



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY  
PESHAWAR**

**REGISTRAR OFFICE (ACADEMICS SECTION)**

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No: 32/49<sup>th</sup> Syn/Reg/SBBWUP  
Dated: Friday 19<sup>th</sup> April, 2024

**NOTIFICATION**

**Subject: Shaheed Benazir Bhutto Women University Peshawar Transport Rules-2024**

Upon the recommendation of the Syndicate-Sub-Committee (for framing of Rules and Regulations of the University) meeting held on 26<sup>th</sup> August, 2023, the Syndicate in its 49<sup>th</sup> meeting held on 5<sup>th</sup> & 6<sup>th</sup> March, 2024 approved the "*Shaheed Benazir Bhutto Women University Peshawar Transport Rules-2024*".

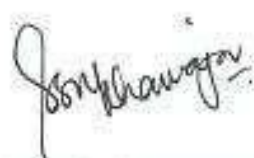
sd/-  
Assistant Registrar Academics

Enclosure: SBBWUP Transport Rules-2024

No: 1826-31/Acad/SBBWUP

**Copy to:**

1. Convener of Transport Committee, SBBWUP
2. Additional Treasurer, SBBWUP
3. Deputy Director Administration, SBBWUP
4. PS to Vice Chancellor, SBBWUP
5. PA to Registrar, SBBWUP
6. Office Copy

  
Assistant Registrar Academics



# SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

## Transport Rules – 2024

*Whereas it is expedient to prescribe rules to govern the matters relating to the use and maintenance of the University Vehicles in accordance with the Khyber Pakhtunkhwa Universities Act-2012, the following rules are hereby prescribed under Section 31(2) of the Khyber Pakhtunkhwa Universities Act 2012 (amended 2016).*

### 1. Short Title, Commencement and Application

- i. These rules shall be called Shaheed Benazir Bhutto Women University Peshawar Transport Rules - 2024.
- ii. These rules shall come into force with immediate effect and shall be applicable to all the University employees.
- iii. Where there is no provision for any items in these rules, the Government of Khyber Pakhtunkhwa Transport Rules shall be applicable.

### 2. Definitions

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i. “Department/Institute/College/Centre/Section” means a Teaching Department / Institute / College / Centre / Administrative Section established and maintained by the University;
- ii. “Employee” means an employee of the University;
- iii. “Official Duty” or “Official Business” means a journey performed with the approval of the Vice-Chancellor in the interest of the University from office or residence to a place where the presence of the employee is required for official work;
- iv. “Operational Vehicle” means a motor vehicle used by the employee for operational duties;
- v. “Student” means any person who is enrolled in any Academic Department/Program of the University;
- vi. “Transport Officer/ Official” means any Officer/Official of the University, to whom the Vice-Chancellor has delegated the functions of Transport Office;
- vii. “University” means the Shaheed Benazir Bhutto Women University Peshawar;
- viii. “Vehicle” means any type of motor vehicle, including: vehicles purchased by the University; donated to the University or its department for a particular use; or purchased by a department from its R&D project fund or Department Development Fund;

- ix. “Vehicle Operating Cost” means cost of fuel consumption, engine oil, tyres, maintenance and repairs alongside charges paid as overtime and daily allowance to drivers and cleaners under the rules;

### **3. Transport Committee**

- i. There shall be a Transport Committee comprising the following members:
  - a. Dean / a Senior Teacher / a Senior Administrative Officer to be nominated by the Vice-Chancellor (Convener);
  - b. Director Administration or his nominee;
  - c. Treasurer or his nominee;
  - d. Registrar or his nominee; and
  - e. Transport Officer/Official (Member cum Secretary).
- ii. Convener shall be appointed for a period of three years.

### **4. Responsibilities of Transport Committee**

- i. Transport Committee shall be responsible for:
  - a. Managing and authorizing the repair and maintenance of University Vehicles;
  - b. Periodic inspection of vehicles;
  - c. Assessing the requirements of transport section;
  - d. Recommending the purchase of new vehicles;
  - e. Recommending the auction of old vehicles/Tyres/Batteries/Materials etc.

### **5. Transport Office/Section**

**5.1** There shall be a Transport Office working under the Directorate of Administration which shall manage the transport fleet of the University. Transport office shall be responsible for:

- a. Assigning duties to the drivers, mechanics, supervisors, and other staff of the Transport Office.
- b. Keeping all the vehicles in the University Transport Fleet in their custody unless otherwise allotted to an officer entitled by designation or to a department for official use.
- c. Authorizing movement of University vehicles and keeping the record of movement of vehicles.
- d. Ensuring safe custody of University Vehicles and keys of vehicles.
- e. Maintaining the Vehicles, keeping all the vehicles in working order and looking after their movement, maintenance, Petroleum, Oil and Lubricants (POL), and all other related matters.
- f. Performing any other duties as assigned by the Vice Chancellor.

## **5.2 Transport Incharge**

Transport incharge shall work directly under the control of Transport Officer/Official and shall be responsible for overall functioning of the Transport Section.

## **5.3 Transport Supervisor**

Transport Supervisor shall be responsible for:

- a. overseeing that the drivers and other staff of Transport Section are performing their assigned duties;
- b. coordinating the allocation of University vehicles to the Staff, Departments, and Directorates of the University;
- c. assisting Transport Officer in purchase of spare parts of the University vehicles; Coordinating regular services, repair and maintenance of University Vehicles;
- d. Registering all University Vehicles and periodic renewal of registration and other documents;
- e. overseeing technical and mechanical fitness of the University Vehicles.
- f. supervise detailing of the vehicles and ensure that the University Vehicles are kept in best possible cosmetic condition.

## **5.4 Auto Mechanic**

Mechanic shall be responsible for performing required mechanical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

## **5.5 Auto Electrician**

Auto Electrician shall be responsible for performing required electrical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

## **5.6 Staff Car Drivers**

All allotted cars are staff cars whose drivers shall be responsible for driving and maintaining the staff cars.

## **5.7 Conductor**

Conductor shall be responsible for assisting the Driver while driving a heavy transport vehicle (HTV). Conductor shall be a licensed driver capable of driving the

vehicle in time of need, assisting the driver in driving, parking the vehicle and keeping the vehicle in best possible condition.

**5.8** In addition to the duties defined in rule 5.2-5.9, the Vice Chancellor on the recommendation of Transport Officer can assign any other duties deemed essential at the time.

### **5.9 Duties and Responsibilities of Vehicle Drivers**

1. Driver shall be responsible for driving any of the assigned vehicles in the University Transport fleet other than Staff Car and shall strictly observe the following:
  - a. shall be responsible for proper maintenance and cleaning, recording actual consumption, careful driving, caution against accident and timely service and repairs of the University vehicle.
  - b. shall get the required entries recorded in the logbook.
  - c. shall be responsible for any damage, which may be caused to the vehicle due to their negligence.
  - d. shall observe the driving and traffic regulations, as well as speed limits laid down for different areas, pay all the fines imposed while found in contravention of rules, traffic regulations, speed limits etc.
  - e. shall never leave vehicle unattended or in dangerous position while on duty.
2. In all the other cases not explained in rule (a-e), any individual driving the vehicle shall be responsible for its care and safety or the loss or damage, if any.
3. All the drivers working in the University shall be liable to undertake medical/physical fitness test after every three years or on need basis through University Medical Board.
4. The above rules stated in rule (a-e) shall also be applicable to authorized officers when they drive a University Vehicle themselves.

## **6. Transport Fleet**

Transport Fleet of the University shall consist of all kinds of vehicles registered in the name of the University and recorded as the property of the University. Transport Fleet of the University shall be used primarily for aiding in education and research of the students alongside performing official duties.

### **6.1 Vehicles Allotted by Designation**

Vice Chancellor including the entitled officers shall be entitled for vehicles by designation. The detail of which including the allowed ceiling of fuel for local duty is given in the following Table:

**Table 6.2 Detail of vehicles allotted by Designation**

<b>S.No</b>	<b>Designation</b>	<b>Entitlement</b>	<b>Upper limit of fuel per month</b>
1.	Vice Chancellor	Staff Car	As per BPS-22
2.	Registrar	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
3.	Dean(s)	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
4.	Provost	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
5.	Treasurer	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
6.	Director Administration	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
7.	Controller of Examinations	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters
8.	Allotted by Vice Chancellor to any other officer for any other specific assignment assigned by the Vice Chancellor	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in Transport Fleet)	150 liters

**6.1.1** Officers who have been allocated vehicles by designation shall not be entitled for Conveyance Allowance.

**6.1.2** Vehicles allotted to any department for official/ day to day use shall be maintained by Transport Office.

## **6.2 Operational Vehicles**

Operational vehicle means a motor vehicle used by the employee for operational duties. The maintenance of these vehicles shall be performed by the Transport Office/Section.

## **6.3 Vehicles in General Pool**

All the University vehicles shall be in general pool with the Transport Officer/Official except the Staff Car. The vehicles in general pool shall be:

- a. Allotted to the officers entitled by designation or;
- b. Allowed by the Vice-Chancellor for official work of the University and its Department(s) on the request of the requisitioner on the prescribed form submitted through proper channel. However, the Vice Chancellor may authorize

the Transport Officer/Official to issue the vehicles for official duties within the territorial jurisdiction of the University.

- c. Vehicles allotted to any department for official/ day to day use shall be maintained by Transport Office/Section.

## **7. Logbook of Vehicles**

- a. A logbook shall be maintained for each vehicle, which shall remain in the custody of the driver of the vehicle.
- b. Every individual requisitioning a vehicle shall make and sign the entries in the respective logbook; verifying the journey performed by him in the vehicle, and the total duration and length of journey for which vehicle was used.
- c. Petrol/Diesel filled in the vehicle and entered in the logbook shall be signed by the Officer/Official concerned.
- d. Entries with regard to repair/service of vehicle etc. shall be made in the same logbook as well.
- e. Logbook of the vehicles allocated to the officer under clause-6.2 of these rules shall be properly maintained by the concerned officer except the Vice Chancellor whose logbook shall be maintained by the Personal Secretary/PA.
- f. Transport Officer/Official shall be responsible for maintaining the profile of each vehicle starting from its purchase, maintenance, repairs and fuel.

## **8. History Sheet of Vehicles**

A bound register containing 50 pages shall be maintained which shall remain in the custody of Office Incharge of the vehicle. It shall form a permanent record of the Motor Vehicle and all incidents during the life of a particular vehicle shall be entered therein (Annexure-D).

## **9. Use of Vehicles for Emergency Purposes**

- a. The University shall ensure availability of an emergency vehicle/ambulance for the purpose of any emergency. In the event of emergency, the vehicles shall be provided free of charges to take a sick student or employee to the nearest relevant dispensary or Hospital and bring them back.
- b. In the event of the death of any student in campus or in a hospital located in the vicinity of the University, the University shall make arrangements for free transportation of the dead body in the University ambulance/vehicles available for medical emergency service.
- c. In case of death of an employee or a member of their family including spouse, children, parents on Campus or in a hospital in the vicinity of the University, the University shall make arrangements for transportation of the dead body.
- d. University Ambulance shall be available only for pick and drop to the patients or dead body to the nearest medical facility/ destination in the cases of emergency and

shall not be allowed for longer hours during the treatment. However, in cases where a student or staff member (especially females) needs to be transported to a medical facility for emergency treatment, the vehicle and driver shall wait for the treatment to complete and shall be responsible for carrying them back to the university.

## **10. General Transport Rules**

- a. No other person except authorized drivers of the University shall drive the vehicles. Authorized drivers shall be responsible for leaving the vehicle in duly clean and presentable condition in their designated parking spaces/garages after performing their duty and shall report to the Transport Officer/Official to this effect. Officers entitled for a vehicle by designation shall be permitted to drive their vehicles when drivers are not available. However, they shall be fully responsible for the safety and maintenance of vehicles at their disposal.
- b. Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties, celebrations or mourning arranged by political parties, anniversaries, as well as student elections campaigns.
- c. Transport may be made available on payment of 'Vehicle Operating Cost' for any excursions/ trips arranged by students;  
Provided that such groups are accompanied by a member of the teaching staff; recommendation of Head of Department for excursion and/or educational activity is obtained; approval of the Vice Chancellor is obtained; proper requisition of the vehicle is made on Vehicle Requisition Proforma for excursion trip.
- d. Transport may be made available on payment of 'Vehicle Operating Cost' for educational purposes. Such trips shall have to be arranged by the Head of Department/Dean of the concerned faculty in accordance with general policy of the University; subject to approval of the Vice Chancellor and proper requisition of the vehicle.
- e. Use of University vehicles for private purposes either by the employees or the students of the University shall be discouraged. However, in exceptional, pre-recorded circumstances where the use of University vehicle is required; vehicles for private use may be allowed with the permission of the Vice Chancellor, on payment at prescribed rate (fixed by Syndicate and subject to change from time to time) over and above 'Vehicle Operating Cost'.
- f. The user of vehicles shall ordinarily pay the vehicle charges at the prescribed rate. The charges shall be adjusted and accounted for on the basis of actual bill along with operational charges as approved by F&PC/bodies on return from the journey with proper printed receipt to be issued by the Transport Officer/Official.
- g. The Vehicles shall not be driven to a place other than the approved destination for which they have been requisitioned; otherwise, a penalty shall be imposed according to the distance travelled beyond the distance requisitioned. Extra travel and use of vehicle shall be charged at double the prescribed rates.



## **11. Audit of Transport Office**

All the operations of University Vehicles shall be subject to audit. Auditor shall perform audit of accounts at the time of passing fuel bills of each vehicle. He shall also be responsible for verification and checking that all codal formalities were observed in the use of University vehicles.

**12.** Rules regarding Transport facility for the Students of the University shall be defined separately.

Staff/Pool Car No.

Vehicle Log Book.

DEPARTMENT / SECTION \_\_\_\_\_

**PART I. - Specification (Page)**

1. Make Number
2. Chassis No
3. Year of manufacture
4. Type of Body
5. Seating Capacity
6. Number of Cylinders
7. Horse Power
8. Petrol Tank Capacity (Main/Reserve)

- |          |       |          |
|----------|-------|----------|
|          | Size  |          |
| 9. Tyres | Front | Pressure |
|          | Rear  |          |

Signature of officer who certified  
Correctness of the above entries

**PART II. - Transfers (2 pages)**

Date of Transfer	Signature of officer and the name of Department by which transferred	Signature of officer and the name of Department by whom Received	Date
1	2	3	4

**PART-III. - Summary of Repairs executed and Purchases made (24 pages).**

Date	Particulars of Repairs and by whom carried out	Labour Cost	Signature of Officer-in-Charge Staff Car
1	2	3	4

**PART-IV. - Records of Petrol and Mileage (70 pages)**

Date and Month	TRIP	Meter Reading (In/Out)	Difference	Petrol Obtained	Petrol purchased out of station	Purpose of Journey	Remarks
1	2	3	4	5	6	7	8

**NOTE:-** On closing of each month, the following certificate should be recorded by the Officer-in-Charge of the staff car:-

“Certified that the petrol obtained during the month of \_\_\_\_\_ was consumed in Car Number \_\_\_\_\_ and in no other vehicle in the best of my knowledge and belief”.



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR**

**Directorate of Administration**

Phone No. 091-9224811

Dated:     /     /20

**Requisition Form**

**(For using University Transport facility)**

I \_\_\_\_\_ Designation: \_\_\_\_\_

wants to avail university transport facility for

\_\_\_\_\_ (Event/ Visit/ Purpose)\*

It will take almost \_\_\_\_\_ hour/s. (Timing)

I \_\_\_\_\_ will make it sure, for the convenience of the Administration, to provide the complete mileage runs by the vehicle in KM and hour/s.

So it is requested that a vehicle may please be arranged for \_\_\_\_\_ on \_\_\_\_\_ (No of Stud/Staff/Guest)

\_\_\_\_\_  
(Date /s)

**Guest Details**

**(If required for outsider/s)**

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Pick point: \_\_\_\_\_ Pick Time: \_\_\_\_\_ Cell: \_\_\_\_\_

Drop point: \_\_\_\_\_ Drop Time: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Pick point: \_\_\_\_\_ Pick Time: \_\_\_\_\_ Cell: \_\_\_\_\_

Drop point: \_\_\_\_\_ Drop Time: \_\_\_\_\_

Signature of Incharge: \_\_\_\_\_ Registrar for Approval: \_\_\_\_\_

Deputy Director Administration: \_\_\_\_\_

**Note:**

- Transport is a privilege not a right.
- Eleventh hour, requests will not be entertained.
- Form will be entertained, subject to the availability of vehicle.
- Approval of Registrar before form submission is mandatory.
- \* Be Specific to the event/Visit instead of word "Official Use".



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR**

**Directorate of Administration**

Phone No. 091-9224811

Dated: / /20 .

**Requisition Form for Out Station**  
**(For using University Transport facility)**

I, \_\_\_\_\_  
Designation \_\_\_\_\_ wants to avail  
university transport facility for

\_\_\_\_\_  
(Event/ Visit/ Purpose)\*

It will take almost \_\_\_\_\_ hours / day/s. (Timing)

I, \_\_\_\_\_ will make it sure, for the convenience of the  
Transport office, to provide the complete mileage runs by the vehicle in KM and hour/s.  
So it is requested that a vehicle may please be arranged for \_\_\_\_\_ on  
(No of Stud/Staff/Guests)

\_\_\_\_\_  
(Date /s)

**Guest Details**

**(If required for outsider/s)**

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Pick point: \_\_\_\_\_ Pick Time: \_\_\_\_\_ Cell: \_\_\_\_\_  
Drop point: \_\_\_\_\_ Drop Time: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Pick point: \_\_\_\_\_ Pick Time: \_\_\_\_\_ Cell: \_\_\_\_\_  
Drop point: \_\_\_\_\_ Drop Time: \_\_\_\_\_

Signature of Incharge: \_\_\_\_\_

Vice Chancellor for Approval: \_\_\_\_\_

**Note:**

- Eleventh hour, requests will not be entertained.
- Form will be entertained, subject to the availability of vehicle.
- Approval of Vice Chancellor before form submission is mandatory.
- \* Be Specific to the event/Visit instead of word "Official Use".

**Annexure-D**

History Sheet of Motor Vehicles



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR**

**Directorate of Administration**

Phone No. 091-9224811