

INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 04


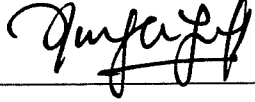
DOCUMENT TITLE:  
TRANSPORTATION SERVICES

EFFECTIVE DATE : 7/07/2020


DOCUMENT NO. : IIUM/STADD/02

PAGE : 1/5


# TRANSPORTATION SERVICES

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Kamaruddin Abdul Hamid	Name : Hafsa Mohd Yusof
Position : Assistant Director Student Affairs and Development Division	Position : Director Student Affairs and Development Division
Date : 2/7/2020	Date : 7/07/2020

CONTROLLED COPY NO. :


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<b>DOCUMENT NO. : IIUM/STADD/02</b>	<b>PAGE : 2/5</b>

<p><b>1. OBJECTIVE</b></p> <p>The purpose of this document is to ensure that the transport services provided for student activities are efficiently managed to meet students' satisfaction.</p> <p><b>2. SCOPE</b></p> <p>The procedure covers the application for transportation services for student activities.</p> <p><b>DEFINITION/ABBREVIATION</b></p> <p><b>3.</b></p> <p>3.1 AD : Assistant Director</p> <p>3.2 SAA : Senior Administrative Assistant</p> <p>3.3 D : Driver</p> <p>3.4 VMU : Vehicle Management Unit</p> <p>3.5 STADD : Student Affairs and Development Division</p> <p>3.6 K/C/D/I/O : Kulliyah/Centre/ Division</p> <p><b>REFERENCE</b></p> <p><b>4.</b></p> <p>4.1 Guideline for Application of IIUM Transportation. (Version No: 03 ; Effective Date : 01/09/2019)</p>
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<b>DOCUMENT TITLE: TRANSPORTATION SERVICES</b>	<b>EFFECTIVE DATE : 7/07/2020</b>
<b>DOCUMENT NO. : IIUM/STADD/02</b>	<b>PAGE : 3/5</b>

## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.1 <u>APPLICATION FOR TRANSPORTATION FOR STUDENT ACTIVITIES</u></b>
S.A.A	5.1.1 Receive the completed application form from students. (Refer to appendix I – Transportation Request Form) Version no 02; Effective Date : 01/03/2017
S.A.A	5.1.2 Verify the application form submitted by the students. The form has to be attached with the letter / proposal of approved program by K/C/D or recommendation letter from officer in-charge of the program.
S.A.A	5.1.3 Check on transportation availability or rent the transportation.
S.A.A	5.1.4 Inform the students about the availability of the transportation booked.
S.A.A	5.1.5 Assign a driver for the trip. (Refer to Appendix 3- Duty Instruction) or request for external buses through fax (Refer to appendix 2 –‘Menyewa Perkhidmatan Bas’)
A.D	5.1.6 Approved for assigning driver.
S.A.A	5.1.7 Receive feedback and respond from students after they had used the services through feedback form provided and return to VMU. (Refer to Appendix 3)  (If there is any complaint, action will be taken within 21 working days).
S.A.A	5.1.8 Record the document in the relevant files.

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<b>DOCUMENT NO. : IIUM/STADD/02</b>	<b>PAGE : 4/5</b>

**6. QUALITY RECORDS**

<b>NO</b>	<b>QUALITY RECORDS</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>RESPONSIBILITY</b>
1	Transportation Request Form	IIUM 206/9/7/1	1 Year	SAA
2	Measurement and Evaluation	IIUM 206/6/9	1 Year	SAA
3	Duty Instruction	IIUM/206/9/7/2/1	1 Year	SAA
4	Verification of Vehicles (Bus Checklist)	IIUM 206/9/7/4	1 Year	SAA

**7. FLOWCHART – As per attached**



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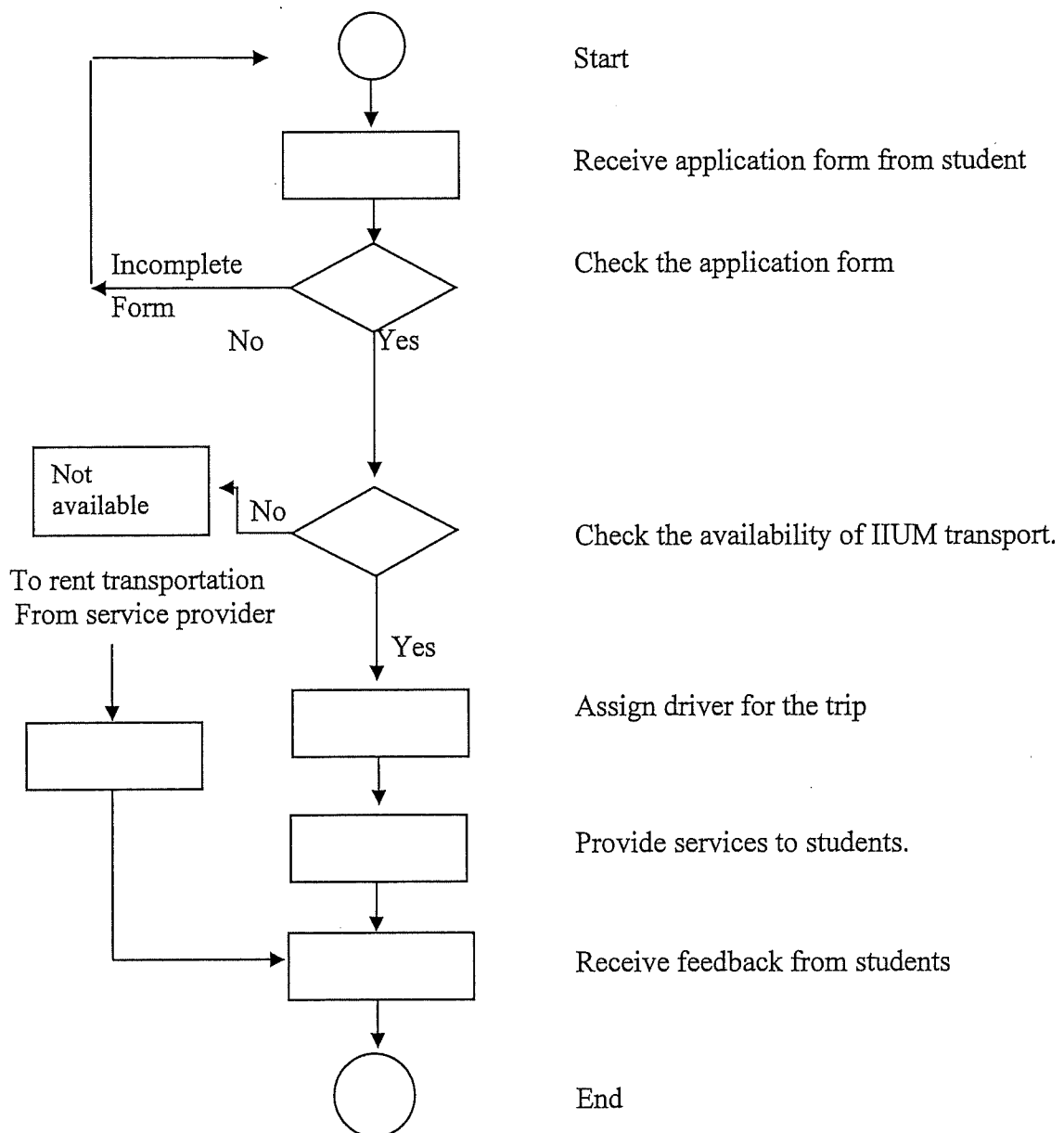
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DOCUMENT NO. : IIUM/STADD/02

PAGE : 5/5

**APPLICATION FOR TRANSPORTATION SERVICES FOR STUDENT ACTIVITIES**



Verification by: .....
Name : .....
Date : .....
Reference no.: .....

Version No. : 03
Revision No.: 02
Effective date: 01/09/2019
Workstation : STADD

**VEHICLE MANAGEMENT UNIT  
STUDENT AFFAIRS AND DEVELOPMENT DIVISION  
TRANSPORTATION REQUEST FORM**

**Requestor's Particulars**

Name: ..... Matric / Staff No.: .....

Post: ..... Handphone No: ..... Ext. No: .....

Kulliyah / Division / Centre / Society: ..... Fax No: .....

**Program Particulars**

Passenger Name: ..... Handphone No: .....

Name of Program: .....

Destination (full address): .....

.....

Departure from IIUM: Date: ..... Time :..... No. of Passengers: .....

Departure from Destination: Date: ..... Time :.....

Stay During Program

Sent And Fetch Only

**Boarding Place**

Main Staircase Admin Building

Male / Female Sport Complex

Others .....

**Type and Quantity of transportation required**

Bus (42 seats)

Lorry

Mini Bus (25 seats)

Van (16 seats)

Innova

Hilux

Applicant's Signature: .....

Date: .....

**Recommendation**

Name / Post : ..... Handphone / Ext.: .....  
(Deputy Dean / Director / Principal / Head of Department)

I hereby recommend / do not recommend the above request with / without Transportation Budget

Officer's Signature & Chop: ..... Date: .....

**FOR OFFICE USE ONLY (APPROVAL)**

**Date Received** : .....

I am pleased / regret to inform you that your requisition has been accepted / rejected

IIUM Vehicle

External Vehicle

Driver's Name: .....

Driver's Contact No.: .....

Vehicle Registration No.: .....

Total Cost (if any): RM.....

*\*(Please read the instruction at the back before filling up this form)*

## **GUIDELINES FOR APPLICATION OF IIUM TRANSPORTATION**

1. University Transportation is provided for official usage of staff and students.
2. The application forms from staff must be certified by Head of Department or Officer In-Charge. *Please attach relevant supporting document such as programme's approval letter, invitation letter etc.*
3. Transportation services are provided for the programs approved by the Dean/ Director/ Deputy Dean / Director / Principal / Head of Department.
4. All applications must be forwarded to the Vehicle Management Unit at least three (3) working days in advance of the intended date for Klang Valley trip and seven (7) working days for out station.
5. Any Incomplete application form (if any) will be returned to the applicants.
6. The applicants are required to re-confirm the booking at least three (3) working days for external trip and two (2) working days for Klang Valley trip.
7. Any cancellation must be done 48 hours before the expected time of departure. For late cancellation, the cost (if any) will be borne by the requester.
8. A passenger has to verify and submit any related form upon request by the driver.

**Vehicle Management Unit  
Student Affairs and Development Division**

IIUM 206/9/7/1

Tuan,

**MENYEWA PERKHIDMATAN BAS (PROGRAM ZIARAH –COMRAD)**

Perkara di atas adalah dirujuk.

Sukacita dimaklumkan bahawa unit Pengangkutan, Bahagian Hal Ehwal dan Pembangunan Pelajar (STADD), UIAM ingin menyewa bas milik syarikat tuan yang mana butiran adalah seperti berikut:

Tarikh / Hari / Masa (Hantar) :

Tarikh / Hari / Masa (Ambil) :

Dari :

Ke :

Kategori Perjalanan :

Jumlah bas :

Jenis Bas : Bas Persiaran

Pihak tuan hendaklah mengemukakan inbois ke Jabatan ini dalam tempoh dua (2) minggu selepas tarikh perjalanan bagi memudahkan pihak kami untuk membuat pembayaran.

Kerjasama dari pihak tuan amat kami hargai dan diucapkan berbanyak terima kasih.

**KAMARUDDIN ABDUL HAMID**

Penolong Pengarah

Unit Pengurusan Pengangkutan

Bahagian Hal Ehwal dan Pembangunan Pelajar

Universiti Islam Antarabangsa Malaysia

*(Sila fax surat jawapan sepertimana yang dilampirkan)*



Serial No.:



VEHICLE MANAGEMENT UNIT  
STUDENT AFFAIRS AND DEVELOPMENT DIVISION  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

APPENDIX III

Version No.: 02  
Revision No. 01  
Effective Date: 01/03/2017  
Workstation : STADD

DUTY INSTRUCTION

To : .....  
(Every driver should submit this duty instruction to the passenger for verification of vehicles used)

Vehicle Registration No. : .....

From : .....

Date : .....

Signature : .....

Departure	Boarding Place	Destination	Remarks
Date : Day : Time :			

Stay during programme       Send and fetch only

Departure	Boarding Place	Destination	Remarks
Date : Day : Time :			

PASSENGER'S INFORMATION

Name : .....

Address : .....

Contact no. : .....

VERIFICATION BY PASSENGERS AFTER USING THE VEHICLE

Name : .....

Date / Time : .....

Contact no. : .....

Comment (if any) : .....

: .....

Signature : .....

Note:  
Every officer and student should verify and return this memo to the driver after using the vehicles.

