UTS	TRANSPORTATION BOOKING	Doc. No:	UTS/HCAD/P30
		Revision No:	02
		Date:	19/07/24
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/01/17	Establishment	00	Senior Manager, A&F
2	22/02/22	Change of UTS Logo & "UCTS" to UTS	01	Manager, A&F
3	19/07/24	Review on document number, approval personnel of the document, review abbreviations, responsibility, procedure, descriptions and records	02	Manager, HCAD

1.0 OBJECTIVE

The purpose of this SOP is to ensure the consistency of the transportation booking process in an effective manner and the usage of the University's vehicles.

2.0 SCOPE

This procedure shall apply to UTS staff and students for official duties or school activities only.

3.0 REFERENCES

NIL

4.0 DEFINITIONS/ABBREVIATIONS

Admin. Staff	: Administrative Staff
Admin. Unit	: Administration Unit
HCAD	: Human Capital & Administration Department
HoD	: Head of Department
SOP	: Standard Operating Procedure
SDSC	: Student Development and Services Centre
UTS	: University of Technology Sarawak

5.0 RESPONSIBILITY

5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to.

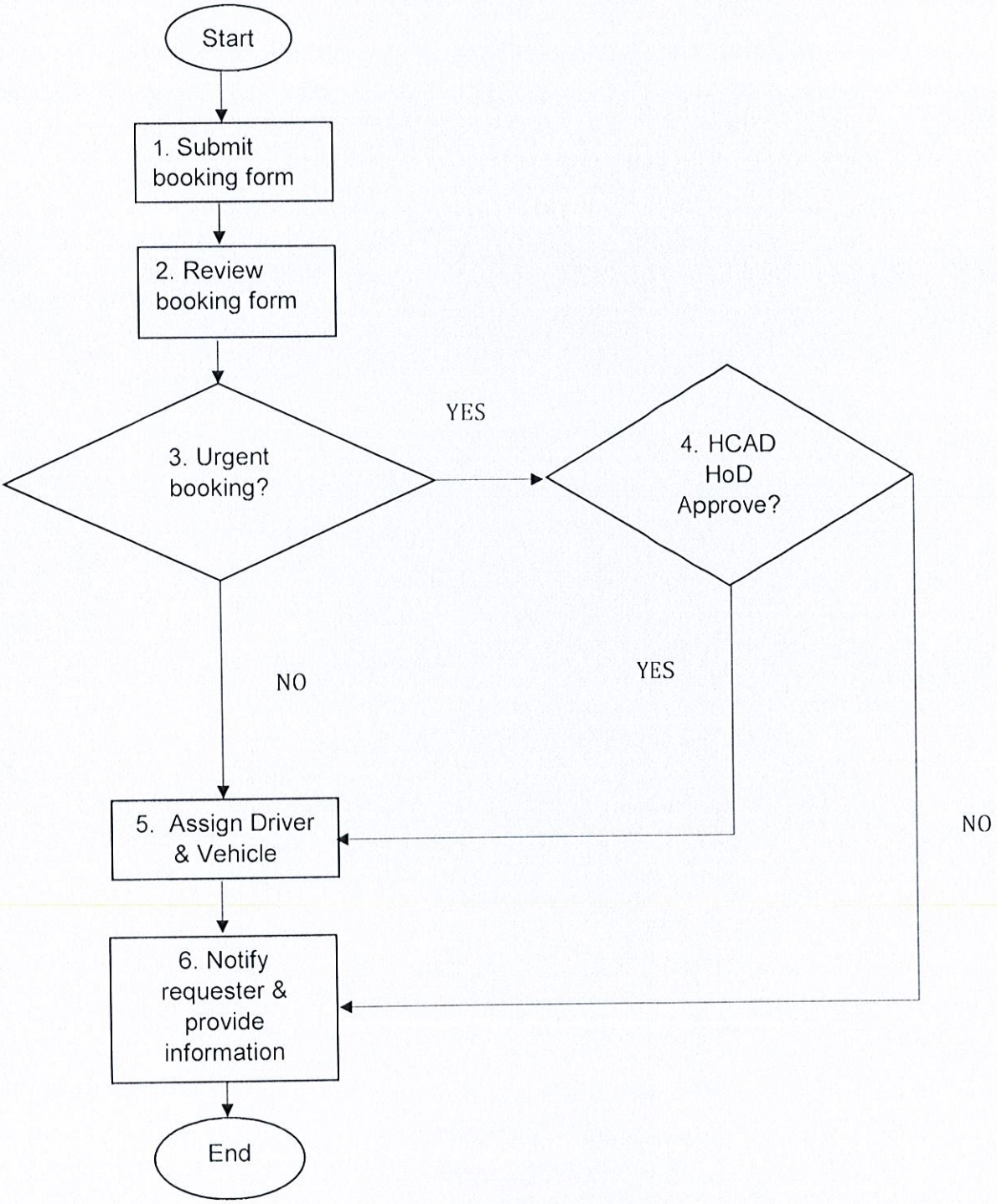
5.2 Dean/HoD is responsible to follow and adhere to this SOP.

5.3 UTS Staff is responsible to follow and adhere to this SOP

5.4 UTS Student is responsible to follow and adhere to this SOP

6.0 PROCEDURE

6.1 Refer to the process flow chart.



7.0 DESCRIPTION

No	Description	Person In Charge	Document
1	**1. Submit Booking Form** 1.1 The Transportation booking form (UTS-HCAD-P30-TBF) can be downloaded from the website link: https://cqa.uts.edu.my/ 1.2 Requester to submit Transportation Booking Form form (UTS-HCAD-P30-TBF) together with supporting documents *e.g.: proposal or student trip details etc.* 1.3 Requester from the student club to obtain approval from SDSC HoD before submitting the booking form	Requester from School/ Department/ Student club	Transportation Booking Form (UTS-HCAD-P30-TBF)
2	**2. Review Booking Form** 2.1 Admin. Staff to review the booking form and check on the availability of the driver and vehicle.	Admin Staff	Transportation Booking Form (TBF) (UTS-HCAD-P30-TBF)
3	**3. Urgent Booking?** 3.1 If Yes, proceed to step no.4 3.2 If No, proceed to step no.5	HCAD HoD	Transportation Booking Form (TBF) (UTS-HCAD-P30-TBF)
4	**4. HCAD HoD Approve?** 4.1 HCAD HoD to approve urgent booking. 4.2 If Yes, proceed to step no.5 4.3 If No, proceed to step no.6	HCAD HoD	
5	**5. Assign Driver & Vehicle** 5.1 Admin. Staff to select an available driver & suitable vehicle	Admin Staff	
6	**6. Notify the requester and provide information** 6.1 Admin Staff to notify the requester of the approval/rejection of the transportation booking by email. 6.2 Admin Staff to provide the necessary information to the requester.	Admin Staff	Transportation Booking Form (TBF) (UTS-HCAD-P30-TBF)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Transportation Booking Form (UTS-HCAD-P30-TBF)	HCAD (Admin Unit)	3 years