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Kenya Medical Training College



TRANSPORT POLICY

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals, Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.

The implementation of this Policy ensures that College resources are managed with unquestionable transparency and forthright accountability.

I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The Kenya Medical Training College (KMTC) is a State Corporation established under the KMTC Act, Cap 261 of the Laws of Kenya. Founded in 1927, KMTC is the oldest and largest medical training and research institution in Kenya and within East Africa.

The College appreciates the global dynamism and is therefore; continually re-aligning its strategies to customer needs. Through this, the College has developed a number of policies to enable management disseminate quality services to all its stakeholders. One of these policies is the Transport Policy.

The Policy shall cover procedures relating to management of transport in Kenya Medical Training College. It aims at facilitating understanding of procedures required in running and use of motor vehicles; clarifying eligibility and applicability of transport and travelling in the College; increasing efficiency in utilization of transport services by Board and staff; and minimizing complains/conflicts by all parties involved in usage of College vehicle.

The Transport Policy is also aimed at aligning the demand and supply of the College transport services through effective management, look into the welfare of its staff and Board Directors and provide accountability.

I am glad we now have a consolidated Policy whose implementation will address the ever increasing demand for quality service to our stakeholders.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

DEFINITION OF TERMS

The terms in subsequent sub-paragraphs will have meaning specifically assigned to them as follows:-

KMTC:	Kenya Medical Training College
College:	means Kenya Medical Training College established under Section 3 of KMTC Act, Chapter 261 of the Laws of Kenya.
Board:	KMTC Board of Directors appointed under Section 9 (1) of the KMTC Act, Cap 261 of the laws of Kenya.
Career:	An employee's line of work or service involving continuity over a long period of his working life
Child:	Refers to a child of an employee who is below 22 years or 25 years if in fulltime school attendance, unmarried and wholly or mainly dependent on the employee and includes employees' legally adopted child and/or incapacitated child of any age.
Employee:	A person in the employment of Kenya Medical Training College
Extended Family:	Includes the employee, spouse, children and parents of the employee.
Leave:	A period of authorized absence from duty, paid or unpaid for, and include, but not limited to, absences as annual leave, maternity leave, sick leave and compassionate leave
Next of Kin:	The person whose name has been provided by the employee for the purpose of contact during emergency or in case of death
Nuclear Family:	An employee's spouse and children who are unmarried living with and wholly dependent on him and who have not attained the age of 22 years or 25 years if in fulltime school attendance.
Officer:	An employee unless otherwise stated or implied.
Spouse	The legal married partner of an employee specified under the Marriage Act or in accordance with the relevant Customary Law.
Station	The place where an employee is required to report for duty regularly

1.0 INTRODUCTION

1.1 Mandate of Kenya Medical Training College

The Kenya Medical Training College is the largest and oldest multidisciplinary mid-level health training institution. KMTC provides approximately 85% of the health workforce. KMTC is also instrumental in the implementation of the Human Resource for Health Strategic Plan (2009 - 2012) and Kenya vision 2030 through training of mid-level health workers. Supply of well-trained health workers has the potential to make significant improvement in critical health indicators such as infant, under-5, and maternal mortality rates.

1.2 Objectives of the Transport Policy

- i. To facilitate understanding of procedures required in running and use of motor vehicles.
- ii. To clarify eligibility and applicability of transport and travelling in the College.
- iii. To increase efficiency in utilization of transport services by Board of Directors and staff.
- iv. To minimize complain/conflict by all parties involved in usage of College vehicle.

1.3 Scope of the Transport Policy

This Policy shall cover procedures relating to management of transport in Kenya Medical Training College.

1.4 Application of the Transport Policy

This Policy shall apply to staff and Board of Directors of Kenya Medical Training College.

2.0 TRANSPORT AND TRAVELLING

2.1 Eligibility for Free Transport

- i. The College shall provide free transport for the employee, his wife and eligible child under twenty two (22) years or 25 years if in fulltime school attendance, unmarried and wholly or mainly dependent on the employee and includes both legally adopted child and incapacitated child of any age and wholly or mainly dependent on the employee, on occasions when he/she is travelling on transfer, retirement and termination of service other than resignation or summary dismissal.
- ii. Free transport shall also be provided for an employee travelling on duty, convalescent leave or medical treatment, but this privilege shall not apply to his/her family.
- iii. An employee or a dependant who is eligible for transport privileges must utilize the same within a period of three (3) months from the date when it is due otherwise the entitlement will be forfeited.

2.2 Travelling on Annual Leave

An officer who takes a minimum of one-half ($\frac{1}{2}$) of his/her annual leave will be eligible for a leave allowance once a year at the rates determined by the Directorate of Personnel Management from time to time.

2.3 Travelling on Termination of Appointment or Retirement

On termination of appointment or on retirement, an officer will be provided with free transport to any desired destination of residence within Kenya. This privilege will not apply to an officer who resigns his/her appointment or who is dismissed from the service.

2.4 Travelling for interview

An officer who is invited for an interview by the College will be regarded as travelling on duty and his travelling expenses will be paid for by the College. This regulation will also apply to officers who travel to other stations to sit for examinations conducted by the Public Service Commission.

Where official transport will not be available, the College shall make reimbursement of travel expenses incurred by the employee.

2.5 Travelling for Medical Treatment / Convalescent Leave

- i. When an employee is stationed at a place where appropriate medical attention is not available and, it is certified by an approved medical practitioner that it is necessary for the employee or a member of his family to travel in order to obtain treatment, transport will be provided in accordance with the provisions of the Medical Cover.
- ii. An employee on advice by a medical practitioner to proceed on convalescent leave or treatment to a specified destination shall be provided transport as per the provisions of the Medical Cover.

2.6 Travel by Air

Travelling on duty within Kenya will require prior approval of the Chief Executive Officer irrespective of the mode of travelling. Air travel on duty within Kenya will require the prior approval in writing of the Chief Executive Officer. Such approval may be given when other modes of transport are either unavailable, air travel is economical or where the saving of time is paramount.

2.7 Transfer of Baggage

An employee proceeding on transfer or on terminal leave on retirement is entitled to baggage allowance and shall be permitted to make use of the College vehicle or in its absence, hire private transport for the conveyance of his heavy luggage at reasonable charges, subject to the following baggage allowance as:

Grade	Baggage Allowance Rate per Kilometer
M16 and above	Kshs. 65
M14 to M15	55
M10 to M13	45
M6 to M9	35
M1 to M5	30

2.8 Travelling by Taxi

- i. An employee will be eligible to travel by Taxi if he/she is compelled to travel under the following circumstances
 - a. On duly authorized official duty
 - b. To attend or coming back from a course, conference or meeting; and
 - c. On medical treatment or convalescent leave or
 - d. On retirement
- ii. Employees travelling in such circumstances may make use of a taxi service from his/her residence to the railway station, appropriate public road transport terminal, or airport and vice versa and claim reimbursement of the cost of taxi fares at standard rates, provided that no College transport is available, or use of public transport is deemed to be inconvenient.
- iii. An employee who makes use of own car in the circumstances described may claim normal duty mileage allowance based on the prevailing Automobile Association (AA) rates.

2.9 Travelling on Transfer or Retirement

On transfer or on retirement, an employee and his/her eligible family members shall be provided with free transport to his home at any location in Kenya, provided that such transport is claimed and taken within three months of his cessation of duty. This privilege does not apply to an employee who resigns his appointment, or who is dismissed from service with loss of all benefits.

Where official transport will not be available, the College shall make reimbursement of travel expenses incurred by the employee on advise of the Chief Mechanical and Transport Engineer of the Ministry responsible for transport.

2.10 Transportation of a Deceased Employee for Burial

- i. Free transport facilities for the deceased and immediate family members will be provided at College expense to the place of burial when an officer dies while in service. In addition, the College will make contributions to defray funeral expenses for a deceased officer, one spouse and the four (4) children upto a maximum of Kshs. 20,000 in each case.
- ii. The Chief Executive Officer may use his/her discretion in determining and authorizing the mode of transport for the conveyance of the deceased's body to the place of burial before meeting such expenses for public funds.
- iii. Where Government transport is not available, a private vehicle may be hired at College expense and should not exceed the charges normally levied by the County Government for the hire of a hearse.
- iv. The provision of free transport to an officer or officers from the respective Departments who will represent the College at the deceased burial will be granted by the Chief Executive Officer.

2.11 College Drivers

- i. An employee required to drive must have a valid driving license and must have passed suitability test organized by the Chief Mechanical and Transport Engineer. A driver shall not drive a type of vehicle for which he is not licensed to drive.
- ii. An officer who authorizes the use of a vehicle by a driver who does not possess a valid license, will be held responsible for any pecuniary loss that may result from any eventuality or be subject to disciplinary action.
- iii. The cost of renewal of annual driving licenses of the drivers will be met by the College.
- iv. All drivers must at all times set the highest standards of road conduct and should neither smoke, drive under influence of any substance / alcohol nor use mobile phones while driving.

2.12 Transport Work Ticket

- i. The use of work ticket for a College vehicle is compulsory. Any driver of a College vehicle (or any officer authorized to drive a College vehicle) operating without a work ticket properly authorizing a journey in question, found deviating from the route authorized, or carrying unauthorized passengers or goods, will be subject to disciplinary action. The instructions set out in the front cover of the book of work tickets must be made known to all drivers and other officers responsible for the management of College transport. A summary (as provided for at G of the cover) of fuel, oil and distance travelled, will be entered, with the relative work ticket number, in the vehicle log-book on completion of each such ticket or at the end of each month should a ticket remain incomplete at the end of that month.
- ii. All journeys must be authorized and an endorsement made in the Work Ticket. Any driver operating without a work ticket properly authorizing a journey in question or found deviating from the route authorized or carrying unauthorized passengers or goods will be subject to disciplinary action.
- iii. The instructions set out in the front cover of the book of work tickets must be made known to all drivers and officers responsible for managing the vehicles.

2.13 Use of College Vehicles

- i. All vehicles are intended for official purposes and must never be used for private purpose such as for business or pleasure. An employee who makes improper use of a vehicle will render himself liable to surcharge in addition to any other disciplinary action which may include summary dismissal.
- ii. All Vehicles shall be on the road between 8 a.m. and 5 p.m. unless it is properly authorized for official business by the Chief Executive Officer or the designated officer for the purpose, to carry out an emergency or essential service.
- iii. The Chief Executive Officer is entitled to official car as indicated in the letters of appointment. Officers in Grades M1 to M16 are expected to pool transport when travelling to the same destination particularly in the field services under the co-ordination of the person in charge of transport.
- iv. In order to facilitate proper monitoring of use of vehicles, the Administrative Manager will submit monthly vehicle returns to the Deputy Director Finance and administration. The returns shall specify the following information for each vehicle:

- a. Vehicle particulars
 - b. Distance travelled during the month
 - c. Amount of fuel taken
 - d. Details and cost of all repairs
 - e. Details of grounded vehicles and reasons
 - f. Any other relevant remarks concerning the vehicle
- v. All ignition keys to the vehicles will be handed to the designated officer responsible for transport after official working hours.

2.14 Accident Procedure

- i. All drivers should acquaint themselves with provisions of the Traffic Act, Cap 403 which makes it obligatory for a driver of a vehicle involved in an accident to report the accident to the nearest Police Station in whose area the accident occurs within 24 hours. Any passenger in the vehicle will be required to write a statement on the accident.
- ii. In addition to reporting to the police, the driver is required to give a preliminary accident report on the day of the accident to the Chief Executive Officer, even if he is arrested, giving the following particulars:
 - a. Number of College vehicle and the name of the driver.
 - b. Place, time and brief circumstances of accident.
 - c. Name of any other person(s) who have or whose property has suffered damage, or who have caused damage to College property, and the number of their vehicle.
 - d. Estimate of damage suffered by (c) above or by College personnel or property or both.
 - e. The date which the accident was reported and the name of the Police Officer who took the report and the police station where it was made.
- iii. In cases where the driver has been arrested, the officer-in-charge of the police station concerned will make this report Chief Executive Officer but in all other cases the driver himself, unless incapacitated by the accident, will be responsible for initiating the report.
- iv. On receipt of the report, it will be the responsibility of the Chief Executive Officer to call for a detailed report from the Administrative Manager.
- v. Where the institution incurs expenditure, whether by reason of any third party claim or otherwise, as a result of any accident to a College vehicle and such accident is attributable wholly or in part to the negligence or misconduct of any College employee, the latter may be required to reimburse the College the whole or part of any such expenditure.
- vi. All cases where there is a claim for damages or personal injuries against the College should be referred to the Chief Executive Officer for advice.

- vii. In cases where claims are paid to insurance companies or advocates in respect of accidents the College will obtain discharge certificates signed by the owner of the vehicle involved.
- viii. Accidents involving College vehicles while being used for private purposes must be reported by the responsible office without delay to the appropriate insurance company.

2.15 Use of College Bicycles and Motor Cycles

- i. A College bicycle or motor cycle may be made available to a member of the support staff service whose duties entail travelling within the city or town for the purpose of collecting and delivering official mail or other similar duties.
- ii. College bicycles or motor cycles should be placed in the charge of an officer who should arrange a weekly inspection of all cycles and their accessories and keep a record of such inspection. He/she should also maintain a register of College cycles and retain one key for each. The register should contain particulars of the frame number, make, c.c. where applicable, type, date of purchase and the name and address of the supplier.
- iii. A cycle when not in actual use, should be padlocked to an immovable object such as railings, bicycle stand, etc. In case of theft of a motor-cycle, a report should be made immediately to the police giving particulars of the cycle, including the frame number.
- iv. A College cycle should not be used for private purpose and passengers should not be carried on a cycle on duty.

2.16 Log-Books

- i. Log-books will be maintained by the constituent Campus to which vehicles are allotted to provide operating record to the time of their disposal. On disposal of the vehicle, the log-book should be returned to the Chief Executive Officer. Officers responsible for vehicle must inspect them and sign the log-books regularly, preferably weekly, and must insist on their correct completion. Any damage or defect noticed during the inspection should be recorded in the log-book and reported to the Administrative Manager of the College.
- ii. Entries in the log-book will include the following information:
 - a. Type and description of vehicle
 - b. Make
 - c. Chassis and engine number
 - d. Engine capacity
 - e. Registration number
 - f. Department to which vehicle is allotted
 - g. Brief description of any modifications carried out subsequent to purchase
 - h. Details of repairs (other than minor adjustments)
 - i. Monthly progressive mileage totals with average oil/petrol consumption per kilometre or running hours.

- j. An inventory of tools and equipment issued to the vehicle.
- k. Numbers and description of all tyres issued to the vehicle including replacements
- l. Record of inspections and oil changes
- m. Fuel, oil and mileage log
- n. Particulars of transfers between departments

2.17 Scale of Entitlement

Provision of vehicles, in terms of model and type, will be in accordance with the Government Circulars issued from time to time.

2.18 Immobilization of College Vehicles

College vehicles when garaged and parked must be immobilized by removal of the switch key and/or removal of the distributor rotor arm. Where driving cabins are provided with doors with locks, the doors of the vehicle must be locked and the keys removed. College vehicles should be parked or garaged only at places authorized by the Deputy Director Finance and Administration on behalf of Chief Executive Officer.

2.19 Speed Limits

- i. In addition to maximum speed limits, all College vehicles should adhere to speed limits set by the Ministry responsible for transport including the fitting of speed governors and seat belts in line with the Transport Licensing Board Regulations. The Administrative Manager should ensure that these gadgets are checked regularly but not less than four (4) times in a year to ensure that they are functioning at all times.
- ii. The maximum speed permitted for College vehicles is as follows:

a. Passengers cars and motor cycles	-	110kph
b. 1.5 metric-ton trucks, Land Rovers and light vans	-	80 kph
c. 3 - 5 metric-ton trucks	-	80 kph
d. Any other type of vehicle drawing a trailer	-	65 kph

2.20 Use of Own Cars

- i. Where there may be no official vehicle to travel on official duty outside the normal duty station an officer may seek permission from the Deputy Director Finance and administration to use his own car.
- ii. Where such permission is granted the employee shall claim reimbursement based on the prevailing Automobile Association (AA) rates. The vehicle capacity shall be limited to a maximum of 1800c.c.

3.0 STAFF TRAVEL OUTSIDE THE COUNTRY

i. Travel Clearance

Staff travelling outside the country shall be subject to the Head of Public Service Executive Office of the President circular Ref No: SH/1/6XIV dated 19th October 2018 which provides for guidelines on International Travel and the Requisite Clearances. Employees from Scale M12 and above will be subject to clearance for travel by the Board of Directors through a Board resolution or by the Board Chairperson, and those below M12 will be subject to clearance by the Chief Executive Officer and reported to the Board in compliance with the circular.

Travelling by air for officers on approved medical treatment either within or outside Kenya will be as provided under the Medical Cover.

ii. Travel by Board Directors and Chief Executive Officer

Treasury Circular dated 17th December, 2013 outlined measures to be undertaken by the Government and other agencies to control expenditure, enhance fiscal discipline and ensure prudent financial management of public resources.

i. Mileage Claim

Members of the Board of Directors and CEO may be reimbursed expenses in respect of the cost of travel to and from official duty or reimbursed actual mileage at prevailing Automobile Association (AA) rates applicable to saloon cars with engine capacity rating not exceeding 1800CC when they use personal car on Board business. It's however recommended that the most cost effective means of transport be used.

ii. Use of 4WD Vehicles

The use of 4WD vehicles will continue in accordance with provisions of Section 7 of the Government Financial Management Act 2004.

iii. Air Transport

Board Directors including the Chairperson and CEO, travelling outside the country by air, will travel in business class however all domestic air travels should be in economy class by the National Carrier, Kenya Airways, except where the airline does not fly the route or has no partnership with any other airline on that route.

iv. Travel Clearance of Chairperson and CEO

The Chairperson of the Board of Directors and CEO seeking to travel outside the country shall seek clearance from His Excellence the President as per circular Ref: SH /1/6 XIV dated 19th October, 2018 from the Head of Public Service.

v. Official Delegations

Delegations led by Chairperson of Board of Directors or CEO should not exceed three (3) persons including the head of delegation.

vi. Authority to Use Vehicles Beyond Official Working Hours, Weekends and Public Holidays

Following circular Ref No. OP. CAB. 23/1A of 30th June, 2006 on the implementation of a New Transport Policy in the Public Service, The College sought and was granted authority for its vehicles to be on the road within and outside Nairobi before 8am and after 5pm on weekdays, weekends and public holidays. The authority is renewable on yearly basis. This was due to the nature of work performed by the College which dictates working beyond working hours. The College is however subject to the rules and regulations governing the use of Government vehicles.

4.0 IN CASE OF AN EMERGENCY

The College will procure the fastest means of transport including chartered plane in times of critical/emergency situations from the list of existing prequalified service providers. The emergency circumstances include and not limited to fire, closure of campus by external forces, terrorism.

5.0 MONITORING AND EVALUATION

- i. The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii. The College shall:
 - a) Develop and maintain strategies and mechanisms for monitoring and evaluation of this policy.
 - b) Undertake regular check on implementation of the Policy.
 - c) Use the information for better planning of College activities
 - d) Propose potential areas for review.

6.0 REVIEW

The Policy will be reviewed after every three (3) years or earlier as directed by emerging Government Transport Policy Circulars that are issued from time to time with an aim to enhance efficient delivery of effective outcomes.

APPROVAL

Title : Transport Policy

Contact : Deputy Director Finance and Administration

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019
Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


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