


Policy No:	ADM-POL-AUX-0006
Policy Title:	Transportation Use and Management Policy
Implementation Procedure:	ADM-PROC-AUX-0003 Request for Use of Transportation
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Purpose of Policy:	The policy is directed to systematize the application, processing and approval of all requests for the use of transportation.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Colegio provides transportation services to students and employees for official businesses conducted outside the Colegio.</li> <li>• Students who wish to avail of transportation services should course their request through their respective teachers or professors.</li> <li>• All requests for transportation should be booked at least a week before the trip.</li> <li>• All requisitioners should fill up and submit a Trip Ticket Form.</li> <li>• The Trip Ticket Form should be accomplished and submitted to the Auxiliary Services Office at least five working days before the trip.</li> <li>• All trip ticket forms are subject to the approval of the Director of the Auxiliary Services Office and the Vice President for Administration.</li> <li>• The Director of the Auxiliary Services Office and the Vice President for Financial Affairs reserves the right to accept or deny requests for use of transportation.</li> <li>• The requisitioner is informed of the approval of his request for transportation three days before the scheduled trip.</li> <li>• All vehicles used for transportation should be properly logged by the security guard on duty. The time of arrival and departure and the kilometer readings before and after the trip should be recorded.</li> </ul>
Applicability:	All offices and employees
Policy Approval Authority:	Director of the Auxiliary Services Office
Related Policies or References	Trip Ticket Form
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Mr. Roberto Aguba
Date of Approval	

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