







QUALITY SYSTEM PROCEDURE

	Procedure Number OER-HO-ADM-QSP-009
Title: Pool Car Request Procedure	Page 1
 Prepared by: Admin Officer	Issue No: 001
 Checked by: HOD Supply Chan & Services	Date Issued October, 2021
 Approved by: GM BSG	
 Authorized by: COO, OER	

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- Admin Officer

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1. Purpose:

- 1.1. The purpose of this document is to set out the procedure and rules applicable for all requests for use of pool cars by OER staff.

2. Scope:

The scope covers the procedure and rules applicable for use of pool cars in OER

3. Reference:

Oando HCM Car Policy Procedure No OAN-HO-PS-CP-007 dated 1st January 2009; page 3

'Use of Company Pool Car Company pool cars are available to only employees who do not have assigned status or function cars. In all instances, such employees will be accorded top priority. Requests for pool cars must be channeled through the CHRO, CCSO or relevant Business Entity or Shared Services Head to the services department. In times of dispute, only the CCSO or the CHRO can grant a waiver and compelling business reasons must be presented for such a request to be approved.'

4. Definition:

- 4.1. AA - Admin Assistant
- 4.2. AO - Admin Officer
- 4.3. ASS - Admin/Services Supervisor
- 4.4. HOD - Head of Department

5. Responsibility:

Admin Officer

6. Procedure:

- 6.1. The staff requesting the pool car service fills out the Pool Car Request form on the Oando SharePoint; stating date, purpose and destination.
- 6.2. The Line manager of requestor approves
- 6.3. AO receives approved request, allocates driver as appropriate and submits to ASS for approval.

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6.4. Requestor fills out survey form after the trip to assess the driver, vehicle and service rendered.

When pool car is not available: -

6.5. AO notifies the requestor

6.6. Requestor can claim reimbursement for transportation cost for approved business trips by submitting an approved reimbursement form signed by Line manager or HOD plus receipt from car hire vendor

7. Rules:

7.1. The driver is only authorised to take requestor to destinations in the approved journey plan.

7.2. Requestor should discuss any change/amendment with AO or AA who will instruct the driver on the amendment.

7.3. AO reserves the right to seek security advice from Oando Control Room for trips as required.