

AU Transport Operation Schedule

Transport Operation Schedule

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AU Transport Operation Schedule

Table 1

Transport operation schedule for Officials

S/N	Service types	Assigned car Plate No	Name of Drivers	Drivers tell. No (mobile)	Remark/Assigned to
1	Transport Services for AU Officials	4-14886	Gezachew Kassahun	0911761438	President
		4-14191	Temesgen Jaleta	0911840476	A/V President
		4-12211	Asrat Shumi		R/V/President
		4-03520	Yenene Biru	0911852119	A/V president,
		4-14 885	Milion Tadesse	0911092872	HoCS
		4-04446			HoCA

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Table 2
Daily transport operation schedule existing

S/N	Service for staffs	Time	Type of car Assigned	Num. of cars assigned	Es. staff size	Remark
1	Library, drivers and sanitary	4:30AM – 7:00 AM	Bus + Mid bus	4	250	
2	Admin + teach staff + staff children	7:00AM – 7:45 AM	Bus + Mid bus	10	2000	
3	Teaching staff (lunch)	12:15AM – 1:45 PM	Bus	3	750	
4	Sanitary and library staff	2:00PM – 3:00 PM	Bus	3	350	
5	Admin + teach staff back	5:15PM – 6:00 PM	Bus + Mid bus	7	900	
6	Teaching staff	6:15PM – 7:00 PM	Bus	1	55-60	
7	Cafeteria staff, after dinner	8:15pM – 9:00PM	Bus	1	55	
8	Teaching Staff	9:15PM– 4:00PM	Bus	1	45-55	
9	Library 3rd	4:15PM – 6:00PM	Bus + Mid	2	40-50	
10	Cafeteria staff, cook	2:30AM – 3:30AM	Bus + Mid	2	40	
11	Stand by	24 hours	Long base cars	2	50-60	Repeated round
12	Clinic/Ambulance	24 hours	Long base cars	1	-	Repeatedly
13	Different services, like Bank	8;00AM – 5:00PM	Small cars	3	Average 8	As per requested
14	Diff. Trips	Travel to diff direction	All light vehicles, Mid buses and others	12	30 - 40	As per requested
Total Frequency				52 trips/d	4,618 passengers	

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3. Rules for Booking

Our aim is to serve all activities implement targeting a vision and mission of Adama University. The resource we have at hand is limit. Therefore, the GS department would like to inform the following car booking procedures is intended to use this scarce resource in a very wise way.

1. For all long trips travel booking shall made before 7days
2. Booking for guest services are advised immediately after informed.
3. For all short trips (single day) booking could be made ahead of 3 days
4. For town (Adama) services booking should come ahead of 15 - 20 minutes
5. All transport requester should indicate its exact destination on booking format. Otherwise the requester could loss the right to get the service.
6. Transport service request first should approved by respective school Deans and Division Heads

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Figure 1 Car Service Booking Format

Request format for AU Vehicles services

Date _____ Ref. No _____

1. Name of the Organization Adama University 2 Passengers Name

2.1 _____ 2.5 _____

2.2 _____ 2.6 _____

2.3 _____ 2.7 _____

2.4 _____ 2.8 _____

2. Destination _____

3. Reason for travel _____

4. Date of services From _____ to _____ start time _____

Requested by _____ **Chief of requester** _____ **Permitted by (GS/TU)** _____

Date	Start			End time	
	Place	km	time	km	time

Drivers Name _____ **Plate No** _____

I assure that I executed all above mentioned regulations

Driver's Name _____ signature _____

Traffic policy comment /if any _____

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4. Booking Procedures

- a. First the format could fill by traveler for genuine reasons.
- b. Then first permission should be given by his/her immediate chief/boss after checking whether the travel for AU business or not. For guests transport services, HoIR would sign.
- c. Travel schedule for educational tour should come up with school official letter, filled booking format, students list with their ID number and indicating all destinations and estimated cost.
- d. All educational tour are executed after approved by academic V/ president

5. Service Implementations and practice change

So far, the transport services we are delivering for activities implemented at Addis Ababa, was not economic, transparent and fair. Reasons could be;

- a. Purchasers' are not setting their schedule in line with intended change. Their travel is too frequent, high interest to have separate care, they are not exercising to transfer money through Bank to the suppliers, etc
- b. Our feedback reveal that some our staff members are requesting//using car services for none AU businesses in the name of AU issues, or in combination with.
- c. Destinations are not clearly mentioned on booking format which could enable us to check and calculate km to be covered in relation to fuel consumption.

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6. To alleviate these and others transport related problems

- a. Using pool transport system.

All passengers those who intended to travel mainly to Addis Ababa and Asella for different reasons should use common mid bus. This is by making MoE/AU agent office as destination and all could come back on time will be set. The remaining cars could be assigned for all academic and research activities.

- b. Purchasers can use trucks only during a time they want to load purchased items.

7. Role given to GS department and Transport and auto service unit

- a. It is a vanguard to realize these operation
- b. Before permit the travel, booking /request/ request procedures should be checked
- c. In charges to give feedback (if any) in relation to its actual implementations
- d. Assure and control the utilization of log books by all drivers, filing of travel format and other related activities
- e. Fasten all AU vehicles with its logo sticker at left, right and back sides of the cars
- f. Keep clean and clear in and outer inside of all cars
- g. Close supervision of drivers for the on time refueling Pre voyage and good time management
- h. Good hospitality for all travelers
- i. Assure that all men in the car are recognized by AU transport unit and registered
- j. Be sure that traffic police statement is given on the travel permission format in case of some road rule breaking
- k. Follow all drivers routine activities