



The Knowledge Hub Universities

Document Title: TKH Car Reservation General Policy

Document version number: V.2

Office/Department Responsible: Fleet Office

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Policy Statement/Purpose:

The Car Reservation policy is available for staff and faculty to provide transportation for business purpose to some members of the TKH community.

Who Needs to Know This Policy

Staff and Faculty/Academic Staff of TKH Community.

Contacts

Responsible University Official: Meselhy Boraie – Fleet Service Manager

Responsible University Office: Fleet office / Car Reservation

If you have any questions on the policy, send an e-mail to: meselhy.boraie@tkh.edu.eg

Policy/Procedures

- All reservation requests must be placed through the car reservation email: fleet@tkh.edu.eg
- Reservation request details:
 - Name of the requesting department.
 - Name of requesting employee.
 - Details of the car pick up or drop off (location, how many in the car, time, date, duration of wait).
- All reservation requests must be approved (service and budget) by the direct manager / Head of school via email.
- All reservation requests must be sent to the fleet office email before the desired service delivery date by at least 3 working days.
- The reservation office operating hours are from 9:00 AM to 3:30 PM.
- All reservation requests related to medical incidents must be informed through the TKH clinic or HSE lead.
- "No Smoking" inside the car for both the driver and the passenger.
- Covid-19 precautions must be followed (mask and hand sanitizing).
- Drivers are not allowed to turn on the radio.

History/Revision Dates

Origination Date: September, 2019

Review Date: September, 2020

Next Review Date: September, 2021

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 2 (V.2)		