

Detailed Regulations to use

Government vehicles at the University of Hafr Al-Batin



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About Transportation and Movement Department

The Department of Transportation and Movement was established in 1436 AH with the founding of the University of Hafr Al-Batin. It is responsible for managing the transport units affiliated with it, monitoring vehicle movements, and overseeing everything related to university transportation, including car movements, scientific trips, hospitality, official visits, and other activities. Through the unique university number for each vehicle, the department maintains cars, provides them with fuel and oils, and follows up regularly in accordance with specified rules and timetables for each vehicle.

General Regulations

1. Vehicles that the employee may permanently remain with him or her, offset by a monthly pay deduction for the transportation allowance, with the employee bearing the cost of gasoline in accordance with the rules and guidelines in this respect.
2. Returning the vehicle to the designated parking space after the workday is over, unless they have an urgent need to keep it with them due to a work-related emergency.
3. utilizing the vehicle personally by the receiver and not utilizing cars for personal use.
4. The misuse of the vehicle and any laws or processes that follow it are entirely the responsibility of the user.
5. If the car is stolen or something similar happens, notify the transportation department and include a police report.
6. The car's recipient is not permitted to use the vehicle outside of the workplace without a formal permit from the authority's owner.
7. Maintaining the vehicle, delivering it in the same condition that it was received, and paying for any necessary repairs.
8. It is the driver's responsibility to have a valid driving license, an attested and authorized copy of the vehicle registration form, and an insurance policy.
9. A promise to emblazon the vehicle with the school's insignia.

10. The mobility department and the appropriate authorities monitor the status of university vehicles and routinely assess their conditions.
11. The person who comes after him must maintain the car and not turn it over to a third party unless custody has been transferred in accordance with the established processes, all the while abiding by traffic laws and directions.
12. All vehicle-related data is saved in separate files and is updated regularly.
13. Don't provide a user access to more than one car.
14. University vehicle users must register with the Traffic Department's (Tamm) system.
15. Distributing the automobiles to the university administration in accordance with their actual demands, with the authority's approval.
16. Lost license plate replacements and vehicle license renewals are handled by the Transportation Department.
17. For all repairs, replacement components, and other vehicle maintenance, the Transportation Department duplicates paperwork both manually and digitally.
18. That it only be sent to field workers and drivers in line with the protocols for receiving and delivering in this situation.
19. Providing the data, the departments that utilize it, and the details of its users to the university's internal audit department.
20. (7009040424) is the university account number on file with the traffic office.

Classification of the University Vehicles

1. Specialized or specialized vehicles, such as patrol cars, ambulances, and buses.
2. With the authority's approval, administrative cars are provided to employees in the event that they require employment.
3. Educational cars, which are provided to educational entities under their administration in addition to their assistance from the Transportation Department when necessary, particularly the multiple journeys.



Fuel Exchange Regulations

1. Each vehicle uses fuel in accordance with the number of cylinders.
2. Each vehicle receives fuel in accordance with the Department of Transportation and Movement's rules.
3. In accordance with the government procurement system, fuel vouchers are distributed from an authorized station that the university administration has contracted.
4. Vehicles that are stationary or need to be recovered are not given fuel.
5. If fuel vouchers are not halted and stamped by the Transportation Department, they are not spent.



Vehicle Maintenance Regulations

1. Vehicle users are required to perform periodic preventive maintenance on their vehicles every three months; if they fail to do so, they are regarded to be in violation and are liable for any damages that follow.
2. Changing the oil, all fluids, and filters in the car in accordance with the readings.
3. The Department of Transportation and Movement must be examined in order to perform the vehicle's monthly maintenance.
4. If misuse of the vehicle causes a breakdown or damage, the user is responsible for paying for the repairs.
5. Ensure the tire integrity of the vehicle, and in the event that the tires are misused, the user of the vehicle is responsible for paying the tire value.
6. Each vehicle has a file that can be used to track periodic comprehensive maintenance.

Visits and Trips Regulations

1. Exact information regarding the locations and dates of the journey or visit is required.
2. The visit or travel must be approved by the responsible party and be for activities, research, or educational objectives.
3. A supervising authority who is knowledgeable about the destination or visit should be present.
4. Include a list of the pupils whose names are on the itinerary for the trip or visit.
5. Requests for trips or visits won't be carried out unless they are made well in advance of the requested date.
6. A vehicle that has been installed for travel purposes must be given with the authorized person's consent.

Vehicle Accident Follow-Up Regulations

1. If an accident occurs (God forbid), call Najm or the Traffic Company and provide the Transportation Department the accident report.
2. The user of the vehicle is responsible for the cost of restoring any damage brought on by accidents or failure to follow traffic laws.
3. After the collision, the Department of Transportation and Traffic contacts Najm or Traffic businesses.
4. In the event of an accident, the vehicle user must notify the Department of Transportation and Movement and may not relinquish the university's rights.
5. The owner of the vehicle has no right to repair an accident-damaged vehicle without first consulting the Department of Transportation and Movement.
6. The Transportation Department will confiscate the car and perform the necessary legal processes in the event that we delay using the vehicle after reporting an accident to them or repair the vehicle without mentioning it.
7. In the event of an accident, the user is responsible for paying the charges associated with traffic estimations, the sheikh of exhibits, vehicle impoundment, and vehicle maintenance.
8. If the car plates need to be replaced or are lost, the user must notify the Department of Transportation and Movement; otherwise, he is responsible.
9. To reclaim the university's impounded vehicles, the Department of Transportation and Movement evaluates the traffic reservation. The vehicles are then kept in the department's vehicle garage, and the vehicle user is notified of any associated fees.

Procedures Followed in the Event of Vehicle Theft

1. The driver of the vehicle files a police report.
 2. The vehicle user submits the police report and tells the Department of Transport and Movement.
- The Department of Transportation and Movement examines police reports to continue the investigation into car theft.

Vehicle Garage Mechanism

1. All automobiles that are not handed over to university officials are stored in a garage for cars owned by the Department of Transportation and Movement.
2. Prior to turning the vehicles over to the university administration, the vehicles' readiness is checked in the vehicle garage.
3. Adhere to car storage guidelines to prevent damage.



University Vehicle Disbursement Mechanism

First: Submitting the owner with a request for verification of the vehicle's real need from the university administration.

Second: Examining the application in light of the applicant's job description, the vehicle's actual necessity, the job title's eligibility, and the applicant's total number of vehicles, if any.

Third: The transportation department is given the order to deliver the vehicle to its beneficiaries and to perform the relevant processes for it when the entity's request has been approved.

Fourthly: Delivering the car to the recipient and completing the necessary paperwork, which includes the following:

- a. Inventory and delivery form for vehicles
- B. Assuming and acknowledging good use c. Registering the vehicle to its recipient in the General Traffic Department's (Tamm) System.
- D. According to the summons documents, registering the car as a trust on the beneficiary.

University Vehicle Retrieval Mechanism

First: The vehicle is returned to the university garage in the same condition that it was given to the recipient.

Second: The technical team receives the automobiles, thoroughly inspects them, notes any abuses made by the recipient of the vehicle, and records this information.

Third: The Traffic System (Tamm) has the name of the vehicle's recipient deleted.

Fourth: A pledge or a financial claim that the recipient of the car is required to pay is noted on the recipient.

Fifth: The beneficiary credits the claim payment to the university account and provides the Department of Transportation and Movement the payment receipt in order to have the financial claim dropped on his behalf.

Sixth: The Department of Transportation and Movement provides the original deposit paper and the financial payment notice following payment.

Seventh: Following payment and the conclusion of the required processes, the financial claim is withdrawn from its recipient.

Eighth: The technical team receives the vehicles, repairs them in accordance with the written comments, and gets them ready to be given to another party.