Transport management regulations

Based on clause 15 (2) 16) and (3) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by the Council of the University of Tartu Resolution no. 18 of 29 July 2014, I establish the transport management regulations (‘regulations’) in the University of Tartu.

I. General provisions

1. The purpose of these regulations is to establish the principles of transport management in the University of Tartu (‘university’), including:
   1.1. the conditions of acquisition, taking into use and transfer of vehicles;
   1.2. the conditions of using vehicles that are in the ownership and possession of the university;
   1.3. the conditions of keeping records and reporting on vehicles;
   1.4. the duties of authorised users and persons in charge of vehicles in the structural units.

2. For the purposes of these regulations, a vehicle means a power-driven vehicle as defined in the Traffic Act, as well as a trailer, an off-road vehicle (ATV), a snowmobile and a watercraft. A vehicle is deemed to mean a vehicle that is in the ownership of or leased by the university under operating lease, unless otherwise provided in the regulations.

3. The university’s employees generally use public transport for performing their duties, if necessary. With the consent of the head of a structural unit, the costs of a single transport order, a taxi fare, or the costs of using an employee’s private car (which is in the ownership of or in the use of the employee) for performing work assignments may be compensated to the employee. The costs of using an employee’s private car for work-related travel are compensated according to the procedure established in the university.

II. Acquisition and taking into use of vehicles

4. Members of Rector’s Office have, by virtue of office, a right to use a university car for performing their work assignments.

5. For buying or leasing a car under the terms of operating lease, the vice rector, dean, head of a non-faculty institution or head of a sphere of responsibility submits a written reasoned application to the director of administration, specifying also the type of the vehicle desired. The application is approved by head of finance.

6. The decision on acquisition and taking into use of vehicles is made by director of administration in a directive.

7. The university does not acquire vehicles based on the terms of financial lease.

8. Contracts on acquisition, transfer and use of vehicles are made, amended and terminated by director of administration. If a vehicle is acquired, transferred or taken into use without a contract, the structural unit still has to notify the person specified in clause 11 of the acquisition, taking into use and transfer of the vehicle (incl. trailer, boat etc.), regardless
of its acquisition value, within five working days after the transaction. Upon the acquisition of a vehicle, a copy of its registration certificate must be sent to the Estates Office within five working days after its registration in the motor register. Also, if a vehicle is transferred to another structural unit, the person specified in clause 11 must be notified within five working days of the transfer of the vehicle.

9. The university’s name and logo may be affixed on vehicles. The university’s name and logo may be affixed on vehicles taken on operating lease only with the prior consent of the owner of the vehicles. Affixing a logo on a vehicle must be coordinated with the head of Marketing and Communication Office.

III. Persons in charge and users of vehicles

10. The director of administration is responsible for transport management in the university.
11. Transport activities are organised in the university by a person appointed by director of administration. The appointed person’s task is to keep records of vehicles and their users and consult persons appointed pursuant to clause 12 in performing the tasks assigned to them.
12. In each structural unit which possesses vehicles, the dean in a dean’s office, head of an institute, director of a college, director of a non-faculty institution or head of a sphere of responsibility appoints with their directive a person responsible for transport management in the structural unit, who reports on the structural unit’s transport activities to the person specified in clause 11 herein, and whose task related to the vehicles that are in the possession of the structural unit is
   12.1. to guarantee their roadworthiness;
   12.2. to organise their timely roadworthiness test;
   12.3. to observe the existence of motor liability insurance and voluntary liability insurance policy, if the need for such policy has been agreed upon;
   12.4. to organise timely maintenance and repair works;
   12.5. to monitor the use of the agreed location (garage, car park, etc.);
   12.6. to organise reporting and keeping records of trips;
   12.7. to make proposals for cost optimisation to the head of structural unit;
   12.8. to supervise the possession and use.
13. A user of the vehicle (‘authorised user’) is responsible for the due completion and submission of the vehicle’s driving reports. If a vehicle is used by more than one person, the authorised user of the vehicle is appointed by head of the structural unit.
14. The location of the garage or car park of a vehicle is determined by vice rector, head of institute, director of college, director of non-faculty institution, head of sphere of responsibility and in a dean’s office, a dean in their directive.

IV. Accounting and reporting

15. Accounting of distance travelled by a vehicle, its odometer readings and journeys is performed by the authorised user of the vehicle based on the driving report. The driving report is completed separately for each vehicle.
   15.1. The authorised user of a vehicle submits a completed driving report to the person appointed pursuant to clause 12 herein not later than on the third working day of the month following the reporting month.
15.2. The person appointed pursuant to clause 12 of these regulations compiles a consolidated report based on the driving reports of vehicles in the possession of the structural unit and submits the report to Finance Office not later than on the fifth day of the month following the reporting month.

16. The limits for vehicles’ fuel consumption are established by director of administration in a directive. For a vehicle used under an operating lease agreement, the terms and conditions and limits set in the agreement on travelled distance must be observed.

V. Provision of transport service and parking management

17. The university’s structural units may provide transport service with vehicles in their possession to customers from within or outside the university based on price lists approved by the directive of director of administration.

18. Prices for parking permits in the university’s car parks are established by director of administration in the directive.

19. Parking permits to paid car parks of the university are issued by a person appointed by director of administration depending on the number of parking spaces and based on the price list established by the director of administration.

VI. Transfer of vehicle to another user and disposal of vehicle

20. If a structural unit wants to give up using a vehicle, the head of the unit informs director of administration thereof in writing. The director of administration arranges the publication of such information in the university’s internal mailing list, unless the unit wants to abandon the vehicle due to its technical condition. If a university entity makes a request for the vehicle, the director of administration will issue a directive with which the vehicle is transferred to the structural unit who made the request.

21. If no request is made as mentioned in clause 20, or due to the technical condition of the vehicle, the university will sell or dispose of the vehicle. Sale or disposal of the vehicle is arranged by Estates Office.

22. VII. Implementation provisions

23. The director of administration is responsible for performing this decree.

24. Costs related with the acquisition, possession, use and transfer of vehicles that are in the possession of a structural unit are covered from the financial resources of the structural unit.