
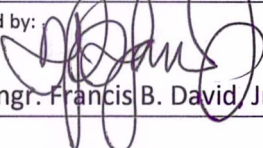



Prepared by:  Jeffrey V. Montes	Reviewed by:  Engr. Francis B. David, Jr.	Approved by:  Margarita V. Camacho
--	--	---

I. PURPOSE

To be able to have a set of standards for the proper use and monitoring of the University’s service vehicles.

II. SCOPE

These guidelines shall apply to all Mapua University (MU) authorized fleet drivers and employees of Intramuros and Makati campuses including students who will use the service vehicle during official trips, meetings, practices, tournaments and the like.

III. DEFINITIONS

BLOWBAGETS	This is the acronym for “ <u>B</u> attery, <u>L</u> ights, <u>O</u> il, <u>W</u> ater & <u>W</u> iper, <u>B</u> rakes, <u>A</u> ir, <u>G</u> as, <u>E</u> arly warning device or reflectorized vest (for better visibility especially if it’s raining and at night, <u>T</u> ools, <u>S</u> elf (if you are fit to ride today).”
CO2	Carbon Dioxide is a colorless and non-flammable gas at normal temperature and pressure.
CDMO	Campus Development Maintenance Office
CMS	Campus Management and Services
TTF	Trip Ticket Form
PAG-ASA	Philippines, Atmospheric, Geophysical, & Astronomical, Services Administration
MU	Mapua University
Pre-Qualified Driver	MU and GAIC hired drivers with valid driver’s license and passed the actual driving & written exams or employees with valid driver’s license, authorized by administration to drive the vehicle.
Fleet/Service Vehicles	MU-owned vehicles which shall be used as aid to service employees, athletes or departments on official business capacity or tournaments.
PEATH	Department of Physical Education and Athletics
Student-athlete	A full-time student of MU who is a participant in an organized competitive sport sponsored by the university
SOCIP	Social Orientation and Community Involvement Program

APPROVED

BY: Lauren R. Bolata DATE: 01-Dec-2022

UNCONTROLLED

Angelica C. Icamina
Signature over Printed Name/Date

IV. RESPONSIBILITY AND AUTHORITY

CDMO Technical Assistant	Maintaining records of the service vehicles of Intramuros and Makati campuses including the list of non-teaching and teaching personnel who shall be allowed to drive the service vehicle depending on the category of their license.
CDMO Fleet Coordinator	Responsible for the scheduling and releasing of keys to the requester. He/She shall also submit on a monthly basis the list of personnel or departments who availed of our service vehicles and drivers.
Head for Campus Management & Services (CMS)	Shall be the authorized signatory for the Trip Ticket Form. In case the the Head for CMS is not available to sign the said form, the CDMO Head may sign the TTF. If both the Head for CMS & CDMO Head are not available to sign the TTF and it is an emergency or an important official business activity, the Security Head may call the Head for CMS or CDMO Head to ask permission verbally in which the TTF will be signed on the following day by the Head for CMS.
Security Personnel	Records and monitors the time of departure and arrival of service vehicle, including odometer reading and routine inspection. Also monitors and records the arrival and departure of visitors with vehicle including the activity of the caterer to make sure that our campus policy is being followed.
Athletic Assistant / SOCIP Technical Assistant	Keeps the records of the service vehicle and gasoline consumption.
Requester	The person requesting use of the service vehicle.

V. DETAILS OF REFERENCE GUIDELINES

- Purchase of Service Vehicles
- Service vehicles owned by the University shall not be over 10 years old.
 - Service vehicles must pass the yearly emission test.
 - The University should buy a new vehicle instead of a secondhand vehicle.
 - The University should choose a fuel-efficient vehicle to emit less pollution.

CDMO Intramuros and Makati campuses shall maintain a fleet of shared vehicles that should be available for the following:

- Official business of personnel EXCLUDING those of research or special project funded by a government agency or private company
- To transport/pickup goods, materials, equipment, or any item relevant to the University’s operation (load capacity of the vehicle should be observed)
- Tournament and practices of our student-athletes
- To transport students and personnel in order to conduct or perform community activities and extension services

- To transport students and personnel in order to attend school functions and other related activities

Below are the policies and reminders that must be followed:

1. The fleet vehicles including the coaster of PEATH and SOCIP service vehicles will be under the management of CDMO. However, budget for the preventive maintenance of the coaster of PEATH and the service vehicles of SOCIP will be under their respective departments and not CDMO. For other vehicles except for the assigned vehicle(s) for Admissions Office, budget for the same will be under CDMO.
2. Any department who has a research or special project funded by a government agency or private company should coordinate with the Purchasing Department for the rental of vehicle including driver.
3. Failure to assume responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving and work/usage privileges.
4. Engine of all service vehicles shall be put off when parking inside the campus.
5. Only "pre-qualified" MU employees and GAIC hired drivers will be allowed to drive MU fleet vehicles. No student shall be allowed to drive any MU vehicle.
6. If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may be required to attend defensive driver training. The incident must be reported immediately to CDMO.
7. The CDM Fleets Coordinator/CDM Assistant shall always maintain and update the list of teaching and non-teaching employees who have the authority to drive the MU fleet vehicles.
8. MU fleet vehicles are not to be used for personal reasons.
9. CDMO will handle the annual registration while Accounting is in charge of the insurance.
10. Bringing home of fleet vehicle for overnight parking is prohibited unless it poses danger to the driver/passengers to return the vehicle to the campus and with prior notification and approval of the Head for Campus Management and Services.
11. The CDM Fleet Coordinator/CDM Assistant will be in charge of scheduling the preventive maintenance of each service vehicle in coordination with Purchasing Development and the car dealer. The CDM Fleet Coordinator/CDM Assistant shall notify the Athletic Assistant and SOCIP Technical Assistant on when to request the preventive maintenance of the assigned service vehicles of PEATH and SOCIP.
12. The use of rooftop carrier or similar externally mounted storage container on vehicles is prohibited.
13. All goods, materials, equipment or any item relevant to the university operation must be unloaded soon after arrival at the campus.

14. When there is a PAG-ASA advisory in effect due to a typhoon warning or heavy downpour brought about by monsoon rains or thunderstorm, no travel will be allowed and keys will not be issued for reserved fleet vehicles especially when the orange alert is up. An authorized fleet driver who left the campus before the advisory was given should seek shelter until driving condition has improved.

PAGASA's Revised Storm Warning System		Updated Tropical Cyclone Classifications	
SIGNAL NO.1	winds of 30 to 60 kph in the next 24 hours	TROPICAL DEPRESSION	winds of up to 61 kph
SIGNAL NO.2	winds of 61 to 120 kph in the next 24 hours	TROPICAL STORM	winds of up to 62 to 88 kph
SIGNAL NO.3	winds of 121 to 170 kph in the next 18 hours	SEVERE TROPICAL STORM	winds of up to 89 to 117 kph
SIGNAL NO.4	winds of 171 to 220 kph in the next 12 hours	TYPHOON	winds of up to 118 to 220 kph
SIGNAL NO.5	winds of more than 220 kph in the next 12 hours	SUPER TYPHOON	winds exceeding 220 kph

15. Accidents that occur inside the school premises should be immediately reported by the driver and/or user to the Security Office. The Security Officer will prepare a detailed incident report to be submitted to the CDMO.
16. Accidents that occur outside the school premises must be reported immediately to the nearest local police. The driver should immediately contact the CDMO Intramuros at 247-5000 local 6102 / 6103, or MU's Security Office at local 7100 for assistance. For Makati Administration Office, contact number is 891-0843 local 5806 and local 5811 for CDMO, especially during an accident wherein:
- A person was injured;
 - Fleet vehicle suffered minor or major damaged; and
 - Fleet vehicle suffered mechanical breakdown & difficulties. Insurance information is kept in the glove compartment of each vehicle.

The incident report must be submitted by CDMO and/or Security Office to the Head for Campus Management and Services immediately. The Sports Coordinator should also be informed if necessary.

17. In a medical emergency, anybody who possesses a valid driver's license can drive any fleet/ service vehicle even without filling out the trip ticket form. Filling out of the trip ticket can be done afterwards. In cases like this, a medical staff should accompany the driver and the patient to the nearest hospital to seek medical treatment.
18. First come, first served basis for all fleet/service vehicles shall be implemented at all times. However, priority is given to Treasury department during payroll, PEATH during tournaments/practices, SOCIP during their co-curricular activities, and Admissions Office during marketing/campaign period.
19. The Admissions Office shall be given a dedicated vehicle for their use. However, additional vehicle(s) may be requested during their peak months of their campaign.

- 20. The assigned service vehicles for PEATH, SOCIP and Admissions Office may also be used by other departments as long as it is available.
- 21. The driver or user must immediately accomplish a report to the Fleet Coordinator any unusual condition of the vehicle which will require servicing.
- 22. Requirements and responsibilities of the Mapua personnel who will drive the fleet/service vehicle:
 - Drivers are required to use a "lookout" person to help watch while the driver is backing up a long vehicle e.g. NLR van. If possible, the driver should ask his/her passenger to assist by getting out of the vehicle to watch out until the vehicle has cleared any obstacles and is safe to proceed forward.
 - Any parking or moving violation citations are the fleet driver's responsibility. The University will not pay any fines.
 - It is illegal for drivers to use any cellular device or gadget including making phone calls, texting, and surfing, while driving. If it becomes necessary for the driver to use the cellular phone, ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.
 - The driver is responsible for the vehicle and its passengers.
 - The driver should have a valid Philippine driver's license.
 - Must have minimum at least 2 years driving experience.
 - Must have a good vision.
 - Must have a mastery of the principles of safe operation of a motor vehicle.
 - Must be knowledgeable with the Philippine traffic laws.
 - Must obey the traffic rules and guidelines.

GUIDELINES ON THE REQUEST FOR FLEET VEHICLE/SERVICE VEHICLE

- 1. Submit completed accomplished Trip Ticket Form (TTF) to the CDM Fleet Coordinator to reserve a fleet vehicle. Reservations should be made at least 3 working days before use to be signed by the department head. For adjustments of vehicle fleet reservations, the requester should notify the CDM Fleet Coordinator at least one day before the said activity.
- 2. Trip itineraries should be clearly indicated in the TTF.
- 3. The requester shall get the key from the CDM Fleet Coordinator at least an hour before the time of departure. But prior to release of the key, user needs to register withdrawal on a Key Borrowing Logbook. CDM Fleet Coordinator/CDM Assistant shall also check the validity of driver license against his updated list of authorized fleet vehicle drivers.
- 4. For dedicated vehicles of the Admissions Office, the authorized signatory of the TTF will be the head of the Department.
- 5. Each vehicle is equipped with an emergency and safety road kit, including flashlight, tire changing tools, and early warning device.
- 6. Each TTF has an equipment report portion located on the bottom part of the form. You should use this portion to report any mechanical problems and recording of any items used from the emergency road kits that need replenishing (flashlight batteries, etc.). The TTF should be turned over together with the vehicle keys to the security. For those mechanical problems or safety concerns that should be addressed prior to the use of the vehicle, drivers should contact Fleet Coordinator/CDM Assistant

	SERVICE VEHICLE POLICY AND GUIDELINES	Date Created: December 1, 2022
		Supersedes: RG-AI-04-03
		Page: 6 of 11

- to report the problem immediately, so that CDM Fleet Coordinator/CDM Assistant can record the concerns in his Vehicle Inspection Form.
7. Before CDM Fleet Coordinator/CDM Assistant and Security Personnel allows the vehicle to leave the campus, the following standard routine check must be performed by the driver:
 - 7.1 Perform a quick joint walk-around vehicle inspection with user or driver. The driver must check tire pressure, radiator water level and note any finding on the Vehicle Inspection Form.
 - 7.2 Conduct inventory of the emergency road kit items to make sure everything is there;
 - 7.3 Check if all passengers, including driver, are using their seat belts properly.
 - 7.4 Check the gas gauge; if necessary, fill the gas tank using the Shell Fleet Card. Shell Fleet Card can only be used for fuel so you must pay for any other items with alternative funds.
 8. Give time for the exit and entrance gate security personnel to check and accomplish the following upon departure and arrival of the service vehicle:
 - 8.1 Trip Ticket
 - 8.2 Time Out
 - 8.3 Fuel Level
 - 8.4 Odometer reading
 - 8.5 No. of Passengers
 - 8.6 Gatepass, if any
 9. Before returning the vehicle, the driver should perform the following:
 - 9.1 Check the gas tank.
 - 9.2 If the gas tank is less than 3/4 full, fill up the gas tank using the Shell Fleet Card. As courtesy to other users, the driver should routinely fill up the gas tank regardless of the gasoline level.
 - 9.3 Return the vehicle on schedule. If conflict arises and the driver discovers that they will be delayed, contact CDM Fleet Coordinator/CDM Assistant immediately so that alternative arrangements can be made for the next user.
 10. The driver should do the following upon his/her return:
 - 10.1 Park the vehicle at the designated parking area
 - 10.2 Record any problems/ concerns, emergency equipment used, etc. on the TTF
 - 10.3 Check the carefully, remove all litter and excessive debris, close windows (and latch them if applicable), and lock the doors
 - 10.4 Conduct a walk-around vehicle inspection. Report any damage etc. on the Vehicle Inspection Form
 - 10.5 Return the keys Shell Fleet Card, gas receipt and TTF form immediately either to the CDMO (during office hours) and Security Office (after office hours)
 - 10.6 Report any damage, malfunction, or accident to CDM Fleet Coordinator/ CDM Assistant (during office hours) and Security Officer (after office hour) or immediately upon return to campus. CDM Fleet Coordinator/Security Officer will prepare a detailed information report and submit it to CDM Head.
 11. For long trips, drivers should always remember the acronym BLOWBAGETS and have each item checked thoroughly by a professional, if possible.
 12. All fleet vehicles can only be driven by fleet-authorized drivers. The authorization process is as follows:
 - 12.1 Endorsement of Department Head

- 12.2 Authorized driver should pass the Written Exam and Actual Driving Test given by the Campus Development and Maintenance Office
- 12.3 Submission of driver’s history report and a copy of driver’s license
- 12.4 Attend fleet orientation class to discuss fleet vehicle procedures, policies and shared vehicle courtesies
- 12.5 Updated drivers history report and license shall be requested as necessary

Violations of any of the above policies/procedures may result in loss of driving privileges, in addition to other sanctions that the Institute may impose as may be warranted after due notice and hearing.

VI. PERFORMANCE INDICATOR

The CDMO Fleet Coordinator in Intramuros and Makati campuses shall monitor the performance indicators of the service and fleet vehicle such as vehicle inspection performance, audited driver qualification, and training compliance, fuel tank monitoring, and waste oil management.

VII. REACTION PLAN

Deviations in the performance indicators shall be analyzed by CDMO/PEATH/SOCIP and the appropriate corrective actions shall be implemented and monitored. A memo will also be issued to the concerned personnel who did not follow these reference guidelines.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
FOR FLEET VEHICLE		
VEHICLE INFORMATION AND DRIVER INFORMATION	AS NEEDED	CDMO AND CONCERNED DEPARTMENT
VEHICLE INSPECTION FORM/LOGSHEET	QUARTERLY	CDMO DEPARTMENT/SECURITY PERSONNEL
FUEL	EVERYDAY EVERY USE	DRIVER/ SPORTS COORDINATOR
MILEAGE/ DISTANCE	EVERY MONTH	DRIVER/ SPORTS COORDINATOR
PREVENTIVE MAINTENANCE	WEEKLY EVERY MONTH	DRIVER AND SPORTS COORDINATOR

IX. REFERENCE DOCUMENTS

Document Code	Title
1. FM-CD-04-02	Trip Ticket Form

	SERVICE VEHICLE POLICY AND GUIDELINES	Date Created: December 1, 2022
		Supersedes: RG-AI-04-03
	REVISION HISTORY	Page: 8 of 11

Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original issue.	December 1, 2022	JVMontes

	SERVICE VEHICLE POLICY AND GUIDELINES	Date Created: December 1, 2022
		Supersedes: RG-AI-04-03
	DISTRIBUTION LIST	Page: 9 of 11

COPY HOLDERS	#		Document Custodian	Signature / Date
Continuous Quality Improvement Office	1	<input type="checkbox"/>	Necifora R. Reta	
Office of the President	2	<input type="checkbox"/>	Rose Marie P. Lantin	
Office of the Vice President for Academics Affairs	3	<input type="checkbox"/>	Mathew Dela Cruz	
Office of the Vice President - Head of Finance	4	<input type="checkbox"/>	Ellen G. Reglos	
Office of the EVP - COO	5	<input type="checkbox"/>	Dolores A. Arciaga	
Office of the Vice President for CMDO	6	<input type="checkbox"/>	Dolores A. Arciaga	
Office of the Prefect of Discipline	7	<input type="checkbox"/>	Merly D. Cereno	
Office of the Registrar	8	<input type="checkbox"/>	Nelia B. dela Cruz	
Campus Development & Maintenance Office - Intramuros	9	<input type="checkbox"/>	Angelica C. Icamina	
Campus Development & Maintenance Office - Makati	10	<input type="checkbox"/>	Ma. Victoria M. Mirabueno	
Center for Continuing Education and Special Competencies	11	<input type="checkbox"/>	Almira C. Menor	
Center for Guidance and Counseling	12	<input type="checkbox"/>	Mary Jane D. Lagapa	
Center for Teaching and Learning	13	<input type="checkbox"/>	Joanna B. Oliveros	
Corporate Communications Office	14	<input type="checkbox"/>	Leonard I. Agustin	
Development Office for Information Technology	15	<input type="checkbox"/>	Abegail D. Manzon	
English Language Center	16	<input type="checkbox"/>	Maricar E. de Francia	
Faculty Development Office	17	<input type="checkbox"/>	Ma. Luisa G. Lazcano	
Health Services Department	18	<input type="checkbox"/>	Jhoanna T. Narciso	

This document is not for reproduction unless approved by the Process Owner. Printed copies are uncontrolled unless otherwise stamped as Controlled copy in colored ink.

	SERVICE VEHICLE POLICY AND GUIDELINES	Effective Date: December 1, 2022	
		Supersedes: RG-AI-04-03	
	DISTRIBUTION LIST	Page:	10 of 11

Human Resources Department	19	<input type="checkbox"/>	Crisanta F. Azcueta	
Institutional Laboratory Management Office - Intramuros	20	<input type="checkbox"/>	Kathleen J. Castillo	
Institutional Laboratory Management Office - Makati	21	<input type="checkbox"/>	Mharichini Christine L. Farnacio	
Legal Affairs Department	22	<input type="checkbox"/>	Dolores A. Arciaga	
Library	23	<input type="checkbox"/>	Leonisa E. Maghuyop	
International Linkages for Research and Development	24	<input type="checkbox"/>	Rhea P. Carnate	
Makati Administration Office	25	<input type="checkbox"/>	Ma. Victoria M. Mirabueno	
Office for Social Orientation and Community Involvement Program	26	<input type="checkbox"/>	John Vincent DC. Malquisto	
Office for Student Affairs	27	<input type="checkbox"/>	Grace D. Macaballug	
Office of Admission	28	<input type="checkbox"/>	Annabell M. Lee	
Center for Scholarship and Financial Assistance	29	<input type="checkbox"/>	Shaira Mhae A. Hermano	
International Career and Exchange Programs	30	<input type="checkbox"/>	Patrick Glenn O. Acorin	
Office of Directed Research for Innovation and Value Enhancement	31	<input type="checkbox"/>	Maria Elaine P. Tan	
Purchasing Department	32	<input type="checkbox"/>	Anna Rose M. Dionisio	
Student Advising Office	33	<input type="checkbox"/>	Jude Anthony M. Marcelo	
Treasury Department	34	<input type="checkbox"/>	Olga R. Perez	

Department of Arts and Letters	35	<input type="checkbox"/>	Rica Denice L. Mina	
--------------------------------	----	--------------------------	---------------------	--

This document is not for reproduction unless approved by the Process Owner. Printed copies are uncontrolled unless otherwise stamped as Controlled copy in colored ink.

Department of Mathematics	36	<input type="checkbox"/>	Maria Raina N. Bueno	
Department of Physical Education and Athletics	37	<input type="checkbox"/>	Pia Karla Francisco - Sumaoy	
Department of Physics	38	<input type="checkbox"/>	Eden C. Jacob	
E.T Yuchengco School of Business	39	<input type="checkbox"/>	Maricris Felizco - Nadala	
School of Architecture, Industrial Design and Built Environment	40	<input type="checkbox"/>	Marican I. Velasco	
School of Chemical, Biological, and Materials Engineering & Sciences	41	<input type="checkbox"/>	Ma. Josefa L. Umali	
School of Civil, Environmental, and Geological Engineering	42	<input type="checkbox"/>	Mary Grace F. Alico	
School of Electrical, Electronics, and Computer Engineering	43	<input type="checkbox"/>	Rowena A. Ramido	
School of Graduate Studies	44	<input type="checkbox"/>	Rosie Ann C. Pascual	
School of Industrial Engineering and Engineering Management	45	<input type="checkbox"/>	Myra Contreras - Nazariga	
School of Information Technology	46	<input type="checkbox"/>	Sally I. Zara	
School of Health Sciences	47	<input type="checkbox"/>	Angela Nicole R. Factor	
School of Mechanical and Manufacturing Engineering	48	<input type="checkbox"/>	Maricel A. Dadiz	
School of Media Studies	49	<input type="checkbox"/>	Ruby Merza - Sagun	