



Bureau of Corrections

TRANSPORTATION SERVICES

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BUC-STO-PR-015

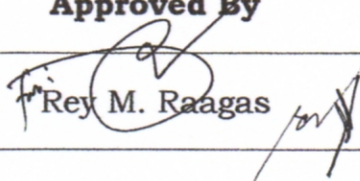
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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Rey M. Raagas

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1. PURPOSE

The purpose of this procedure is to enable the efficient utilization of BuCor vehicles for official and necessary travels in pursuant to its mandate and function including those in different Operating Prison and Penal Farm.

2. SCOPE

This procedure outlines the specific processes in utilization of vehicles from the initial request, vehicle and driver scheduling to post travel documentation.

3. DEFINITION OF TERMS & ACRONYMS

Trip Ticket	<ul style="list-style-type: none"> Document outlining the specifics of the official travel with information as to the requesting office/end-user, travel time, purpose and vehicle checklist.
Pre & Post Travel Checklist	<ul style="list-style-type: none"> Itemization of data from various instrumentation that details critical parameters of the vehicle that will determine its operating condition and road worthiness.

4. RESPONSIBILITIES

Chief, Transportation	<ul style="list-style-type: none"> Officer authorizing the use of BuCor vehicle for official travel.
Dispatcher	<ul style="list-style-type: none"> Responsible for determining vehicle and driver availability for any official travel request.
Official Driver	<ul style="list-style-type: none"> Responsible for the maintenance and proper use of BuCor vehicle while assigned for a specific authorized official travel.



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5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References/Forms
<p>START</p> <p>Request for Vehicle</p>	Concerned Office	<ul style="list-style-type: none"> Communicates intent to use BuCor Vehicle for official travel 	
<p>Checks Vehicle Availability</p>	Chief, Transportation	<ul style="list-style-type: none"> Schedules request based on available vehicles and Driver Processes re-scheduling of trips if no available vehicles 	<ul style="list-style-type: none"> Daily Trip Monitoring
<p>Prepares Trip Ticket</p>	Staff, Transportation	<ul style="list-style-type: none"> Prepares Trip Ticket to approved request Informs the assigned Driver of his scheduled trip 	<ul style="list-style-type: none"> Trip Ticket
<p>Pre-Trip</p>	Chief, Transportation Driver	<ul style="list-style-type: none"> Approves Trip Ticket Prepares Pre-Trip Checklist 	<ul style="list-style-type: none"> Trip Ticket
<p>Post Trip</p> <p>END</p>	Driver Chief, Transportation	<ul style="list-style-type: none"> Accomplish Post Trip Checklist Prepares Summary of Official Travel & Fuel Consumption 	<ul style="list-style-type: none"> Trip Ticket Monthly Report of Official Travel Monthly Report of Fuel Consumption

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6. GUIDELINES

6.1 Requesting Officer communicates the request to the Transportation Section.

6.1.1 The following information should be relayed by the Requesting Office during the request:

- Date/s of trip
- Name of Passenger/s
- Time of Departure
- Pick-up Point
- Vehicle Type/Plate No.
- Destination/s (Specific/Exact address/es)
- Purpose of the trip

6.2 The Chief, Transportation Unit checks the request against vehicle monitoring sheet and verifies availability of the requested vehicle.

6.2.1 At no instance should a request for official transportation be denied by the Transportation Unit, provided that there is an available BuCor vehicle and on-duty at the Transformation Office. The sourcing of alternatives, either in vehicle type or schedule adjustment, to best accommodate the request shall be the responsibility of the Transportation Office.

6.2.2 If the requested vehicle is unavailable, the Requesting Officer is informed of the unavailability and offered with an alternative.

6.3 Upon agreement on the schedule and transportation arrangements, the Staff, Transportation office prepares the Trip Ticket.


6.4 The Staff, Transportation office informs the assigned Driver of the schedule and trip details.

6.5 The Driver prepares the assigned vehicle based on the designated schedule.

6.6 The Driver picks up the Passengers at the designated Pick-up Point.

6.7 The Driver transports the Passengers to the requested Destination/s.

6.8 After the trip has been concluded, the Passenger/s sign the Trip Ticket and the passenger rates the driver's performance by filling-up the Job Request Form.

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- 6.9 The Driver returns the BuCor vehicle to the Motor pool and submits the Trip Ticket and job request form to the Staff, Transportation Office.