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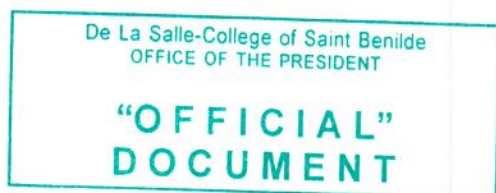
Document Control No.	Document Name	Source

TABLE OF CONTENTS

Section Title	Page Number
Introduction	1
Scope	1
Purpose / Rationale	1
Objective	1
Definitions	1
Policies	
Guidelines	2

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Document No:	Version Date:	Page No:
GUI-142405-0005	2017-01-26	1 of 5

I. INTRODUCTION

The Center for Logistics and Property Management - Logistics Support Office (CLPM-LSO) is mandated by the College to facilitate equitable access to all vehicles under reservation and provide safe transportation services to students, faculty members, associates and other recognized groups by the College.

II. SCOPE

This applies to all students, associates and offices of the College with respect to the reservation and utilization of transportation service of De La Salle-College of Saint Benilde (DLS-CSB)

III. PURPOSE / RATIONALE

The purpose of this policy is to establish systematic procedures in the reservation of service vehicles of DLS-CSB.

IV. OBJECTIVE

The objective of the vehicle reservation is to provide a safe transportation services to the College for school-related functions and activities.

V. DEFINITION OF TERMS

Service Vehicle:	The vehicle available for the use of members of the College to transport them from place to place with particular routes.
Driver:	The person who drives the vehicle.
Passenger:	The person who is on-board of a public or private vehicle.
Trip Ticket:	The form that is designed for the reservation of the service vehicle.
Itinerary:	The planned route or journey.
Destination:	The place where a person shall be brought to or the venue of an event.

VI. GUIDELINES

The CLPM-LSO is mandated by the College to facilitate equitable access to all vehicles under reservation and provide safe transportation services to students, faculty members, associates and other recognized groups by the College.

List of College Vehicles

The following (current) vehicles are covered by these reservation policies:

Vehicle/Plate Number	User	Allowed Capacity
Revo/ XPS133	Purchasing	8 persons
Bus 2/XEG127	College	45 persons
Bus UIC 490	College	54 persons
Bus UEY 863	Athlete/CSD	45 persons
Canter/WBG 215	College	2pax / 2,360kls

Document No:	Version Date:	Page No:
GUI-142405-0005	2017-01-26	2 of 5

Honda ZJZ 977	Administrators	4 persons
Innova ABT 6865	College	7 persons
E-Jeep ZZI 154	Shuttle	11 persons
E-jeep ZZI 213	Shuttle	11 persons
E-jeep ZZI 224	Shuttle	11 persons
E-jeep ZZI 200	Shuttle	11 persons
E-jeep ZZI 254	Shuttle	11 persons
Mitsubishi Rosa ZSM966	College	26 persons
Mitsubishi Rosa AAA6192	Athlete/CSD	34 persons
Mitsubishi Rosa AAK 4868	College	34 persons
Urvan NUO 971	College	12 persons
Urvan NWQ 899	College	18 persons
Hi-Ace FJD 238	College	12 persons
Toyota Grandia AAY9621	Admin/Guests	12 persons
L300 ZRT 136	College	14 persons

Schedule

The CLPM-LSO is open for reservation on the following schedule:

Mondays to Fridays:	8:00 a.m. to 12:00 nn and 1:30 p.m. to 5:00p.m.
Saturdays:	8:00 a.m. to 12:00 nn

In order to serve as many members of the community: reservation is on a FIRST COME, FIRST SERVED BASIS.

Bus may be reserved for a minimum number of passengers of twenty (20) and a maximum number of passengers of fifty five (55). While the Mitsubishi Rosa (Minibus) may be reserved for a minimum number of passengers of thirteen (13) and a maximum number of passengers of twenty six (26) or thirty four (34). Overloading is prohibited. Please refer to the above capacity of specified vehicle.

Reservation is normally on a round trip basis, but half trip is acceptable (either to bring passenger/s from the College campus to the designated destination or for pick-up from venue of activity back to the College campus) with a round trip charge.

Service vehicles are for official business use only, i.e., for school operations or College related activities only.

Requesting Party shall submit to CLPM-LSO the list of passenger/s. For those passengers who are not part of the official list, the College shall not be held liable from any untoward incident that may arise during the trip.

Requesting Party is encouraged to confirm the reservation thru submission of Vehicle Reservation Form (VRF) three (3) working days before the scheduled trip. Failure to confirm shall be construed as cancellation of the reservation.

When the request is for PERSONAL USE, the Requesting Party must secure a prior approval from the Vice Chancellor for Administration (VCAd).

Points of departure and return are always at the College campus. However, passenger may opt to be picked up or dropped off at any point along the way, provided that no side trip shall be made, and provided further that it shall be approved by the department head and /or organizing unit.

Document No:	Version Date:	Page No:
GUI-142405-0005	2017-01-26	3 of 5

Vehicle is not allowed for use during color-coding day, even when the time for departure or arrival is not covered by the color-coding.

Guidelines on Fees, Trip Tickets, and Drivers

The passenger shall be responsible for toll fee/s, driver's meal/s and driver's overtime pay in excess of eight (8) hours regular duty.

Only officially designated CSB drivers are authorized to drive. In case of emergency or for meritorious reasons, the President, the Vice Chancellor for Administration and/or the Assistant Vice Chancellor for Administration can authorize other qualified person to drive the service vehicle.

Drivers are prohibited from picking up hitchhikers or giving ride to strangers.

The Logistics Head and CLPM Director may approve trip tickets for the use of vehicle.

During the trip, the driver must log in the place and time of departure and the place and time of arrival, with corresponding kilometer reading from and to destination signed by the passenger in the trip ticket

Drivers and all passengers must wear seatbelt at all times while the vehicle is in motion.

The assigned driver must check the vehicle conditions before and after the trip, and ensure to check the vehicle condition within 12 hours after using it and cleaned by the assigned driver.

When accident occurs during side or unofficial trip/s, the requesting party, passenger/s and the driver shall be held liable.

For long multiple trips within the same day, the driver has the right to rest for 30 minutes in between trips.

Cancellation

It is the responsibility of the requesting party to inform CLPM-LSO of the cancellation of the reservation at least three (3) working days before the scheduled trip. Failure to do so shall merit one-month suspension from using any college vehicle.

The CLPM-LSO has the right to cancel the reservation when there is a delay of departure for thirty (30) minutes, and award the utilization of the vehicle to the next waiting requesting party.

The CLPM-LSO has the right to cancel reservation due to the following reasons:

- a. Absence of the assigned driver
- b. Emergency vehicle breakdown
- c. Delay of departure of thirty (30) minutes without prior notice
- d. Top priority trips (College wide activities, career talks, testings etc)
- e. Medical emergency
- f. Other unforeseen events
- g. Shop repair service

Document No:	Version Date:	Page No:
GUI-142405-0005	2017-01-26	4 of 5

Priorities

The Honda Civic and Toyota Grandia vehicles are reserved for top management. However, VIPs are given priority during their visit in the College.

The passenger type vehicles are for College-related projects, marketing chores of Purchasing Center and Center for Sports Development (for tournaments and other big events.)

College-wide activities, such as, graduation, NCAA games, retreats and recollections, are given priority to use the school bus including the minibuses.

Charges are as follows:

Item	Description	Amount
Bus/Canter	First 5 kms	P300.00
	Succeeding km	30.00
Rosa	First 5 kms	150.00
	Succeeding km	15.00
Light Vehicle	First 5 kms/hr	50.00
	Succeeding km	10.00

Charges may be adjusted from time to time depending on current oil prices.

Guidelines for Refueling

1. All gasoline refueling shall be accompanied by shell fleet card
2. Only authorize driver shall secure the fleet card from CLPM-LSO Vehicle Dispatcher. Also the authorized driver shall indicate the following information on the Fuel Log Sheet:
 - 2.1 Date of refueling
 - 2.2 Authorized driver and signature
 - 2.3 Vehicle plate number
 - 2.4 Trip ticket number
 - 2.5 Odometer reading
 - 2.6 Purpose/location of trip
 - 2.7 End-user/department
3. Vehicle dispatcher will issue shell fleet card to the authorized driver upon completion of the log sheet. All data encoded shall be verified, and the fleet card shall match the vehicle to be refueled.
4. The authorized driver shall refuel the vehicle at the accredited gasoline stations and present the fleet card. Actual vehicle odometer reading, type of fuel and amount to be loaded shall be indicated on the receipt.
5. Any discrepancy such as expired or wrong fleet card shall not be allowed and must be reported immediately to the CLPM-LSO.

Document No:	Version Date:	Page No:
GUI-142405-0005	2017-01-26	5 of 5

6. The gasoline station will refuel the vehicle based on the fleet card presented by the authorized driver.
7. Secure the Sales Invoice issued by the gasoline station.
8. The authorized driver shall verify that all data appeared on Sales Invoice are correct before signing it.
9. The authorized driver shall return the card together with the Sales Invoice to the Vehicle Dispatcher after refueling or after his scheduled trip.
10. The driver shall accomplish the Fuel Log Sheet with the following information;
 - 10.1 Vehicle ending odometer reading
 - 10.2 Date and time of return
 - 10.3 Authorized driver's signature

REFERENCES

APPENDIX (INSERT LETTER)

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