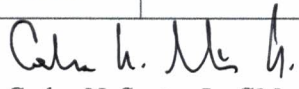
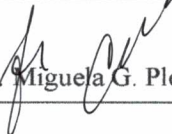
	<p align="center">Procedure 07</p> <p align="center"><u>TRANSPORTATION</u></p> <p align="center"><u>PROCEDURE</u></p>	<p>Date prepared : January 6, 2017 Date approved : January 10, 2017 Effectivity Date : January 11, 2017 Revision No. : 00 Revision Date : Control No. : PM07-01</p>
<p>Reviewed by: Engr. Carlos N. Santos Jr.-GM </p> <p>Approved by: Dir.  Miguel G. Pleyto-BOD Chairperson</p>		

1.0 OBJECTIVES

Institute guidelines to manage vehicle use in an efficient and effective manner, to encourage the safety of vehicles, drivers and passengers and to minimize physical damage and repair of the vehicle through regular preventive maintenance.

2.0 SCOPE

This procedure defines the responsibilities and the authorities for all service vehicles of SMWD including operations and maintenance.

3.0 REFERENCES

SMWD Office Memorandum No. 2005-12 – Utilization of Protective Helmets While Using Service Motorcycles
SMWD Office Memorandum No. 2011-14 – SOP on Usage and Maintenance of SMWD Service Vehicles
SMWD Office Memorandum No. 2011-16 – Use of 'Service Vehicle's Route and Mileage Report' Form
SMWD Office Memorandum No. 2012-001 – Rules and Regulation on Proper Office Attire
SMWD Office Memorandum No. 2012-014 – Amendments to Memorandum No. 2012-001(Rules and Regulations on Proper Office Attire)
SMWD Office Memorandum No. 2014-033 – Rules and Regulation on SMWD Service Vehicles
SMWD Office Memorandum No. 2014-038 – Groups and Corresponding Service Vehicles in Operations Dept.

4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (General Services Division), Administrative/General Services Officer A, Administrative Services Assistant B & Designated Drivers

5.0 PROCESS

A. Transport Operation Procedures

1. Designated Drivers are required to adhere to the following applicable dress code:
 - a. Shirts. SMWD uniform. If no uniform is provided (new or temporary drivers), any Polo, Polo shirt or T-shirts. No Sando.
 - b. Pants. Slacks or Maong pants. No shorts
 - c. Shoes. Closed-toe shoes or Sandal Shoes. Slippers not allowed
 - d. Helmet. Hard hat helmets or issued helmets
 - e. Vest. SMWD issued reflectorized vest.
 - f. Company ID



Procedure 07

TRANSPORTATION PROCEDURE

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Approved by: Dir. Miguela G. Pleyto-BOD Chairperson

2. Company IDs must always be worn and presented to the guard on duty when entering the Farmacia Emilia premises.
3. Designated drivers must secure service vehicle keys from the guard on duty.
4. Designated drivers shall clean the inside and outside of their assigned vehicles at the beginning of each day.
5. Before operating the vehicles, all designated drivers must first observe the motoring term '**BLOWBAG**'.
(B – Battery, L – Lubricant, O – Oil, W – Water, B – Brake, A – Air and G – Gas)
6. Check/Inspect the following:
 - a. ATF level on power steering pump, if applicable
 - b. Condition of fan belts (alternator, water pump, and compressor)
 - c. Tire pressure on all wheels including spare tire
 - d. Light bulbs for brake, turn, hazard, park and headlights
 - e. Any unusual or abnormal operation, noise, vibration
7. Designated drivers must complete a daily inspection of each assigned service vehicles duly confirmed by the Administrative Services Assistant prior to use as outlined in the "**Daily Operations Report/Vehicle checklist**" (See Appendix A). Drivers shall report if there are mechanical issues that prohibit the safe operation of the vehicle. If upon assessment and the problem may constitute hazard, the vehicle must be sent for repair.
8. Borrowing of service vehicle assigned to other personnel/group is **STRICTLY PROHIBITED**. However, this may be allowed during extreme cases where the designated service vehicle cannot be appropriately used for particular tasks such as hauling of materials and other relevant activities, subject to the approval of the GSD supervisor. The borrower of the service vehicle is required to secure **Service Vehicle Gate Pass** (see Appendix B) from the Administrative Services Assistant of the General Services.
 - a. The borrower must provide all the required information to the Administrative Services Assistant as follows:
 - i. Borrower's Name and Signature
 - ii. Service Vehicle's description and Plate No.
 - iii. Date the vehicle will be used
 - iv. Reason (specific) of borrowing
 - v. Period the unit shall be borrowed
 - b. Write the SV Gate Pass Number in the list for record purposes
 - c. Service Gate Pass must be signed by the designated driver or the accountable personnel as proof that he permits the borrowing.
9. Designated drivers must carry their license at all times when operating their respective service vehicles. They must also report to GSD the expiration or cancellation of their driver's license.
10. Designated drivers shall fuel their assigned service vehicles as needed or required. A Fleet Card must be secured from the Administrative Services Assistant of General Services Division at the start of their duty/shift and fuel at any Petron Gas Station



Procedure 07

TRANSPORTATION PROCEDURE

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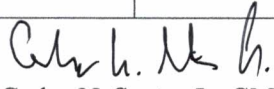
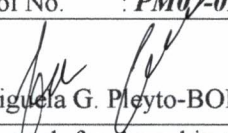
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11. Before checking out, fill out the ***Service Vehicle's Route and Mileage Report*** (see Appendix C).
12. Upon arrival to the Gas station, give the Fleet Card to the Gas Pump Attendant for checking of Balance Inquiry, fuel and issuance of Sales Slip.
13. Sign the sales slip after fuelling and return the Fleet Card together with the Sales slip to the Administration Services Assistant for recording purposes.
14. If in case the Fleet Card cannot be use, the designated driver may secure a temporary Purchase Order from GSD.
15. Observe speed limit. 80 kph for all 4-wheeled vehicles and 70 kph for 2 or 3-wheeled vehicles.
16. Observe Traffic Rules & Regulations.
17. Upon checking in, all designated drivers must park the SMWD service vehicles at the assigned parking spaces in Farmacia Emilia after performance of official duties while the employees with personal vehicles may park only in the specific area identified for that purpose.
18. All service vehicle keys must always be surrendered to the guard on duty at Farmacia Emilia after parking. These must be safely placed and kept by the guard on duty at the keybox and properly recorded in the logbook. Keys should never be left unattended.

B. Transport Maintenance Procedures

Vehicles are scheduled for preventive maintenance based on recorded mileage. Service is scheduled at 5,000 kms for 4-wheeled and 1,500 kms for 2 and 3-wheeled vehicles.

1. Designated driver and GSD personnel should monitor the schedule for change oil (PMS) of the service vehicle.
2. Upon determining the schedule for change oil (PMS), the designated driver shall be informed. The Administrative Services Assistant/Designated driver shall send the service vehicle to the accredited service & repair shop and ask for the quotation/estimated amount of preventive maintenance or repair.
3. The Administrative Services Assistant shall prepare a ***Work Request*** (see Appendix D) for the requested maintenance or repair to be authorized and signed by the General Services Officer.
4. Record to Outgoing Document Logbook the Work Request Number and forward the document to Finance Division for checking the availability of Budget & Procurement Section for signatures of the BAC Members and approval of the General Manager.
5. Upon completion of the maintenance, the designated driver of the service vehicle, together with Administrative Services Assistant shall inspect and release the service vehicle from the accredited service & repair shop.
6. A billing statement shall be given to the designated driver/Administrative Services Assistant for the preparation of a **Work Order** (Appendix E).
7. The Procurement Assistant shall prepare the Work Order.
8. The Work Order with attachment of Work Request, quotation, billing statement and receipt should be signed by the Procurement Assistant who prepared the work order, by the Finance Division Manager, the End User/Implementing Unit and the General Manager and forward to the General Services Division.

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<div style="display: flex; justify-content: space-between;"> <div>  Reviewed by: Engr. Carlos N. Santos Jr.-GM </div> <div>  Approved by: Dir. Miguela G. Pleyto-BOD Chairperson </div> </div>		

9. The Administrative Services Assistant shall record the completed work for the subject vehicle on the designated logbook and Property Card for Service Vehicle (computerized) for future reference. Record must contain the complete details of the job and amount paid with its corresponding Sales Invoice Number.
10. Administrative Services Assistant will send the Work Order to the accredited service repair shop to sign the "Conforme" portion.
11. The Administrative Services Assistant shall issue Certificate of Completion for the repaired service vehicle to be signed by the Administrative Assistant and certified by the GS Officer and noted by the General Manager.
12. The approved Work Order, complete with attachments, shall be forwarded to the Finance Division for preparation of Budget Utilization Slip (BUS), Disbursement Voucher (DV) and cheque.
13. Spare part/s of the service vehicle replaced during the repair shall be surrendered to the GSD personnel and a Return Material Slip (RMS) shall be issued declaring that the replaced items are due for disposal (waste/junk).

6.0 RECORDS

- 6.1. Daily Operations Report/Vehicle Checklist
- 6.2 Service Vehicle Gate Pass
- 6.3 Service Vehicle's Route and Mileage Report
- 6.4 Work Request
- 6.5 Work Order
- 6.6. Certificate of Completion