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 vehicle under the terms of operating lease, the vice rector, head of dean’s office, head of institute, director of college, director of non-faculty institution or head of support unit submits via the document management system a written reasoned application to the head of finance for coordination and to the director of administration for approval, specifying the type and the estimated price of the vehicle desired. [effective as of 17 May 2018]
6. The decision on acquisition and taking into use of vehicles is made by the director of administration. [effective as of 17 May 2018]

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

8. Contracts for the acquisition and use of vehicles are made pursuant to the conditions and procedure established in the Procurement Rules. Contracts for the transfer of vehicles are made by the director of administration. Regardless of the acquisition value of the vehicle, the structural unit has to notify the person specified in clause 11 of the acquisition, transfer to another structural unit or taking into use of a vehicle (incl. trailer or boat) 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 traffic register. [effective as of 17 May 2018]

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 the directive of 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.

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 the directive of vice rector,
head of institute, director of college, director of non-faculty institution, head of a sphere
of responsibility or in the dean’s office, the dean. For a vehicle used under an operating
lease agreement, the terms and conditions set in the agreement must be observed.
[effective as of 17 May 2018]

161. The decision whether the use of a university’s car for private purposes is allowed is
made by the head of the structural unit possessing the vehicle, who notifies the Estate
Office of such decision in writing. If the head of the structural unit decides the car will
not be used for private purposes, the head of the Estates Office informs the Estonian
Road Administration of such decision within three working days after receiving the
respective notice from the head of the structural unit. [effective as of 17 May 2018]

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 vice rector, head of institute, director of college, director of
non-faculty institution, head of a sphere of responsibility or in a dean’s office, by the
dean. [effective as of 17 May 2018]

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

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 whereby 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.
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.