

Road Safety Center of Excellence Instructions at the German Jordanian University Issued in accordance with Article (7) of the Universities Law No. (20) for the year 2009 and its Amendments

Article (1)	The following instructions shall be named Road Safety Center of Excellence Instructions and shall be effective as of the day of their approval.
Article (2)	<p>The following words wherever mentioned in these instructions shall have the specific meanings below unless indicated otherwise:</p> <p>Kingdom: The Hashemite Kingdom of Jordan.</p> <p>University: The German Jordanian University.</p> <p>Council: Deans Council.</p> <p>President: University President.</p> <p>Center: Road Safety Center of Excellence.</p> <p>Center Council: Road Safety Center Council of Excellence.</p> <p>Council President: Center Council President.</p> <p>Director: Center Director.</p> <p>Agreement: Any agreement or memorandum of understanding (MoU) that aims to execute a study or training task or consultation task held by the center in cooperation with any other party.</p>
Article (3)	<p>A- The center is considered one of the university's units and is subject to all the university laws and regulations in which its headquarters shall be at the School of Architecture and Built Environment.</p> <p>B- The center is administratively and academically under the president's supervision, whereby the president is authorized to delegate one of his or her vices to take on this matter.</p>
Article (4)	<p>The center aims to offer all the services to the local, regional, and international communities involved in road safety whereby the center shall take on the following duties and tasks:</p> <p>A- Preparing all the statistics pertaining to road accidents endured by the university's students and staff within the university's premises, including the university's campus in Madaba, Darat Othman Bdeir, the Graduate School of Business Administration, Consultation and Training Center. Furthermore, to</p>

	<p>work on finding solutions and suggestions to minimize these accidents in addition to establishing a data base of statistics regarding local, regional, and international accidents while comparing them.</p> <p>B- Following-up and improving student and staff transportation to the university and encouraging them to use the university transportation network in coordination with the services department.</p> <p>C- Offering education for those working in the field of road safety at the university through training courses, workshops, and training diploma in addition to holding regional and international scientific conferences.</p> <p>D- Preparing and executing awareness campaigns for all road users to minimize road traffics and integrate university students in designing campaigns, executing them, and evaluating their results.</p> <p>E- Enhancing cooperation and interaction with academic institutions, government institutions, and civil community institutions to achieve safety for all road users through establishing a comprehensive team for scientific research and impellent the outcomes of theses researches by local and international concerned parties.</p> <p>F- Seeking to obtain projects and consultations in the field of the center’s work.</p>
<p>Article (5)</p>	<p>A- The center shall have a council named Road Safety Center of Excellence Council headed by the president or his or her delegate with the membership of the following:</p> <ul style="list-style-type: none"> 1- Center Director as a member and Treasurer. 2-Four members working at the university who are involved with the center’s work and are chosen by the president provided that the Dean of Architecture and Built Environment is one of these members. 3-Three experts in the center’s field of work represented by one of the following parties: <p>* Municipality of Greater Amman, Hikmat for Road Safety, Central Road Administration, Jordanian Road Institute and Transport Ministry.</p> <p>B- The council president chooses his or her vice from one of the council members.</p> <p>C- Membership to the center’s council shall be two years subject to renewal.</p>

<p>Article (6)</p>	<p>A-The center’s council shall meet at least once every three months or when deemed necessary by an invitation from its president.</p> <p>B-The legal quorum is comprised of the presence of the majority of members whereby the council president or his or her vice is one of them.</p> <p>C-The center’s council shall make decisions based on the a majority vote by present members and in case the votes are a tie then the council president’s vote shall be the casting vote.</p>
<p>Article (7)</p>	<p>The center council shall take on the following tasks and powers:</p> <p>A- Approval of the center’s work plan.</p> <p>B- Discussion of the center’s annual project and proposing it to the Deans Council.</p> <p>D- Approval of agreements and contracts conducted by the center with institutions involved with the center’s work.</p> <p>E- Specifying the pricing policies and mechanisms.</p> <p>F- Providing all facilities that support and advance the center.</p> <p>G- Reviewing any other topics approved by the council’s president.</p>
<p>Article (8)</p>	<p>A-The council’s president shall take on the delegated powers as per the instructions and shall especially exercise the following tasks:</p> <p style="padding-left: 40px;">1-Heading the council’s meetings.</p> <p style="padding-left: 40px;">2-Providing all necessities to enable the center in achieving its goals.</p> <p style="padding-left: 40px;">3-Signing contracts and agreements after their approval.</p> <p>B- In case of the absence of the council’s president, the president is authorized to delegate one of the council’s members with the council president’s tasks and powers.</p> <p>C-The council president’s is authorized to delegate the director or any employee at the center in written form with some of his or her powers and tasks mentioned in these instructions.</p>
<p>Article (9)</p>	<p>A- The center’s director is appointed by a president’s decision for a period of two years subject to renewal and his or her services end as of their end of service date or his or her resignation or transfer.</p>

B- The director of the center should be:

- 1-Academic staff member at the university.
- 2-Exhibits required competence in the center's field of work.

C- The director is responsible for administering the center's affairs to ensure the flow of work and shall have the following tasks:

- 1- Administering the center's affairs and supervise the execution of the center council's decisions.
- 2- Representing the center at parties closely related to the center's field of work inside and outside the Kingdom.
- 3- Preparing the center's annual project and present it to the council for discussion.
- 4- Contacting concerned parties inside and outside the Kingdom to activate the center's work.
- 5- Proposing the center's work plans, programs, and supervise their executions as per the center's goals.
- 6- Preparing contract drafts and agreements between the center and beneficiary parties.
- 7- Preparing the lists of scientific competences at and outside the university capable of providing services to beneficiary parties.
- 8- Presenting an annual report to the council about the center's works at the end of each year in addition to any other reports required by the center's work or requested by the council.
- 9- Suggesting pricing policies and mechanisms for all offered services by the center and then proposing it to the council with by a feasibility study.
- 10- Issuing of bulletins and an electronic page about the center's works and different activities and then marketing them through social media outlets.
- 11- Preparing financial clearances pertaining to training courses and studies in coordination with the finance department at the university.
- 12- Recommending to the president the staff and employees at the

	<p>center's financial reward payments as per the regulations and laws the university.</p> <p>13- Any other work assigned by the president.</p> <p>D- The center's director shall prepare the hierarchy of the center and present it to the president after it is approved by the center's council and the university's council. Moreover, amendments on this hierarchy shall be done, after approval by the president, by the center's council and according to the best interest of the center and university.</p> <p>E-The appointment of employees and consultants at the center shall be done at the center as per the university's regulations and hiring criteria followed whether permanent or temporary appointment in any of the projects.</p> <p>F-The center's director is authorized with the president and deans council's approval to appoint a consultant to work in any of the projects or files in exchange for a reward payment specified by the president.</p>
<p>Article (10)</p>	<p>A private account shall be opened for the center at the finance department entitled "Road Safety Center of Excellence." All revenues from the center shall be deposited in this account together with all its expenses as per the financial regulation followed at the university.</p>
<p>Article (11)</p>	<p>The center's revenues shall comprise of:</p> <p>A- All training and rehabilitation courses and workshop fees after deduction direct costs.</p> <p>B- Consultation revenues.</p> <p>oC- Donations and grants after the approval of specialized parties.</p> <p>D- Any other revenues in line with the center's goals.</p>
<p>Article (12)</p>	<p>The finance department at the university shall manage the books and accounting records necessary to control the center's financial affairs.</p>
<p>Article (13)</p>	<p>The following are assigned to perform consultation, studies and training courses:</p> <p>A- Academic staff members and other employees at the university, who are always the priority.</p> <p>B- Those with experiences not found or rare at the university whom the</p>

	director deems necessary to contract for the center.
Article (14)	For paying rewards for personnel assigned to perform consultations, studies and training courses, the followed “Regulations for Counting and Disbursing of Revenues to Academic Staff Members in Exchange for Work in Training or Consultation” shall be implemented.
Article (15)	The center has the right to appoint research assistants from the university students in research projects through the student work program and shall reward them according to the university regulations and laws.
Article (16)	The president, based on a recommendation of the center’s director, shall approve the training courses on the basis of non-profit, if these courses revenues are less than their costs for the purpose of marketing or students or civil society services.
Article (17)	The center and the finance department shall coordinate to assign a finance employee to receive enrollment fees of courses and deposit it in the center’s account. Furthermore, the finance department shall follow-up on center’s financial transactions.
Article (18)	A petty expenses advancement shall be paid on behalf of the director or his delegate to be spent on the center’s activities and in accordance with the financial regulations and laws followed at the university.
Article (19)	The council shall decide on cases that are not covered by an article in these instructions.
Article (20)	The deans council, the president, center’s council, and the director are responsible for executing these instructions.