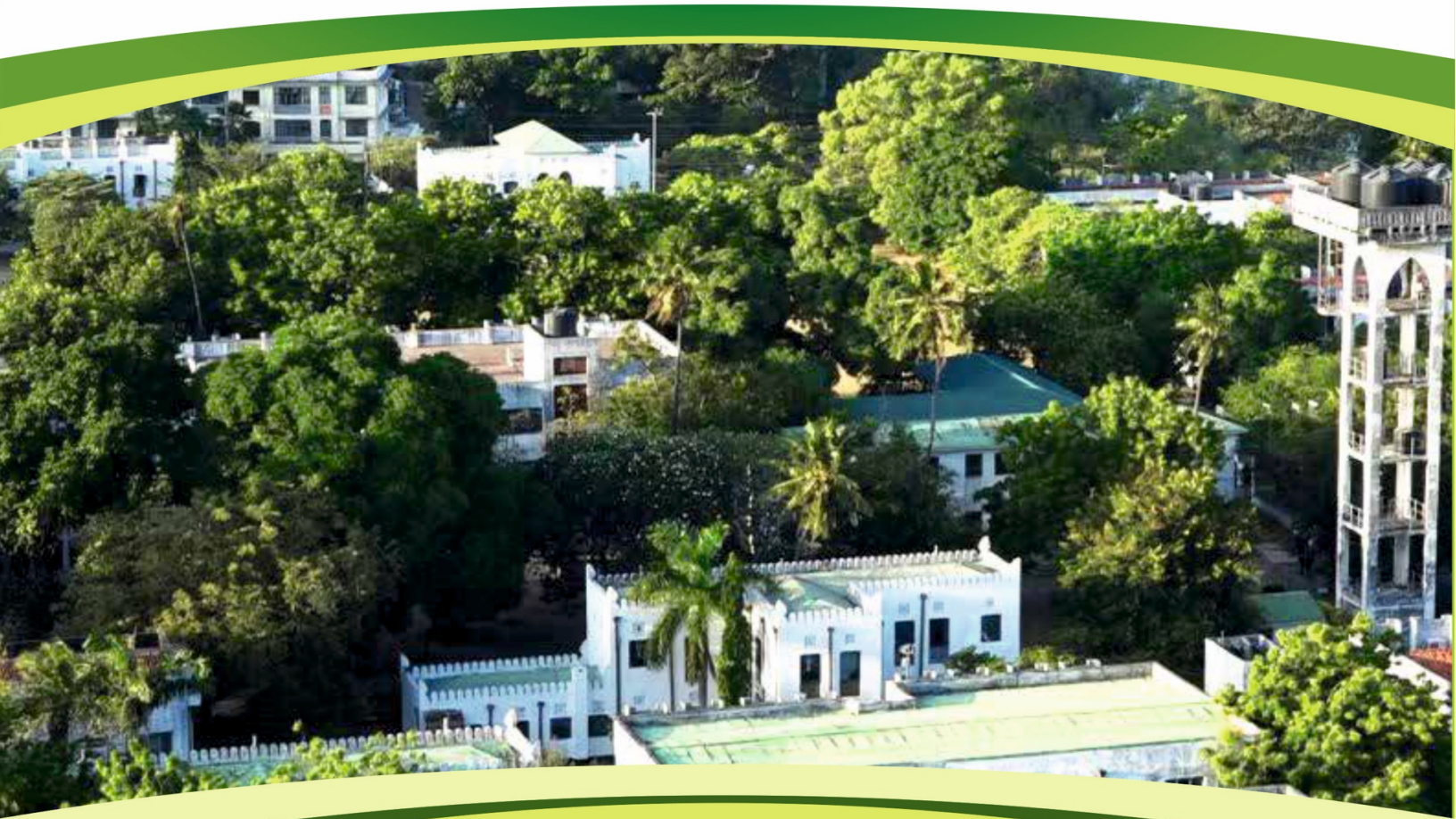




TECHNICAL UNIVERSITY OF MOMBASA

A Centre of Excellence

ROAD SAFETY POLICY





TECHNICAL UNIVERSITY OF MOMBASA

ROAD SAFETY POLICY

Issue No. 1

Revision No. 0

April 2021

TABLE OF CONTENTS

PREFACE	3
FOREWORD	4
ACKNOWLEDGEMENT	5
DEFINITIONS	6
ABBREVIATIONS AND ACRONYMS	7
EXECUTIVE SUMMARY	8
1.0 INTRODUCTION	9
1.1 Citation	9
1.2 Vision	9
1.3 Mission	9
1.4 Core Values	9
1.5 Motto	10
1.6 Policy Statement	10
1.7 Legislative and Administrative Instruments	10
1.8 Scope/ Applicability	10
1.9 Guiding principles	10
2.0 POLICY GOAL	11
2.1 Policy Objectives	11
3.0 GENERAL POLICY ON ROAD SAFETY	12
3.1 Driver Recruitment and Selection Policy (Eligibility to Drive)	12
3.2 Staff Induction	12
3.3 Speed Management	12
3.4 Vehicle Management -Selection, Maintenance and Inspection	13
3.5 Vehicle Crash Involvement	14
3.6 Incentives and Sanctions	14
3.7 Road safety Training, Sensitization and Education	14
3.8 Driving under the influence of drugs and alcohol	15
3.9 Fatigue Management	15
3.10 Seatbelts	16

3.11 Driver Management 16

3.11 Journey Planning 17

4.0 RECORD KEEPING 18

5.0 ROLES AND RESPONSIBILITIES 18

5.1 The Vice Chancellor 18

5.2 The Deputy Vice Chancellor (Administration, Finance and Planning)..... 18

5.3 The Road Safety Mainstreaming Committee (RSMC)..... 18

6.0 POLICY IMPLEMENTATION..... 19

7.0 POLICY REVIEW..... 19

PREFACE

The UN General Assembly resolution 64/255 of March 2010 proclaimed 2011–2020 the Decade of Action for Road Safety, with a global goal of stabilizing and significantly reducing the forecasted level of global road fatalities. Kenya, being a signatory to this Decade of Action, has taken this challenge seriously and hence initiated the mainstreaming of road safety in all Government entities.

Many countries over the world have begun to develop and implement sustainable road safety strategies, programmes and policies to address the road safety challenge. The National Transport and Safety Authority is the local entity, set up by the National Transport Safety Act of 2012, as a lead agency on matters of road safety. The mainstreaming of road safety at the University by way of this Policy will ensure a continued and sustainable response to road safety as a workplace issue. The Policy encompasses the current laws governing road safety in Kenya. All University Stakeholders are advised to read, familiarise themselves with this Policy so as to effectively participate in its implementation.

On behalf of the Council, I therefore take this opportunity to thank all members involved in the formulation of this Policy and wish everybody the safety that comes through its implementation.



Dr. Robert Arunga


Chairman of Council

FOREWORD

Road safety matters have become a major concern in our society as more and more people own vehicles or motorcycles. Previously, the responsibility for road safety was vested on a few Government agencies, and the burden seemed to be overwhelming. The multifaceted nature and the broad coverage of the need for road safety requires all parties to come together and contribute towards this initiative.

Technical University of Mombasa is committed to working with other Stakeholders in promoting safety on our roads both from within and outside the University. This Policy provides guidelines to many critical areas where guidance is needed so as to save lives, limbs, property, time and other resources. This Policy aims to comply with other existing local and international initiatives on road safety mainstreaming.

This Policy was developed as an initiative of the Administration, Finance and Planning Division.



Prof. Laila U. Abubakar
Vice Chancellor

ACKNOWLEDGEMENT

The publication of the Road Safety Policy was made possible by the collective efforts of the Road Safety Mainstreaming Committee and the Deputy Chief Legal Officer to whom we are indebted. It is my pleasure, therefore, to acknowledge the following persons for investing their time and skills in the development of this Policy:

- | | | |
|-----------------------|---|----------------------------|
| 1. Dr. Kilungu Matata | - | Chairperson |
| 2. Mr. Peter Obwogi | - | Member |
| 3. Ms. Agnes Tsuma | - | Member |
| 4. Ms. Rhonce Karue | - | Member |
| 5. Mr. Stephen Okwach | - | Member |
| 6. Ms. Serah Okumu | - | Deputy Chief Legal Officer |



Prof. Joseph Rasowo

Deputy Vice-Chancellor (AFP)

DEFINITIONS

“Community” refers to all Staff, Students, contractors, consultants, members of the public and visitors at the University who will be engaged directly or indirectly in road safety activities.

“Exposure” means the amount of workplace vulnerability to injury as a result of road traffic incidence.

“Near misses” means missed collisions.

“Outputs” means specific products or services (immediate results of an activity) in a given period.

“Performance Indicator” means one of the measurable variables by which the performance of the University is assessed.

“Road Traffic injuries” means injuries related to road traffic collisions that could be fatal, serious or slight.

“Road Traffic crash” means vehicle collision resulting in injury.

“Road Traffic fatalities” means deaths related to road traffic crashes.

“Safety belt” means a driving strap or rope.

“Traffic crashes, injuries and fatalities (deaths)” means a road traffic collision that resulted in an injury or fatality.

“University drivers” means drivers employed by TUM in the Transport Department.

“University” refers to Technical University of Mombasa.

ABBREVIATIONS AND ACRONYMS

DVC (AFP)	Deputy Vice Chancellor (Administration, Finance and Planning)
GoK	Government of Kenya
NTSA	National Transport and Safety Authority
PC	Performance Contract
RSMC	Road Safety Mainstreaming Committee
TUM	Technical University of Mombasa
VC	Vice Chancellor

EXECUTIVE SUMMARY

This Policy provides the agreed upon measures the University will put in place to promote road safety within its campuses. The Policy identifies the areas the University will focus on when undertaking road safety and further the specific Policies in relation to enhancing road safety at the institution. The Policy will also specify the Office holders' responsible for implementation and oversight. It further provides for the review of the Policy to ensure that it remains relevant and up to date.

1.0 INTRODUCTION

Technical University of Mombasa (TUM) was established by the Universities Act No. 42 of 2012 and Technical University of Mombasa Charter, 2013 to offer technological, professional and scientific education, research and training, while ensuring quality, accessibility, and equity in the discharge of its mandate.

The impact of road traffic crashes, injuries and fatalities has caused devastating economic, and psychosocial suffering to individuals, households and organizations. The GoK has instituted certain guidelines, policies and plans to be implemented at institutional level to mitigate the risks in road safety. This Policy has been developed to conform to the Strategic Plan 2018-2022 requirements on workplace health and safety requirements and is applicable to all University Stakeholders in compliance with the GoK recommendations.

1.1 Citation

This Policy shall be cited as the **Technical University of Mombasa Road Safety Policy**.

1.2 Vision

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

1.3 Mission

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

1.4 Core Values

The Council, Senate, Management, Staff and Students of TUM will endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- a) *Excellence;*
- b) *Integrity and Professionalism;*
- c) *Equity;*

- d) *Teamwork;*
- e) *Creativity, Innovativeness and Environmental Sustainability.*

1.5 Motto

Jiddu Tajidu (Endeavour and Achieve)

1.6 Policy Statement

Technical University of Mombasa is committed to promoting road safety in the University by reducing vehicle accidents and work related road collision costs and injuries.

1.7 Legislative and Administrative Instruments

The following, but not limited to, legal instruments and Institutional Policies shall apply:

- a) The Constitution of Kenya, 2010;
- b) The National Transport and Safety Authority Act, 2012;
- c) The Traffic Act, 2012;
- d) The Occupational Health and Safety Act, 2007;
- e) The Work Injury Benefits Act (WIBA), 2007;
- f) Radiation Protection Act, 2012;
- g) Pharmacy and Poisons Act, 2012;
- h) Technical University of Mombasa Policies; and
- i) Applicable Government Circulars and Executive Orders.

1.8 Scope/Applicability

This Policy shall apply to the Council, Management, Staff, Students, visitors and University Stakeholders.

1.9 Guiding principles

This Policy is guided by the following principles:

- a) Safety and Accountability in promoting road safety;
- b) Creativity and Innovativeness in enhancing road safety; and
- c) Professionalism in undertaking delivery of services from the Transport Department.

2.0 POLICY GOAL

The goal of this Policy is to ensure that the University enhances and promotes road safety within its Campuses and beyond.

2.1 Policy Objectives

The objectives of this Policy are:

- a) To provide a framework for mainstreaming of road safety at the University;
- b) To reduce the number of actual or potential road traffic crashes and injuries involving University Staff;
- c) To enhance compliance with the traffic law and regulations and minimize risks of penalties and conviction for traffic offences;
- d) To promote a culture of safe driving among University drivers and Staff in order to prevent and minimize road traffic crashes and injuries;
- e) To reduce and control costs such as wear and tear, fuel, insurance premiums, legal fees;
- f) To provide a mechanism for informed road safety decisions;
- g) Provide effective tools for workplace road safety monitoring, evaluation and documentation;
- h) To promote sensitization and awareness campaigns on the Road Safety risk factors among the Staffs; and
- i) To increase public (customer) confidence in University business.

3.0 GENERAL POLICY ON ROAD SAFETY

The University commits to implement the work plan on road safety mainstreaming through implementation of this Policy and collaborative engagements with the relevant Stakeholders to enhance compliance.

The University will fulfil its commitment through the following strategies:

3.1 Driver Recruitment and Selection Policy (Eligibility to Drive)

The University commits to the following:

- a) Specifying a safe driving record as a mandatory requirement in the TUM Career Progression Guidelines and Job description for external advertisements;
- b) Having job applicants provide details of their previous driving record, including crashes and traffic infringements;
- c) Assessment of an applicant's attitude to safety during the job interview;
- d) Verification of an applicant's driving records with previous employers;
- e) Requiring applicants to undergo a practical driving assessment test as part of the job selection tests;
- f) Ensuring that all applicants are medically fit to drive; and
- g) Requiring all University drivers to undergo mandatory defensive driving assessment every four (4) years.

3.2 Staff Induction

The University commits to the following:

- a) Ensuring that all new Staff undergo a formal induction program that includes road safety sensitization and safe driving habits;
- b) Having a regular sensitization program for Supervisors that includes road safety and their responsibilities; and
- c) Initiating a program for training new Staff in the operation of their vehicles and ensuring road safety at all times.

3.3 Speed Management

The University commits to the following:

- a) Adherence to a speed limit of 10Kph within all University Campuses by its Stakeholders;

- b) Putting up signage of the speed limit on all University roads;
- c) Ensuring that all University roads are named and well labelled;
- d) Reducing the speed limits to 30kph in all areas surrounding the University Campuses by its Stakeholders;
- e) Fitting all official vehicles of the University with speed governors;
- f) Monitoring the speeds of vehicles within the University Campuses internally 24/7 and dealing with any violations as per the University's Disciplinary Policies, Code of Conduct and the law with regard to Staff. Stakeholders other than University Staff or Students shall be asked to exit the Campus upon violation of the mandatory speed limit;
- g) Conducting constant training/sensitization to Staff on speed management; and
- h) Sensitizing/training all University Staff, Students and other Stakeholders on speed as a risk factor.

3.4 Vehicle Management, Selection, Maintenance and Inspection

The University commits to:

- a) Investigating fleet safety features and including relevant features in purchase specifications of its Vehicle fleet;
- b) Documenting in full all maintenance procedures and Periodic Motor Vehicle Inspections as per NTSA guidelines;
- c) Fitting all vehicles with a first aid kit, securely fitted fire extinguisher, seatbelts, and an emergency triangle as provided by law and in efforts to enhance safety;
- d) Servicing the University vehicles according to manufacturers' recommendations;
- e) Setting up inspection procedures on a pre-use check sheet;
- f) Keeping maintenance schedules in the glove boxes of all University vehicles, which are completed each time the vehicles are serviced in any way;
- g) Following the maintenance schedules in the vehicles' manuals; and

- h) Setting up a procedure to identify and rectify all defects no matter how small, and as soon as practicable.

3.5 Vehicle Crash Involvement

The University commits to:

- a) Having a comprehensive University vehicle crash investigation, reporting and recording system;
- b) Monitoring the number of crashes per year; number of driver-at-fault occurrences or bookings; time lost due to crashes; rehabilitation costs on University vehicles;
- c) Crash reporting which will include recommendations and a timetable for implementing remedial action;
- d) Ensuring that each University vehicle has a crash report form, crash kits and log book in the vehicles;
- e) Training appropriate Staff in crash investigation;
- f) Putting in place a system to monitor and evaluate the success (or otherwise) of any remedial measures implemented following a crash; and
- g) Keeping data and statistics about motor vehicle crashes.

3.6 Incentives and Sanctions

The University commits to:

- a) Recognizing good/bad driving performance through an official scheme of incentives and sanctions as a means of motivating the Staff to improve the University's road safety record;
- b) Monitoring the driving performance of all Staff including crashes and all road traffic infringements;
- c) Ensuring that road safety incentives are given in front of their peers and publicize achievements throughout the University; and
- d) Putting in place a system to identify poor driving performance and impose some penalties for drivers and/or their section/department who violate the procedures as per the system.

3.7 Road safety Training, Sensitization and Education

The University commits to:



- a) Conducting a training needs analysis to determine what driver training programs would be best for the University;
- b) Identifying courses on road safety for the Transport Department and Staff;
- c) Considering varying levels of ability in the Staff (including literacy) and adapt training programs accordingly;
- d) Ensuring that all Managers and Supervisors are trained on their roles relating to road safety;
- e) Investigating training facilities and resources of road safety training providers and use only suitably qualified and experienced trainers in the training programs;
- f) Developing road safety training plans and share such plans with all Staff;
- g) Providing refresher road safety training programs as appropriate; and
- h) Providing opportunities for Staff to acquire basic first aid training.

3.8 Driving under the influence of drugs and alcohol

The University commits to:

- a) Ensuring that Staff and Students are continually reminded of the effects of alcohol and drugs on driving performance;
- b) Putting in place severe penalties for driving under the influence of drugs and alcohol, including dismissal;
- c) Encouraging zero tolerance to drugs and alcohol abuse while driving at all times;
- d) Sensitising Staff on the risks of driving under the influence;
- e) Considering Alcohol Breathalyzer tests on drivers on entrance and exit of the University premises;
- f) Establishing public feedback mechanisms on suspected drunk driving e.g through hotlines and social media. The reports shall be acted on fully in line with Disciplinary Policies in place; and
- g) Initiating an education program to ensure Staff and Students are aware of the effect that drugs and some medications can have on driving performance.

3.9 Fatigue Management

The University commits to:



- a) Ensuring work schedules and rosters of University drivers conform to the regulations on driving hours;
- b) Ensuring that all University drivers shall be required to adhere to the maximum number of hours on long journeys;
- c) Having a system to monitor University drivers to avoid fatigue including log in hours;
- d) Giving University Drivers adequate time to rest between long journeys; and
- e) Ensuring that University crash investigations are detailed and recommendations are provided.

3.10 Seatbelts

The University commits to:

- a) Educating all Staff and Students as to the dangers of not wearing seat belts; and
- b) Putting in place strict rules on wearing seat belts at all times and place reminder notices on dashboards, notice boards, Staff emails etc.

3.11 Driver Management

The University commits to:

- a) Ensuring that all University drivers comply with the rules of the road at all times;
- b) Ascertaining that all University drivers are trained and licensed appropriately;
- c) Ensuring that all University drivers undertake periodic driver refresher training and re-training including defensive driver courses;
- d) Certifying that all University drivers are medically fit to drive at all times;
- e) Ensuring that University drivers are trained on soft skills including communications, road courtesy, customer care among others etc;
- f) Ensuring that all University drivers comply with driving hour's regulations, have regular breaks while driving and forbidding the use of mobile phones while driving;
- g) Ensuring that University drivers display the highest level of professional conduct when driving a University vehicle;

- h) Ensuring that University drivers regularly check the oil, tyre pressures, and radiator and battery levels of University vehicles they regularly use;
- i) Ensuring that all drivers adhere to the legal speed limits;
- j) Ensuring that all drivers wear a seat belt and make sure all occupants wear their seatbelts at all times; and
- k) Ensuring that University drivers never drive under the influence of alcohol or drugs, including prescription.

3.11 Journey Planning

The University commits to:

- a) Ensuring that all University drivers plan their journeys in advance;
- b) Ensuring that all University drivers report vehicle defects before the next vehicle use;
- c) Taking the necessary precautions in carrying any hazardous substances. Hazardous goods may only be carried in full compliance with relevant legislation and with approval of the line manager;
- d) Ensuring that University drivers take regular and adequate rest breaks and stop when tired; and
- e) Ensuring that University Drivers and Safety Managers plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.

4.0 RECORD KEEPING

The University shall establish and maintain records of road safety events including and not limited to the following:

- a) Accident reporting and follow up reports;
- b) PC Quarterly reports;
- c) Incidents and near misses reports; and
- d) Training and road safety sensitization evaluation reports.

5.0 ROLES AND RESPONSIBILITIES

5.1 The Vice Chancellor

The VC shall appoint the Road Safety Mainstreaming Committee.

5.2 The Deputy Vice Chancellor (Administration, Finance and Planning)

The DVC (AFP) shall:

- a) Recommend names for appointment to the RSMC by the VC;
- b) Facilitate the development, overall implementation, and review of this Policy;
- c) Provide the necessary approvals where required; and
- d) Ensure that the University fulfils the commitments specified in the Policy.

5.3 The Road Safety Mainstreaming Committee (RSMC)

The Committee shall:

- a) Ensure that the activities provided in the Policy are undertaken;
- b) Provide the budget estimates annually for the activities;
- c) Conduct sensitization of this Policy; and
- d) Report to the Management on the progress of implementation.

6.0 POLICY IMPLEMENTATION

The VC and the RSMC shall be responsible for the implementation of this Policy. The University Management and the Council shall be key in its monitoring and evaluation.

7.0 POLICY REVIEW

This Policy shall be reviewed after every three (3) years.

THIS POLICY IS EFFECTIVE FROM THIS 14TH DAY OF APRIL 2021

SIGNED..........

COUNCIL CHAIRPERSON



CONTACT:

Technical University of Mombasa (TUM)
Tom Mboya Street Tudor,
P. O. Box 90420 - 80100,
Mombasa - Kenya.

Tel: (254) 41-2492222/3,

Fax: (254) 41- 2495632,

Mobile: (+254) 0733 -955377 | 020 8095365 | 020 8095368 | 020 8095371

E-mail : vc@tum.ac.ke

Website: www.tum.ac.ke



TUM IS ISO 9001: 2015 CERTIFIED

A Centre of Excellence