OBJECTIVE

Orderly and rational scheduling of vehicles

SCOPE

Requesting parties, Motorpool Head

DEFINITION

Request of vehicle – academic and operations personnel requesting for transportation are accommodated according to a 'first-come-first-served basis', depending on the availability of vehicle
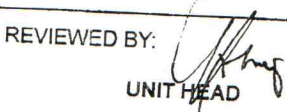
REFERENCE

Request Vehicle Form

PROCEDURE DETAILS

Request for transportation is placed at least three (3) days in advance of proposed trip

1. Requisitioner fills out the 'Request Vehicle Form' and have it noted by the Department Head

2. Motorpool Head receives request and verifies availability of vehicle

3. If vehicle is available, Motorpool Head will assign driver as requested

4. Verified request is forwarded to Logistics Director for approval or disapproval

5. Motorpool Head retains a copy in a permanent file and the second copy is returned to applicant

DOCUMENT: PROCEDURE	SUBJECT: REQUEST VEHICLE	Page 2 of 2
DOCUMENT NO.: LOG-PR-006	SUPERSEDES:	ISSUED TO: (COPIES)
DATE OF EFFECTIVITY: Jan. 29, 2015	DATED:	LOGISTICS VPA CENTRAL FILE
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RESPONSIBLE	ACTIVITY	Record/Form
1. Requisitioner	Fills up form & signed by Department Head	Request Vehicle Form
2. Motorpool Head	Verifies availability of vehicle	
	Assigns driver if vehicle is available	
3. Logistics Head Head	Approves or disapproves request	
4. Motorpool Head	Retains copy of approved request in file	
	End	
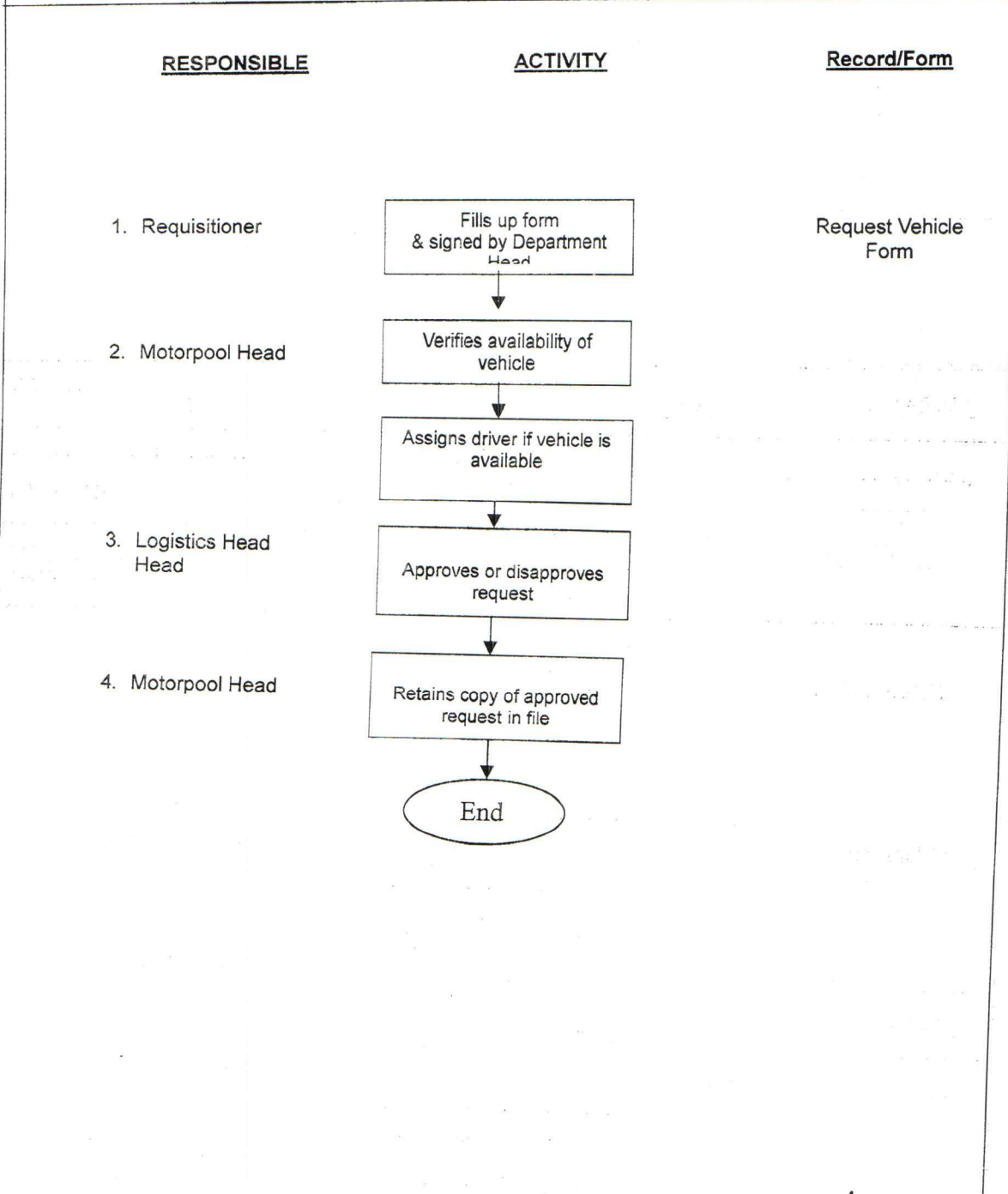
PREPARED BY: STAFF	REVIEWED BY: UNIT HEAD	APPROVED BY: DEPARTMENT HEAD

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