



UniMAC
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

BULLETIN

TRANSPORT AND VEHICLE POLICY

VOL. 2 ISSUE NO. 1.4

PUBLISHED BY AUTHORITY

APRIL, 2026



UniMAC TRANSPORT AND VEHICLE POLICY

PREPARED BY:

Rachael Aidoo
Junior Assistant Registrar
Directorate of General Administration and Consular Services
Email: Rachael.aidoo@unimac.edu.gh

Dr. Obaapanin Oforiwaa Adu
Director
Directorate of General Administration and Consular Services
Email: ooadu@unimac.edu.gh

Abigail P.M. Lawer, CMC, ChPA
Administrative Officer (IL)
Directorate of General Administration and Consular Services
Email: alawer@unimac.edu.gh

&

Mr. Samuel Tetteh Oko
Directorate of General Administration and Consular Services
Assistant Transport Officer (IFT)
Email: stoko@unimac.edu.gh

FEBRUARY 2026

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FOREWORD

The University of Media, Arts and Communication (UniMAC) is committed to ensuring efficiency, safety, accountability, and professionalism in the management and use of its transport resources. As the University continues to expand its operations and service delivery, the need for a structured and well-regulated transport system has become increasingly essential.

This Transport and Vehicle Policy has been developed to provide a comprehensive framework to guide the acquisition, allocation, utilisation, maintenance, and disposal of University vehicles. It also outlines the roles and responsibilities of all stakeholders, including management, transport officers, drivers, and users of the University's transport services.

The Policy seeks to promote the prudent use of vehicles, enhance operational efficiency, ensure compliance with road safety regulations, and minimise risks associated with transport activities. It further establishes clear procedures to support transparency, accountability, and cost-effectiveness in the management of the University's vehicle fleet.

UniMAC recognises that effective transport management is critical to supporting teaching, learning, research, and administrative functions. It is therefore expected that all staff and users of University vehicles will adhere strictly to the provisions of this Policy.

Management remains committed to providing the necessary support and oversight to ensure the successful implementation of this Policy. Continuous review and improvement will be undertaken to align with best practices and the evolving needs of the University.

Prof. Eric Opoku Mensah

Vice-Chancellor

University of Media, Arts and Communication (UniMAC)

February 2026

1.0 INTRODUCTION

This Transport Policy provides guidelines for the effective management, allocation, and use of UniMAC's fleet of motor vehicles. It aims to ensure safety, accountability, cost efficiency, compliance with national regulations governing road transport, and timely support for academic, administrative, and operational activities across all campuses.

2.0 VISION

To provide a safe, efficient and well-coordinated transport system that supports the academic, administrative and operational excellence of UniMAC.

3.0 OBJECTIVES

1. To provide a clear framework for the management and utilization of all UniMAC vehicles.
2. To ensure consistent renewal of insurance, roadworthy certificates, driver licenses, safe driving practices and compliance with national road safety regulations.
3. To define responsibilities of drivers, vehicle users, and transport officers.
4. To regulate staff access to university vehicles and applicable charges, establish clear procedures for vehicle allocation, maintenance, and reporting.
5. To minimize operational risks and ensure continuity of transport services.
6. To establish a comprehensive and efficient vehicle management framework that ensures the systematic acquisition, enhancement, control, maintenance, repair, and disposal of UniMAC vehicles, with the aim of promoting safety, cost-effectiveness, accountability, and optimal utilization of all UniMAC's transport resources.

4.0 SCOPE OF THE TRANSPORT POLICY

This UniMAC policy applies to all transport-related activities, resources, and personnel within UniMAC and specifically covering the following:

1. UniMAC-owned vehicles.

All motor vehicles, buses, pickups, vans, motorcycles, and any other transport assets owned by UniMAC.

2. Eligible Users

UniMAC staff (Teaching and non-teaching), drivers, interns, national service personnel and other authorized persons who use or manage UniMAC vehicles.

3. Transport Operations and Eligibility for Vehicle Use

Vehicle Allocation and Usage; approved official trips and assignments for both staff and students; emergency assignments relevant to the University's operations, inter-campus movements; transport for academic fieldwork and research; and administrative errands authorized by Heads of Units/Institutes, and ceremonial activities.

4. Vehicle Maintenance and Safety

Regular servicing and repairs of UniMAC vehicles, Insurance renewals, fuel management, Roadworthiness standards, and accident reporting and investigation.

5. External Transport Engagements

Any Collaboration with external transport service providers, private vehicle hires for official duties, and partner institutions using UniMAC transport facilities.

6. Vehicle Request Procedure

All vehicle requests must be made using the Vehicle Request Form or official memo addressed to the Transport Unit. Additionally, Requests must be submitted at least 24–48 hours before the intended trip (except emergencies). Approval must be granted by the Transport Officer and confirmed by the Registrar/Institute Registrar or a designated authority.

7. Priority of Allocation: When demands exceed available vehicles, priority shall be given to the following:

- a. Statutory and governance functions.
- b. Academic and examination-related activities.
- c. Administrative errands.
- d. Official University events and programmes.

5.0 GENERAL ADMINISTRATION OF THE TRANSPORT UNIT

5.1 Establishment and Mandate of the Transport Unit

The Transport Unit of the University of Media, Arts and Communication (UniMAC) shall operate as a centralized Administrative Unit responsible for the effective planning, coordination, control, and management of all university-owned vehicles and transport-related services. The Unit which is under the Umbrella of the General Administration and Consular Services Directorate (GACS) shall support the academic, administrative, and operational functions of the University by ensuring the provision of safe, reliable, cost-effective, and efficient transport services.

5.2 Organizational Structure of the Transport Unit

The Transport Unit shall operate under the supervision of a designated senior officer, Head of Transport who shall report to the Director of General Administration and Consular Services as determined by the University Management. The Unit shall comprise drivers, transport assistants, and administrative staff as may be approved by Management. Clear reporting lines and defined responsibilities shall be established to promote accountability and operational efficiency.

6.0 ROLES AND RESPONSIBILITIES

6.1 Roles and Responsibilities of the Transport Unit

The general administration of the Transport Unit shall include, but not be limited to, the following responsibilities:

1. Maintaining a comprehensive and up-to-date records, including: Vehicle logbooks and movement registers; Fuel issuance and consumption records; Maintenance, servicing, and repair history; Insurance, roadworthy certificates, license renewals; Driver duty rosters and performance records.
2. All UniMAC vehicles shall remain under the direct administrative control of the Transport Unit. Allocation of vehicles for official duties shall be based on approved requests, availability, and operational priorities. No vehicle shall be moved without proper authorization from the Transport Unit, and all movements shall be documented through approved transport chits signed by the Head of Transport.
3. Ensuring prudent use of financial and material resources allocated for transport operations. This includes effective fuel management, cost control on maintenance and repairs, and adherence to approved budgets. Any internally generated funds from hiring of vehicles or related services shall be properly accounted for in accordance with UniMAC's financial regulations.
4. Prioritizing safety in all transport operations. This includes ensuring that vehicles are roadworthy, drivers are properly licensed and medically fit, and that all journeys comply with traffic regulations and University safety standards. The Unit shall also ensure timely reporting and investigation of accidents, incidents, and near misses.
5. Liaising with Faculties, Institutes, Departments, and external agencies to ensure smooth coordination of transport services. Clear communication channels shall be maintained to address transport requests, emergencies, and operational challenges promptly.
6. Ensuring compliance with all transport-related policies, procedures, and statutory regulations.
7. Advising Management on transport needs, fleet expansion, replacement, and disposal.

8. Coordinating training and capacity-building programmes for drivers and transport staff in collaboration with the Human Resource Directorate and reputable training institutions.

6.2 Transport Officer

The Transport Officer shall:

- a. Plan and schedule official vehicle usage in line with approved requests.
- b. Manage the fleet and maintain accurate proper documentation on vehicle movement, fuel consumption, servicing, insurance, roadworthiness and logbook entries.
- c. Supervise and deploy drivers and ensure compliance with this policy and other statutory regulations.
- d. Arrange for scheduled and unscheduled maintenance.
- e. Advise Management on transport needs, fleet expansion, replacement, and disposal of unserviceable vehicles.
- f. Coordinate training and capacity-building programmes for drivers and transport staff.

6.3 Drivers

UniMAC drivers shall:

- a. Maintain valid driving licenses appropriate for the assigned vehicle type.
- b. Conduct pre-trip vehicle inspection (tyres, fuel, brakes, lights, tools, etc.).
- c. Drive safely and comply with road traffic regulations.
- d. Record all trips in the Logbook.
- e. Report mechanical faults immediately to the Transport Unit.
- f. Maintain cleanliness of assigned vehicles.
- g. Avoid unauthorized passengers and unofficial use of official vehicles.

6.4 Staff and Passengers

UniMAC Staff and Passengers must:

- a. Use vehicles only for approved purposes.

- b. Cooperate with drivers and adhere to safety instructions.
- c. Refrain from influencing drivers to break speed limits or deviate from approved routes.
- d. Ensure timely reporting for departure.

6.5 Official Assignment of Vehicles

A UniMAC employee may be officially assigned a University vehicle based on the nature of their duties, level of responsibility, and the University's operational requirements. The assignment of vehicles shall be subject to Management's approval and governed by the following conditions.

- i. University vehicles assigned to staff shall be strictly for official duties and authorized University Business only.
- ii. An officially assigned vehicle shall be returned to the Transport pool for inspection and safe custody when the staff member vacates office, is reassigned, or ceases to perform the role for which the vehicle was assigned.
- iii. Where a vehicle is assigned for a specific task or time-bound assignment, the vehicle shall be returned to the Transport Pool immediately upon completion of that assignment.
- iv. Except for the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Director of Finance, Institute Registrars, and any other officers as may be determined by Management from time to time, all staff officially assigned vehicles shall return such vehicles when proceeding on leave or off duty. During such periods, the vehicles shall be parked at designated parking locations on campus under the custody of the Transport Department.
- v. Management shall approve the assignment of a specific driver to an executive or senior officer where operationally necessary.

7.0 PROVISION OF TRANSPORT SERVICES

UniMAC shall provide transport services to support official, academic, administrative, and approved student-related activities of the University. All transport requests shall be properly planned and formally communicated to the Transport Departments through the approved institutional channels.

7.1 Educational and Academic Trips

UniMAC shall provide appropriate vehicles, based on the number of participants, for departmentally approved educational and academic trips scheduled by faculties/schools.

- i. At the beginning of each semester, lecturers who intend to embark on educational or academic trips shall submit a consolidated schedule of such trips, duly approved by their Deans to the Transport Department.
- ii. Not later than one (1) week before the scheduled trip, the Academic Department shall submit the full list of participating students to the Transport Department to facilitate planning and allocation of vehicles.

7.2 Sports and Games Trips

The Sports and Recreation Directorate of UniMAC shall submit its semester travel schedule, together with the list of students and officials participating in sporting and recreational activities, to the Transport Department at the beginning of each semester for planning and coordination.

7.3 Students, Funeral trips

In the event of the death of a registered student during a semester, UniMAC shall provide a vehicle at no charge to convey fellow students and staff to the funeral venue.

- i. The request shall be submitted in writing by the dean of Students to the Director, General Administration and Consular Services
- ii. The Director shall forward the request to the Registrar and the Vice-Chancellor for approval.

7.4 Departmental Associations

Vehicles may be released to recognized Departmental Associations for approved educational trips or social activities upon a formal request through their patrons and endorsed by the relevant HoDs and the Dean of Students.

- i. The Association shall pay an agreed charge and bear the cost of fuel.
- ii. A driver's per diem shall be paid where the trip exceeds four (4) hours or extends beyond 5:00 p.m.
- iii. Hiring charges shall be determined by the UniMAC Transport Committee and reviewed periodically based on the type of vehicle.

7.5 Student's Representative Council (SRC)

Vehicles may be released to the SRC upon a formal request by the SRC Executives and with the approval of the Dean of Students.

- i. Where a vehicle was procured by the SRC, no hiring charge shall apply.
- ii. The SRC shall, however, bear the cost of fuel and the driver's per diem.

7.6 Staff Associations

Recognized staff associations and trade unions within UniMAC may request vehicles through their executives to the Director, GACS.

Approved requests shall attract an agreed hiring charge in addition to fuel costs and the driver's per diem.

7.7 Members of Staff

UniMAC vehicles shall not be released to individual staff for leisure purposes. However, vehicles may be provided for the following approved purposes.

7.7.1 Official Duties and Assignments

Vehicles shall be released to Departments for official assignments and duties. Requests shall be initiated by the staff member leading the assignment and routed through the HoD, through the Dean to the Registrar.

7.7.2 Marriage Ceremonies

On the occasion of a staff member's marriage, a vehicle may be released upon written request to the Director of General Administration and Consular Services by the staff who wish to attend and support the ceremony. The staff member shall bear the cost of fuel and the driver's per diem.

7.7.3 Funerals

Death of a Member of Staff

- i. A pick-up vehicle or ambulance (where available) shall be released to convey the remains of the deceased where necessary.
- ii. Vehicles shall also be provided to convey staff to the funeral.
- iii. All such support shall be provided free of charge to the family of the deceased staff member.

7.7.4 Bereavement of a Member of Staff

- i. In the event of the loss of a spouse, child, or parent of a staff member, a vehicle shall be released to convey sympathizing staff.
- ii. The university shall bear the cost of fuel and the driver's per diem.

7.8 Sponsored Projects

Vehicles may be released to Project Coordinators for the execution of sponsored projects upon request.

- i. Hiring charges shall apply unless vehicle use is explicitly captured as part of UniMAC's contribution in the project agreement.

- ii. Where hiring charges are waived, documentary evidence to that effect shall be submitted to the Transport Engineer prior to vehicle release.

8.0 PRINCIPLES OF THE POLICY

8.1 Acquisition of UniMAC vehicles

The acquisition of motor vehicles by the University of Media, Arts and Communication (UniMAC) shall be guided by operational necessity, value for money, efficiency, safety, and sustainability. This policy ensures that all vehicles acquired support the University's academic, administrative, and service delivery functions while complying with relevant laws and public procurement regulations.

8.2 Authority for Vehicle Acquisition

- a. All vehicle acquisitions shall be initiated by Management through the Transport Unit in consultation with user departments. Final approval for the acquisition of vehicles shall rest with the University Council or its duly mandated committee, in accordance with UniMAC's governance structures.
- b. No department or individual shall independently procure a vehicle for official use without prior written approval from Management.

8.3 Needs Assessment and Justification

Vehicle acquisition shall be based on a clearly documented needs assessment conducted by the Transport Unit. Justification for acquisition may include:

- a. Expansion of academic programmes or campuses
- b. Expansion of administrative directorates.
- c. Replacement of obsolete, over-aged, or uneconomical vehicles
- d. Increased operational demand
- e. Introduction of specialised services requiring specific vehicle types

The needs assessment shall consider fleet size, utilisation rates, maintenance history, and cost efficiency.

8.4 Procurement Process

All vehicle procurement shall comply strictly with the Public Procurement Act and UniMAC's procurement procedures. Vehicles may be acquired through:

- a. Outright purchase
- b. Lease arrangements
- c. Donations or grants, subject to approval
- d. Technical specifications shall be prepared by the Transport Unit to ensure suitability for intended use, durability, fuel efficiency, and ease of maintenance.

8.5 Vehicle Specifications and Standards

Vehicles acquired shall meet the operational requirements of the University and conform to national road safety and environmental standards. Consideration shall be given to:

1. Fuel type and fuel economy
2. Terrain and road conditions
3. Passenger or cargo capacity
4. Availability of spare parts and after-sales support
5. Priority shall be given to standardised vehicle brands and models to reduce maintenance and spare parts costs.

8.6 Inspection, Registration, and Commissioning

1. All newly acquired vehicles shall undergo inspection by the Inspection Team before acceptance.
2. Vehicles shall be duly registered, insured, and licensed before being commissioned for use.
3. Each vehicle shall be entered into the University's vehicle register and assigned a unique identification number.

4. Allocation and Deployment of transport resources for approved purposes.

8.7 Acquired vehicles

Acquired vehicles shall be classified as:

- a. Official vehicles
- b. Institute/Campus vehicle
- c. Administrative vehicles
- d. Academic vehicles
- e. Special-purpose vehicles
- f. Pool vehicles

8.3 Allocation of vehicles

Allocation shall be based on operational need and approved by Management. Vehicles remain the property of UniMAC at all times and shall not be permanently assigned to individuals unless expressly approved.

8.4 Donated Vehicles

- a. All donated vehicles shall be formally accepted by the University through Management approval.
- b. Donated vehicles shall meet UniMAC's minimum operational and safety standards.
- c. The Transport Unit shall assess maintenance implications before acceptance.

8.10 Documentation and Records

Comprehensive records shall be maintained for all acquired vehicles, including:

- a. Purchase documents
- b. Registration and insurance details
- c. Warranty information

The Transport Unit shall be responsible for maintaining and updating these records.

8.11 Review and Compliance

The acquisition process shall be subject to periodic review to ensure efficiency and compliance with policy. Any breach of this policy shall attract appropriate administrative sanctions in line with UniMAC regulations.

9.0 INSURANCE OF UNIVERSITY VEHICLES

- a. All UniMAC vehicles shall be insured comprehensively or as otherwise approved by Management.
- b. The Transport Unit shall maintain an up-to-date insurance renewal schedule for all vehicles.
- c. Insurance must be renewed at least two (2) weeks before expiry to avoid operational risks.
- d. Claims processing shall be initiated immediately after an accident, with full cooperation from drivers and users of the vehicle.

9.1 Roadworthiness and DVLA Renewals

1. Every UniMAC vehicle shall undergo mandatory roadworthy inspections as required by law.
2. Roadworthy certificates and road use permits shall be renewed promptly and documented.
3. No vehicle shall be used when its roadworthy certification has expired.
4. The Transport Manager shall maintain a digital and physical tracker for expiry dates of all DVLA-required renewals.

10.0 MAINTENANCE AND REPAIRS OF MOTOR VEHICLES

- a. All UniMAC vehicles shall undergo routine preventive maintenance every three (3) months based on mileage or as recommended by manufacturers.
- b. Maintenance shall include:
 - i. Servicing
 - ii. Mechanical and electrical repairs
 - iii. Tyre replacements
 - iv. Battery checks and replacements
- c. Major repairs require approval from the Registrar/Director of Finance at the Central Administration and the Rector/Institute Finance Officer at the Institute level.

10.1 Body works

- a. Only approved service providers shall be used for major repairs.
- b. Drivers shall conduct daily and weekly vehicle checks and report faults immediately.
- c. The Transport Unit shall maintain a Maintenance Logbook for each vehicle.
- d. Approval for body works should be from the Registrar or Director of GACS.

10.2 Maintenance Fee for Staff Hiring University Vehicles

1. Staff who hire University vehicles for private or unofficial use shall pay a maintenance fee approved by Management.
2. The fee structure shall consider:
 - i. Distance to be covered
 - ii. Duration of use
 - iii. Fuel Consumption
3. Payment of the maintenance fee shall be made before release of the vehicle unless otherwise approved.
4. Staff shall be responsible for fuel costs unless the purpose of the trip is official.

10.3 Depreciation and Valuation of Vehicles

UniMAC-owned vehicles shall depreciate when its value reduces over their useful life due to wear and tear, age, usage intensity, and technological obsolescence. Proper depreciation management ensures accurate asset valuation, informed budgeting, and timely replacement planning.

10.4 Depreciation Framework

1. All UniMAC vehicles shall be depreciated using an approved accounting method consistent with government regulations and the University's financial policies.
2. The Finance Directorate shall collaborate with the Transport Unit to determine the depreciation schedule for each vehicle type, considering:
 - i. Purchase price
 - ii. Expected useful life
 - iii. Mileage usage
 - iv. Maintenance history
 - v. Operational demand and frequency of assignment
3. The standard depreciation period for vehicles shall be between 5 to 10 years depending on usage.
4. Annual valuation of vehicles shall be conducted for asset reporting.

10.5 Review of Depreciated Value

An annual valuation report shall be submitted by the Transport Officer to the Director, GACS highlighting:

- i. Current estimated value
- ii. Cost of major repairs within the year
- iii. Whether it is economically efficient to continue maintaining the vehicle
- iv. Vehicles whose maintenance costs exceed 30-40% of their current value shall be flagged for possible retirement or disposal.

11.0 RETIREMENT OF UniMAC VEHICLES

Retirement refers to the formal withdrawal of a vehicle from active service when it becomes uneconomical, unsafe, or inefficient to operate.

11.1 Conditions for Retirement

A UniMAC vehicle shall be considered for retirement under any of the following circumstances:

- i. The vehicle has reached or exceeded its depreciated useful life as determined by policy.
- ii. The cost of repairs and maintenance repeatedly outweighs the benefits of continued use.
- iii. The vehicle has recurring mechanical faults that compromise reliability or safety.
- iv. The spare parts required for effective servicing are no longer readily available.
- v. The vehicle has been rendered unroadworthy by the DVLA or failed roadworthy certification.
- vi. The needs of the University have evolved, making the vehicle unsuitable for operational demands.

11.2 Technical Evaluation for Retirement

- i. The Transport Officer shall prepare a technical inspection report highlighting the vehicle's condition, fault history, maintenance records, and cost-benefit analysis.
- ii. A Vehicle Retirement Committee, constituted by Management (Director of GACS, Finance, Procurement, and an external mechanical expert where necessary), shall review the recommendation.
- iii. The committee shall advise Management on whether the vehicle should be:
 - a. Repaired and returned to service,
 - b. Converted for limited/auxiliary use (e.g., campus errands), or
 - c. Fully retired and prepared for disposal.

11.3 Approval Process for Retirement

Final approval for retirement shall be granted by the Vice Chancellor acting on the recommendation of the Management Committee. Once approved, the vehicle shall be removed from the active fleet register and logged in the retirement/disposal register.

11.4 Disposal of Retired Vehicles

The Transport Unit shall recommend disposal after conducting a technical and financial assessment. Once a vehicle has been approved for retirement, disposal shall follow transparent, auditable, and competitive processes in line with the Public Procurement Act and University regulations. Vehicles eligible for disposal include those that are:

1. No longer economically viable to maintain
2. Accident-damaged beyond reasonable repair
3. Fully depreciated

11.5 Disposal Methods

Approved disposal methods may include:

- i. Public auction
- ii. Trade-in
- iii. Sale by tender
- iv. Scrapping where the vehicle is beyond economic repair

Proceeds from disposal shall be paid into the University's central/Institute account.

11.6 Useful Life Expectancy of UniMAC Vehicles

- i. Saloon cars and pickups: 7–10 years
- ii. Buses and minibuses: 10–15 years
- iii. Motorbikes and smaller utility units: 5–7 years

These ranges may be adjusted depending on actual condition, usage pattern, and manufacturer recommendations.

11.7 Documentation and Handover

- i. A disposal certificate shall be issued and signed by the Transport Officer, Director of Finance, and Procurement Officer. (I think the VC should have a signature on the disposal certificate because it's an asset of the University)
- ii. Proceeds from disposal shall be paid into the University's designated account.
- iii. The vehicle's records shall be archived for a minimum of five years.

12.0 DRIVER MANAGEMENT AND LICENSE RENEWALS

1. All UniMAC drivers shall hold valid professional driving licenses appropriate for the category of vehicles they operate.
2. Driver's license shall be renewed annually or as required by DVLA.
3. Renewal of driver's license shall be sponsored by the University.
4. The Transport Unit shall maintain a Driver License Renewal Register.

13.0 USE OF UniMAC VEHICLES

1. Vehicles shall be used strictly for approved University assignments unless hired privately under policy guidelines.
2. All vehicle movements must be recorded in the Vehicle Logbook.
3. Unauthorized use of vehicles is strictly prohibited and subject to disciplinary action.
4. The University discourages the use of private or personal motor vehicles for University business.
5. When private motor vehicles are used for University business express approval is required from the Registrar/Institute Registrar.
6. Where approval is not granted for the use of personal motor vehicles, the University shall not accept any liability of whatsoever emanating from the use of such private motor vehicles.

14.0 FUEL MANAGEMENT

1. Fuel shall be provided for official assignments only based on approved trips, distances, and the vehicle's fuel consumption rate.
2. Fuel coupons or electronic fuel cards must be used strictly for official purposes.
3. Drivers must submit fuel receipts after each purchase.
4. Any misuse shall lead to disciplinary action.
5. Fuel consumption shall be monitored monthly.
6. Only authorized fuel stations/vendors approved by UniMAC may supply fuel.

15.0 ACCIDENT REPORTING AND INVESTIGATION

1. All accidents, regardless of severity, must be reported immediately to the Transport Manager.
2. A written incident report must be submitted within 24 hours.
3. Investigations shall be conducted and documented.
4. Driver involved in accident must be given immediate medical attention.
5. Accident investigations will be conducted, and disciplinary action taken if negligence is established.

15.1 Risk and Incident Reporting framework

This is established to ensure the timely identification, documentation, investigation, and management of all transport-related risks and incidents involving UniMAC vehicles, drivers, passengers, and third parties. This process aims to promote safety, minimize losses, ensure accountability, and prevent recurrence.

1. Transport-related risks and incidents

This includes, but are not limited to:

- a. Road traffic accidents (minor or major)

- b. Vehicle breakdowns and mechanical failures
- c. Near-miss incidents
- d. Damage to vehicles, property, or third-party assets
- e. Theft or loss of vehicles, fuel, or vehicle accessories
- f. Driver misconduct, reckless driving, or breach of transport regulations
- g. Injury or loss of life involving passengers, drivers, or third parties

2. **Reporting Procedure**

- a. **Immediate Notification:** The driver involved shall immediately inform the Transport Officer or Head of Transport Unit upon the occurrence of any incident or identified risk. In cases involving injuries, fatalities, or major damage, the Ghana Police Service and relevant emergency services shall be notified without delay.
- b. **Incident Report Submission:** A written Incident Report Form must be completed by the driver within 24 hours of the occurrence. The report shall include the date, time, location, vehicle registration number, names of persons involved, description of the incident, and preliminary assessment of damage or injury.
- c. **Supporting Documentation**
Where applicable, copies of police reports, photographs, witness statements, insurance documents, and medical reports shall be attached to the incident report.
- d. **Investigation and Assessment:** The Transport Unit shall conduct a preliminary investigation to determine the cause, extent of damage, and liability. Findings may be escalated to Management, the Registrar, or a disciplinary committee where negligence, misconduct, or policy violations are suspected.
- e. **Corrective and Preventive Measures**
Based on investigation outcomes, UniMAC may:
 - i. Implement corrective actions such as vehicle repairs, retraining of drivers, or revision of operating procedures
 - ii. Apply disciplinary measures in accordance with UniMAC's regulations

- iii. Review and update safety practices to mitigate future risks
- iv. Insurance and Claims Management: All reportable incidents shall be communicated promptly to the University's insurance provider in line with policy requirements. Failure to report incidents promptly may result in rejection of insurance claims and may attract administrative sanctions.
- v. Record Keeping and Monitoring: The Transport Unit shall maintain a centralized Risk and Incident Register for all reported cases. Periodic reviews of incident data shall be conducted to identify trends and inform safety improvements, driver training, and policy updates.
- vi. Responsibility and Compliance: Drivers, transport officers, and users of UniMAC vehicles are required to comply fully with risk and incident reporting procedures. Failure to report an incident or deliberate concealment of information shall constitute a breach of this policy and may attract disciplinary action.

16.0 COMPLIANCE AND MONITORING

- 1. The Head of Transport shall ensure full compliance with this policy.
- 2. Annual audits of vehicle usage, maintenance, and documentation shall be conducted.
- 3. Departments found violating transport procedures may face administrative sanctions.

17.0 BRANDING

- 1. All UniMAC owned vehicles shall have standard identification marks (decals/branding) indicating ownership by UniMAC.
- 2. Vehicles allocated to Institutes/Faculties/Directorates/units shall be embossed appropriately to ensure uniform identity.
- 3. Branding of UniMAC owned vehicles shall be done by a professional approved by the University to ensure standardization in printing taking into consideration UniMAC's colour codes.

18.0 WORKSHOPS AND CAPACITY-BUILDING PROGRAMMES FOR DRIVERS

UniMAC is committed to enhancing the competence, professionalism, and safety consciousness of all institutional drivers. To achieve this, the University shall provide periodic training and workshops to ensure drivers maintain the highest standards of operational excellence.

18.1 Types of Training

The following training programmes shall be organised at least once every year or as may be deemed necessary by Management:

- i. Defensive Driving Training to improve road safety awareness and reduce accident risks.
- ii. Customer Service and Professional Conduct Workshops to strengthen communication, courtesy, and institutional representation skills.
- iii. Vehicle Care and Basic Maintenance Training to help drivers identify early signs of mechanical challenges and improve handling of assigned vehicles.
- iv. Health, Safety, and First Aid Training to enhance readiness for emergencies.
- v. Policy and Compliance Orientation to ensure drivers understand UniMAC transport policies, reporting procedures, and administrative expectations.

18.2 Participation and Documentation

- i. Participation in training programmes is mandatory for all official drivers.
- ii. Certificates awarded after training shall be added to each driver's personnel file.
- iii. Non-participation without valid reason shall attract disciplinary action.

18.3 Training and Capacity Building for Transport Administrators

To ensure effective, efficient, and accountable management of UniMAC's transport system, all transport Administrators shall undergo continuous training and capacity-building programmes. These trainings are intended to enhance professional competence, promote best practices, and align transport operations with institutional policies and national regulations.

18.4 Scope of Training

Transport Administrators shall receive training in, but not limited to, the following areas:

- i. Transport planning and fleet management
- ii. Vehicle acquisition, maintenance scheduling, and disposal procedures
- iii. Transport policy implementation and compliance
- iv. Budgeting, cost control, and fuel management
- v. Record-keeping, reporting, and use of transport management systems
- vi. Risk management, safety standards, and accident prevention
- vii. Public service ethics, leadership, and customer service
- viii. Relevant transport laws, insurance requirements, and regulatory compliance

18.5 Frequency and Mode of Training

- a. Training programmes shall be organized periodically, at least once every two years, or as determined by management.
- b. Training may take the form of workshops, seminars, short courses, in-service training, conferences, or online learning programmes.
- c. Newly appointed Transport Administrators shall undergo orientation and induction training before assuming full responsibilities.

18.6 Training Providers

- a. Training may be facilitated by recognized institutions, professional bodies, regulatory agencies, or experienced internal resource persons.
- b. Where necessary, administrators may be sponsored to attend external training programmes to acquire specialized skills.

18.7 Funding and Support

1. The University shall make budgetary provisions to support approved training and development programmes for Transport Administrators.
2. Participation in approved training programmes shall be considered part of official duty.

18.8 Monitoring and Evaluation

1. Transport Administrators who undergo training shall submit reports highlighting key learnings and recommendations for improving transport operations.
2. Management shall assess the impact of training on service delivery and operational efficiency.

19.0 TRANSPORT CHITS FOR DRIVERS

Transport chits serve as official authorization documents permitting drivers to undertake approved trips on behalf of the University. They ensure proper monitoring, transparency, and accountability in vehicle usage.

19.1 Issuance of Transport Chits

- a. All driving assignments must be authorized through a duly signed transport chit. The chit must clearly state the purpose, destination, date, time, requesting unit, and approving authority.
- b. Drivers shall not embark on any journey without receiving an approved chit from the Transport Officer or authorized representative.
- c. Transport chits shall not be issued for unofficial journeys or personal errands.
- d. Misuse of a transport chit constitutes a disciplinary offence.

20.0 OUT-OF-STATION ALLOWANCE FOR DRIVERS

Out-of-station allowance refers to approved monetary support provided to drivers who accompany staff, students, or officials on official assignments outside their normal duty station.

1. Eligibility

Drivers are eligible for out-of-station allowance when:

- i. They travel outside the regional boundaries of their duty station, or
- ii. They are required to remain with the vehicle for more than six (6) hours away from their duty post, or
- iii. They are assigned overnight trips or multi-day official journeys.

2. Rates and Payment Procedures

Allowance rates shall align with UniMAC's approved administrative rates or national public sector standards. Payments shall be processed upon confirmation of the trip by the Transport Officer and approval from the relevant authority.

3. Coverage of Out-of-station Allowance

Out-of-station allowance shall cover:

- i. Meals and incidental personal expenses,
- ii. Accommodation (where applicable and not provided by the requesting unit),
- iii. Any other officially recognized expenditure approved by Management.

4. Responsibilities of Drivers on Out-of-Station Duties

Drivers on such assignments shall:

- i. Ensure the vehicle is secured at all times,
- ii. Maintain a log of activities, mileage, and fuel usage,
- iii. Adhere strictly to safety protocols and professional conduct.

5. Non-Eligibility

Drivers shall not receive out-of-station allowance when:

- i. The journey is within routine operational areas,
- ii. Accommodation and meals are fully provided by the requesting unit,
- iii. They are off duty or not on official assignment.

21.0 REIMBURSEMENT OF DRIVER'S LICENSE RENEWAL FOR UNIMAC DRIVERS

UniMAC shall reimburse approved driver's license renewal charges for eligible UniMAC drivers.

21.1 Eligibility

Reimbursement shall apply to:

1. All permanent and contract drivers officially employed by UniMAC and assigned to operate university vehicles.
2. Drivers whose licenses are required as a condition for the performance of their official duties.
3. Drivers who renew licenses within the approved category relevant to the class of vehicle they operate for the University.

21.2 Scope of Reimbursement

1. Reimbursement shall cover the official statutory fee charged by the Driver and Vehicle Licensing Authority (DVLA) for license renewal.
2. Additional costs arising from penalties, late renewals, traffic offences, medical tests required due to personal health issues, or upgrades to higher licence categories for personal reasons shall not be reimbursed.

21.3 Approval and Renewal Process

1. Drivers shall notify the Transport Officer at least one (1) month before the expiry of their license.
2. The Transport Unit shall verify the expiry date and confirm the driver's eligibility for reimbursement.

21.4 Documentation Requirements

Claims for reimbursement shall be supported by:

1. A copy of the renewed valid driver's license
2. Original official DVLA payment receipt.

3. A duly completed reimbursement request form endorsed by the Transport Officer.

21.5 Payment Procedure

1. Approved reimbursements shall be processed through the University's Finance Office in accordance with existing financial regulations.
2. Reimbursement shall only be effected after verification that the renewed licence is valid and appropriate for official duties.

21.6 Compliance and Sanctions

1. Drivers who operate university vehicles with an expired or invalid license shall be sanctioned in line with UniMAC disciplinary procedures.
2. Failure to notify the Transport Unit of an expiring license may result in suspension from driving duties and forfeiture of reimbursement.

22.0 USE OF OFFICIAL VEHICLES AFTER WORKING HOURS

After-Hours Policy: UniMAC vehicles are not permitted for personal use after working hours. Vehicles assigned to key officers for 24-hour use (e.g., Vice Chancellor, Registrar, Director of Finance) must still be used responsibly and logged appropriately.

23.0 HIRING OF UniMAC VEHICLES TO EXTERNAL PERSONS AND ORGANISATIONS

The University of Media, Arts and Communication (UniMAC) may, subject to availability and institutional priorities, hire its vehicles to external individuals, organisations, and institutions. The primary objective of this arrangement is to generate additional revenue to support vehicle maintenance and the overall sustainability of the University's transport operations. The hiring of UniMAC vehicles shall, however, not compromise the University's core academic and administrative activities.

- i. All external hiring requests shall be submitted formally to the Transport Unit through the appropriate administrative channel and approved by Management or an authorised officer. Approval shall be based on factors including vehicle availability, purpose of use, duration of hire, and risk considerations. UniMAC reserves the right to decline any request deemed inappropriate or inconsistent with the University's policies and values.
- ii. Vehicles hired to external users shall be driven only by UniMAC-assigned drivers unless Management expressly approves otherwise. External hirers shall not be permitted to assign their own drivers without written authorisation and verification of licensing and competence. The use of UniMAC vehicles shall be restricted strictly to the approved purpose and route, and any deviation without authorisation shall attract sanctions.
- iii. A hiring fee, determined periodically by Management, shall be charged to external users. The fee shall take into account fuel consumption, distance covered, duration of use, driver allowances, and a maintenance component. All payments shall be made in advance or under terms approved by the Finance Directorate before the release of the vehicle.
- iv. External hirers shall be held liable for any damage, loss, traffic offence, or misuse of the vehicle during the hiring period.
- v. **Maintenance and Associated Costs Payable by Vehicle Hirers:** To safeguard UniMAC's vehicle fleet and ensure cost recovery, all persons or organisations hiring UniMAC vehicles shall bear specific maintenance-related costs arising from the use of the vehicle during the hire period.
- vi. Hirers shall be responsible for routine operational costs directly linked to their usage, including fuel, lubricants, tolls, parking fees, and driver out-of-station allowances where applicable. These costs shall either be prepaid or reimbursed upon completion of the trip, subject to verification by the Transport Unit.
- vii. Where a vehicle sustains damage, abnormal wear, or mechanical faults attributable to misuse, negligence, overloading, or reckless driving during the hiring period, the full cost of repairs shall be borne by the hirer. The Transport Unit, in consultation with the Finance

Directorate, shall assess the cost of such repairs and communicate same to the hirer for settlement.

- viii. In cases of accidents involving hired vehicles, the hirer shall be liable for the insurance excess and any repair costs not covered by insurance. Where insurance claims are invalidated due to a breach of policy conditions by the hirer, the hirer shall bear the full cost of repairs or replacement.
- ix. A maintenance charge or contingency fee, as approved by Management, may be included in the hiring fee to cater for routine servicing and depreciation resulting from external use. This charge shall be reviewed periodically to reflect prevailing maintenance costs.
- x. Failure by a hirer to settle maintenance or repair costs within the stipulated time shall result in the suspension of future access to UniMAC vehicles and may attract additional administrative or legal action as deemed appropriate by Management.

24.0 WASHING AND CLEANING OF UNIVERSITY VEHICLES

To ensure the proper maintenance, safety, and presentation of UniMAC vehicles, the following guidelines shall apply:

- i. Every driver shall, upon returning from an official trip, ensure that both the interior and exterior of the vehicle are thoroughly washed at an approved washing bay.
- iii. Receipts issued for vehicle washing shall be submitted and used for the retirement of accounts by the travelling officer or the responsible Department/Unit, in accordance with the University's financial regulations.
- iv. Washing bay charges for University vehicles used for official journeys shall be borne by the department or Unit of the travelling officer.

25.0 HANDLING OF VEHICLE KEYS

Keys to vehicles shall be picked from the Security Unit or any designated office at the constituent institute by logging in and submitting to same by logging out.

26.0 APPROVED SPEED LIMITS

The University of Media, Arts and Communication (UniMAC) is committed to ensuring the safety of staff, students, visitors, and university property through the strict regulation of vehicle speed. All drivers operating UniMAC-owned, hired, or authorized vehicles shall comply with the speed limits outlined below at all times.

1. Within UniMAC campuses and premises: The maximum speed limit shall be 30 km/h, unless otherwise indicated by official signage.
2. Residential and pedestrian-dense areas on campus: A reduced speed limit of 20 km/h shall apply, particularly near lecture halls, hostels, studios, libraries, and administrative buildings.
3. Outside campus (official assignments): Drivers shall strictly observe national road traffic speed limits as prescribed by the Driver and Vehicle Licensing Authority (DVLA) and the Motor Traffic and Transport Department (MTTD) of the Ghana Police Service.

26.1 Sanctions

Sanctions may include:

1. Verbal or written warnings
2. Suspension from driving duties
3. Financial liability for damages arising from speeding

27.0 SAFETY RULES AND CONDUCT

1. Seatbelts must be worn at all times.
2. No drinking, smoking, or texting while driving.
3. Maximum speed limits must be strictly observed.
4. Overloading of vehicles is prohibited.
5. Drivers must exhibit courtesy and professionalism at all times.
6. Passengers must respect driver decisions relating to safety.

28.0 SANCTIONS FOR MISUSE OF VEHICLES

Breaches of this policy may result in:

1. Written warnings
2. Suspension from vehicle use
3. Recovery of costs for damage or unauthorized expenses
4. Disciplinary action in accordance with UniMAC regulations

29.0 POLICY REVIEW

This policy shall be reviewed every three (3) years or earlier if required.

30.0 EFFECTIVE DATE

This policy becomes effective on the date of approval by the UniMAC Management Board.

References

University of Health and Allied Sciences, August 2021 - Revised Transport Policy
Transport and Vehicle Maintenance Policy, 2020 - Kumasi Technical University
Vehicle Management Policy, 2019 - University of Education Winneba
University of Development Studies, July 2018 - Revised Transport Policy