

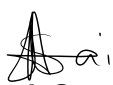


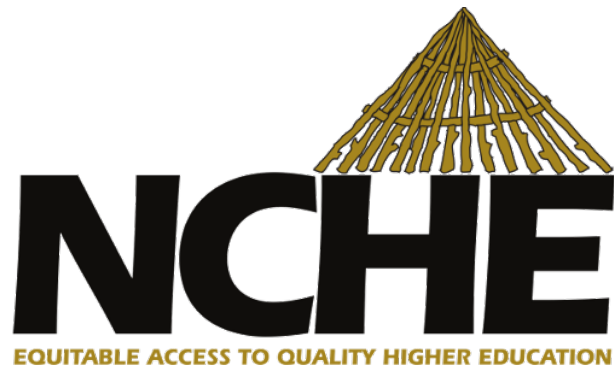
**NATIONAL COUNCIL
FOR HIGHER EDUCATION**

**FLEET MANAGEMENT POLICY
AND
OPERATIONAL PROCEDURES**

JULY 2026

FLEET MANAGEMENT AND TRANSPORT POLICY AND PROCEDURES

Custodian	Accounting Officer
Responsible Unit	Finance and Administration, Auxiliary Services Sub-unit
Contact Officer	Control Administrative Officer
Approved by	Council
Signature	 Prof. Samuel John NCHE Chairman
Approval Date	27 July 2026
Effective Date	27 July 2026
Resolution Number	5th Council/ 95 of 27/07/2026
Review cycle	Every five years, or earlier if required
Related Legislation, Policies, and Regulations	• State Finance Act, Act 31 of 1991 • Anti-Corruption Act, Act 8 of 2003 • Public Service Staff Rules and Regulations: Public Service Act, Act 2 of 1995 • Public Procurement Act, Act 15 of 2015? • Accounting Officers Manual – Ministry of Justice, 2005 • Government Fleet Users' Operational Guidelines • NCHE Financial Management Policies and Procedures, 2015 • NCHE Code of Ethics • NCHE Fixed Asset Register Policy and Procedures



About us:

NCHE is a statutory body in terms of section 4 of the Higher Education Act, 2003 (Act No. 26 of 2003), established to advise the Minister responsible for Higher Education on issues pertaining to higher education.

Our logo embodies the following:

- The "hut" symbolises a pyramid of which the "sticks" represent the different academic streams which lead to excellence.
- The different academic streams join and guarantee "shelter" for the nation.
- The "hut" also symbolises unity through binding the different academic streams together.
- This unified effort emphasises coordination among our higher education institutions.

Visit us at:



Contact us at:

info@nche.org.na

HIGH-LEVEL STATEMENTS

The Vision

NCHE aspires to be a valued leader and a partner in coordinating quality higher education in pursuit of a knowledge-based society.

The Mission

NCHE exists to ensure a coordinated and responsive higher education system through equitable access and quality service delivery.

The Core Values

In the execution of our mandate and the pursuit of our strategic pillars, we are inspired and guided by the following values:

Accountability	We take responsibility for our policies, decisions and actions and report, explain and answer for resulting consequences.
Professionalism	We exercise high levels of competence in our work and avoid compromises to our set standards and values.
Integrity	We exhibit the quality of an intuitive sense of honesty and truthfulness with regard to our behaviour and motivation for our actions.
Innovation	We strive for continuous learning, seek creative ways to change, solve problems and find better solutions in the execution of our mandate.
Empathy	We endeavour to cultivate empathy amongst ourselves, customers and stakeholders, with a view to building positive relationships and boost productivity.

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GLOSSARY

Authorised Driver:	A staff who has been formally approved to operate NCHE vehicles and holds a valid driver's license for at least three years.
Fleet:	All motor vehicles owned or controlled by NCHE.
Trip Authority:	A formal approval document authorising official travel inside /outside Windhoek, or Namibia.
Vehicle Requisition Form:	A form used to request a vehicle for official travel.
Fuel Card:	A card issued for the purpose of refuelling NCHE vehicles, linked to a specific vehicle.
Logbook/Log Sheet:	The official record capturing mileage, fuel usage, destinations, and trip details for each journey undertaken.
Vehicle Custody:	The period during which an authorised driver is responsible for the physical safeguarding and proper use of an NCHE vehicle.
Control Officer:	Administrative The officer responsible for issuing vehicles, keys, fuel cards, and maintaining related registers.

1. INTRODUCTION

This document presents the policy and operational procedures governing the use and management of National Council for Higher Education (NCHE) fleet. It provides direction to drivers and authorised staff members on fleet operations and sets out the procedures to be followed in relation to all transport-related matters. The purpose of the policy is to promote the efficient, safe, and accountable management of NCHE vehicles. The document provides clear procedures to ensure consistency in the planning, allocation, utilisation, and control of the NCHE Secretariat's fleet.

All Authorised Drivers are expected to familiarise themselves with and strictly adhere to the provisions outlined in this document. Compliance with these guidelines will contribute to improved operational efficiency, enhanced accountability, and the safeguarding of NCHE assets.

2. POLICY OBJECTIVES

The objectives of this policy and operational procedures are to:

- Guide the usage and control of the NCHE vehicles.
- Establish procedures to be followed when applying for or issuing official vehicles.
- Guide the Authorised Drivers in gathering information needed in events of damage, theft or accidents.

3. SCOPE

This policy applies to all motor vehicles owned by NCHE and all persons granted authority to drive the NCHE vehicles. Only persons in possession of a valid driver's licence, held for a minimum period of three (3) years, shall be authorised to drive NCHE vehicles.

4. ACCOUNTABILITY AND RESPONSIBILITY

4.1 Accounting Officer

The Accounting Officer is accountable for the implementation of this policy.

4.2 Finance and Administration Unit

The Finance and Administration Unit is responsible for the overall administration, management, and control of the NCHE Secretariat's fleet.

4.3 Deputy Director Finance and Administration

The Deputy Director for Finance and Administration is accountable for:

- The proper management and utilisation of NCHE vehicles.
- Oversight of inspection, servicing and maintenance.
- Producing monthly transport reports for management.

4.4 Unit Heads

The Unit Heads are responsible for submitting vehicle requests and reporting misuse, theft, or accidents.

4.5 Control Administrative Officer

The Control Administrative Officer is responsible for:

- Safekeeping of vehicle keys and fuel cards.
- Issuing trip authorities and allocating vehicles.
- Reporting vehicle misuse, theft, or accidents.
- Maintaining key and fuel card registers.

4.6 NCHE Driver

The NCHE Driver is responsible for:

- Renewing vehicle licences.
- Ensuring timely servicing of vehicles.
- Conducting regular vehicle inspections.

4.7 Authorised Users (Drivers)

All Authorised Users (Drivers) are responsible for:

- Physical custody and safeguarding the assigned vehicles and returning them in good condition on the prescribed date and time.
- Immediate reporting of the damage to the vehicles, accidents or theft.
- Complying with all road traffic regulations and NCHE internal policies governing vehicle usage.

5. PROCEDURES

5.1 Vehicle Requesting and Issuing Procedures

- 5.1.1 All staff members requesting for the use of official vehicle must complete a Vehicle Requisition Form **(Annexure A)** for all trips.
- 5.1.2 The request must be recommended by the Supervisor and approved by Head of Unit, prior to submission to the Control Administrative Officer.
- 5.1.3 After receiving the approved request, the Control Administrative Officer will allocate a vehicle based on availability and according to the vehicle that fits the function.
- 5.1.4 The Authorised Driver will be issued with a Trip Authority **(Annexure B)** and a Daily Logbook. A Log Sheet **(Annexure C)** must be completed on a daily basis, recording the vehicle's kilometre reading at the start and end of each trip.
- 5.1.5 Vehicle requests by external Government stakeholders shall be authorised by the Accounting Officer.

5.2 Vehicle Inspection Prior to Release of the Vehicle

- 5.2.1 Before any vehicle is released, a joint inspection shall be conducted by the Control Administrative Officer and the Authorised Driver prior to release, using the prescribed Vehicle Inspection Checklist **(Annexure D)**.
- 5.2.2 This inspection focuses on the condition of the vehicle, including any existing defects, fuel level, and presence of accessories and required equipment.
- 5.2.3 The Authorised Driver must sign the inspection checklist to confirm acceptance of the vehicle in its current condition.

5.3 Vehicle Inspection Upon Return

- 5.3.1 After every trip, a joint inspection shall be conducted by the Control Administrative Officer and the Authorised Driver after the trip, using the Vehicle Inspection Checklist **(Annexure D)**.
- 5.3.2 This inspection focuses on the condition of the vehicle, including any existing defects, fuel level, and presence of required equipment.
- 5.3.3 The Authorised Driver must sign the inspection checklist to confirm acceptance of the condition of the vehicle at return.

5.4 Timelines for Vehicle Requests

5.4.1 To the extent possible, all transport requests must be submitted in accordance with the following prescribed timeframes:

- **Out of town** (outside Windhoek): Three (3) working days in advance.
- **Local trips** (within Windhoek): Two (2) working days in advance.
- **Emergency requests**: Immediate processing subject to approval. Emergency requests include urgent official duties, crisis response, time-sensitive institutional commitments, response to NCHE vehicle breakdown incidents, or situations where delays may significantly affect operations. Requests arising from poor planning or late submission are not classified as emergencies.

5.4.2 Strict adherence to these timeframes is required to ensure proper planning and vehicle availability.

5.5 Returning of Vehicles

5.5.1 Vehicles must be returned in accordance with the timeframes specified in the approved Trip Authority for trips undertaken outside Windhoek and an approved Vehicle Requisition form for local trips in Windhoek.

5.5.2 Any known defects, damages, or missing items that occurred during the trip must be reported to the Control Administrative Officer, immediately.

5.5.3 All vehicle keys and fuel cards must be returned to the Control Administrative Officer after use.

5.5.4 Upon return, a full vehicle inspection shall be conducted and documented between the Control Administrative Officer and the Authorised Driver.

5.5.5 The Authorised Driver must sign off the vehicle checklist form confirming the condition of the vehicle.

5.5.6 Where vehicles are returned after hours or during weekends, inspection shall be conducted on the next working day.

5.6 Handling and Control of NCHE Vehicle Keys and Fuel Cards

5.6.1 All vehicle keys and their fuel cards must be securely stored in a designated safe or controlled location.

5.6.2 Duplication of vehicle keys is strictly prohibited without written approval from the Accounting Officer.

- 5.6.3 A Key Control Register (**Annexure E**) must be maintained by the Control Administrative Officer.
- 5.6.4 A Fuel Card Register (**Annexure F**) must be maintained by the Control Administrative Officer.
- 5.6.5 All fuel receipts must be submitted to the Control Administrative Officer upon return.
- 5.6.6 Keys and fuel cards may not be transferred between users without proper authorisation.
- 5.6.7 Issued keys and fuel cards must be returned personally by the Authorised Driver to the Control Administrative Officer. Return via third parties is strictly prohibited.
- 5.6.8 Drivers are responsible for safeguarding assigned keys and fuel cards at all times.
- 5.6.9 Lost keys or fuel cards must be reported within 24 hours to the Control Administrative Officer accompanied by a Police Declaration/ CR number.

5.7 Accidents Reporting

- 5.7.1 When an NCHE Vehicle is involved in an accident, the Authorised Driver must perform the following procedures at the accident site in all cases:
 - Stop the vehicle immediately.
 - If possible, navigate to determine if there were any injuries to the passengers and in case of third party involved, that of the third party.
 - Immediately summon medical help.
 - Explore all necessary measures to safeguard the vehicle and equipment.
 - Report the accident to the Namibian Police within 24 Hours.
 - Report the accident to the immediate Supervisor and the Control Administrative Officer.
 - The Authorised Driver should submit the accident report (if possible) to the Control Administrative Officer as soon as it is obtainable from the Police.
- 5.7.2 The immediate Supervisor shall inform the line Deputy Director and the Accounting Officer about the reported accident, immediately.
- 5.7.3 The Control Administrative Officer shall:
 - Inform the Deputy Director for Finance and Administration about the reported accident.

- Scrutinise the submitted accident report to check its adequacy and completeness.
- Submit the accident report to the Deputy Director for Finance and Administration.

5.7.4 The Deputy Director for Finance and Administration will:

- Where necessary, assist the Authorised Driver in obtaining the accident report from the Police.
- Report to the Accounting Officer about the extent and nature of injuries and damage to vehicles.
- Provide recommendations on the necessary actions to address the damages.
- Submit the report for the insurance claim.

5.8 Fleet Management Reports

5.8.1 The NCHE Driver shall prepare fleet management reports on intervals agreed upon with the Control Administrative Officer.

5.8.2 The Control Administrative Officer shall submit monthly fleet management reports to the Deputy Director for Finance and Administration.

5.8.3 The Deputy Director shall include the fleet management reports in the monthly and quarterly reports to management.

5.9 Safety and Driver Conduct Standards

All authorised drivers must adhere to the following standards:

- 5.9.1 Seatbelts must be worn by all occupants at all times.
- 5.9.2 Use of mobile phone use while driving is prohibited.
- 5.9.3 Drivers must not operate vehicles under the influence of alcohol, drugs, or medication that impairs alertness.
- 5.9.4 Drivers must observe speed limits and all road traffic regulations.
- 5.9.5 Drivers must ensure that vehicles are parked securely and locked when unattended.
- 5.9.6 Drivers must report any mechanical issues immediately.
- 5.9.7 Drivers must not transport unauthorised passengers.
- 5.9.8 Driving to unauthorised destinations is prohibited.

5.10 Fuel Management Controls

5.10.1 Fuel receipts must be submitted upon return of the vehicle.

5.10.2 Monthly fuel consumption must be reconciled by the Control Administrative Officer against mileage.

5.10.3 Any anomalies must be investigated and reported.

5.11 Compliance and Disciplinary Measures

5.11.1 All authorised drivers/ users of NCHE vehicles must comply with this policy and operational procedures.

5.11.2 Non-compliance may result in:

- Withdrawal of driving eligibility.
- Recovery of costs for damages resulting from negligence or misuse.
- Reporting of suspected fraud, corruption, or abuse to relevant authorities.
- Disciplinary action under the Public Service Staff Rules and Regulations or Anti-Corruption Act where applicable.

ANNEXURES

Annexure A - Application and Authority to Use an Official Vehicle and Vehicle Condition Report



P.O. Box 90890, Klein Windhoek
NAMIBIA
Tel. +264 61 287 1500
Email: info@nche.org.na
www.nche.org.na

SECRETARIAT

1. To: Control Administrative Officer

From: Head of Unit	Unit:	
--------------------	-------	--

2. Name of Applicant			
Rank:		Unit	

Has been authorised to use an official vehicle for the following purposes (exact nature of duties):

3. From:	Time		Date	
To:	Time		Date	

Particulars of route:

Annexure B: Trip Authority

[illegible]

Annexure C: Log Sheet

[illegible]

Annexure D: Vehicle Inspection Checklist



DAILY VEHICLE CHECKLIST

0050

VEHICLE REGISTRATION NUMBER: _____

ODO METER READING: _____

Mechanical Conditions:

BEFORE ENGINE IS STARTED

1. CHECK UNDERSIDE OF VEHICLE FOR:

- (a) OIL LEAK
- (b) WATER LEAK
- (c) FUEL LEAK
- (d) LOOSE HANGING OBJECTS AND DEFECTS

2. CLEAN WINDSCREEN AND REAR WINDOW

- (a) EXAMINE WIPER BLADES
- (b) CLEAN REAR VIEW MIRRORS
- (c) CHECK THE VALIDITY OF LICENSE, OPERATOR CARD AND NEXT SERVICES KM

3. INSPECT

- (a) SCREEN WIPERS
- (b) HOOTER
- (c) LIGHTS
- (d) INDICATE ANY DAMAGE TO LIGHT COVER

5. CHECK TYRES:

- (a) LOSS OF TYRE PRESSURE (VISUALLY)
- (b) STONES BETWEEN DOUBLE TYRES

6. TOOLS

- (a) JACK AND ASSESORIES
- (b) WHEEL SPANNER
- (c) POWER BAR
- (d) TRIANGLE
- (e) FIRE EXTINGUISHER

NB: Please start from left to right and anti clock wise.

BEFORE		AFTER	
Correct	Fault	Correct	Fault

REMARKS:

Before Trip:

DRIVER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

Date: _____

Date: _____

After Trip:

DRIVER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

Date: _____

Date: _____

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Annexure E: NCHE Vehicle Fuel Card Control Register



P.O. Box 90890, Klein Windhoek
NAMIBIA

Tel. +264 61 287 1500
Email: info@nche.org.na
www.nche.org.na

SECRETARIAT

Vehicle Description: (E.g. Toyota Hilux NCHHE07NA)

Date Issued	Name of Driver	Signatures on the date issued		Date Returned	Signatures on the date returned	
		Driver	Control Admin. Officer		Driver	Control Admin. Officer

Annexure F: Vehicle Key Control Register



P.O. Box 90890, Klein Windhoek

NAMIBIA

Tel. +264 61 287 1500

Email: info@nche.org.na

www.nche.org.na

SECRETARIAT

Vehicle Description: (E.g. Toyota Hilux NCHHE07NA)

Date Issued	Name of Driver	Signatures on the date issued		Date Returned	Signatures on the date returned	
		Driver	Control Admin. Officer		Driver	Control Admin. Officer

[illegible]



CONTACTS

National Council for Higher Education

P. O. Box 90890

Klein Windhoek

NAMIBIA

TEL: +264 61 287 1500

info@ncche.org.na

www.ncche.org.na