

FUJIKURA FIBER OPTICS VIETNAM			
TRANSPORTATION ARRANGEMENT PROCESS			
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1. Purpose - This work instruction provides guideline for employee who need to use company cars.			
2. Application - This work instruction is applied to employee who need to use company cars.			
3. Reference document			
4. Content			
Employee	ADM	Driver	Description
Request to use company car for OT			Register via phone call, Webmaster, or car arrangement book
	Check the		
Rearrange the time or use taxi card issued by manager	Inform to the driver	To be prepared for the trip around the time requested	
To be informed car no. & driver's name and phone number			
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