

THE USE OF IIUM VEHICLES GUIDELINES AND STANDARD OPERATING PROCEDURES (INCLUDING CO-SHARING FACILITIES)



1. RESPONSIBILITIES:

i. Fleet Manager/ Asset Liaison Officer at the respective K/C/D/I/O are responsible and custodians of the vehicle as follows:

- To ensure the validity of Road tax and Insurance of the vehicle.
- To manage administratively the booking of vehicles.
- To manage the maintenance of vehicle regularly.
- To monitor the usage of the vehicle and handle any matters related to vehicle bookings.
- To monitor the usage of the fuel card and ensure that the fuel card is always kept together with the vehicle, including when the vehicle is borrowed by other department. The custodian shall make the fuel card available for use by the borrowing department.
- To check and verify the fuel statement on a monthly basis.
- To coordinate and monitor the sharing of fuel expenses between the respective user departments. In the event of insufficient fuel allocation, the departments may apply for a budget virement through the Budget Department, subject to the University's financial procedures and approval.

ii. * User Bookings:

- Booking of vehicles should be made 3 days in advance for Klang Valley and 7 days in advance for outside Klang Valley.
- Report any issues or damages to the Fleet Manager/ Asset Liaison Officer immediately.
- Ensure the travelling expenses are solely for official use and travel.

* In the event for a need to use the vehicles during major university events, (e.g. convocation/ international conference and etc.), priority shall be given for the purpose and coordinated accordingly by the Vehicle Management Department, STADD.

2. USE OF UNIVERSITY VEHICLES

i. Checklist

All user must fill in the Vehicle Checklist Form before each journey.

ii. Fuel Card

- The Fleet Manager/ Asset Liaison Officer will provide fuel card assigned to the vehicle.
- All transactions have to be in accordance to the terms and conditions.
- Transaction has to be duly recorded.

iii. Touch 'n' Go Card

- a) Users can use their own office Touch 'n' Go Card or seek reimbursement through their own petty cash fund by providing a valid receipt or Touch 'n' Go statement for the official trip.
- b) No Touch 'n' Go Card will be provided by the Co-Sharing Fleet Manager/ Asset Liaison Officer of the custodian office.

Note: Booking will be on a first-come, first-served basis subject to the availability of the vehicle of which booking across divisions is permissible for the next available vehicle.

3. VEHICLE USE

i. Collection and Return

- IIUM staff members holding a valid driving license are authorized to drive the university's official vehicle with the permission or instruction from the immediate supervisor.
- Ensure all vehicles are washed upon return and are readily cleaned for the next use.

ii. Logbook

- All vehicles are provided with a logbook, which is mandatory to be filled at the beginning and at the end of each journey.
- Report any incidents or damages in the logbook and inform the Fleet Manager immediately.

iii. Maintenance and Cleanliness

- Treat the vehicle with care and respect.
- No smoking or eating inside the vehicle.
- Ensure the vehicle is always clean and in good condition.
- Avoid transporting items which emits strong after-scent odour e.g. durians.
- Report any maintenance issues promptly to the fleet manager.
- The vehicle that has been used must be cleaned by the last user before returning the car.

4. TRAFFIC OFFENCE(S)

i. Handling Summon

- Any traffic offences (*summons*) incurred onto the vehicle will be borne by the user (*driver*) at the time of the offences.
- Failure to pay the summons or compounded fines for traffic offenses within the stipulated period, may result in the university taking necessary action onto the user (*driver*).

ii. Disclaimer

User are advised to abide to the Malaysian Road Transport Act 1987. The University would **NOT** be held responsible or liable for any traffic offence/s committed by the user under Malaysia Road Transport Act 1987.

Sample: Format for Vehicle Co-Sharing Request Form



Vehicle Co-Sharing Request Forms:-

alda02@ilum.edu.my Switch account

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Indicates required question

Type of Vehloles *

Choose

Name of Requestor *

Your answer

Staff No *

Your answer

Ext No *

Your answer

Mobile Phone No *

Your answer

K/C/D/I/O/M *

Your answer

Purpose *

Your answer

Supporting Documents *
(e.g.: approved memos / emails / approved proposal / invitation letter / etc.)

Upload 1 supported file. Max 10 MB.

Add file

Destination *

Your answer

Pick Up Date *

Date

dd/mm/yyyy

Return Date *

Date

dd/mm/yyyy

No of Passenger *

Choose

Submit **Clear form**

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This form was created inside of International Islamic University Malaysia. [Report Abuse](#)

Google Forms



Vehicle Usage Checklist Form

Trip Date: _____

Driver from K/ C/ D/ I/ O/ M: _____

Vehicle Reg. No: _____

Checklist before use

Please Tick

Checklist after use

Please Tick

1. Car Keys:

YES NO

5. Car Keys:

YES NO

- ☐ Car keys obtained.
- ☐ Car key functionality checked (lock/unlock).

☐	☐
☐	☐

- ☐ Car parked securely
- ☐ Car keys returned.

☐	☐
☐	☐

2. Fuel Card:

☐	☐
☐	☐

6. Fuel Card:

- ☐ Fuel card returned.
- ☐ Fuel card transactions recorded – receipts to be obtained (if applicable).

☐	☐
☐	☐

3. Logbook:

- ☐ Logbook obtained.
- ☐ Previous entry reviewed.
- ☐ Current journey details entered:
 - ☐ Date, time, start location, destination.
 - ☐ Odometer reading (start).

☐	☐
☐	☐
☐	☐
☐	☐

7. Logbook:

- ☐ Journey end details entered:
 - ☐ Date, time, end location.
 - ☐ Odometer reading (end).
- ☐ Logbook returned.

☐	☐
☐	☐
☐	☐

4. Vehicle Inspection:

- ☐ Exterior checked for any damages.
- ☐ Tires checked for adequate pressure and tread.
- ☐ Lights, indicators, and wipers tested.
- ☐ Fuel level checked.

☐	☐
☐	☐
☐	☐
☐	☐

8. Vehicle Inspection:

- ☐ Exterior checked for new damages.
- ☐ Vehicle interior checked for personal belongings.
- ☐ Vehicle cleaned (if necessary).

☐	☐
☐	☐
☐	☐

Comment (if any)

Driver Signature: _____

Name: _____

Designation: _____

Date: _____

This checklist form is to be used by drivers before and after using a vehicle to ensure that all necessary items are accounted for and that the vehicle is in good condition.

Checked Signature:

Name: _____

Designation: _____

Date: _____