

TRANSPORT MANAGEMENT UNIT (TMU)

Judiciary of Tanzania (JOT)

Transport Management and Operations Procedures



Standard Operating Procedures (SOP)

	STANDARD OPERATING PROCEDURES (SOP)	Pages 1/27
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Preface

JOT possesses a big fleet of vehicles almost 600 of different brands and sizes to facilitate Judiciary administrative and operational activities countrywide. The objective of this Standard Operating Procedures (SOP) is to facilitate efficient management of the JOT fleet by stipulating the processes and guidelines to be followed during supervision and using the Judiciary vehicles.

This SOP covers area of fleet management processes starting with acquisition of vehicles, engagement of vehicles and drivers to the operations, repair and maintenances activities, fuel and tyres controls, Accident processes, safety and security matters and vehicles disposition. SOP also stipulate specific responsibilities for the better management and use of motor vehicles.

SOP provides proper guidance to drivers, users and supervisors on the operations of day-to-day activities and to help the Judiciary of Tanzania in achieving the main objective of serving the public by providing equitable access to justice for all.

In that regard, you are directed to ensure that the procedures are properly followed in the course of management, use and disposal of Judiciary motor vehicles

Prof. Elisante Ole-Gabriel
Chief Court Administrator

Definitions & Agronomy

i. Definitions

S/N	Term	Definition
1	Vehicle Modification:	Adding, changing, removing parts, accessories or specific capacities to fleet vehicles other than as delivered to Judiciary of Tanzania.
2	Vehicle Misuse and Abuse:	The use of vehicle for other than its intended purpose; use of vehicle/equipment with low or high fluid levels (fuel, oils, water, and tyre pressure). Damage to vehicle where reasonable care to prevent damage was not taken. Not having vehicle Preventive Maintenance Service performed timely.
3	Preventative Maintenance or Quick Fix Repair	Repairs and preventative maintenance that can be conducted as scheduled technically, and those which could be properly completed within short time/ few hours.
4	Emergency Conditions	When there exists a threat to public, welfare, safety or the operation of a department or division at JOT would be seriously impaired if immediate actions were not taken.

ii. Agronomy

Acronym	Expansion
JOT	Judiciary of Tanzania
CJ	Chief Justice
PJ	Principal Justice
JR	Justice Court of Appeal
J	Justice of High Court
CCA	Chief Court Administrator
RCA	Registrar Court of Appeal
RHC	Registrar High Court
HTMU	Head of Transport Management Unit
TO	Transport Officer
DPMS	Director of Procurement Management Services

CA	Court Administrator
COA	Court of Appeal
HC	High Court
SOP	Standard operating Procedures
L	Litre
Km	Kilometer
GPSA	Government Procurement Services Agency
TEMESA	Tanzania Electrical and Mechanical Service Agency
LC	Land Cruiser
GPRS	General Packet Radio Service
PM	Preventive Maintenance

Responsibility

S/n	Title	Responsibility
1.	Chief Court Administrator (CCA)	Responsible for overall Operational performance and management for all JOT Directorates/Units/Sections/Zones
2.	Head of Transport Management Unit (HTMU)	Responsible for overall management of Transport Unit and Operations in JOT
3.	Court Administrators-COA, HCs, Divisions, & Zones	Responsible for overall operations and administration in their respective Courts.
4.	Transport Officer/Supervisors (TO)	Responsible for supervising Transport processes and activities.
5	Chief Accountant (CA)	Responsible for ensuring that all Transport Costs and transactions are covered and paid as per budget allocations.
6	Director of Administration and Human Resources Management. (DAHRM)	Responsible for all Administrative and Human Resources matters and assets in JOT
7	Director of Planning, Budgeting and Monitoring. (DPM)	Responsible for Planning, Budgeting and Monitoring of Performance of all Departments, Units, Sections and Zones
8	Director of Procurement Management Services (DPMS)	Responsible of acquisitions of Assets, Parts, Consumables and Services as well as disposal of assets by Auction.
9	Automobile/ Mechanical Technician	Responsible for Repair and Maintenance of Vehicles
10	Driver	Responsible for Driving Vehicles to facilitate JOT Operations.

1.0. INTRODUCTION

JOT fleet contain different type and size of Vehicles to handle Leaders, Judges, staffs and cargoes to facilitate Judiciary operations and activities in serving people of Tanzania. This document offers all Standard operation procedures to ensure that vehicles owned by the Judiciary of Tanzania Countrywide are used effectively and efficiently.

2.0 OBJECTIVE

Standardization of JOT fleet management and operation procedures to ensure that vehicles owned by the Judiciary of Tanzania are selected, acquired, utilized and maintained in a manner that shall provide the best support to various internal operations and resulted in the efficient and effective transportation services

3.0 SCOPE

The procedure outlines the steps to be followed by transport section and other employees of the JOT in supervision and usage of Vehicles in day-to-day Operations. (except where there are special concern and approval for the Senior Leaders) and specifically to the Drivers.

4.0 SOP STATEMENT

The Standard Operations Procedures (SOP) provides controls in Acquisition, Operations and Disposition of Judiciary Motor vehicles.

4.1 Acquisition of Motor Vehicles

All JOT motor vehicles shall be acquired as per the following procedures:

4.1.1 Procurement of vehicles

- a) The JOT Transport Management Unit with the support of PMU shall follow the standard procurement policy of Public Procurement Act (PPA) when purchasing vehicles.
- b) The JOT Transport Management Unit shall procure: -
 - i. Brand New Vehicles;

- ii. Vehicles within engine capacities ranges laid down by the Prime Minister office, Ministry of Works and Transport guidelines and JOT Transport Policy.
- c) Public Vehicles Procurement Procedures: -
 - i. The JOT Transport Management Unit (TMU) shall generate technical specifications for vehicles required in consultation with the Director of Procurement/ PMU to ensure compliance with JOT and Ministry of Works requirements for the procurement of motor vehicles;
 - ii. The Director of Procurement/ PMU shall, where necessary, consult with the Government PPRA and relevant government departments/Ministries to ensure conformity with other related laws/policies in respect of the category of the vehicles and motor vehicle engine capacity to be procured;
 - iii. All procurements shall be made by designated Procurement unit to ensure Tanzania regulatory compliance;
 - iv. The Procured vehicles shall be received by the Director of Procurement and Head of Transport Management Unit (HTMU) for verification before handing them over to the End users as approved by CCA;
 - v. The Transport Management Unit, shall be responsible for registrations of the vehicles and preparation of Registration Number Plate;
 - vi. Vehicles procured through donation and projects also shall be registered as per government guidelines.

4.1.2 Vehicle Registration

- a) HTMU on-behalf of CCA shall apply for all JOT vehicles Registration and titles as required by law of the United Republic of Tanzania and maintain all required records;
- b) All Institution vehicles shall be appropriately registered with specific Government vehicle numbers with regards to their Chassis Numbers and acquisition details (STM or DFPA).

4.1.3 General Administration Guidelines

- c) All JOT vehicle Registration documents shall be under the custody of HTMU to ensure proper monitoring and accountability for the usage of all JOT vehicles;

- d) The user units /Departments/Sections shall be given with photocopies of registration documents if required;
- e) HTMU shall be responsible for the Continuous assessment and management of the entire JOT fleet;
- f) HTMU shall be responsible for budgeting; and submission to management quarterly and annual reports on the performance of the Transport Management Unit;
- g) Drivers shall be required to use movement Logbooks for every journey made.
- h) HTMU shall handle all matters regarding transport facilitation for JOT operation activities;
- i) JOT vehicles for all operations shall not be on non-official work without approval by CCA through HTMU and or Respective Court Administrators;
- j) The minimum qualification of the driver shall be O-Level Certificate for current ones, and other acceptable levels for those employed ones;
- k) No Driver shall be allowed to drive JOT vehicles if they are not licensed and certified to drive by appropriate authorities;
- l) Unauthorised person shall not be allowed to drive JOT vehicle unless recruited as a JOT Driver or authorized by the JOT;
- m) In case of accidents JOT driver must inform the Police Immediately and record a statement at the nearest Police Station. The HTMU and CCA shall be informed with a written accident report by the driver and police;
- n) Transfer of Motor Vehicles between one Judiciary working station and another, should be done by adhering government procedures regarding Movable Assets transfer and using **special Asset transfer form provided by Administration**, filled with all necessary details and required approvals for proper control and records purposes;
- o) All categories of Registered JOT vehicles should be handled by the Head of Transport Management Unit (HTMU). Then files for all new Vehicles to be prepared by DRM for records and reference;
- p) JOT vehicles may be used for non-official work, only when cleared by the Head of Transport Management Unit (HTMU) in consultation with the Director of Administration and Human Resources Management (DAHRM) and Special approval from Chief Court Administrator (CCA).

4.2 Operations of JOT Motor Vehicles

JOT Motor Vehicles operations shall adhere to the following procedures

4.2.1 JOT Vehicles and Drivers

Drivers engaged to drive the JOT vehicles shall observe the following procedures in their day-to-day activities: -

- a) Before a driver proceeds for a scheduled or unscheduled trip, shall ensure the vehicle is clean; doing a pre-trip inspection to ensure the vehicle is road-worthy and safe for the specified assignment;
- b) After pre-trip inspection has been conducted properly, then the respective Driver will be in position to start the journey as per assignment given by his/her respective supervisor/leader;
- c) For those trips or Safaris outside the Working Region, a Driver shall make sure that, the permission form is well filled and approved by respective authority accordingly;
- d) A trip or Journey, if involves carriage of consignments/ Documents, the respective Driver shall inspect the consignments or documents before loading into the vehicle and thereafter load them timely and properly;
- e) A Driver is liable for any consignments or documents loss that may arise in the course of delivery and while on transit;
- f) Fuel will be provided to Driver by Transport Officer (TO) / Respective Supervisor based on the Vehicle's Standard consumption rate (distance per liters) to the estimated/allocated trip/route. But also, Cash for fuel will be calculated and estimated based on the established standard ratio for Journey, and Judges Vehicles; (fuel);
- g) Driver shall request fuel by filling fuel order/form and approved by respective authorized Supervisor before obtaining GPSA Token or going to the Filling station to refuel. For the Journey/Safari outside the region and Judges operations, cash money will be to refuel the vehicles accordingly;
- h) Driver shall update fuel form in the respective vehicle file and logbook for record keeping;

- i) Drivers shall use the right fuel Token/Card for the respective vehicle in use. No vehicle shall use another vehicles' fuel tokens/cards, unless directed otherwise by authorized supervisor/Transport officer;
- j) The Driver shall adhere to the economic and defensive driving skills in order to control the consumption of fuel while driving as per standard rates established for that particular vehicle. (Eg. 7Kms/ 1liter);
- k) Drivers shall ensure JOT vehicles are not driven in late night hours unless there is emergency or critical situation and the matter be communicated to the Authority to extend the driving time than normal and acceptable hours for Public Vehicle;
- l) The Driver shall park the vehicle at an authorized sites for Public Vehicles such as Courts Areas with Security, Regional Commissioners' offices, Police stations, Army Areas, Districts Commission Offices;
- m) The Driver shall report to HTMU/ Transport Officer / Authorized Supervisor in case of Vehicle breakdown, Accident or any other genuine technical default which prevents continuing the Journey.

4.2.2 Information to be provided to the Driver

The Transport Management Unit (TMU) is responsible for providing the driver of a JOT vehicle with the following information:

- a) The procedures for emergency repair and reporting accident;
- b) Proper parking procedures for JOT's light vehicles shall be followed. i.e. drivers shall not be allowed to park vehicles at residential areas and the use of vehicles for private purposes is prohibited in any case;
- c) The correct fuel, oil and parts to be used in the JOT vehicles;
- d) What constitutes misuse, including failure to use seatbelts and/ or shoulder harnesses;
- e) That monthly logs must be filled in completely for each trip, regardless of the duration, kilometres driven, or the purpose;
- f) That all necessary documents are in the compartment of each vehicle. (It is the responsibility of the TMU to ensure that a current copy of all necessary handbooks, travel logs, etc., are in the glove compartment of each JOT vehicle).

- g) Animals shall not be transported in JOT vehicles unless where approved;
- h) It is strictly prohibited to carry anything/ consignment that is not property of the JOT without authorization;
- i) That JOT driver shall not pick up hitchhikers or carrying any illegal Cargo in JOT vehicle.

4.2.3 Handling of Vehicle Log-book and Safari report

- a) The Driver shall record amount of fuel filled in the vehicle, distance covered, time, service done in the log book during safari;
- b) The Driver shall submit the safari report and motor vehicle logbook to Transport officer / Supervisor for inspection after arrival;
- c) The driver shall ensure log-book is signed by the officer using the motor vehicle;
- d) The Driver shall hand over the old log-book to transport officer/supervisor in order to get a new logbook;
- e) The driver shall ensure log-book is neat at all the time;
- f) Log-books shall be carried out on the motor vehicle log book to establish the dates and times of travel, time of parking after the day's work and the mileage covered, which shall be compared to see if there is consistency. Lack of consistency shall be a disciplinary measure that shall be recommended accordingly as per

4.2.4 Servicing, Repairs and Maintenance of Motor Vehicles

4.2.4.1 General Guidance

- a) All JOT vehicle services, maintenance and repairs shall be controlled, monitored and overseen by the Head of Transport Management Unit assisted by the Transport Officers, Court Administrators (HCs, RMs DCs), Administrative officers, Supplies Officers accordingly;
- b) Before the vehicle is serviced or repaired, the driver shall seek authorization from the respective supervisor. In case of a Big Technical problems, Supervisor will consult the Technical Personnel and HTMU for technical guidance accordingly. The Driver and supervisor will establish the clear need of service or repair;

- c) Technician shall physically inspect and test the vehicle to establish the need for service and/or repair. At the Zones, Division, IJCs, RMs and DCs, the Court Administrators, Administrative and Supplies Officers shall verify the need for the service/repair through available records and/or use of third-party inspection. In addition to carrying out the checks elaborated in (b) above, each vehicle has to be issued with a **movement log-book**. Judiciary Laws and Regulations.
- d) After Establishment of JOT Internal Workshop, all services and minor repairs shall be conducted by JOT Transport MU workshop. If the vehicle requires major repairs, upon inspection of the vehicle, HTMU and Workshop Supervisor shall discuss and consult or sought permission from TEMESA on whether the vehicles can be repaired by TEMESA or taken to Special Authorized Dealers;
- e) In case of JOT internal Workshop Services and repairs, Pre-work assessment and post work certification shall be carried out by the HTMU, assisted by Senior Technician/ Workshop Supervisor, and observed by the respective Driver;
- f) Service and repair Tags/ Cards shall be filled properly by Technician and put in the particular vehicle for the appropriate records and reference, and other information shall be filled in the Logbook by the respective driver.

4.2.4.2 Vehicle Repairs and Maintenance

- a) Vehicle must be primarily inspected by Judiciary technical personnel with the support of respective Driver;
- b) After inspection when defects are found, repair and maintenance will be done in the internal workshop if already exist with technicians and tools;
- c) Vehicle shall be sent to TEMESA for inspection and repair in case vehicles cannot be repaired and maintained in internal Workshop, and or taken to the Contracted Specialized Dealers for special repair and maintenance whenever seems to be necessary;
- d) When franchised/ Specialized dealers are not available or not performing as required, vehicles shall be sent to another workshop as will be suggested by TEMESA.

4.2.4.3 Procedures to be followed when vehicle Repairs and Maintenance are required

- a) The Driver shall fill in a vehicle maintenance, repair and service form which states all defects particulars;
- b) Technician/ Technical personnel shall inspect the vehicle and recommend the vehicle for maintenance, repair and service;
- c) The Technician/ Technical personnel, shall certify the repair and maintenance form detailed all the defects of the said vehicle as reported by the Driver;
- d) The Transport officer/ Officer in-charge/ Supervisor shall recommend the vehicle for maintenance, repair and service;
- e) Head of Transport Unit (HTMU)/ Court Administrator (CA), shall approve as per recommendation from Technician and Transport Officer/ Officer in-charge;
- f) The Driver shall take the vehicle and the vehicle maintenance filled form/Job order to internal workshop or approved external workshop/garage or franchise dealer for inspection/maintenance/repair;
- g) The technician shall inspect defects reported in the job order/form/letter and other defects and submit a report to the Transport officer/ Supervisor with maintenance/Repair cost estimates;
- h) Once the estimates received, technicians / technical personnel / Officer in-charge will advise Head of Transport/ Court Administrator on continuation of job / Repair;
- i) For TEMESA/External garage/workshop/dealer a letter is then drafted instructing the selected to continue with repair and maintenance;
- j) If the defect/problem is beyond the ability of the garage/workshop/franchised dealer, or if the cost involved is beyond the limits of the Section/Department/Court approved budget, the matter will be forwarded to CCA for course of action;
- k) After maintenance, the respective Driver will inspect the vehicle properly;
- l)
- m) If the Driver/Technician is satisfied with the quality of the job done, he/she will sign the Job Card for Internal workshop and for inspection form/ Delivery note for external workshop/garage, and collect the vehicle;

- n) The garage owner/franchise dealer will submit an invoice / bill claiming for the cost of the job done supported by the inspection form, Certificate of Approval from TEMESA, maintenance and service contract if any;
- o) The Driver will report to the Transport officer / Supervisor on the availability of the vehicle for assignment.

4.2.4.4 Preventive Maintenance / Mechanical Repair

- a) Drivers shall bring vehicle defects to the attention of their immediate supervisor;
- b) Major repair and maintenance of JOT vehicles shall be carried out in-house, if the workshop will be constructed and being full-equipped with modern tools and professional technicians, or to be taken at TEMESA and approved Dealers via authorization from TEMESA;
- c) Routine service should be after a minimum mileage of 5000km and Maximum 10,000Kms for light vehicles; and 15000km to 30,000Kms for heavy vehicles depending to the types of Lubricants and Parts used as recommended by Technician; and full/ Major service should be as per the manufacturer's specifications;
- d) The Technician/technical personnel/ supervisor shall evaluate and recommend the appropriate garage/workshop to be used for maintenance and repair the vehicles;
- e) Sourcing spares for internal workshop, HTMU and DPMS shall together evaluate and recommend good Vendor/supplier of Tires, Parts and tools through tendering processes accordingly;
- f) The Tender Board shall approve the recommendations before being presented to Management and award of contract which will be for a minimum of one year.

4.2.4.5 Issuing of Spare Parts for Maintenance in Internal JOT Workshop

- a) Under normal circumstances, HTMU shall only issue repair parts for vehicles that are undergoing repairs or preventative maintenance in internal workshop/garage;
- b) Under special circumstances, the HTMU shall approve issuing of minor parts to be held and installed on a self-help basis by the Drivers assisted by Technicians;
- c) In all cases, within internal workshop, for proper Control and Monitoring, the parts shall be issued against a properly authorized Material Issue Note;

4.2.4.6 Vehicle Modification

- a) All requests for vehicle modifications shall be approved by the CCA and transmitted to the HTMU in writing and copied to the respective level of authority/ Supervision requested;
- b) Unauthorized exchange of vehicle Spare parts shall amount to strong disciplinary action up to and including summary dismissal in line with JOT Internal Rules and Regulations;

4.2.4.7 Warranty inspection and repairs

- a) All JOT vehicles should be inspected for parts that show defects in time to take full advantage of manufacturer's warranty replacement provisions before their expiration;
- b) The HTMU shall ensure Owner's Manual is supplied with each new vehicle;
- c) Based on manufacturer's specifications, preventive maintenance service should be performed prior to expiration of warranty;
- d) Manufacturers occasionally initiate changes during the model year which needs to be applied retroactively. When notified of such changes, HTMU shall ensure the changes are made by an authorized dealer at no cost to the JOT.

4.2.5 Vehicles' tires management

- a) All information of the new vehicles' tires should be captured in Vehicles Logbooks and in the fleet management software (fleet management system) consciously to keep records on effective tires' usage;
- b) JOT Vehicles will be using the durable and recommended tires and rims with high and acceptable quality suitable for the leaders and Court operations;
- c) Tires and rims purchased mostly must be for tubeless and tube types in regards to technical specifications and recommendations;
- d) Drivers shall adhere to the best practices in Tires management by making sure exercise of tires rotation done at least after every two normal services and tires will likely to be changed after at least **above 35,000 Kms for light vehicles**, and **above**

100,000Kms for the heavy-duty vehicles, but also will depend to the nature of operations;

- e) Tires Rotation or changes done, should be recorded properly to the Log-book of respective Vehicles for record keeping and monitoring;
- f) After changing the tires, the old ones should be returned to the office by Driver and submitted to Supervisor.

4.2.6 Procedures for JOT Vehicle Accident

4.2.6.1 *Motor vehicle accidents*

- a) JOT driver involved in an accident while driving JOT-owned vehicle, will be no comment or statement regarding the accident to anyone except appropriate government Authority and the police;
- b) Subsequent to any accident involving JOT owned vehicle, all communications regarding claims, summons and complaints, must be forwarded immediately to HTMU and thereafter will be reported to CCA. The transmittal letter should include the date, place of accident, together with any other pertinent information;
- c) The driver of JOT vehicle involved in accident will record all pertinent information on the accident Identification Form. Blank Accident Identification Form should be found in the compartment of each JOT owned vehicle.

- d) All vehicle accidents which result in injury to any person other than JOT employees, or which involve serious damage to the property of others; must be reported immediately to HTMU and for Zonal Vehicles, should be reported in writing through respective CAs for further processes after being reported officially to CCA;
- e) A HTMU with Consultation of CCA, shall respond to claims of bodily injury and /or property damage of others, which occur during use, operation or maintenance of vehicles. Evaluation and payment of claims will be made through filling T.F.N 80 form and submitted to Government Treasurer under Ministry of Finance, and following statutory provisions of the Tanzanian Road safety Act and other laws applicable to claims against Tanzania. This program protects any officer or employee against all motor vehicle liability claims while operating a JOT vehicle in the course of employment;

4.2.6.2 Procedures for reporting Accident

- a) The Driver involved in an accident will immediately report to the nearby Police station for investigation;
- b) The Incidents/accident will also be reported to HTMU/TO/CA who shall subsequently communicate through appropriate channels and send immediate notification to CCA orally or through phone, followed by a written official Accident report for further action;
- c) Within 24hrs, Chief Court Administrator (CCA) will be informed by HTMU about incident/accident after obtaining good information from CA-COA/CA HC-Dv/CA-HCs or directly from Zonal CAs;
- d) A police Report shall be the basis of JOT Management's final decision on the fate of the accident and losses occurred;
- e) If the accident / incidents caused a big damage and losses, together with police report and other police forms i.e P. F 90, P.F 93 and drawings, also T.F.N 80 should be filled as special form for loss or damage of public assets/properties. Later on, the Management may share with respective government Authorities for further actions accordingly;
- f) If there will be any claims concerned with the Accident, the Claim Officer/Director shall ensure the claim process is initiated within the stipulated

- period of time as required;
- g) If it is a total loss, should be reported as Total Loss
 - h) A Transport Officer, Supervisor and/or CA, who is investigating and making follow ups about the accident, is an “interested party” and is entitled to read, and take notes from police reports in order to take respective actions and give advice to the Management;
 - i) JOT Vehicles shall have reminder stickers in appropriate locations for such purposes as ensuring use of seat belts, drive safely, non-smoking.

4.2.7 Vehicle Misuse and Bad Driving Records

4.2.7.1 Vehicle Misuse

- a) Suspected or alleged misuse/abuse of vehicles shall be investigated by head of the responsible Unit/Department/zone, in collaboration with the Human Resource Department;
- b) Any misuse or abuse shall result in appropriate disciplinary action in line with Government rules and the prevailing JOT In-house Rules and Regulations;
- c) It is the responsibility of HTMU, through Transport Officers and Court Administrators to control and regulate misuse of JOT Vehicles. When misuse is discovered, it is the responsibility of HTMU with Collaboration of CAs, to determine the costs/ damages then report to CCA, and send notification to the Director of Administration and Human Resources Management (DAHRM) for respective measures to be taken;
- d) Recovery of the cost/ damages of misuse is not to be considered a disciplinary action. In case of failure to recover the cost/ damages of misuse, the HTMU together with DAHRM will determine and advise to CCA the kind of disciplinary action to be taken.

4.2.7.2 Bad Driving records

- a) When driving records raise doubt as to a person’s ability to drive safely and/or when a person has involved in numerous accidents or received traffic citations in such numbers or of such magnitude as to be a matter of concern, his/her driving record must be obtained from Head of Transport Management Unit (HTMU) and/or Court Administrators (CAs) for re-evaluation;

- b) Similar action must be taken if there are other indications of driving problems and the HTMU concludes that the driver should be re-examined. Continuation of authority to drive on JOT vehicles depends upon evaluation of the report from the Transport Management Unit (TMU) and or vested supervisory office.

4.2.8 Vehicle Utilization

- a) Each department and zone centres shall monitor vehicle usage on an ongoing basis to ensure vehicles are being utilized in a cost-effective manner consistent with expectations established at the time of vehicle acquisition;
- b) All fleet vehicles within the JOT shall be assigned to specific drivers and some Vehicles due to nature of operations will be kept under pool operations and being Monitored by respective TO/CAs/Supervisors and HTMU;
- c) At all levels of JOT, responsible Personnel who supervising vehicles usage, shall notify the appropriate level of authority on any suspected vehicle misuse and/or abuse and the information shall be shared to HTMU on behalf of CCA;
- d) HTMU shall investigate and make a determination on vehicle misuse or abuse and take appropriate action(s) including a written report to the JOT Top Management.

4.2.9 Pool Vehicles

- e) After approval from CCA, HTMU shall provide vehicles for pool services to all functional departments/Sections/Units/Zones within JOT depending on type of operations;
- f) After approval from CCA, HTMU shall be responsible for allocating vehicles for pool services;
- g) Each Directorate/Unit/Sections/Zones shall maintain specific vehicles and drivers who shall be reporting to responsible supervisors;
- h) It shall be the responsibility of each specific driver to maintain the allocated vehicle in good working condition as required;
- i) Managing of Pool vehicles shall be the responsibility of the respective Supervisors. Such vehicles shall be involved in various Judicial and administrative operations including:

- i. The Vehicle allocation shall be as hereunder:
- ii. CJ, PJ, CCA, CR Office;
- iii. JRs and all Judges;
- iv. Banking activities and other special occasions;
- v. Courts/Zones/Departmental/ Units/Sections Operations and supervisions;
- vi. Other Staff Welfare Activities in JOT.

4.2.10 Safety and Security

- a) Vehicles shall not be operated in any fashion or design that may endanger any person or property;
- b) Every vehicle driver shall strictly observe the use of seat belts and other operational guidelines and road regulations for smooth and safe driving;
- c) HTMU/ CAs and Officers in-charge, shall ensure that every vehicle is assigned with the appropriate tool kit/equipment and safety gears;
- d) Fire extinguishers and triangles shall form part of tools and safety gear to be applied;
- e) Disciplinary actions shall be taken whenever realized that the Driver failed to adhere to the public safety driving rules and regulations;
- f) Fines/penalties resulting from improper use of a vehicle including speed and other traffic offenses shall be the sole responsibility of the Driver;
- g) JOT vehicles shall be installed with special Car Tracking system which will help to monitor the geo-location of Vehicle for security purpose, but also to monitor the speed and driving behaviour for Safety purpose
- h) JOT vehicles shall be parked in the authorized sites suitable for Public Vehicles such as Courts areas, Regional Commissioners' offices, all Government offices, Police stations, Army Areas, Districts Commissioner's Offices and all Authorized Special secured parking areas.

4.2.11 Fuel issues and usage procedures

- a) All JOT vehicle shall be refuelled through GPSA fuel system wherever there is accessibility or Contracted Filling Stations where there is no access to GPSA service and other system will be used as approved by JOT from time to time;

- b) Fuel should be issued to the vehicle through System Token or Fuel order/ Cards for specific operation;
- c) For ensuring fuel ratio uniformity for each category of vehicle, research and reviews shall be carried out from time to time in order to obtain the standard fuel consumption ratio which shall be used across the organisation;
- d) Fleet software (car tracking system) may be used to monitor daily fuel consumption of each respective vehicle;
- e) Drivers' Log book shall be used to record all information regarding the vehicles' movement to enable verification of fuel consumption as per standard fuel ratio
- f) Other systems of the procurement shall be used in areas where GPSA system is not available;
- g) Hon. Judges shall deal directly in buying fuel for their vehicles, unless if there is approved emergency which necessitate to provide them fuel through GPSA tokens.

4.2.12 General controls in the use of jot vehicles

It is necessary for the Head of Transport Management Unit (HTMU) in Collaboration with Court Administrators (CAs) to establish points of vested supervisory control hereto in order to:

- a) Fulfil all maintenance, safety and Security requirements;
- b) Staff of the JOT HQ shall not be allowed to use vehicles stationed at the Zones or headquarter for personal or official business unless given approval;
- c) Respective Transport Officers and Court Administrators shall be responsible for unauthorized use of vehicles under His /Her Custody;
- d) Control usage in accordance with the Tanzania traffic laws, JOT laws, regulations, policies and procedures;
- e) Verify and maintain all required logs;
- f) Installation and application of suitable Car/ Vehicle Tracking system and Software for effective control of Judiciary vehicles usage, security and monitoring driving behaviours;

- g) Ensure prompt and timely reporting of motor vehicle accidents and a post-accident review and records (this includes completion of all necessary Actions and Reports concerned Government Vehicle Accident);
- h) Issue instructions and guidelines and clarify all relevant laws, regulations, policies and procedures accordingly.

4.3 Jot vehicles disposal Procedures

Vehicle disposals shall comply to the following procedures

- a) HTMU shall be mandated to assess the mechanical worthiness of the vehicle suggested to be disposed of by JOT;
- b) HTMU in Consultation with Director of Human Resources and Administration (DAHRM), Director of Procurement and Supplies (DPMS), Director of Planning and Monitoring (DPM), with CCA Approval, shall from time-to-time issue guidelines on how to proceed with disposal of vehicles.
- c) HTMU shall, on a regular basis, determine the number of fleets that has exceeded its useful life, grounded and needs to be disposed of;
- d) HTMU shall prepare the fleet disposal list through special formulated Committee, and submit the list to the CCA for the approval upon ensuring compliance with the vehicles replacement and depreciation policy;
- e) Depreciation shall be considered in recommending a vehicle for disposal.
- f) Before disposal of the vehicle a pre-evaluation of the same shall be carried out by a competent valuer;
- g) The fleet disposing process shall be carried out in accordance with the Public Procurement Act No. 9 of 2011 and the Public Procurement Regulations, 2013 – GN No. 446 and the Public Finance Act and Regulations made for *disposal of public assets by the tender*).

5.0 SPECIFIC RESPONSIBILITIES

5.1 Head of Transport Unit (HTMU)

- a) Be responsible for planning, directing, managing, coordinating and supervising Transportation activities including the acquisition, assignment, utilization,

- maintenance, repair, providing fuels usage guidelines for the vehicle fleet of the Judiciary of Tanzania;
- b) Delegate the responsibilities for implementing and complying with the provisions of this policy to the Transport Officers and Cas;
 - c) Advise the Chief Court Administrator (CCA) on all matters related to Transportation.
 - d) Implement JOT Strategic Plan in relation to Transportation and logistics objectives and enable other directorates and Courts perform their functions through innovative approaches for efficiency and cost-effective measures;
 - e) Implement and monitor Transport Unit Performance towards achieving strategic goals and targets;
 - f) Will be the one who is responsible to make Transportation arrangements and plans for all JOT big and official occasions and projects;
 - g) Digital monitoring of JOT Vehicles Fleet through GPRS of Car movements and Driving behavior (Car-tracking). Allocating and recording resources and movements on the transport planning system;
 - h) Analyze expenditures and other financial information in order to develop plans, policies and budgets for improving Transportation services in JOT;
 - i) Conduct investigation in cooperation with Traffic Police, respective government agencies/authorities and other stakeholders to determine causes of Road accidents and incidents in order to improve Safety procedures accordingly;
 - j) Conducting routine inspection and ensuring timely repair and maintenance service to JOT vehicles to maintain their road worthiness at all times;
 - k) Monitor repairs and maintenance of vehicles, and Trucks as per planned technical schedule;
 - l) Prepare annual plans, budget and budgetary control, periodic reports and other resources for the section/Unit;
 - m) Other responsibilities as specified by the prevailing Scheme of service.

5.2 Court Administrators

- a) Perform the Delegated Transport responsibilities for implementing and complying with the provisions of the policy and standard operating procedures (SOP) at the respective Courts;
- b) Supervising day to day operations of Vehicles under his/her area of supervision and ensure routine inspection and timely repair and maintenance service conducted to JOT vehicles to maintain their road worthiness at all times.
- c) Monitor repairs and maintenance of vehicles, and Trucks as per planned and designed technical schedule;
- d) Prepare Transportation annual plans, budget and budgetary control and periodic reports;
- e) Monitor Expenditure on fuel and maintenance to ensure that it is in line with budget allocation;
- f) Inspecting drivers log-books and Safari report periodically and sign them;
- g) Processing driver's safari report and safari imprest for payment;
- h) Handle all issues concerned Judiciary Vehicle Accident/Incidents, and prepare official report to be shared to HTMU and submitted to CCA for further action;
- i) Perform other duties relevant to JOT Transportation operations as will be happening in the area of Supervision.

5.3 Transport Officer/Supervisor

- a) Monitor and evaluate the condition of JOT fleet vehicles;
- b) Prepare weekly Transport operation report;
- c) Assist in preparation of regular and comprehensive monthly and quarterly reports;
- d) Ensure vehicles maintenance schedules are adhered accordingly;
- e) Ensure safe parking of JOT Vehicles all the time observed by the Drivers;
- f) Prepares records/history of Drivers, Vehicles and accident matters;
- g) Prepares preventive maintenance schedule and ensure is adhered;
- h) Help to monitor expenditures of fuel and maintenance to ensure that it is in line with budget allocation and available fund balance;
- i) Collect Transport operations statistics from all JOT Zones whenever required to do so;

- j) Help to prepare requisition for purchasing vehicle parts, fuel, lubricants and tyres;
- k) Monitoring of vehicles and trucks by using fleet tracking system;
- l) Inspecting driver's Logbooks and safari reports daily;
- m) Ensure safe keeping of Motor vehicles keys and registrations records;
- n) Performs any other duties relevant to JOT operations as assigned by the Supervisor.

5.4 Automobile Technician

- a) Monitor and evaluate the condition of JOT fleet vehicles to make sure they are roadworthy;
- b) As vehicles reach targeted miles or time for replacement, they will receive a technical report to determine if they are to be retained, disposed of or in some situations, be reassigned;
- c) Establish a Preventive Maintenance (PM) schedule and programs and perform the maintenance activities accordingly;
- d) Provide technical support and recommendations regarding cost saving and best way of maintaining the fleet;
- e) Prepare technical reports regarding to repair and maintenance of vehicles conducted;
- f) Ensure proper handling of spare parts;
- g) Assist in finding sources for parts and consumables;
- h) Provide support in evaluation of acquisition of spare parts, consumables and service providers;
- i) Provide technical supports to the zones fleet;
- j) Technicians are to drive the workshop vehicle only under HTMU Authorization.

5.5 Workshop Supervisor

- a) Discharge all duties and responsibilities concerning supervision of workshop operations in general;
- b) Assist the department in developing specifications for new or replacement vehicles;
- c) Ensure that fleet vehicles are made available for preventive maintenance at the scheduled mileage/time;

- d) Ensure that Drivers inspect their assigned vehicles prior to operations. Inspections will include, but not limited to the following safety items;
 - i. Service and parking brake
 - ii. Head and tail lights
 - iii. Turn signals and wipers
 - iv. Tyres conditions
 - v. Mirrors
 - vi. Engine coolant and oil levels.
- e) Ensure the inspection also include a check for vehicles damage such as; dents and window cracks;
- f) Deficiencies discovered, beyond the driver capability to correct, shall be reported to the Workshop Supervisor and referred to HTMU for repair;
- g) Provide strategical support and recommendations regarding cost saving and best way of maintaining the fleet;
- h) Supervising the preventive Maintenance (PM) schedule and programs and ensure the maintenance activities performed accordingly;
- i) Involved in evaluation of acquisition of spare parts, consumables and service providers;
- j) Coordinated the plan and arrangement of works to the technicians in daily basis;
- k) To provide technical supports and guidance to the Judiciary zones fleet.

5.6 Vehicle Drivers

- a) Maintain the proper and valid driver's license
- b) Comply with all State Traffic Rules/laws relating to the operation of assigned vehicle.
- c) Inspect assigned vehicle prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle type:
 - i. Water and oil levels;
 - ii. Foot and emergency brake;
 - iii. Head, tail and brake lights;
 - iv. Turn signals;

- v. Tyre pressure and tyre condition
 - vi. Windshield wipers;
 - vii. Mirrors;
 - viii. Visual damage (dents, large scratches, cracked windows).
- ix. Apart from observing the above stated procedures from time to time the drivers are required:
- d) To keep their vehicles very clean at all time;
 - e) To keep track of the Preventive Maintenance Service schedules for their respective Vehicles;
 - f) To keep record of fuel filled and tyres fitted within their logbooks;
 - g) Record all vehicle movements within their logbooks including distance covered;
 - h) Report deficiencies discovered during the driver's/operator's inspection which are beyond the driver's /operator's capability, to the Workshop Supervisor for referral to the HTMU;
 - i) Not install, nor allow being installed, any additional electrical or electronic devices such as stereo, spot lights, light chargers and radio chargers in any vehicle.
 - j) Devices of this type shall be installed by the office of the Transport Unit. Radar detectors are strictly prohibited in all JOT vehicles;
 - k) Report all accidents in accordance with the JOT Policy and State law (Traffic Rules);
 - l) Park the vehicle in authorized sites suitable for Public Vehicles such as Courts areas, Regional Commissioners' offices, All Government offices, Police stations, Army Areas, Districts Commissioner's Offices and all Authorized Special Secured Parking Areas.

6.0 REFERENCES

- a) Tanzania Government Laws and regulations regarding Transportation
- b) Tanzania Traffic Rules
- c) Tanzania Government Guidelines concerned Public Vehicles
- d) Judiciary Internal Guidelines and Regulations
- e) TEMESA establishment Act/Order

- f) GPSA establishment Act/Order

6.1 Copies Distribution & Retrieval List

Distribution			Retrieval		
Name	Signature	Date	Signature	Date	Name
Chief Court Administrator (CCA)					
Head of Transport Management (HTMU)					
Director of Administration and Human Resources Management (DAHRM)					
Internal Auditor (IA)					
Court Administrators -(COA)					
Court Administrator-HC Main Registry					
Court Administrator -HC Divisions					
Court Administrator - Zones					

6.2 Revision and History

Date:	Changed by:	New version:	Reason for change:

This SOP should be revised when/if the process changes or when the responsibility for certain tasks change. The SOP should be reviewed for accuracy and updates after one year from date of issue as a matter of routine.