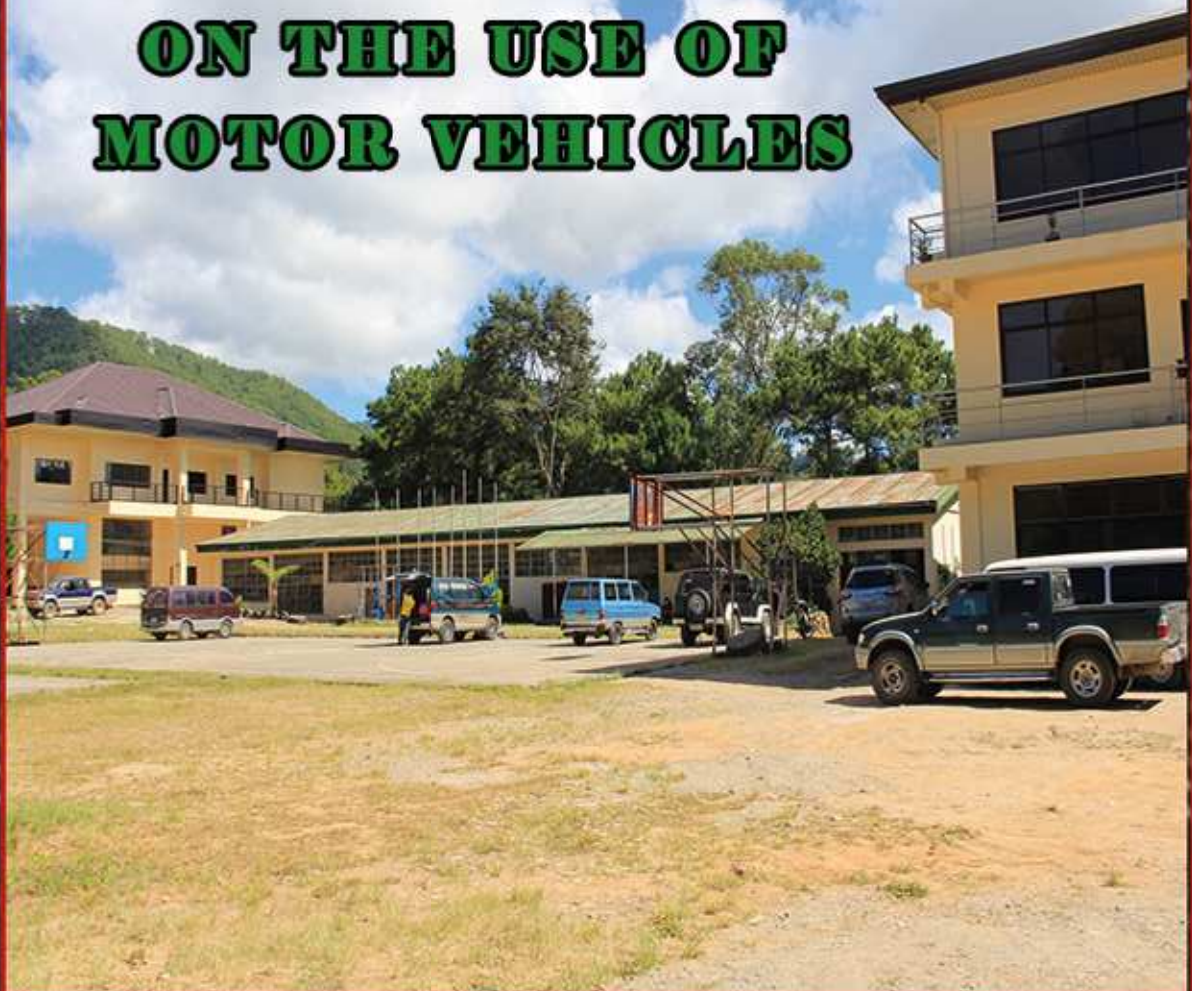




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

POLICY GUIDELINES ON THE USE OF MOTOR VEHICLES



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TABLE OF CONTENTS

SECTION 1. Scope of Policy	3
SECTION 2. Definition	3
SECTION 3. Vehicle Identification	3
SECTION 4. Use of Government Vehicle	4
SECTION 5. Driver's Responsibility	5
SECTION 6. Vehicle Expenses	5
A. Rates for Use.	
B. Fuel Expenses.	
C. Maintenance and Repair	
SECTION 7. Campus or Center Vehicle Use	6
SECTION 8. Vehicle Check-out.....	6
A. Vehicle Request Form	
B. Check-out & Check-in of Vehicles	
C. Vehicle Assignments	
D. Confirmation	
SECTION 9. Occupancy of Vehicles	7
A. Authorized Use	
B. Unauthorized Use	
C. Special Need	
D. Emergency Aid	
E. Use by Mechanics	
SECTION 10. Intoxicating Liquor, Drugs, and Tobacco Products ..	7
A. Use of Liquor, Drugs and Tobacco Products Prohibited	
B. Penalty for Traffic Citation	
SECTION 11. Care of Vehicles – Accidents – Liability	8
A. Care of Vehicle	
B. Leaving the Vehicle	
C. Liability for Loss or Damage	
D. Penalty for Negligence	
E. Accidents	
SECTION 12. Mechanical or Operational Failure	9

SECTION 13. Vehicle Return	9
A. Immediate Return Required	
B. Return during Business Hours	
C. Return after Business Hours	
SECTION 14. Diesel and Other Related Purchases.....	10
A. Gas Slip Issuance	
B. Purchases incurred during official travel	
SECTION 15. Insurance.....	10
SECTION 16. Use of Personal Vehicles for Official Use	10
SECTION 17. Administration Policy	11
SECTION 18. Amendments of Policy	11
SECTION 19. Repealing Clause	11
SECTION 20. Separability Clause.....	11
SECTION 21. Effectivity	11

SECTION 1. Scope of Policy

Scope

The Mountain Province State Polytechnic College policy on the use of motor vehicle governs the use and maintenance of all MPSPC vehicles by all public officers and employees of MPSPC, its satellite campus and off-campus Centers. This policy is continuing in nature and shall apply to each and every motor vehicle owned by the College and every employee of the college, shall strictly follow the policy herein stated. The wilful failure of any such employee to adhere to the policy herein stated or knowing participation in any use of a motor vehicle contrary to the policy herein stated, shall be deemed insubordination subjecting such employee to sanctions, including but not limited to, loss of motor vehicle driving privileges and disciplinary action.

SECTION 2. Definitions

As used in this policy, the following definitions apply:

- A. *Authorized driver* – means a MPSPC public officer or employee who holds a current, valid driver's license and part of his/her regular work task in the college is to drive college vehicles.
- B. *Authorized passenger* - means a public officer or employee of MPSPC or any other person accompanying a public officer or employee of MPSPC in a college vehicle in furtherance of official MPSPC business, not to include children.
- C. *Designee* - means the [Vice Presidents, Deans, Department head, etc.
- D. *Employee* - means any person who is in the employee of MPSPC and whose salary is paid either completely or partially from the college fund. This does not include student assistants and OJT students.
- E. *Governing board* - means the BOARD OF TRUSTEES of Mountain Province State Polytechnic College.

SECTION 3. Vehicle Identification

1. The MPSPC logo shall be printed on all MPSPC motor vehicles. The College President may exempt the requirement to use the logo on specific vehicles where there is a demonstrated operational need for confidentiality.
2. The drivers' side and Passengers' side front doors of the vehicle will be marked with the College Logo and be printed with "for official use only".
3. No private stickers, commercial logos or other advertising material are to be displayed on MPSPC owned motor vehicles.

4. For purposes of uniformity and easy identification of college vehicle, all college vehicles shall be painted with white color.

SECTION 4. Use of Government Vehicle

MPSPC owned motor vehicles are to be used only if it is essential to the effective delivery of government services and in accordance with the following principles:

1. MPSPC owned motor vehicles are purchased on the basis of the demonstrated need for the use of that vehicle to pursue normal day-to-day government transactions.
2. MPSPC owned motor vehicles are to be pooled by agency location or operation and are to be available for official use in circumstances approved by the College President or its duly authorized designee.
3. MPSPC owned motor vehicles are not to be used for private purposes. It would, however, be acceptable for an exemption to this principle to occur in emergency circumstances where the health or safety of an employee is concerned.
4. In cases where approval for garaging of official vehicles at private residences has been given, journeys to and from work which include short detours where considered reasonable, may be allowed subject to the approval of the College President.
5. Except as provided in this policy, MPSPC owned motor vehicles are to be garaged at official premises.
6. Approval for the garaging of MPSPC owned motor vehicles at private residences is not to be given unless:
 - a. Improved operational effectiveness for the agency can be demonstrated; or
 - b. Suitable garaging facilities are not available at official premises.
7. MPSPC vehicles are to be operated in accordance with the college policy and in compliance with applicable government laws and regulations.
8. Unauthorized persons, including hitchhikers, may not be transported.
9. The control and scheduling authority must consider availability of vehicles and intended use, including maximizing passenger load.

10. Use of MPSPC vehicle such as visiting sick co-employee, attending funeral and other related activities may be allowed subject to the approval of the College President. Fuel consumption will be shouldered by the requisitioning unit or employee. The vehicle must still be driven by the college authorized driver.

SECTION 5. Driver's Responsibility

1. You must obey all motor vehicle traffic laws of the government and local jurisdiction, except when the duties of your position require otherwise. You are personally responsible if you violate government or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing your official duties, but which was not required as part of your official duties, payment is your personal responsibility.

2. You must pay parking fees while operating a motor vehicle owned by the college. However, you can expect to be reimbursed for parking fees incurred while performing official duties. If you are fined for a parking violation while operating a motor vehicle owned by the Government, you are responsible for paying the fine and will not be reimbursed

3. No person shall release a government vehicle to a driver who does not have a valid driver's license.

4. It is the drivers' responsibility to fill up all the needed information on the drivers' trip ticket and gas slip and process its approval before the key of the vehicle will be released at the SPMO.

5. Continued eligibility to drive college motor vehicles depends on a safe driving record.

SECTION 6. Vehicle Expenses

A. *Rates for Use.* The following rates will be the basis for computation of how much diesel is requested in every approved travel.

1. For use of VAN , the rate is 7 kilometers per liter of diesel;
2. For use of a SUV, the rate is 6 kilometers per liter of diesel; and,
3. For use of canter, the rate is 5 kilometers per liter

B. *Fuel Expenses.*

1. Each College vehicle will have an exclusive GAS SLIP assigned to it for refuelling purposes. GAS SLIP may be obtained by contacting the Office of the College President. All fuel expense during official travels will be charged to the account of the college.

C. *Maintenance and Repair.*

1. Maintenance and minor repairs of all MPSPC vehicles will be done by the authorized college mechanic with the help of the drivers.
2. Minors repairs which cannot be done by the college authorized drivers will be brought to Tadian campus where our automotive department can do the repair.
3. Major repairs will follow the usual government procurement procedure on repairs of vehicle.

SECTION 7. Campus or Center's Use of Vehicle

A. *Responsibilities.* In cases where a campus or Center demonstrates the need to have MPSPC vehicle assigned to it, the campus or Center must comply with the following items:

1. The head of the department will be responsible for ensuring the compliance of all the provisions in this policy.
2. Vehicles are to be used only in the furtherance of college official business. Vehicles are not to be used for personal errands, nor should they ever be taken home unless with written authorization from the College President.

SECTION 8. Vehicle Check-Out

A. *Vehicle Request Form.*

1. A public officer or employee of MPSPC may request to use MPSPC vehicle when travelling on official business by completing a vehicle request form available at the Supply and Property Management Office.
2. The main requirement for the request of vehicle is the approved activity design.
3. The vehicle request form must be approved by the College President or its duly authorized representative. Upon approval of the request, the public officer or employee will coordinate with the authorized driver to prepare for the trip ticket and gas slip.
4. Approved trip tickets will now be used to claim for the key of the requested vehicle at the SPMO.

B. *Check-out & Check-in of vehicles*

1. MPSPC vehicles must be picked up and returned at the time stipulated on the trip ticket and vehicle request forms.

2. In cases that the vehicle cannot be picked up or return at the scheduled time stipulated in the trip ticket, it is the responsibility of the authorized driver or passenger to inform the supply office thru phone call or text message.

C. *Vehicle Assignments.* The SPMO assigns vehicles. SPMO personnel will not assign MPSPC vehicle without an approved travel request. Requests for specific vehicles will not be honored.

D. *Confirmation.* Advance reservations are encouraged and should be confirmed two days before the actual travel in order to ensure vehicle availability.

SECTION 9. Occupancy of Vehicles

A. *Authorized Use.* MPSPC vehicles may be occupied only by authorized drivers and authorized passengers. Public officers and employees of MPSPC are authorized to use MPSPC vehicles only in the furtherance of official business.

B. *Unauthorized Use.* A public officer or employee who permits MPSPC vehicle to be driven by an unauthorized driver or who transports or permits the transportation of an unauthorized passenger shall have his or her vehicle driving privileges suspended or revoked and may be held personally liable to the extent permitted by law for any liability for any personal injury, death or property damage arising out of the unauthorized use or occupancy of the MPSPC vehicle.

C. *Special Need.* In cases of special need, the College President or its designee may authorize a person who is not qualified as an authorized driver to drive or occupy MPSPC vehicle. The authorization must be in writing and must be obtained before such person drives or occupies a MPSPC vehicle.

D. *Emergency Aid.* Nothing in this section shall be construed to prohibit the use or occupancy of MPSPC vehicle to render emergency aid or assistance to any person.

E. *Use by Mechanics.* Nothing in this section shall be construed to prohibit the use or occupancy of MPSPC vehicles by private sector automobile mechanics or other maintenance or repair personnel during the course of performing required maintenance or repairs.

SECTION 10. Intoxicating Liquor, Drugs, and Tobacco Products

A. *Use of Liquor, Drugs and Tobacco Products Prohibited.* A public officer or employee of MPSPC may not drive a MPSPC vehicle while

under the influence of intoxicating liquor or illegal drugs nor may he/she smoke any tobacco products or chew “momma” while in the vehicle.

B. *Penalty for Traffic Citation.* A public officer or employee of MPSPC who receives a traffic citation for driving a MPSPC vehicle while under the influence of intoxicating liquor or drugs will have his or her MPSPC vehicle driving privileges suspended or revoked by the College President. Any passengers who are authorized drivers may also have their vehicle driving privileges suspended or revoked for allowing a driver under the influence of intoxicating liquor or drugs to drive a college vehicle.

SECTION 11. Care of Vehicles – Accidents - Liability

A. *Care of Vehicle.* Prior to using a MPSPC vehicle, the authorized driver shall determine that all tires are inflated properly and are not excessively worn out and that the brakes, lights, windshields wipers, seat belts and steering are functioning properly. If unsafe conditions are noted, the driver must do the necessary repair before the vehicle is allowed to travel.

B. *Leaving the Vehicle.* A public officer or employee of MPSPC will turn off the ignition, close all windows, and lock the doors and trunk of a MPSPC vehicle whenever the vehicle is left unattended. Vehicles should be cleaned of items not belonging in the vehicle (trash, personal items, etc.).

C. *Liability for Loss or Damage.* A public officer or employee of MPSPC will not abuse or misuse MPSPC vehicle. A public officer or employee of MPSPC may be assessed for the loss or damage of MPSPC vehicle if the loss or damage was caused by:

1. Driving while under the influence of intoxicating liquor or drugs;
2. Reckless driving.
3. Not currently licensed to operate a vehicle of that classification;
or
4. Driving without proper authority.

D. *Penalty for Negligence.* The Driving privileges of a public officer or employee of MPSPC may be suspended or revoked by the College President if a MPSPC vehicle is damaged or destroyed due to the negligence of the MPSPC officer or employee. Other disciplinary action may be taken at the discretion of the College President.

E. *Accidents.* In case an accident occurs while operating a MPSPC vehicle, the employee shall conform to the laws of the government. A complete report of the accident must be filed with the assigning office as soon

as possible. Failure to comply with this subsection may result in suspension or revocation of the MPSPC vehicle driving privileges of all authorized drivers.

SECTION 12. Mechanical or Operational Failure

A. *Mechanical or Operational Deficiencies.* Mechanical or operational deficiencies that occur while a MPSPC vehicle is being used for official business will be corrected in accordance with this section. In no case will an officer or employee of MPSPC continue to operate a MPSPC vehicle if continued operation could endanger any person or property.

1. *Minor Repairs.* Minor necessary repairs, including spare parts needed, during official travel can be done and purchased respectively. Expenses can be included in the claims of the authorized driver or passenger.

2. *Major Repairs.* In case of major repairs, it is the responsibility of the authorized driver to look for the nearest possible place for the vehicle to be stored for safekeeping and notify the College President and report the damage of the vehicle. Usual government procurement procedure will be applied for the repair of the vehicle.

SECTION 13. Vehicle Return

A. *Immediate Return Required.* Immediately upon completion of a trip, the authorized driver must return the MPSPC vehicle.

B. *Return During Business Hours.* Whenever a MPSPC vehicle is returned during regular business hours, the MPSPC officer or employee shall report vehicle defects to the Supply and Property Management Office.

C. *Return After Business Hours.* When it is necessary for an officer or employee of MPSPC to return MPSPC vehicle before or after normal working hours, the officer or employee will:

1. Park the MPSPC vehicle in the designated parking lot;
2. Close all windows and lock the MPSPC vehicle;
3. Note any mechanical or operational deficiencies or needed adjustments;
4. Record the odometer reading and the time of the turn in on the security guard logbook; and
5. Deposit the key to the security guard on duty and instruct them to turn over the key to the supply office first hour of the next business hour.

SECTION 14. Diesel and Other Related Purchases

A. *Gas Slip Issuance.* The Office of the College President may issue a MPSPC Gas Slip to an authorized driver upon approval of a driver's trip ticket.

B. *Purchases incurred during official travel.* Additional cost of diesel, oil, minor repairs and other related expenditures will be reimbursed to the authorized driver or passenger by MPSPC as long as corresponding receipts and waste materials for spare parts are presented.

SECTION 15. Insurance

1. Automobile insurance on all MPSPC owned vehicles shall be purchased by MPSPC. It is the responsibility of the College President to allocate budget on the college fund for the insurances of motor vehicles and to ensure adherence to all sections of the policy.

2. The government's insurance policy does not protect the driver against claims for injury to persons or damage to property if the driver operates the vehicle while:

1. Driving under the influence of intoxicating liquor or drugs;
2. Not currently licensed to operate a vehicle of that classification;
3. Driving without proper authority.

Under these circumstances all claims for vehicle and property damage together with injury to persons may have to be met by the driver.

SECTION 16. Use of Personal Vehicle for Official Business

The College President may authorize a public officer or employee of MPSPC to use a personal or other private vehicle for official business if there is no available college vehicle to use in the conduct of official college business with the following condition.

1. An employee has demonstrated business need to use his or her vehicle for official purposes and/or improved operational effectiveness for the agency can be demonstrated;

2. An employee has a disability that makes public transport impractical;

3. Where public transport is not reasonably available to an employee required to work beyond his or her normal hours of duty;

4. Where an employee is required to regularly work extended hours of duty to effectively perform his or her official role;

5. Where an employee would otherwise be subject to the risk of violence travelling to and from work.

Kilometers accrued in the use of a private vehicle shall be paid by the college in accordance with the rate of use discussed in this policy.

SECTION 17. Administration Policy

This policy shall be administered by the College Administration acting through the President of the College or its duly authorized representative.

SECTION 18. Amendment Clause

The College administration reserves the right to amend this policy at any time and any such amendment shall be effective from its adoption by the Administrative Council and shall be read with and be made a part of the policy herein stated.

SECTION 19. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this policy guideline is hereby repealed, modified or amended accordingly.

SECTION 20. Separability Clause

If there are any provisions in this policy guideline, or application of such provisions to any circumstance, is found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 21. Effectivity Clause

The POLICY GUIDELINE ON THE USE OF MOTOR VEHICLE shall become effective upon approval of the Board of Trustees of the College.