

# **1. MOTOR VEHICLE RULES**

## **1. CONTROL OF UNIVERSITY VEHICLES AND RESPONSIBILITIES OF CONTROLLING OFFICERS**

- 1.1 The University vehicle (s) will be under the administrative control of an officer not below the rank of an Assistant Registrar who will act as a Controlling Officer.
- 1.2 The Controlling Officer of the university motor vehicle(s) shall be responsible for the proper use, maintenance and repair and shall ensure that it is not used in an unauthorized manner and for regulating its journeys generally in accordance with these rules.
- 1.3 He shall personally check the inventory of equipments every month and arrange to recover any loss arising out of negligence or fault from the persons concerned. He shall also have the vehicle tested every six months for fitness for journeys and place a report on record.
- 1.4 The Controlling Officer will be responsible for renewal of Insurance, regular payment of taxes etc.
- 1.5 He shall be personally responsible for the proper and prompt recovery of all charges, recoverable for the use of vehicles for private purposes and credit the same to University Account.
- 1.6 On transfer from his post, the Controlling Officer of the vehicle will ensure that the vehicle is handed over to his successor (or to any other officer under the order of the Vice Chancellor) with complete equipment and full compliments of spare wheels, tyres, tools and have this fact mentioned in his charge report while making and taking over the charge in token of the correctness of relevant entries in their documents on the date the charge is transferred.

## **2. LOG BOOK AND REPAIR/REPLACEMENT REGISTER**

- 2.1 There shall be a Log Book for each vehicle maintained.
- 2.2 Separate Log Books should be used for each vehicle and when a vehicle is transferred to another officer, all the Log Books related to that vehicle shall be transferred to that officer.
- 2.3 The entry shall be made then and there for each trip and the officer/official making use of the vehicle shall make the entries in their own handwriting and initial himself with his designation noting the mileage at the start and the end.
- 2.4 In the case of Statutory Officers, the entries in the Log Books may be made and signed by their Personal Assistants/Private Secretaries on behalf of the officers. The officers will, however, be responsible for the certificates regarding the purpose of the journeys performed which will be noted by the PA/PS in consultation with them.
- 2.5 Where it will not be in the public interest to give full details of the journeys in the

Log Book, the insertion of the word 'secret' in the appropriate columns of the Log Book would suffice. However, in order to check that there is no misuse of University vehicles in the guise of 'secret' duties, the corresponding entries in the Log Book should be countersigned by the Controlling Officer in token of the fact that the journey was of a secret nature and was performed for official purposes.

- 2.6 Where the Controlling Officer is not satisfied that the journey was performed for official purpose, he should endorse a remark to the effect 'non duty' whereupon the officer/official by whom the vehicle was used should be billed treating the journey as having been performed for private purpose.
- 2.7 Normally no vehicle shall be allowed to run without a speedometer. If however, the speedometer is under repair the actual road mileage performed shall be recorded.
- 2.8 The purpose for which the vehicle is used shall be recorded clearly. Vague entries (such as official, town trip, local trip etc.) shall be avoided.
- 2.9 In addition to Log Book a record of repairs and replacements indicating the cost and the dates on which carried out and of spare parts may be maintained.
- 2.10 The Finance Officer (or an officer not below the rank of Deputy Registrar, so authorised by the Vice-Chancellor) should scrutinize the Log Books once in three months to ensure that there is no misuse and that all officers who used the vehicle have made the necessary entries. A certificate to this effect should be recorded in the Log Book by the officer so authorised.
- 2.11 The Log Book shall be closed at the end of the month and a summary prepared in the Log Book showing details of duty and non-duty journeys performed during the month.
- 2.12 A Log book may be preserved for a period of five years reckoned from the date of the last entry in it or one year after its examination by audit, whichever is earlier, provided, however, that no Log Book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

### **3.DUTIES AND RESPONSIBILITIES OF THE DRIVER**

- 3.1 Each vehicle shall be under the sole charge of a qualified driver and can, under order of the Controlling Officer of the vehicle, be transferred from the charge of one driver to another.
- 3.2 As a rule, none other than the driver of the vehicle shall be allowed to drive or otherwise handle the vehicle. Provided that nothing contained in this sub-rule shall be applicable to officials/officers who are competent to inspect or test the vehicles on inspection for purposes of testing. Provided further that if any officer or any other authorised person travelling in a vehicle is satisfied that the driver is temporarily incapacitated from managing the vehicle due to fatigue, illness or any other reason, he may take over the vehicle or otherwise handle the vehicle, provided

that he holds a current valid driving licence to drive a vehicle at that time.

- 3.3 The driver of a vehicle shall work under the order, direction or instructions of the Controlling Officer of the vehicle.
- 3.4 It shall be the duty of every driver to keep both inside and outside of his vehicle clean and also to keep all connections and joints so tight that there is no leakage of fuel, oil, air or water anywhere in several systems of vehicle
- 3.5 Before the driver takes out the vehicle from the parking centre, it will be his duty (i) To check engine gear, differential oil, tyre pressure including step any;
- (ii) To ensure that all wheel nuts are properly tightened;
  - (iii) To ensure that all tools prescribed are in the vehicle.
  - (iv) To ensure that the Log Book is in the vehicle and entries for start and end of journeys are made and countersigned by the official/officer concerned;
  - (v) To ensure that no unauthorised person writes the Log Book;
  - (vi) To ensure that vehicle is taken out only on receipt of an authorised slip signed by the Controlling Officer of the vehicle; and
  - (vii) To carry the vulcanising unit and other material to patch punctures, should they occur en-route.
  - (viii) If any accident occurs when there is no official passenger in it, it will be the driver's duty to report the accident at the nearest Police Station and
  - (ix) The Driver will keep an account and watch the mileage/kilometers done and see that the vehicle is serviced when it is due.
  - (x) It will be the duty of the driver to report to the Controlling Officer, all defects, noises etc. noticed on journey and the Controlling Officer will then see that the defects in the vehicle are attended to by the University workshop.
  - (xi) A complete list of tools etc. in a vehicle must be entered in the Log Book of the vehicle and periodically inspected by the Controlling Officer. If any item is missing the cost should be deducted from the pay of the Driver.
  - (xii) A driver should not allow any officer/official to drive a vehicle. If any official/officer insists on driving vehicle it will be duty of the driver to inform the Controlling Officer, who will then bring the matter to the notice of the Vice-Chancellor.
  - (xiii) Driving of any vehicle on any unauthorised road or in any area in excess of the speed limit shall be the responsibility of the Driver.
- 3.6 The Log Book shall remain in the custody of the driver. Among other requirements of the columns of the Log Book, emphasis must be laid on-
- (i) Proper classification of the purpose of journey ;
  - (ii) Immediate entry of the petrol, diesel, oil and lubricant put in the fuel tank or served to the parts of the vehicle, as no separate stock account is required to be kept there-of.

- (iii) The reading of milometer after each journey and/or in the case of tractor the duration of each operation giving the time of hours spent and stoppage thereof.
- (iv) Monthly petrol/diesel performance of the vehicle shall be worked out by the driver of the vehicle at the end of each month and entry in the Log Book indicating the actual mileage per liter obtained during the month. This may be got checked from the Controlling Officer of the workshop so as to ensure that the consumption of fuel etc., as compared to mileage covered is upto the mark.
- (v) If the consumption of the petrol is excessive, the matter shall be investigated by sending the vehicle to the University workshop and defects rectified, if any.

#### **4. USE OF UNIVERSITY VEHICLES FOR OFFICIAL PURPOSES**

- 4.1 For official touring outside University campus.
- 4.2 The journeys on bona fide official duties at headquarters, for example for proceeding to a place where official meetings or other official functions are held.
- 4.3 The use of the University vehicles by Statutory Officers for attending parties, receptions, etc., for which invitations have been extended to them by virtue of their office and which, in their discretion, they decide to attend.
- 4.4 The journeys performed by non-officials, who are asked to attend an official meeting in public interest, and who, after the meeting is over have to be dropped at their respective places of business/residence.
- 4.5 The journeys performed when officers/officials have to be picked up from their residences or dropped back in cases, when they are required to attend meetings (a) during the normal working hours if the meetings have been convened at places outside their normal places of work or (b) outside the normal working hours.
- 4.6 The use of the University vehicles for short journeys of VIPS, invitees to University conferences/functions and outside members of the Selection Committees etc. may be permitted free of charge by the Controlling Officer with the permission of the Vice- Chancellor.
- 4.7 The journeys performed by the employees of the University from their offices to railway stations, bus-stands and vice-versa at the headquarters while proceeding or returning from official tour, will also be regarded as official duty
- 4.8 Where an employee, while on duty gets seriously ill or on meeting an accident or is disabled and his immediate removal from office to some hospital or to his residence is necessary, journey so performed shall be treated as official.
- 4.9 In case the Medical Officer (s) of the University requisitions the University vehicle for taking an employee of the University for admission to the hospital

- outside the campus of the University, such journey shall also be treated as official.
- 4.10 The journeys by the staff between office and residence performed between 8 p.m. and 6 a.m. or for staying late in office on special assignments such as budget work, finalization of plans, law and order problems or other important items of work which cannot be postponed till the next working day, shall be treated as official, provided that such staff is not in receipt of any other remuneration for prolonged detention in office.
- 4.11 The University vehicles should not be used by officers on leave.
- 4.12 The officers who have been provided with the facility of University vehicle for commuting between office and residence shall have an option either to avail themselves of the facility of university vehicle or to switch over to the payment of Transport allowance, as admissible under the rules.
- 4.13 In case they opt for the latter, they may be paid the allowance at rates as applicable to them, subject to the condition that the facility of university vehicle shall be withdrawn from the date they opt for the allowance.
- 4.14 In case they opt for the former the allowance shall not be admissible to them and they would not be required to make any payment for the facility of vehicle between office to residence and vice-versa.
- 4.15 The consumption of petrol/diesel in the vehicle attached with the officers who thus opt for availing themselves of the facility of university vehicle shall be 600 liters per quarter.

## **5. USE OF UNIVERSITY VEHICLES FOR NON-DUTY PURPOSES**

- 5.1 The use of University vehicles for non-duty journeys is not normally to be allowed by any Controlling Officer. However, in cases of some unavoidable circumstances, the use of university vehicles for non-duty purposes, can be permitted only by the Vice-Chancellor or an officer authorized by him. This shall be always subject to the condition that their use for such purposes shall not interfere in any way with official performance.
- 5.2 The use of vehicles is not permissible for journeys to places of entertainment, public amusements, parties and pleasure trips, etc.
- 5.3 The duty journeys shall have preference over non-duty journeys.
- 5.4 The rate to be charged for non-duty journeys and detention charges will be as prescribed by the University from time to time.
- 5.5 The wives of the officers (teachers including employees) performing journeys in University transport/staff cars can travel in the same vehicles with officers concerned, without any charges provided that the officers take their Stenographers/Personal Assistants and peons with them in case they are also required to perform the journeys for the same purpose and provided further that the accommodation in the vehicles is not required for any other public purposes.

Travelling of young children along with the wives of the officers (teachers

- including employees) concerned will not constitute an abuse of the concession.
- 5.6 The Persons other than members of the family shall not be entitled to travel in University vehicle.
- 5.7 When a vehicle is used partly for private purposes and partly for University work, the charge to be recovered from each party will be fixed by the Controlling Officer of the vehicle according to circumstances of the case

## **6. MISCELLANEOUS**

- 6.1 The purchase of vehicle and its mode and model shall be as decided by the Vice- Chancellor in each case.
- 6.2 The Inspecting officials of the Finance Wing and audit staff will ensure regular checking and inspection of all records during their visits and see that all the columns are properly filled in.
- 6.3 All vehicles shall be parked at the specified place during the night at each campus of the University. On no account shall an officer who might be using a vehicle park it at his residence or at any unauthorized place unless exceptional circumstances so warrant.
- 6.4 Locking arrangements should be provided for the petrol/diesel tank of the vehicles and the keys of the lock should be with the Controlling Officer.
- 6.5 The petrol/diesel added during the month shall represent total quantity of the petrol/diesel used during the month. Mileage covered be read from the milometer readings and the consumption per liter be recorded.
- 6.6 Similarly the record of lubricant oils added should be recorded in the log book in particular column.
- 6.7 Whenever a Controlling Officer finds or is of the opinion that a vehicle is giving less kilometers per liter, he should send the vehicle for check up at the authorized service station of the manufacturer of the vehicle.
- 6.8 If a vehicle is found uneconomical in view of the expenditure on repairs and the average of kilometer run per liter, a certificate to the effect that vehicle is not fit for any further economical use, shall be obtained from the engineering workshop.
- 6.9 The old and unserviceable vehicles will be disposed of to the best advantage of the University.
- 6.10 A vehicle declared unserviceable shall be auctioned through the procedure of open tender and the value of disposal shall be the highest bid.
- 6.11 The Auction Committee shall be as constituted by the Vice-Chancellor from time to time and its proceedings shall be approved by the Vice-Chancellor, before the vehicle is disposed.
- 6.12 The 1, 50, 000 distance run (kilometers) or 6 ½ years length of use (in years), whichever is reached later shall be the normal life of a vehicle for its disposal or condemnation.

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VEL TECH ONLINE MOTOR VEHICLE REQUEST ENTRY

## Vehicle Request form

Enter Your ID Number :

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## Transport Request Entry

Dear Staff,

Hence forth request for vehicle for official purpose(as per Motor Rules hosted on our Website) will be processed online only. Kindly fill in the form.

On approval of your request LMV in-charge will email to you the vehicle allotted and driver details, Process of vehicle allocation may require 24 Hrs, so please fill in the form at least one day in advance.

In case of EMERGENCY due care will be taken.

Before using Vehicle please read the Motor Vehicle Rules in our Website Regarding Vehicle usage and Log Book and abide by it. Any issue of concern you may e-Mail Controlling Officer transport Mr.Karthikeyan at [transport@veltechuniv.edu.in](mailto:transport@veltechuniv.edu.in) .

**\* Required**

Staff Name \*

Staff ID No. \*

Your Ref.No. \*  Kindly note your Ref.No for entry reference

Vehicle request Date \*

Vehicle request Time \*   
Example: 11:00 AM

Time to reach Destination point \*   
Example: 11:00 AM

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