
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-TRANS 001
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department TRANSPORTATION SECTION
Policy Title: POLICY ON CLEANING AND MAINTAINING OF HOSPITAL VEHICLE		Page No. 1 of 2
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OBJECTIVES: This policy aims to regularly implement cleaning and maintaining of hospital vehicles.



COVERAGE: This policy covers all drivers.

RESPONSIBILITIES:

- I. It shall be the responsibility of the drivers to regularly endorse to the next driver on duty.
- II. It shall be the responsibility of the drivers to maintain the cleanliness of the vehicle and to check the vehicles mechanical system.
- III. It shall be the responsibility of the drivers to report to their supervisor any damages or any technical problems encountered during their tour of duty. Likewise, a report shall also be logged at the Civilian Watch Unit's (CWU) recording book.
- IV. The Driver on duty shall make sure that the vehicle has more than enough gasoline for the required length of trip; otherwise, he shall secure cash from the cashier on duty and return the official receipt for the procured gasoline to the cashier together with the trip ticket for documentation and replenishment purposes.
- V. It shall be the responsibility of the driver supervisor to check activities of the drivers and to coordinate the same to the Chief of the Administrative Office.

PROCEDURE:

- I. The driver on duty shall endorse to the next duty to include trip tickets supporting the trips conducted as recorded in the logbook.
- II. The outgoing driver shall clear and check the vehicle before endorsement.
- III. The incoming driver shall see to it that cleaning and checking were accomplished and shall confirm by signing his name in the logbook.
- IV. The driver shall come up with a schedule for vehicle maintenance services **(Tune up, change oil and others) every six (6) months**. Schedule **MUST** be submitted by the Section Head countersigned by the Division

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- V. Head to the business unit for prioritization of cash when available. Final approval by the Hospital Director must be secured to effect above mentioned procedures. Any request outside of this schedule shall be “emergency “and shall require justification prior to approval by Hospital Director. A feed backing sheet for every trip shall be accomplished by the patient or relative.
- VI. Endorsement logbook and feed backing sheet shall serve as the monitoring tools. It shall be the responsibility of the Driver on duty to have the feedback sheet accomplished by the passenger/patient or relatives.

Procedure for Use of Service Vehicle

1. Any OSPAR personnel desiring to use the service vehicle for official business shall have this trip approved by the Hospital Administrator or the Hospital Director prior to issuance of a Trip Ticket. In the absence of the latter, the Supervising Administrative Officer shall sign the trip ticket. He / She shall secure approval and accomplish form at least a day prior to the said trip; this being not in conflict to a more emergent matter hours prior.
2. The Driver on duty shall accomplish the required Trip Ticket and make sure that all details be filled up prior to the conduction. The Supervising Administrative Officer shall sign the trip ticket in the absence of the Hospital Administrator.

Appendix:

Feed backing sheet

Implementation:

Implemented since 1979 up to present.

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed

July 2018

March 2011

June 2022