



# University of Management and Technology

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## Policy Title: Electric Shuttle Usage Policy

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ACTION	DESIGNATION	DEPARTMENT	DATE
Prepared by	Manager Policies	OPD	21-7-2025
Reviewed by	Head OCMS	OCMS	28-7-2025
Reviewed by	Director OPD	OPD	8-8-2025
Reviewed by	Director General	DG Office	8-8-2025
Approved by	PFC	PFC	Aug-15-2025

VER #	AMENDMENTS	DATE	APPROVED BY



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**Policy Title: Electric Shuttle Usage Policy**

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**1.0 Purpose:**

This policy governs the regulated, efficient, and fair use of Electric Shuttle Services provided on campus for senior academic and administrative leaders ensuring convenience, punctuality, and sustainability in intra-campus mobility.

**2.0 Objective:**

- a. Promote a green and sustainable campus.
- b. Ensure timely and efficient movement for official duties.
- c. Minimize unnecessary vehicle movement and fuel usage.
- d. Maintain dignity and ease for academic and strategic leaders.

**3.0 Scope:**

This policy applies to all Deans, Chairs/Heads of Departments (CODs), and UMT Management Officers (UMOs) stationed at the UMT Lahore campus or any designated satellite locations.

**4.0 Policy:**

**4.1 Eligibility:** The following categories are eligible to avail the official shuttle services, subject to prior approval, availability, and protocols:

- a. **Deans**
- b. **Chairs of Departments (CODs) / UMO Heads**
- c. **UMT Management Office (UMO) Staff**
- d. **Admissions Visitors / Applicants:** Prospective students and their guardians visiting the campus, as scheduled and designated by the Admissions Office.
- e. **Official Guests:** Dignitaries invited for administrative, or ceremonial events.
- f. **Research Collaborators and External Evaluators:** Visitors from accreditation bodies.
- g. **Event Speakers:** Guest speakers, moderators, or special invitees attending officially hosted seminars, conferences, workshops, or symposiums.
- h. **Board and Committee Members:** Members of Academic Council, BOG, BOS, or Finance / Strategic planning committees attending scheduled meetings.



- i. **Campus Operations Staff (when authorized):** Facility management, IT support, and maintenance personnel.
- j. **Staff with Mobility Challenges:** Employees unable to walk longer distances due to medical reasons.

#### 4.2 General Usage Guidelines:

- a. **Official Tours:** The facility shall be used for official tours and movements of designated visitors approved by relevant authorities.
- b. **Guest Transport:** Pick and drop of official guests from campus entry points (gates) to their respective offices or meeting venues.
- c. **Intra-Campus Transit:** Transit between academic and administrative blocks for teaching assignments or official meetings.
- d. **Official Engagements:** Transport may be used for attending academic boards, strategic review meetings, or inter-departmental briefings upon request.
- e. **Administrative Emergencies:** In case of administrative urgencies / mobilization, usage shall be allowed upon authorization by the Director General (DG).
- f. **Restricted Use:** The shuttle is strictly for official use. Personal or casual use by employees or guests is not permitted.
- g. **Weather-Related Safety** The electric shuttle must not be operated on waterlogged or flooded routes, particularly during the rainy season. Drivers and users must exercise extra caution being the electric vehicle.
- h. **Occupancy Compliance:** Maximum occupancy limits must be respected.
- i. **Route Adherence** No unnecessary detours or route diversions are allowed unless formally approved.
- j. **Conduct and Punctuality:** All passengers are expected to demonstrate respectful behavior and be punctual for scheduled pick-ups and drop-offs.



- k. **Reporting of Issues:** Any incidents of misuse, vehicle damage, or operational concerns must be promptly reported to the Office of Campus Management Services (OCMS).
- l. **Driver Authority:** The designated shuttle driver reserves the right to refuse transport to any individual not on the approved list or who violates conduct or safety protocols.
- m. **Identification Requirement:** All users must carry official identification and produce it upon request by shuttle staff or OCMS representatives.

## 5.0 Procedures:

### 5.1 Booking & Dispatch

- a. All bookings must be made through the officially designated OTN Supervisor, via helpline (Extension: 6092) or WhatsApp at 0300-4974924.
- b. Priority bookings will be entertained for Deans and meetings involving multiple senior officials.
- c. Shuttle service will operate on predefined routes and time slots unless on-demand trips are approved.

### 5.2 Operating Guidelines

- a. During peak hours or emergencies, preference will be given to time-sensitive official movements.
- b. Special events or convocation days may require advance booking or route change.

### 5.3 Code of Conduct

- a. Any misuse, misrepresentation, or violation of this policy may result in:
  - i. Suspension of shuttle access.
  - ii. Reporting to the relevant disciplinary body.
  - iii. Escalation to the Office of the President in case of repeated violation.



## **6.0 Compliance and Enforcement:**

- a. Office of Campus Management (OCMS) is responsible for the implementation and compliance of the policy.
- b. Usage will be monitored through a central log system maintained by the OCMS.
- c. Feedback on driver behavior, route efficiency, or scheduling may be submitted confidentially to the DG Office.

## **7.0 Policy Amendments and Review:**

This policy is subject to periodic reviews. Any changes to this policy will be communicated to concerned in advance and will apply after the policy amendment.

## **8.0 Distribution:**

All Dean and Directors of Schools and Institutes and Head of Management Offices.

## **9.0 E-Approval ID:**

- Rector Approval - 4008
- President`s Approval - 4016

