



UNIVERSITY OF NAIROBI

REMARKS BY PROFESSOR PETER M.F. MBITHI, DEPUTY VICE- CHANCELLOR (A&F), DURING THE TRAINING FOR UNIVERSITY DRIVERS HELD ON SATURDAY JUNE 8, 2013 AT THE CENTRAL CATERING UNIT

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It is my pleasure to join you as we discuss issues that are pertinent to our daily duties and the way they relate to the operations and functions of the University.

The University regards training of all staff, including drivers as very important. This training is one in a series of many conducted for various units by the Recruitment & Training section of the Administration Department. There are many others conducted at the College level.

The following are the topics in which we are going to cover today:

1. Performance contracting
2. Team building
3. ISO certification

4. Prevention of alcohol & drug abuse
5. Cost reduction in fleet management
6. Corruption eradication

1. Performance Contracting

The University introduced performance contracting as part of reforms in the public sector initiated by the Government. The first Performance Contract for the University was negotiated with Government on 2005/2006 year, and subsequent ones have followed annually to date.

Performance contracting is about setting targets for institutions and/or departments to be achieved within a given period of time, normally one year. The performance in realization of such targets is monitored through quarterly reports submitted to the relevant authority e.g. for the University of Nairobi, the Ministry of Education.

The whole concept is around the principle that what gets measured gets done. This means we have to document and account for all we do in our everyday roles.

The role that drivers play has impact in performance of the University – both positive and negative. For example, the positive ones are time management, maintaining cleanliness, discipline, punctuality among others.

The negative ones include unreported accidents, dirty vehicles, indiscipline on the roads, etc. All these affect the image of the University.

2. Team Building

Team work and participation by all staff are key ingredients to performance and success of the Department and the University as a whole.

Drivers should contribute ideas that can re-engineer positive change to the University and be part of the change that they expect to see in the University.

I expect that all of us will be able to learn from the resource person that team building is a practical activity normally conducted outside.

3. Prevention of Alcohol and Drug Abuse

Alcohol and drug abuse has become a menace in the country and University employees are not spared. We are expected to address this problem without hiding and stigmatization.

While the simple rule "do not drink and drive" is known to all of us, it is not adhered to as expected. Drinking is one of the main causes of accidents. All are expected to be sober at all times while on duty.

4. ISO Certification

The University developed and documented procedures for all its activities, which form what we call Quality Management System (QMS) in order to attain ISO 9001:2008 certification. Thereafter, the University attained the ISO certification in 2007 and was re-certified in 2011. This means that the University is operating within certain standards that are recognized internationally.

Some of the procedures that relate to your functions include procedure for transport management, procedure for repair of motor vehicles, procedure for accident reporting, among others that support the daily operations of transport such as records management.

We are all required to adhere to them. This will ensure that we move in a common direction and with a common purpose as we work towards ensuring that the University remains ISO certified.

5. Cost reduction in fleet management

A good driver should always be aware of the running costs of the vehicle. They should monitor the wear and tear, report on any defects, monitor fuel consumption and institute measures for general vehicle maintenance. This should be done to University vehicles just as you would wish to maintain

your own vehicle. We should endeavor to reduce on costs because inversely, the savings will be ploughed back to the University.

Apart from reducing on individual motor vehicle costs, good fleet management entails cost savings, for example, combining trips when staff are going to the same direction and also allocating appropriate vehicles for the job at hand. There is n need for allocating a mini-bus to only three people.

6. Corruption eradication

As you are aware, corruption permeates every sector of our society and in various forms. The risk areas for corruption as relates to your duties include:

1. Accounting of advances after journeys
2. Fuel monitoring and consumption
3. Misuse of motor vehicles
4. Carrying unauthorized goods or passengers
5. Parking vehicles in undesignated areas

I am positive that this training will impart important information that you are required to know and will benefit from. Let me take this opportunity to thank the training organizers, the resource persons and all those in attendance and wish you a fruitful training.