



The American University of Kurdistan

Policy of University Transportation Services

Policy Number: FS002
Effective date: November 2, 2025

1. **Policy:** This policy, established by the Board of Trustees (BoT), defines the standards and procedures for requesting and coordinating transportation services offered by the American University of Kurdistan (AUK). It governs the provision, scheduling, and appropriate use of University-managed transportation for academic, administrative, and approved extracurricular activities. All transportation service guidelines must be developed, implemented, and communicated in alignment with this policy. The policy will be readily accessible to the University community, published on the AUK website, and reviewed regularly to ensure it continues to support the University's operational needs, uphold safety standards, and comply with relevant institutional, local, and national transportation regulations. This policy also reflects the University's commitment to efficiency, equity in service allocation, and environmental responsibility in the use of transportation resources.
 - a. **Purpose:** This policy establishes the guidelines and procedures for requesting transportation services provided by the University. It outlines the provision of University-funded transportation to support official academic, administrative, and operational activities. The policy ensures that transportation services are used responsibly, efficiently, and in alignment with institutional priorities and applicable regulations.
 - b. **Scope:** This policy applies to all members of the University community, including faculty, staff, students, and authorized guests, who request or utilize transportation services provided, coordinated, or funded by the University
2. **Definition of Terms:**
 - Transportation Services:** Scheduled or on-demand travel arrangements provided or coordinated by the University to support official academic, administrative, or extracurricular activities.
 - Official University Business:** Activities directly related to the University's operations, including academic field trips, conferences, administrative functions, and student events officially approved by a University unit.
 - Authorized User:** Any faculty member, staff, student, or guest who has received approval to use University transportation in accordance with this policy.
 - University Vehicle:** Any vehicle or other mode of transportation owned, leased, or contracted by the University for official use.
 - Extracurricular Activities:** Student or University-sponsored events not directly tied to the academic curriculum but officially recognized by the institution (e.g., club activities, sports events).
 - Smoking:** Defined as the inhalation or exhalation of smoke from any lighted or heated tobacco product or other substance, including but not limited to cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes), vaping devices, hookahs, and any similar devices or products.

3. Responsibilities:

- a. Issuing Unit:** The Campus Services Department (CSD) holds primary responsibility for implementing this policy, overseeing transportation operations, monitoring compliance, collecting relevant usage data, and taking appropriate action in cases of misuse or policy violations.

Procedures Transportation Service Request & Delivery Procedures

- All transportation service requests must be submitted using the official transportation request form.
- Requests must be submitted at least 48 hours in advance. Failure to do so may result in denial or delay of service, depending on availability.
- The CSD will review all requests in a timely manner. In the case of conflicting bookings, services will be prioritized on a first-come, first-served basis.
- Approved requests will be confirmed with the requester, including all relevant service details such as time, pick-up location, and destination.
- On the scheduled date and time, CSD will provide the confirmed transportation service. Any changes or updates will be communicated promptly.
- Passengers must be present at the designated pick-up location at the scheduled time. The driver will arrive as specified.
- Passengers will be dropped off at the destination indicated during the reservation process.

All provisions governing the request and use of transportation services shall be aligned with the following requirements.

- Transportation services are provided by the CSD and are available to all AUK faculty and staff for official University-related activities.
- CSD supports a range of transportation needs, including but not limited to:
 - Daily operational tasks such as procurement, banking, institutional outreach, and meetings with government or industry representatives.
 - Airport and hotel transfers for newly appointed faculty and staff, as arranged through the Office of Human Resources.
 - Transportation for University events, programs, and official visits.
- Routine or recurring transportation services—such as regularly scheduled departmental trips—are considered outside the scope of this policy and are not eligible for CSD-provided transportation.
- In cases where no university vehicles are available, employees may use their personal vehicles for official, authorized trips and may be eligible for fuel reimbursement, provided prior approval is obtained from the CSD. Reimbursement will be processed at a rate of \$0.15 per kilometer, in accordance with the institution's established policies and guidelines. To ensure accuracy and alignment with actual expenses, CSD will review and update the rate each semester. It is the responsibility of the employee to ensure that all necessary documentation, including trip authorization and fuel receipts, is submitted to support the reimbursement request. AUK will not be held responsible for any accidents or other situations that may arise during the use of personal vehicles; the university's responsibility is limited solely to processing eligible reimbursements.
- For transportation services funded by external sponsors or departments, billing will be based on distance traveled at a single, all-inclusive rate of \$0.42 per kilometer for university-owned vehicle usage. This rate covers expenses such as fuel, maintenance, and insurance, and is subject to adjustment in response to changes in external costs. To ensure

accuracy and alignment with actual expenses, Campus Services will review and update the rate each semester.

Accident Protocols: Driver Required Actions

- In the event of an accident, the driver must first ensure the safety of all passengers and immediately call for medical assistance if anyone is injured. Once emergency services are notified, the driver must promptly inform CSD and report the incident to the local police.
- Cooperate fully with police officers and provide accurate information
- Collect and document the following details: names and contact information of all parties involved and witnesses, vehicle plate numbers, location, time, and any visible damage.
- Take clear photographs of the scene, vehicles, and any relevant road signs or conditions.
- Submit a written incident report to the University within 24 hours of the accident or as required by internal policy.
- The driver and all passengers must follow any follow-up procedures required by the institution, including medical evaluations or internal investigations.

All responsibilities related to the management and operation of vehicles shall be carried out in alignment with the following vehicle safety requirements.

The following represents the primary responsibilities incumbent upon CSD

- Regular inspections of vehicles, along with adherence to established safety protocols, must be conducted to ensure ongoing compliance with institutional and regulatory standards.
- CSD should maintain accurate records of daily operations, including passenger counts, mileage, fuel consumption, and any incidents or accidents that occur during their shifts.

The following represents the primary responsibilities incumbent upon drivers

- It is the responsibility of all drivers to strictly adhere to local traffic laws and directives issued by the traffic police at all times.
- Drivers must operate their vehicles with the highest regard for safety, both for passengers and other road users. This includes complying with speed limits, traffic signals, road signs, and any instructions given by law enforcement authorities. Ensuring the safe and lawful operation of the vehicle is a fundamental obligation of the driver while on duty.
- All approved drivers must carry a functioning cellphone with them at all times while on a trip to ensure accessibility and communication in case of emergencies or unexpected situations. Using a phone or device while driving is strictly prohibited.
- Any employee who has a driver's license revoked or suspended shall immediately notify the CSD and immediately discontinue operation of the vehicle. Failure to do so may result in disciplinary action as per Policy of Employee Code of Conduct
- Drivers are responsible for conducting pre-trip inspections of the vehicle, checking for any mechanical issues, ensuring proper functioning of lights, signals, brakes, and other safety features. They should promptly report any maintenance or repair needs to the appropriate authorities.
- AUK drivers are not permitted to allow non-AUK individuals to ride in AUK vehicles, except when prior approval or notification has been obtained from CSD.
- As per Policy of Smoking Restriction, no smoking is allowed in AUK Vehicles.
- Leasing, selling, or lending the AUK vehicle to any other driver or individuals is strictly prohibited under all circumstances.

- Drivers are responsible for paying all fines and penalties accrued due to their violations of traffic laws.

Any form of misuse or violation related to this policy will not be accepted and shall be addressed in accordance with the Policy of Employee Code of Conduct.

4. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Announcement	CSD	November, 2025	Email, website	Announce the implementation of the transportation policy, outlining its purpose, scope, and effective date.
Policy Details Dissemination	CSD	November, 2025	Emails	Share key policy components including vehicle use, driver requirements, safety protocols, and trip authorization procedures.
Training Drivers	CSD	December, 2025	In-person sessions	Train all relevant staff and approved drivers on procedures for vehicle use, safety inspections, accident protocols, and documentation requirements.
Feedback Collection	CSD	March, 2026	Surveys, departmental check-ins	Gather input from users and departments on the policy's effectiveness, accessibility, and areas for improvement.
Periodic Policy Review	OIEP, University Cabinet and CSD	October, 2026	In-person meetings/sessions	Conduct regular reviews of the transportation policy to ensure it remains up-to-date, practical, and aligned with institutional needs and regulations.

6. Related Documents

Policy of Employee Code of Conduct
Policy of Health and Safety
Policy of Reimbursement
Policy of Smoking Restriction

7. Ways to Measure Success

Utilization Metric – Number of requests for AUK drivers
Compliance Metric – Timeliness of submission of requests
Quality/Satisfaction Metrics – Satisfaction Survey to assess user expectations

8. Policy History

- Approved by:** Board of Trustees
- Adopted:** November 2, 2025