



## National Open University of Nigeria

SOP Title	Transport and Logistics Unit
SOP No:	NQSA/SOP/IGM/013
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Transport and Logistics Unit
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

### Purpose

The purpose of this policy is to ensure the safe and efficient operation of vehicles in the transport unit of our organization. Regular and proper vehicle maintenance is crucial for ensuring the safety of passengers, minimizing downtime, reducing repair costs, and extending the life of our fleet.

### Activities

1. Vehicle Maintenance
2. Environmental
3. Vehicle Allocation/Assignment
4. Request Approval

5. Safety
6. Incident Reporting and Investigation
7. Budgeting and Financial
8. Fueling and Expense Reporting
9. Driver Selection and Training
10. Vehicle Cleaning and Sanitization
11. Communication
12. Vehicle Disposal and Replacement

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**Activities and Actions**

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Timeline to complete each step</b>	<b>Action by (Name and ID number)</b>	<b>Evidence of completed Activity (Task)</b>
1.	Vehicle Maintenance	<p>1. Regular Inspections: All vehicles are expected to undergo a comprehensive inspection by qualified technicians at least once every three months or after a specified number of miles driven, whichever comes first. In addition, is also expected to undergo a Scheduled Maintenance which includes oil changes, filter replacements, tire rotations, and other routine services.</p>	90 Days		Report on vehicle maintenance.

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		<p>2. Repairs: Whenever repairs are necessary, Drivers must promptly report any malfunctions or vehicle issues to the Head of Unit, Transport Manager or Chief Driver, who will initiate the repair process. All reported vehicle issues shall be addressed promptly, and repairs should be completed as soon as possible to avoid any potential safety hazards. And all Repairs shall be done using genuine or manufacturer-approved parts to maintain the vehicle's warranty and ensure optimal performance.</p>			

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2.	Vehicle Allocation/Assignment	<p>1. Vehicle Allocation Process: Needs Assessment: The transport unit will conduct a thorough needs assessment in collaboration with the requesting departments to identify their specific vehicle requirements. This assessment will consider factors such as the purpose of use, distance traveled, passenger or cargo capacity, and any special features needed.</p> <p>2. Priority Allocation: a) Emergency Services and Critical Operations: Units</p>	90 Days		<p>1. List of vehicles in the university by type with dates</p> <p>2. List of allocation of vehicles with dates</p> <p>3. List of priority allocation and purpose.</p>

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		<p>involved in emergency services, critical operations, or essential support functions will be given priority in vehicle allocation to ensure uninterrupted service delivery.</p> <p>b) Special Events or Projects: Units with special events, time-bound projects, or specific operational needs will receive priority consideration for temporary vehicle allocations</p> <p>3. Approval Process:</p> <p>a) Requesting Units: Units requiring</p>			

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		<p>vehicle allocation must submit a formal request to the transport unit, specifying the purpose, duration, and expected vehicle utilization.</p> <p>b) Approval Authority: The Transport Manager or a designated authority will review the requests and make allocation decisions based on the established criteria and priorities.</p> <p>4. Compliance and Reporting:</p> <p>a) Accountability: Units receiving allocated vehicles</p>			

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		<p>are responsible for their proper use, care, and compliance with organizational policies and guidelines.</p> <p>Reporting: The Transport Unit will maintain records of vehicle allocations, usage, and any incidents related to the assigned vehicles for monitoring and reporting purposes.</p>			
3.	Driver Allocation/Assignment	<ol style="list-style-type: none"> <li>Needs Assessment: The transport unit will conduct a thorough needs assessment in collaboration with the requesting departments to identify their specific vehicle requirements. This assessment will</li> </ol>			<ol style="list-style-type: none"> <li>Need assessment report.</li> <li>List of drivers assigned to offices.</li> <li>List of priority allocation and purpose.</li> </ol>



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		<p>consider factors that will affect the allocation of driver to the department.</p> <p>2. Priority Allocation: Emergency Services and Critical Operations: Units involved in emergency services, critical operations, or essential support functions will be given priority in drivers' allocation to ensure uninterrupted service delivery.</p> <p>Special Events or Projects: Units with special events, time-bound projects, or</p>			

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		<p>specific operational needs will receive priority consideration for temporary vehicle allocations</p> <p>3. Approval Process: Requesting Units: Units requiring vehicle allocation must submit a formal request to the transport unit, specifying the purpose, duration, and expected vehicle utilization.</p> <p>4. Compliance and Reporting: Accountability: Units receiving driver are responsible for their adherence and compliance with organizational</p>			<p>1. Memos or letter</p> <p>2. Reports</p>

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		<p>policies and guidelines.</p> <p>Reporting: The Transport Unit will maintain records of vehicle allocations, usage, and any incidents related to the assigned vehicles for monitoring and reporting purposes.</p>			
4.	Other Request Approval	<p>1. Vehicle Request Process:</p> <p>a) Formal Request: All vehicle requests from other departments must be submitted in writing to the head of transport Unit. The detail should include details such as the purpose of use, date(s) of requested usage, destination, and</p>	90 Days		List of request and approval of vehicles assigned with date.

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		<p>any special requirements.</p> <p>2. Approval Process:</p> <p>1) Request Review: The Head of Transport or a designated authority within the transport unit will review all vehicle requests in a timely manner.</p> <p>2) Approval Authority: The Head of Transport or the designated authority will have the authority to approve or deny vehicle requests based on the established criteria and priorities.</p>			

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		<p>3) Communication: The transport unit will communicate the approval or denial of vehicle requests to the requesting units promptly, along with any specific conditions or limitations related to the approved request.</p> <p>Reporting and Records: which includes: Record Keeping (The transport unit will maintain comprehensive records of all vehicle requests, approvals, denials, and any related incidents or issues for monitoring and reporting purposes.)</p>			
5.	Incident Reporting and Investigation	1. Incident/Accident Report: Any event, including accidents	90 Days		1. List of accidents reported including the cause, date, and the driver's name.

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		<p>and near-misses, that results in injury, damage, or disruption to normal operations or an event that had the potential to cause harm or damage but did not result in actual injury or damage. Should be reported immediately to the immediate supervisor, chief driver, the Transport Manager and Head of the Unit. The incident report should include the date, time, location, description of the incident, individuals involved, witnesses, and any relevant</p>			<p>2. Investigation report of reported incidents.</p>

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		<p>details that may aid in the investigation.</p> <p>2. Incident Investigation:</p> <p>3. Incident Reporting and Investigation Records.</p>			
6.	Fueling	1. Authorized Personnel: Only authorized personnel, such as drivers or designated staff, are allowed to fuel the vehicles using the designated fuel stations or approved vendors, and all proofs should be forwarded to the Head of the Unit.	90 Days		Record of fuelling cost by vehicle type, servicing office, monthly, cost per month.
7	Expense Reporting	1. Expense Authorization:	90 Days		List of monthly expenses on NOUN vehicles by month vehicle type, office, and cost.

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		<p>a) Maintenance and Repairs: All maintenance and repair expenses for vehicles must be authorized by the Transport Manager or a designated authority. Non-urgent repairs may require multiple quotes for cost comparison.</p> <p>2. Reporting and Record Keeping this includes:</p> <p>a) Expense Records: The transport unit shall maintain detailed records of all vehicle-related expenses, including fuel purchases,</p>			



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		<p>maintenance, and repairs.</p> <p>b) Reporting: Regular expense reports should be generated to track the overall expenditure on the fleet and analyze trends over time.</p>			
8	Driver Selection and Training	<p>1. Regular Training Sessions: The Transport Unit will conduct regular training sessions approved by the management of the National Open University of Nigeria (NOUN) to update drivers on new road regulations, safety best practices, and any changes in</p>			<p>1. Criteria used in selecting drivers for training.</p> <p>2. List of trainings conducted for drivers by training type, objectives of the training, training outcome, number of participants, and dates.</p>

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		<p>vehicle technology or policies.</p> <p>2. Compliance to Legal Requirements: All Drivers employed by NOUN must comply with all local and national laws, regulations, and licensing requirements relevant to their driving responsibilities (Driving License).</p>			
9	Vehicle Cleaning and Sanitization	1. Cleaning Frequency and Schedule: which may include: Regular Cleaning (Vehicles will undergo regular cleaning after each trip or on a daily basis, depending on their frequency of	90 Days		Record of official vehicle cleaning and sanitization.

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		<p>use) or Intensive Cleaning (Intensive cleaning and sanitation will be conducted at regular intervals, depending on the vehicle's purpose and passenger capacity. Intensive cleaning may include deep-cleaning of interior surfaces, upholstery, and high-touch areas).</p> <p>2. Reporting and Inspection:</p> <p>a) Compliance Checks: The Head of the transport Unit or designated personnel will conduct regular inspections to ensure compliance</p>			

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		<p>with the cleaning and sanitation policy.</p> <p>Incident Reporting: Drivers and passengers are encouraged to report any cleanliness or sanitation concerns promptly to the Transport Manager or relevant authorities.</p>			
10	Vehicle Retirement, Disposal and Replacement	<p>1. Retirement Process:</p> <p>1) Vehicle Assessment: The transport unit is to conduct regular assessments of all vehicles in the fleet. The assessment includes a thorough evaluation of each vehicle's performance based on the</p>			Report of retired, disposed, and replaced vehicles. This should include the vehicle types, reason for disposal, and justification for new vehicle and the cost.

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		<p>established criteria. This evaluation ensures that vehicle retirement decisions are data-driven and objective.</p> <p>2) Replacement Plan: this requires the development of a well-thought-out replacement plan to identify which vehicles are due for retirement, the order of priority, and a proposed timeline for their replacement. A proactive replacement plan ensures that the organization can anticipate vehicle replacement</p>			

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		<p>needs and allocate resources accordingly.</p> <p>Disposal and Resale: If vehicles are in good condition, the organization may consider selling them to recover a portion of their value. Proper disposal methods are followed to minimize environmental impact and adhere to relevant regulations.</p>			

### Team of Developers

1. Isa Shehu (Deputy Registrar (T&L))
2. Mrs John Julie (Conf. Sec.)
3. Adaramola Daniel (Transport Officer/ Quality Assurance Officer)
4. Mr Harrison Emaikwu
5. Mr Giwa Olaitan
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