

U.J.

Logistics Division

**Current Transport Policy:
Systems and Challenges –
review Policies and
Procedures**

Operations Department

20 June 2018



Description

The Logistics Division falls under the Operations Department.

The Logistics Division consist of the following units;

- 🚌 Inter Campus Bus Service &
- 📄 Inter Campus Logistical Service (Service all 4 campuses)

- 🚗 Central Transportation Service – Fleet Vehicles (APK – DFC – SWC)

- 🌳 Gardens and Grounds Maintenance Service – APK

- 🏆 Sport Fields maintenance Service (APK – APB)



Central Transportation Service

- Not UJ vehicles
- Lease of fleet
- Bookings are done via UJ Clients in advance
- Bookings may require a fleet driver or not
- Departments are charged per booking per km travelled – driver overtime are paid by the clients department
- Monthly journals on bookings are done
- Revenue collected reflect on budget as income – income target is R2 million
- R2 million are deducted from operating budget

Campus Fleet	Crafter Buses – 21 seater	Quantum's – 10 &14 seaters	Corolla Sedan	Drivers
APK	4	3 (2 x 14 seater 1 x 10 seater)	9	6 Per staff and 3 temps
DFC	2	2 (1x 14 seater 1 x 10 seater)	5	3 Per staff and 1 temp
SWC	1	1 (1 x 14 seater)	4	2 Per staff and 1 temps
Total	7	6	18	16

Current Transport Policy and Procedures

Approved: 22 July 2014

❖ CHALLENGES

- The current policy and procedures doc, is not addressing all the changes and challenges that is experienced.
- The policy and procedures are not adhered to and are not followed by all the staff in various departments.
- Processes, forms and documents are not completed and submitted with;
 - vehicle bookings,
 - accidents
 - redundant assets.
- Transport office do not know where Departmental / Divisions vehicles are used (purpose, reason, area, time)

Challenges vs Issues

- ❖ The challenges listed creates issues for the following Divisions;
- **Logistics Division and its Central Transportation Services unit.**
 - Incomplete booking forms (no service rendered)
 - Short Notice bookings (unavailability of drivers and or vehicles)
 - Vehicle accident and damages (unavailability of vehicles
 - Results in poor service delivery and complaints
- **UJ Insurance Division**
 - Incomplete accident forms & non-reporting (results in claim delays)
 - High accident rate and damages to vehicles (Huge cost annually)
 - Staff are not held liable for any costs (reason for policy review)
- **Assets Management Division**
 - Division are not following redundant assets processes
 - Incomplete assets registers (still paying for assets on insurance, active fuel cards, active vehicle tracking units and licensing)

Central Transportation Service - Challenges

- ❖ Constant damages and accidents caused on fleet and Departmental vehicles – either driver or 3rd party
- ❖ High insurance and repair costs
- ❖ Vehicles out of service – need hired vehicles – additional cost to departments
- ❖ Drivers are not reprimanded or held liable for damages and repair cost
- ❖ Misuse of fleet vehicles and departmental vehicles
- ❖ Constant traffic fines in UJ Proxy name
- ✓ In process to review current Transport Policy and UJ Disciplinary Code to see how drivers can be held responsible and accountable.
- ✓ Driver to pay either insurance excess – deducted from salary or full repair cost if proven that negligence occurred on the part of the driver.
- ✓ If continues to follow DC process and black listing - not allowed to book a vehicle
- ✓ Misuse of vehicle - to deal with drivers through DC process and black listing – not allowed to drive a vehicle
- ✓ Traffic fines are reissued into drivers name and removed from Proxy name as quickly as possible
- ✓ Recurring fines - to deal with drivers through DC process and black listing – not allowed to drive a vehicle.

Systems

❖ Live vehicle Tracking System

- All UJ vehicles are equipped with the system.
- Vehicles can be tracked while on route, indicates real speed vs road sign speed.
- **Gets a call when vehicles are in a;**
 - High Risk area (Alexandra, Thembisa, Katlahong, Diepkloof, ect)
 - Close to a boarder (Zimbabwe, Mozambique, Lesotho, Swaziland)
 - When main battery is disconnected.
- Requesting a sms with details for record purposes and reporting.
- **Reports are used for;**
 - Accident investigation (determine speed and time)
 - Unlawful use of vehicle (deviated from the set route or time of use)
 - Unlawful battery removal and replacements (financial impact)



Systems Continue

❖ E-Toll and E-Tag

- All vehicles that are campus based or who are not traveling on the E-Toll roads are not equipped.
- Fleet Vehicles and other departmental vehicles are equipped.
- E-Tag cost are linked to the ABSA fuel cards.

❖ ABSA Fuel Cards

- Each UJ vehicle is equipped with a fuel card.
- Used for fuel, oil, pay point toll gates.

❖ Archibus Fleet Management System

- All fleet vehicle bookings are recorder on the system.
- Booking forms are imported into the system.
- Open km's and closing km's of each booking and vehicle is captured.
- Each booking / trip is charged from clients account.
- Monthly journals are done to recover revenue collected.
- (work on a R2 million recovery per year)

Transport Policy Review

- ❖ **High accident rate and damages**
- ✓ To align the policy with the Disciplinary code.
- ✓ To involve Legal, HR, ER and unions to determine the review suggestions.
- ✓ To keep staff responsible and accountable for negligence, damages, unlawful use and misuse of UJ vehicles.
- ✓ To reprimand staff through Disciplinary code.
- ✓ To block “Black List” staff for 3 consecutive accidents / fines.
- ✓ To recover damages cost or Insurance Excess cost from staff.

Transport Policy Review

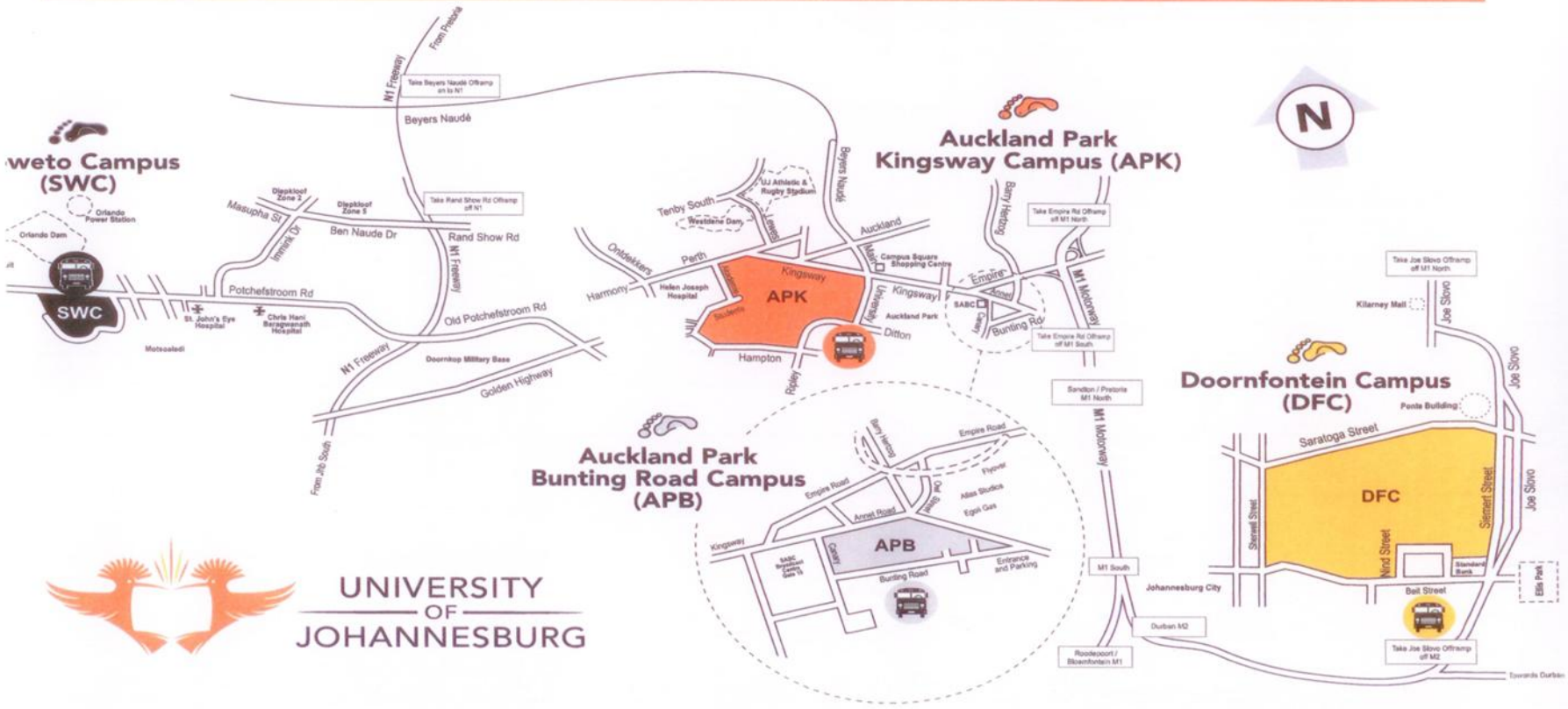
❖ Responsibilities

- ✓ To make HOD's / line managers responsible for proper use, control and management of Departmental / Division vehicles.
- ✓ To ensure that UJ Transport Policy is followed and adhered to.
- ✓ To have access to Live Tracking System to monitor the movement of their own vehicles.
- ✓ To be contacted by Tracker if vehicles are in a high risk area, unauthorised area or main battery disconnection takes place.
- ✓ To ensure that accident report forms are completed and submitted to the CTS office.
- ✓ To ensure that all vehicles are equip with a Logbook.
- ✓ To ensure that driver details are available for fine reissuing.
- ✓ To ensure that the process on redundant vehicles are followed.

Campus Map

 **APB** Auckland Park Bunting Road Campus
 **DFC** Doornfontein Campus

 **APK** Auckland Park Kingsway Campus
 **SWC** Soweto Campus



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Summery of accidents for 2017

- With the investigation, it was found that HOD's and line managers do not follow the current transport policy and the internal process to report all vehicle accidents. It is also noticed that staff who do cause accidents or who were involved in accidents are not dealt with or reprimanded.
- The table reflects damages caused by 3rd party and accidents caused by UJ staff

Departments	Fleet Vehicles	Hired Vehicles	Write Off	TOTAL
Protection Services	15	2	1	18
Maintenance Service	12	1	1	14
Auxiliary, Cleaning, Transport	7		1	8
Academic & Other Departments	9	64	1	74
TOTAL	43	67	4	114

Any Questions

The End

