
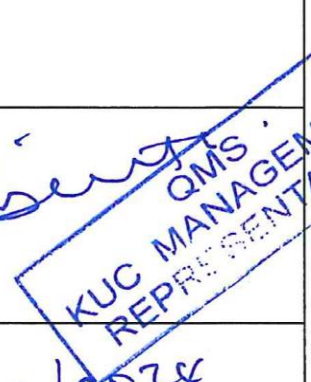

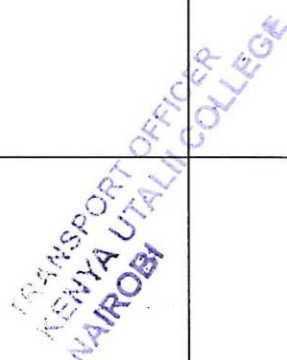




**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURE FOR TRANSPORT (KUC/QMS/R/52)**

<b>AUTHORIZATION:</b> Procedures for Transport are issued under the authority of:	
<b>ISO (QMS)MANAGEMENT REPRESENTATIVE</b>	
<b>SIGNATURE</b>	 
<b>DATE</b>	23/08/2024
<b>PROCESS OWNER: TRANSPORT OFFICER</b>	
<b>SIGNATURE:</b>	 
<b>DATE:</b>	23/08/2024



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**RECORD OF CHANGES**

<b>NO.</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>REASON FOR REVIEW</b>	<b>PAGE</b>	<b>PROCESS OWNER</b>
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	Transport Officer

ISSUE NO. 4, REVISION NO.3, AUGUST/2024



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**DOCUMENT DETAILS**

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**SECTION A: QUALITY OBJECTIVES**

<b>OBJECTIVE</b>	<b>ACTIVITIES</b>	<b>RESOURCES.</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME.</b>	<b>KEY PERFORMANCE INDICATORS.</b>
To attend to all Requisitions for transport services.	Requisitions review Allocation of vehicles	Certified manpower Budget Vehicles	Transport Officer	As per schedules	Requisitions attended to
To ensure proper maintenance of vehicles for reliable transport services	Inspection of vehicles Service maintenance	Budget Competent Manpower	Transport Officer	As per schedule	Well maintained vehicles Summary of defective vehicles



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**SECTION B: PROCEDURES**

**1. PROCEDURE FOR ALLOCATION AND MAINTENANCE OF VEHICLES**

**2. PURPOSE**

To ensure adequate and timely provision of transport for staff and students on official duty

**3. SCOPE**

This applies to provision of transport for staff, students and Board members only.

**4. TERMS AND DEFINITIONS**

**4.1** SOP: - Standard operating procedure

**4.2** TO- Transport Officer

**5. REFERENCES**

**5.1** KUC Quality Manual

**5.2** Transport Management

**5.3** Policy 5.3 ISO 9001:2015



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**6. RESPONSIBILITIES**

Transport Officer shall ensure this procedure is implemented.

**7. INPUT**

**7.1** Certified Drivers

**7.2** Vehicles



**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**8. METHOD**

**8.1 Allocation**

- 8.1.1 The user shall make requisition for transport and forward to the Transport Officer for approval at least 24 hours before time of travel.
- 8.1.2 Transport Officer shall approve the requisitions.
- 8.1.3 The Transport Officer shall allocate the vehicle for use.
- 8.1.4 The transport officer shall communicate the vehicle allocated and name of the driver before the end of the requisitioning day.
- 8.1.5 Transport officer shall allocate trips/vehicles to drivers and authorize the work ticket
- 8.1.6 When the vehicle returns, mileage readings shall be recorded
- 8.1.7 For vehicles requiring corrective maintenance a vehicle repair requisition shall be filled.
- 8.1.8 The transport officer shall assign the mechanic for action.
- 8.1.9 The Transport Officer shall confirm that the corrective action has been done.



**PROCEDURES FOR TRANSPORT (KUC/QMS/R/52)**

**8.2 VEHICLE MAINTENANCE**

8.2.1 The Transport Officer shall prepare a vehicle maintenance schedule.

8.2.2 The vehicles are attended to as per schedule.

**9. OUTPUT**

Transport Allocated

Vehicles maintained

**10. RECORDS**

Work tickets filled

Requisitions filled

Vehicle Inspection report

Vehicle Maintenance schedule