



Transport policy

NAO "Kazakh Agrotechnical University named after S.Seifullin"

Infrastructure Management and Maintenance Department

Approve

Chairman

the Management Board-Rector

Tireuov K.M.

2023.



POLITICS

**INFRASTRUCTURE MANAGEMENT AND MAINTENANCE
DEPARTMENT**

Astana, 2023.

PREFACE

1 DEVELOPED AND INTRODUCED Infrastructure Management and Maintenance Department

2 APPROVED AND PUT INTO EFFECT by the Chairman of the Board-Rector, Order No. _____ from _____ 2023.

3 DEVELOPERS:

- Chief of Staff – Zhazykbaeva Zh.M.

- Director of DUiOI – Kuzerbaev R.D.

- Manager of DUiOI – Abeldinova Sh.D.

4 THE DEADLINE FOR THE FIRST INSPECTION IS 2028.

THE FREQUENCY OF VERIFICATION is 5 years

5 DATE OF INTRODUCTION _____ 202__.

MTP – machine and tractor park
LLP – limited liability partnership
CO – standard of the organization
TP – transport policy

4.1 The Director of the Infrastructure Management and Maintenance Department is responsible for the implementation of all stages of the TP.

4.2 The TP is approved by the Chairman of the Management Board - Rector of S. Seifullin KATU.

1 Application scope

This policy is aimed at optimizing the use of vehicles of the fleet and other equipment of the University's machine-tractor fleet, in order to reduce the emission of harmful substances into the environment.

2 Regulatory references

This regulation uses references to the following normative documents:

The Law on Transport (the Law of the Republic of Kazakhstan dated September 21, 1994 No. 156 as amended in 2022).

Environmental Code of the Republic of Kazakhstan (Code of the Republic of Kazakhstan dated January 2, 2021 No. 400-VI SAM).

MS ISO 9001:2015 Quality management Systems. Requirements;

WITH QMS 1.1011 - 2020 Quality Management System. The standard of the organization. General requirements for the construction, presentation and documentation of a quality management system;

WITH QMS 01.1014 - 2017 Quality Management System. The standard of the organization. Rules for the development, approval and approval of the regulations on the division;

3 Designations and abbreviations

The following abbreviations are used in this regulation:

DUiOI - Department of Infrastructure Management and Maintenance

KazATU named after S. Seifullin – Kazakh Agrotechnical University named after S.Seifullin

MTP – machine and tractor park

LLP – limited liability partnership

CO – standard of the organization

TP – transport policy

4 Responsibility and authority

4.1 The Director of the Infrastructure Management and Maintenance Department is responsible for the implementation of all stages of the TP.

4.2 The T P is approved by the Chairman of the Management Board - Rector of S.Seifullin KATU.

4.3 The TA project is coordinated with the Chief of Staff, Director of the Infrastructure Management and Maintenance Department.

4.4 The decision on the final version of the draft TP is made by the Chief of Staff, who notes in the "Approval Sheet" (Appendix A).

4.5 The responsibility for bringing to the attention of the relevant employees of the unit approved by the TP is borne by the head of the unit. The record of the familiarization should be made out in the "Familiarization Sheet" (Appendix B).

5 General information

5.1 The transport policy of KazATU named after S. Seifullin is implemented in accordance with regulatory legal acts, in particular the Law on Transport (Law of the Republic of Kazakhstan dated September 21, 1994 No. 156 as amended in 2022) and the Environmental Code of the Republic of Kazakhstan (Code of the Republic of Kazakhstan dated January 2, 2021 No. 400-VI SAM).

5.2 According to this Law, the conditions of transportation, the procedure for using vehicles, ensuring safety in the field of technical regulation of vehicles and their life cycle processes for human life and health and the environment are determined by regulatory acts in force on the relevant modes of transport, approved in accordance with the established procedure and binding on all participants in transport relations.

5.3 The transport policy of KazATU named after S. Seifullin is aimed at optimizing the use of vehicles of the fleet and other equipment of the university's machine-tractor fleet, in order to reduce the emission of harmful substances into the environment.

5.4 The transport policy of the university enterprise includes:

- Setting goals for the development of the fleet and MTP;
- Coordination of budgets for the purchase of gasoline with a high octane number and catalysts to neutralize toxic emissions;
- Selection of the supplier, the brand of cars used, determination of contractors for maintenance, repair and refueling of cars;
- Recruitment of fleet personnel, management decisions;
- Determination of criteria for the effectiveness of the fleet, technical and economic indicators;
- Ensuring the safety of cars.

5.5 The University's transport policy is developed and coordinated by fleet managers, fleet managers, as well as other employees involved in the efficient use of transport resources.

5.6 Currently, the following work is being carried out by the University in the field of transport policy:

- The local trade union of the University allocates transport cards for paying for public transport, which contributes to limiting the use of personal cars of employees;

- the internal infrastructure has organized the transportation and transportation of university employees, thereby limiting the use of personal vehicles of employees;

- the internal infrastructure has organized transportation of students traveling to industrial practices on campuses;

- the use of zero technology in the cultivation of grain crops in subsidiaries: LLP "Scientific and Production Center of grain farming named after A.I. Barayev", LLP "North Kazakhstan Agricultural Experimental Station" And LLP "Kazakh Research Institute of Forestry and Agroforestry named after A.N. Bukeikhan";

- the use of multifunctional complex machines when performing agricultural work, when cultivating grain crops in subsidiaries: LLP "Scientific and Production Center of Grain Farming named after A.I. Barayev", LLP "North Kazakhstan Agricultural Experimental Station" And LLP "Kazakh Research Institute of Forestry and Agroforestry named after A.N. Bukeikhan";, thereby limiting the use of traction means.

- efficient use of vehicles for crop transportation;

- annual vehicle inspection;

- Carrying out maintenance of all vehicles of the university's fleet and the machine-tractor fleets of subsidiaries.

5.7 The University is also working on creating conditions for unhindered, convenient and safe access of persons with disabilities to transport infrastructure and vehicles (based on the Recommendation of the Board of the Eurasian Economic Commission No. 44 of December 24, 2019).

6 Procedure for making changes

6.1 Amendments to the TP are made only with the permission of the Director of the Company and must be documented with his (their) signature.

6.3 Changes to the policy are made by the managers of the DUiOI with a mandatory mark in the "Change Registration Sheet" (Appendix B).

7 Storage and distribution

7.1 Responsibility for the transfer of the approved policy (the original document) for storage in the Department of Corporate Development and Strategy is borne by the Director of the DDiOI.

7.2 A copy of the TP in electronic format is posted on the University's website "<https://kazatu.edu.kz/>".

