PROGRAM TITLE

ADMIN

PROCESS TITLE

Company Vehicle Control

1. SCOPE

This policies and procedures manual establishes policies, systems, procedures and controls on Company Service Vehicles. All duties and responsibilities stated in this manual are not exclusive to the personnel’s designated responsibilities in this process title.

1. OBJECTIVES

* To ascertain that Company service vehicle usage and maintenance are properly done and documented;
* To ensure that the turnover and returning of vehicle key is properly documented;
* To provide guidelines for accountabilities and sanctions during breakdowns and accidents;
* To clearly define the duties and responsibilities of all personnel involved in this process title.

1. PERSONNEL INVOLVED
   1. Requisitioning Department Head

Approves the requisition for vehicle use.

* 1. Vehicle Custodian/Department Head

1. Checks availability of Company vehicle and driver.
2. Approves duly filled-out Travel Ticket for ISSUED Company vehicle.
   1. Assigned Driver
3. Responsible for the inspection of the Company vehicle before travel.
4. Surrenders vehicle key to Security Guard on duty at the end of the day.
5. Signs “turned-over by” and “received by” portions of the Vehicle Key Acceptance Receipt (VCAR) upon turnover and claiming back the vehicle key to and from the Security on Duty, respectively.
6. Keeps the original copy of VCAR and attaches the same to CVL.
   1. Security Guard on Duty
7. Ensures the correctness of the time-in and time-out information as indicated in the Company Vehicle Log (CVL).
8. Accepts vehicle key and signs “acknowledged received by” and “returned by” portions of VCAR upon acceptance and returning back the vehicle key from and to Assigned Driver, respectively.
9. Keeps one (1) copy of CVL/Travel Ticket and duplicate copy of VCAR in the stub. When the stub is fully used, he is responsible to turn over it together with the filed CLV/Travel Ticket to the Admin Department.
10. POLICIES
    1. **General** 
       1. The Admin Department shall have the oversight over the monitoring and maintaining of company vehicles. This includes ensuring that company vehicles are registered with the LTO, insured, and are used only for Company activities/operations.
       2. The vehicle custodian may refer to the *Trucking Repairs and Maintenance Process Manual* for the policies and procedures of preventive maintenance of the Company service vehicle.
    2. **Vehicle Use**
       1. The usage of Company vehicles shall be approved by designated signatories and properly documented (i.e. CVL, DVCR).
       2. Every transportation vehicle (except for issued Company vehicles) shall have its own Company Vehicle Log (CVL). The approving department head shall be responsible for the completeness and appropriateness of the CVL’s information (i.e. time-in, time-out, kilometer readings, etc.). The CVL shall have corresponding control number and should be properly returned to the admin department prior to issuance of another CVL. The duly filled-out, verified and approved CVL shall be submitted to the Department Head on a weekly basis.
       3. Only authorized driver shall be allowed to use the Company Vehicle.
       4. The purpose for the request of Company vehicle shall be clearly indicated in the CVL.
       5. The kilometer readings shall be properly specified in the CVL. However, if the vehicle’s odometer is not functional, such shall be indicated in the CVL and the driver should immediately inform the department head who will request for the repair.
       6. The CVL and the vehicle key, except for issued Company vehicles, shall be surrendered to the Security Guard on duty at the end of the day for safekeeping. Thus, the acceptance of vehicle key shall be properly documented and acknowledged by the Security Guard on duty.
       7. The Security Guard shall maintain a Log that contains information such as time-in/time-out, kilometer readings and the CVL/Travel Ticket no. (if applicable).
       8. Only the designated employee shall drive the issued Company vehicle otherwise an approved Travel Ticket shall be presented to the Security Guard upon entering/exiting in the Company’s premise.
    3. **Safety Precautions**
       1. Company drivers shall be required to strictly follow traffic rules and regulations required by the LTO. Some of the traffic rules are as follows:

* Use of seatbelt;
* No driving under the influence of alcohol;
* Proper parking;
* No texting/call while driving (hands-free calls are encouraged)
  + 1. The authorized driver should take every precaution to ensure the safety of passengers and the vehicle. Prior to the travel, proper inspection of the Company vehicle shall be properly done and documented (i.e. Daily Vehicle Condition Report).
    2. Pick-up of non-employee passengers not included in the official trip without the permission of the Concerned Department is prohibited.
    3. Vehicle related violations/fines committed may be charged against the assigned driver subject to investigation.
  1. **Breakdowns and Accidents**
     1. Any vehicle breakdown shall be reported to the concerned department to facilitate repairs. The assigned driver shall take into consideration the policies and procedures under *Trucking Repairs and Maintenance Process Manual*.
     2. Accidents must be reported to the immediate supervisor or concerned department head and admin department immediately.
     3. Any incidents and violations which due to the assigned driver’s fault shall be subjected to disciplinary action in accordance with the Company’s Code of Conduct.
     4. In case the accident was due to the fault of an employee who is not authorized to use the vehicle, this shall be considered as a grave offense. Such incident shall be dealt with accordingly.

1. PROCEDURES

| Requisition of Company Vehicle Procedures | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Verifies with Vehicle Custodian/Department Head the availability of Company vehicle and driver. | Requisitioning Department |  |
| 2 | Checks availability of Company vehicle and driver and notifies the requisitioning department. | Vehicle Custodian / Department Head |  |
| 3 | For SERVICE Company Vehicle, fills -out the “travel request” portion of the Company Vehicle Log and approves the same after notification of Vehicle Custodian/Department Head.  For ISSUED Company Vehicle, fills-out the Trip Ticket and forwards to Vehicle Custodian/Department Head for approval. | Requisitioning Department | Duly filled-out and approved CVL |
| 4 | Receives and approves duly filled-out Trip Ticket from Requisitioning Department. | Vehicle Custodian / Department Head | Duly filled-out and approved Travel Ticket |
| 5 | The Assigned Driver will inspect the Company vehicle for travel.  The Assigned Driver will fill-out the DVCR and keeps the same in the truck’s file folder. | Assigned Driver | Duly filled-out and signed DVCR |

| Requisition of Company Vehicle Procedures | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 6 | Verifies the time-in/time-out information in the CVL upon entering/exiting the gate of the Company vehicle.  Keeps one (1) copy of CVL/Travel Ticket and forwards the same to Admin Department together with fully used stub VCAR.  *Note: The CVL is forwarded to Security Guard on Duty for temporary safekeeping. The CVL is returned upon arrival of the Assigned Driver.* | Security Guard | Duly verified CVL |
| 7 | The CVL shall be surrendered to the security guard at the end of the day and forwarded to the Admin Department on a weekly basis. | Vehicle Custodian |  |

| Vehicle Key Turnover Procedures | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Surrenders vehicle key to Security Guard on duty at the end of the day. | Assigned Driver |  |
| 2 | Accepts vehicle key.  Fills-out and signs two (2) copies of Vehicle Key Acceptance Receipt (VCAR).  Retains in the stub the duplicate copy of VCAR. | Security Guard on Duty | Duly filled-out and signed “acknowledged received by” VCAR |
| 3 | Signs two (2) copies of VCAR.  Receives and keeps the original copy of signed VCAR. | Assigned Driver | Duly signed “turned-over by” VCAR |
| 4 | Upon claiming back the vehicle key, presents the original copy of VCAR to Security on Duty. | Assigned Driver |  |
| 5 | Searches for the duplicate copy.  Receives original copy of VCAR from Assigned Driver.  Signs “returned by” portion of both copies. | Security Guard on Duty | Duly signed “returned by” VCAR |
| 6 | Signs “received by” portion of both copies.  Keeps the original VCAR and attaches the same to CVL. | Assigned Driver | Duly signed “received by” VCAR |
| 7 | Retains the signed duplicate copy of VCAR in the stub. | Security Guard on Duty |  |
| 8 | When the stub is fully used, it will be turned-over to Admin Department.  Proceeds to *Financial Statements and Record Keeping – Requisition of Accountable Forms Process.* | Security Guard on Duty |  |

1. FLOWCHARTS







1. BUSINESS FORMS
   1. Proforma of Company Vehicle Log



No. of Copies/color - 2 (white)

Explanation - This is prepared to document the approval of travel request and information of a particular Company vehicle.

Forwarded by - Vehicle Custodian

Approved by - Requisitioning Department Head

Verified by - Security Guard on duty

Acknowledged

Received by - Admin Department

Distribution - Temporarily filed by Security Guard on Duty

* Filed by Admin Department
  1. Proforma of Travel Ticket



No. of Copies/color - 2 (white)

Explanation - This is prepared by an assigned driver to document the approval of travel using the issued Company vehicle.

Approved by - Designated Employee / Admin Department Head

Acknowledged by - Security Guard on Duty

Distribution - Temporarily filed by Security Guard on Duty

* Filed by Admin Department
  1. Proforma of Vehicle Key Acceptance Receipt



No. of Copies/color - 2 (white)

Explanation - This is prepared to document the acceptance/returning of vehicle key by the Security Guard on duty from/to the assigned driver.

Turned-over by - Assigned Driver

Acknowledged

Received by - Security Guard on Duty

Received by - Assigned Driver

Returned by - Security Guard on Duty

Distribution - Original Copy: Temporarily kept and filed by Assigned Driver

Duplicate Copy: Temporarily kept and filed by Security Guard on Duty

1. EFFECTIVITY

This Policies and Procedures Manual shall take effect upon approval and shall supersede any memorandum/SOP inconsistent with this Policies and Procedures Manual. Any changes to the manual shall comply with the policies and procedures indicated in the process title *“Amendment of Manual”.*

**ANNEX**

ANNEX A

GENERAL GUIDELINES WHEN INVOLVED IN A VEHICULAR ACCIDENT

1. Stay at the scene and inform your immediate supervisor.
2. Check on all drivers and passengers. Get medical attention for anyone who needs it.
3. Never move the vehicle until given permission to do so by the investigating officers.
4. Take photographs of any damage to your vehicle as soon as possible after the accident.
5. Ask for a police report to be filed in situations where police do arrive at the scene, and obtain the name and badge numbers of the responding officers.
6. Get the names, numbers, addresses, drivers' license numbers, license plate numbers, and basic insurance information from all drivers involved. If there are passengers, also obtain their names, numbers, and addresses.
7. Note any doctors, physical therapists, chiropractors, or other medical professionals that you receive treatment from, and each medical provider that referred you to other caregivers. Keep a detailed account of the treatments or medications you receive. In addition, request copies of all medical reports and bills as these help you prove your medical expenses later.
8. However, you should not apologize for anything at the scene. For example, if you say, "I'm so sorry I ran that red light! Is everyone okay?" you may be admitting legal liability for what happened. Immediately after an accident, it might not be clear who was at fault or more at fault. Therefore, try not to admit guilt unintentionally or unnecessarily.