expenses of each vehicle shall be audited out by the Resident Assistant Director (Audit) at the University at the time of passing the fuel bills who shall also ensure that the rules for detailment, use of vehicle, consumption of fuel, entries in log-book and petrol account register etc. have correctly been observed.

**27. REQUISITION SLIP (Specimen)**

Please detail the University vehicle car/van/double cabin/truck/bus for official/private duty Registration No. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

**Signature of the Requisitioner**  
(With designation/rubber stamp)

Recommended:

Allowed:

Not recommended with reasons:

Not allowed:

**Signature of the Transport Officer**

**Signature of the Competent Authority**

**Vehicles used:**

1. Registration No. \_\_\_\_\_
2. on (date) \_\_\_\_\_
3. From \_\_\_\_\_ to \_\_\_\_\_
4. Vehicle reported back on (date) \_\_\_\_\_ at (time) \_\_\_\_\_
5. Vehicle used till (Time) \_\_\_\_\_
6. Meter reading recorded (out) \_\_\_\_\_
7. Meter reading after use (in) \_\_\_\_\_
8. Total KM/Miles used \_\_\_\_\_

**Signature of the Requisitioner**

**28. LIST OF LIGHT VEHICLES (Specimen)**

<b>S.No</b>	<b>Registration No.</b>	<b>Type of Vehicle</b>	<b>Model</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**29. LIST OF HEAVY VEHICLES (Specimen)**

<b>S.No</b>	<b>Registration No.</b>	<b>Type of Vehicle</b>	<b>Model</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			