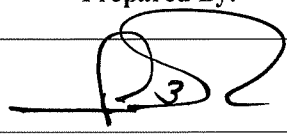



TRANSPORTATION SERVICES

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: MD. HASHIM BIN SELAMAT	Name: JAMALUDIN BIN SAID
Position: DEPUTY DIRECTOR	Position: DIRECTOR
Date: 11/11/2024	Date: 11/11/2024

1.0 OBJECTIVE

The purpose of this document is to provide references on the daily operation at the Vehicle Management Department (VMD), Student Affairs and Development Division (STADD), International Islamic University Malaysia (IIUM).

2.0 SCOPE

The procedure covers the application for transportation services for IIUM community and vehicles maintenance.

3.0 ACCOUNTABILITY

Vehicle Management Department (VMD).

4.0 ABBREVIATION (If any)

- 4.1 AD/SAD/DD : Assistant Director / Senior Assistant Director / Deputy Director
- 4.2 SAA/AA : Senior Administrative Assistant/Administrative Assistant
- 4.3 MVSC : Maintenance and Vehicle Safety Coordinator
- 4.4 D : Driver
- 4.4 VMD : Vehicle Management Department
- 4.5 STADD : Student Affairs and Development Division
- 4.6 K/C/D/I/O/M : Kulliyah/Centre/Division/Institute/Office/Mahallah

5.0 REFERENCE

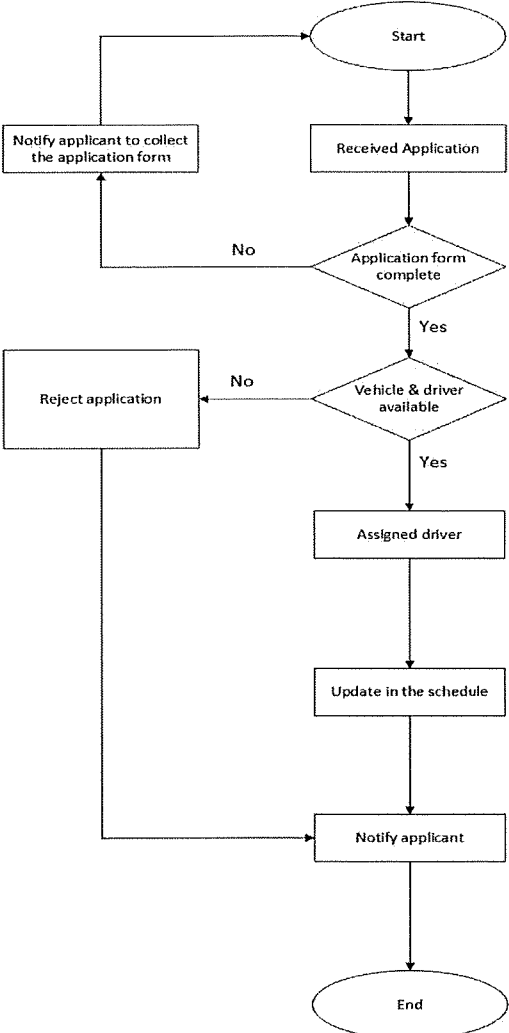
- 5.1 Guideline for Application of IIUM Transportation. (Version No: 04; Revision No: 05; Effective Date: 01/11/2024)

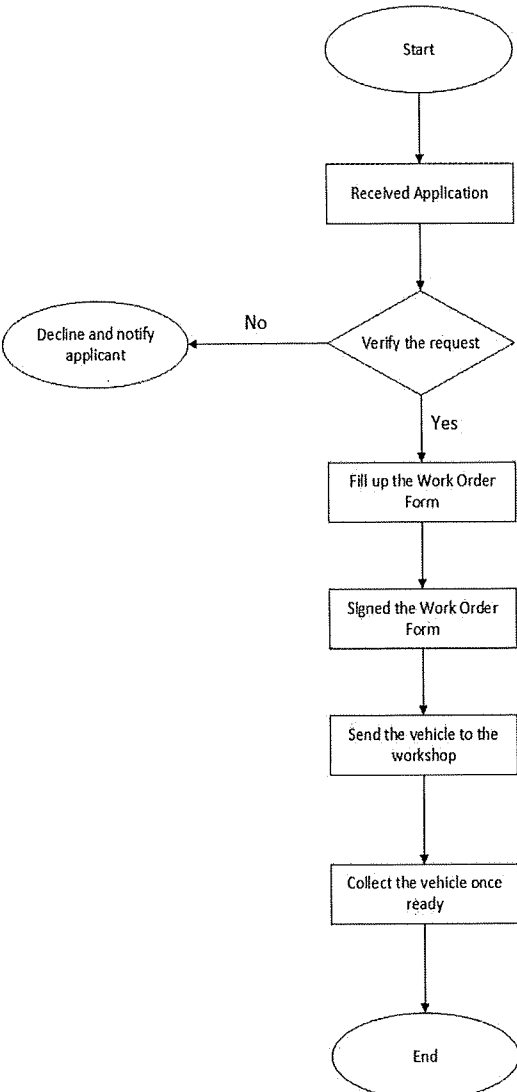
6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Transportation Request Form	IIUM/206/VMU/9/7/1	3 Year	SAA/AA
2	Borang Penyelenggaraan Kenderaan	IIUM/206/VMU/9/7/5	3 Year	SAA/AA
3	Work Order Form	IIUM/206/VMU/9/7/5	3 Year	SAA/AA

7.0 PROCESS FLOW

- Responsibility
- Flow Chart
- Remarks
 - must include timeline
 - May include document

Responsibility	Flow Chart	Remarks
	 <pre> graph TD Start([Start]) --> Received[Received Application] Received --> Complete{Application form complete} Complete -- No --> Notify1[Notify applicant to collect the application form] Notify1 --> Received Complete -- Yes --> Available{Vehicle & driver available} Available -- No --> Reject[Reject application] Available -- Yes --> Assigned[Assigned driver] Assigned --> Update[Update in the schedule] Update --> Notify2[Notify applicant] Notify2 --> End([End]) Reject --> Notify2 </pre>	<u>APPLICATION FOR TRANSPORTATION</u> (Refer to <u>Appendix 1</u> – Transportation Request Form) (Version No: 04; Revision No: 04; Effective Date: 01/03/2024) Check and verify the application form submitted by the applicants within 2 working days from the date of received.
SAA		Check the availability of vehicles and drivers. If vehicle and/or driver are not available, rent vehicle/reject the application.
SAA		Assign the job to the driver. Refer to <u>Appendix 2</u> – Duty Instruction) or rent vehicle (Refer to <u>Appendix 3</u> – Rental of Vehicle Request).
SAA		Update the vehicle booking record.
SAA		Notify applicants using WhatsApp notification. Sample as per <u>Appendix 4 – Notification to applicant</u> .
SAA		

Responsibility	Flow Chart	Remarks
	 <pre> graph TD Start([Start]) --> Received[Received Application] Received --> Verify{Verify the request} Verify -- No --> Decline([Decline and notify applicant]) Verify -- Yes --> Fill[Fill up the Work Order Form] Fill --> Signed[Signed the Work Order Form] Signed --> Send[Send the vehicle to the workshop] Send --> Collect[Collect the vehicle once ready] Collect --> End([End]) </pre>	<p><u>VEHICLE MAINTENANCE</u></p>
SAA		Receive the application form from driver (Appendix 5 - Borang Penyelenggaraan Kenderaan) from driver.
SAA & MVSC		Verify the application form submitted by the driver within 2 working days from date of received. Check the odometer (mileage) for schedule maintenance or wear and tear part.
SAA		Fill up the Work Order Form (Appendix 6 - Work Order Form)
HOD / DD		Sign the Work Oder Form.
D		Send the vehicle to the panel workshop – drive / tow (subject to condition of the vehicle).
SAA & MVSC		Monitor the progress for the maintenance work done and update HOD / DD. (Photo of the vehicle / parts replaced may be captured if necessary for reference).
D		Pick up vehicle back to VMD. Process payment once received invoice from the workshop.

Verification by:
 Name :
 Date :
 Reference no.:

Version No. : 04
 Revision No.: 06
 Effective date: 01/04/2025
 Workstation : STADD

**VEHICLE MANAGEMENT DEPARTMENT
 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)

☐ Coaster (27 seats)

☐ Van (16 seats)

☐ Car

☐ MPV

☐ Disability Van

☐ 4x4

Applicant's Signature:

Date:

Recommendation

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

Handphone / Ext.:

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 IUM TRANSPORTATION

1. University Transportation is provided for official usage of students and staff.
2. The application forms from staff must be certified by Head of Department or Officer In-Charge.
Please attach relevant supporting documents 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 Department 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. Passenger must verify and submit any related form upon request by the driver.

TYPES AND QUANTITY OF VEHICLES UNDER VMD

(as of November 2024)

NO.	TYPES	QUANTITY
1	Bus (42 seats)	7
2	Mini Bus (25 seats)	2
3	Coaster (27 seats)	1
4	Van (18 seats)	4
5	Car	2
6	MPV - Innova	2
7	Mini MPV - Alza	2
8	Disability Van	2
9	Pickup truck 4x4	2
10	Lorry 1 ton	1
11	Buggy (EV)	2

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

APPENDIX 2

SAMPLE OF DUTY INSTRUCTION FORMAT SENT TO THE DRIVER

PROGRAM : MC LEAD 2024/2025

SENT ONLY :

DATE : 7/11/24 (THU)

TIME : 10.00 AM

VENUE : MAHALLAH ASMA /

DESTINATION : KAED GALLERY / MOSQUE

PIC : BALQIS SHAIRAH 0192418492






TRANSPORT : WTP8402

SILA ISI BORANG SEMAKAN KENDERAAN HARIAN INI shorturl.at/befS5

TERIMA KASIH

16:56

SAMPLE OF REQUEST FOR VEHICLE RENTAL

			
Pengangkutan ERAAMESRA Anak Anak Perak SDN BHD NO. 15, Jalan Tira 3 Bandar Baru Klang 41150 Klang, Selangor Tel : 03-33441999 Fax : 03-33445999		22.04.2024	
Dengan Nuwa Allah Yang Maha Pengasih, Lagi Maha Penyayang Ayyaalamuallakum W.R.T			
Tuan/Puan:			
MENYEWAKAN PERKHIDMATAN BAS/VAN (Genius Genesis : Lighting The Path To Excellence)			
Perkara diatas adalah rujuk:			
Sehubungan dimaklumkan bahawa Jabatan Pengurusan Kenderaan, Bahagian Hal-Ehwal dan Pembangunan Pelajar, Universiti Islam Antarabangsa Malaysia ingin melakukan sewaan ke atas bas milik syarikat tuan dimana butiran adalah seperti berikut:-			
Tarikh/Hari/Masa (Hantar)	: 23.04.2024/Rabu/6.30 pg		
Tarikh/Hari/Masa (Jemput)	: 04.00 ptg		
Dari	: HUM, Gombak		
Ke	: Gua Musang		
Persoan In Charge	: Nucasma		
Kategori Perjalanan	: 1 Hala		
Cadangan	:		
Jumlah Kenderaan	: 1 Van		
Jenis Kenderaan	: Van		
Harga	: RM1,600.00		
Pihak tuan hendaklah mengemukakan invoice ke Jabatan ini dalam tempoh dua (2) minggu selepas tarikh perjalanan bagi memudahkan pihak kami untuk melakukan proses pembayaran.			
			
MD HASHIM BIN SELAMAT Timbalan Pengerah Jabatan Pengurusan Kenderaan Bahagian Hal-Ehwal dan Pembangunan Pelajar Universiti Islam Antarabangsa Malaysia			
			

APPENDIX 4

SAMPLE OF CONFIRMATION OF TRANSPORT BOOKING SENT TO APPLICANT

PROGRAM : MEETING ON TRAINING
COLLABORATION

DATE : 7/11/24 (THU)

TIME : 1.00 PM - 4.30 PM

VENUE : HS ROUNDABOUT

DESTINATION : AKEPT

PASSENGER : PROF DR SHUKRAN 013-2724427

TRANSPORT : VAU 9592

PLEASE DISTRIBUTE THE ONLINE FEEDBACK FORM
TO THE PASSENGER FOR OUR FUTURE
IMPROVEMENT

THANK YOU AND HAVE A GREAT DAY

https://docs.google.com/forms/d/e/1FAIpQLSccOhq7dPRnAaeEv3boaE8VTcnNsAGNvUVbrf45NlgwggKpCw/viewform?usp=pp_url

16:56

Verification by:

Name :

Date :

Reference :

Version No. :02
Revision No. 02
Effective Date : 01/04/2024
Workstation : STADD

(BORANG PENYELENGGARAAN KENDERAAN)

NO. KENDERAAN: _____ JENIS KENDERAAN: _____

BACAAN ODOMETER: _____

NAMA: _____ NO PERJAWATAN: _____

MAKLUMAT LAPORAN KEROSAKAN/PENYELENGARAANThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.


TANDATANGAN PELAPOR : _____

TARIKH/MASA : _____

APPENDIX 6

SAMPLE OF WORK ORDER FORM

Serial Number: HUM 2097



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
وئسیتو بینالار انبیا ارجیسا مالیزیا
(Company No. 101057-P)

VEHICLE MANAGEMENT UNIT
STUDENT AFFAIRS AND DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
 P.O Box 10, 50728 Kuala Lumpur, Malaysia.
 Tel : 03-61964000 Ext : 5486/3648 Fax : 03-61965487

WORK ORDER

Date:

To :

Tel No :

Vehicle's Detail

Registration No :
 Manufactured :
 Odometer :
 Driver Name :

NO.	WORK DESCRIPTION	ACTION	DATE OF COMPLETION

Note : Must be completed by the vendor

Note:
 Authorization from Vehicle Management Unit must be obtained for work that cost more than RM3,000.00
 (Ringgit Malaysia: Three Thousand)

.....

Vehicle Management Unit
Student Affairs and Development Division
International Islamic University Malaysia

.....

Recipients (Signature & Stamp)