



GUIDELINES FOR THE USE OF NM MOTOR VEHICLES

1. Driver Safety Rules

- Must have a valid and professional current Driver's license to operate motor vehicles.
- Promptly report on and off duty traffic citations.
- Accidents, regardless of severity, must be reported to the police and to the Supervisor.
- Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).
- Accidents involving employee's personal injury must be reported to Human Resource Division for the Employee's Compensation purposes.
- Notify immediately the supervisor when driver's license is revoked or suspended and immediately discontinue operation of the agency vehicle.
- Be a safe and defensive driver.
- Comply with all traffic laws and regulations.
- Use agency vehicles for authorized business uses only.
- Enforce use of seat belts for all vehicle occupants.
- Inspect vehicle each day before use to insure it is in safe operating condition.
- Report/repair vehicle defects before the vehicle is driven.
- Carry only authorized passengers.
- Inspect and secure loads to ensure they are not damaged or dropped off the vehicle during the trip.
- Ensure the security of the vehicle and its cargo from theft or vandalism.
- Carry proof of insurance and Certificate of Registration.
- Abstain from the use of alcohol or drugs (which could impair driving ability) during the course of the business.
- Cell phone use while driving should be kept to a minimum. Attending to calls or texting is prohibited. Pull off the road if need to conduct business over the phone.
- Shall not operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- No unauthorized personnel are allowed to ride in government vehicles.

2. Vehicle Maintenance

Proper maintenance of vehicle is basic element to ensure a safe, road worthy vehicle, and to preclude costly repair expenses and unexpected breakdowns. Hence, the OIC of the Transport Services Section shall ensure that proper maintenance is conducted observing the following:

- Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every day.
- Periodic oil changes and tire rotations.
- Tune-up, transmission service, cooling system service, brake service, AC service, etc.
- The vehicle must be cleaned (interior and exterior) regularly to help maintain its good appearance.
- All maintenance performed must be recorded in a logbook reserved for the purpose.

The OIC of the TSS shall report to the Head of the GASD any vehicle maintenance or repair undertaken or about to be conducted.

3. General Policy

- NM vehicles are to be driven by authorized employees only, or in case of repair testing, by a mechanic.
- Spouses and other family members (except if they are employees of the NM and are authorized passengers) or other non-employees, are not authorized to use or drive NM motor vehicles.
- Passengers are generally limited to those individuals who need to ride in the vehicle in relation to the conduct of official business of the agency.
- Exclusive use of motor vehicle shall be allowed to officials specifically authorized the use thereof under existing appropriations law or other special laws.
- No official or employee authorized to use any vehicle shall be allowed to use more than one vehicle.
- Use of motor vehicle shall only be authorized in relation to the activities of the agency which the Director IV or designated Assistant Directors may authorize. Notwithstanding the preceding, motor vehicles may be used in relation to disaster, calamity, and other emergency situation involving not only employees of the agency, but as well as its clients. In this case, the head of the General Administrative Services Division is authorized to

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approve the use of motor vehicles in the absence of the Director IV and the Assistant Directors.

- Motor vehicles shall be used exclusively and strictly for official business.
- Use of motor vehicle may be allowed in connection with civic and semi-official activities beneficial to the public interest such as conduct of drives for voluntary contributions for charitable purposes, attendance at public functions, and others of similar nature, in view of the officials' or employees' duties and responsibilities or role.
- Use of motor vehicles shall be properly controlled and regulated through the use of properly accomplished and duly approved Driver's Trip Ticket (Appendix A) which should be serially numbered, a summary of which shall be made at the end of the month in a Monthly Report of Official Travels, for audit purposes.
- Fuel purchased by the agency should not be issued to privately owned motor vehicles.
- Replenishment of Cash Advance used for the purchase of gas and oil shall be supported by properly accomplished Driver's Trip Tickets. In this case three (3) Trip Tickets shall be prepared.
- No official who has been granted transportation allowance shall be allowed to use motor vehicles.
- Officials, employees, including drivers are personally liable for the expenditures arising from the unauthorized or misuse of motor vehicles. This is in addition to administrative, criminal or civil prosecution as may be warranted.

4. Vehicle Identification and Parking

- All motor vehicles shall be plainly marked, "For Official Use Only" (3 inches), under which should be written the name "National Museum." The mark should appear on each side of the motor vehicle. When there is no sufficient space on each side, the same should appear at the back and on the front just below the windshield of the motor vehicles.
- Motor vehicles are required when not in use to be kept in garage provided therefor.

5. Records to Maintain and Reports to Submit

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- Maintain a logbook to record the time of arrival and departure of all motor vehicles. The OIC of the Transport Services Section shall maintain a logbook where the drivers shall indicate their time of arrival, departure, date of travel, passengers, Trip Ticket Number, and plate number of vehicle used.
- Maintain a logbook and record details of motor vehicles under repair either in private shops or in the Transport Services Section.
 - Monthly Report of Fuel Consumption shall be submitted to the Auditor for verification purposes to determine the reasonableness of fuel consumed during the period. In determination of the quantity of gas required for each motor vehicle for each trip, all personnel shall be guided by the average minimum and maximum gasoline and oil consumption of the different types of motor vehicles. An allowance of 10% may be tolerated.

- Driver's Trip Tickets

Prior to undertaking a trip, authority to use motor vehicles shall first be secured from the head of the agency or from concerned Assistant Director who are authorized to approve a driver's Trip Tickets. The tickets should be prepared in two copies; one for the COA Auditor (thru Chief Accountant) and the other one is for file. In case a cash advance is used to purchase gas and oil, three (3) Trip Tickets shall be prepared. The third copy shall be for the disbursing officer. Requesting user of motor vehicles shall properly accomplish the "A" portion of the Driver's Trip Ticket, particularly item nos. 3, 4, and 5. Once approved, the Driver's Trip Ticket shall be given to the assigned driver who shall accomplish the "B" portion thereof. All passengers must sign the Driver's Trip Ticket which will be submitted by the driver concerned to the OIC of the Transport Service Section together with his/her Monthly Report of Official Travel. These documents shall be submitted monthly by the OIC of the said section to the head of the General Administrative Services Division who shall submit it to the Accounting Section which shall forward the same to the COA.

- Monthly Report of Official Travel

At the end of the month, a Monthly Report of Official Travels shall be prepared by the driver concerned summarizing in chronological order his trips for the month. For each vehicle, one report shall be prepared and

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approved by the Administrative Officer. It shall be prepared in Triplicate which shall be distributed as follows:

- Original Auditor (thru Chief Accountant)
- Duplicate Administrative Officer
- Triplicate File (Transport Services Section)

- Report of Fuel Consumption

Monthly, the report shall be prepared showing among others, the different types of motor vehicles utilized by the agency during the month, total distance traveled, total fuel used and the normal fuel consumption for each vehicle. The report shall be prepared in triplicate which shall be distributed to the following:

- Original - COA Regional Director
- Duplicate - COA Field Auditor
- Triplicate - Agency File

6. Request to Use Motor Vehicles

Personnel who intends to use NM motor vehicles shall coordinate with the Officer-in-Charge of the Transport Services Section at least two (2) days prior to the scheduled date of travel/use thereof, except in case of emergency and urgent cases. A policy of first-come-first-serve basis shall be observed (see item 12 hereof for the procedure to observe). Vehicle reservations shall be logged in a whiteboard to be placed in the office of GASD.

7. Check-Out Procedure

- Authorized driver, assisted by mechanic, shall conduct the necessary inspection of the reserved vehicle to ensure that it is in a safe operating condition.
- Upon leaving the motor pool, driver should present his duly approved Driver's Trip Ticket to the security guard who will record in his logbook all the necessary information written on the said ticket. Further, the security guard shall place his initial in the portion of the Driver's Trip Ticket where the beginning odometer reading is written. One copy of the Driver's Trip Ticket should be left with the security guard who shall return the same to the driver during check in of the motor vehicle.
- Driver proceed to the designated assembly area.

8. Check-In Procedure

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- Upon returning the vehicle to the motor pool, the driver shall record the ending mileage on the Driver's Trip Ticket. If the odometer fails, estimated mileage must be recorded.
- Security on duty shall place his initial near the portion where the ending odometer reading is written. Likewise, security guard shall write his name and signature at the bottom of the Driver's Trip Ticket.
- Driver submit one copy of his properly filled out Driver's Trip Ticket to the OIC of the Transport Services Section (TSS).
- Driver should clean the vehicle after parking it at the garage.
- If there is any, driver shall disclose any mechanical or body damage to the OIC of the TSS.
- Surrender vehicle key to the security on duty.

9. Breakdown/Emergency Repair

What to do when you have a mechanical breakdown or need emergency repair while operating NM motor vehicle:

- Call the OIC of the Transport Services Section and provide him with the description of the nature of the emergency and the location. The OIC will give you directions on what is to be done.
- Depending on your location, you may use the cash advance granted to your passenger for the purpose to pay for repairs or towing.

10. Repair

Unless the chief mechanic or the head of the Transport Services Section certifies that the required skill necessary to undertake the repair is beyond the capability of existing personnel, major and minor repair shall be done by NM mechanics.

11. Supervision of Transport Services Section

The designated Officer-in-Charge or head of the Transport Services Section shall have the following duties and responsibilities (adopted from Memorandum Circular No. 1, series of 2001):

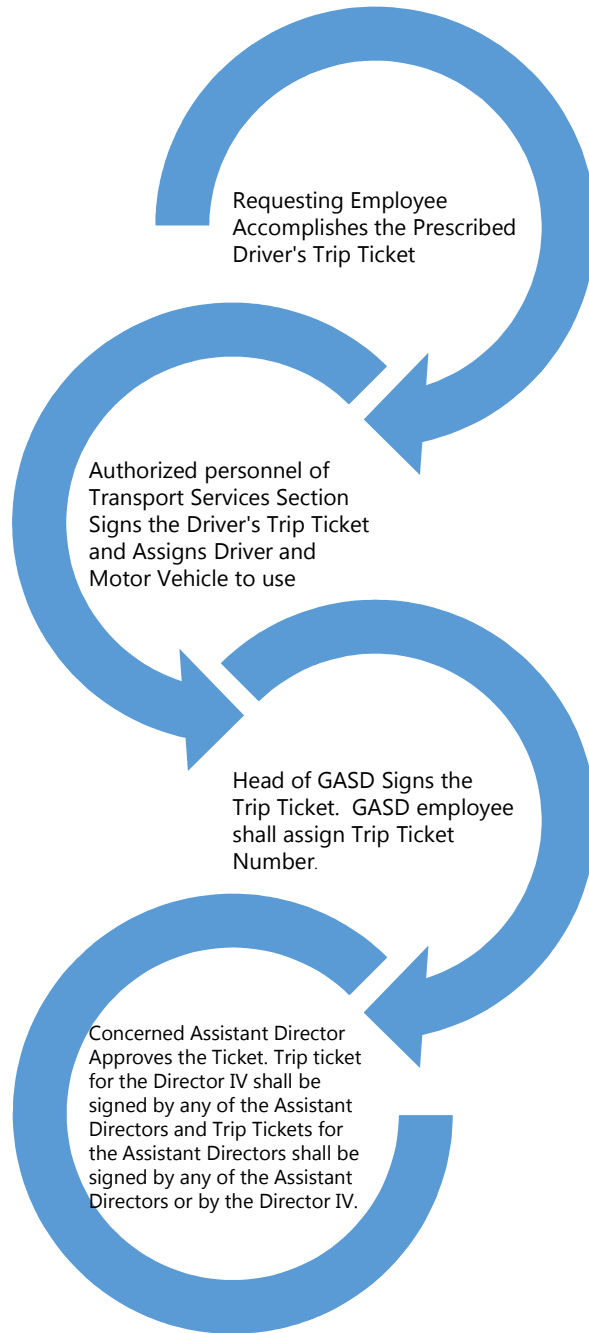
- Attend to the need for vehicles of all National Museum officials and employees;
- Maintain the roadworthiness of all National Museum vehicles;
- Prepare and cause the preparation of all requests for repair, spare parts and other needs of the vehicles for their maintenance and roadworthiness;

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- Sign all trip tickets prior to the signing and approval of proper authorities;
- Assign driver(s) in any official trip as contained in the duly accomplished Driver's Trip Ticket;
- Assign additional duties and responsibilities to the drivers and other personnel under his/her supervision relative but not limited to the care and maintenance of the vehicles and the entire unit;
- Examine and evaluate all trip tickets and the entries therein before and after the use of all vehicles to ensure regularity and report to the officials concerned any irregularity or concern to regulate their proper utilization;
- Inspect all vehicles before and after use to determine any defect and/or damage and indicate the same on the trip ticket. He/she shall also report to the management any damage/defect incurred by the vehicle after its use;
- Formulate safety standards relative to the use of the National Museum vehicles and recommend policy measures for the orderly maintenance of the entire unit and upkeep of its premises; and
- Coordinate with the Security Committee and supervise janitorial personnel in relation to the security and cleanliness of the facility, respectively.
- Attend to the registration of all vehicles and coordinate with the Property Management Section for the processing of its insurance with the GSIS;

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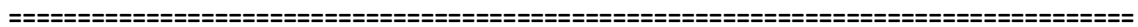
12. Use of Motor Vehicles



13. Drivers and Vehicle

The following NM motor vehicles are to be operated and maintained by authorized drivers and mechanics:

VEHICLE	PLATE NUMBER	AUTHORIZED PERMANENT DRIVER	AUTHORIZED ALTERNATE DRIVER	USES
Nissan Pathfinder	SDJ-676	Personnel who are duly authorized to drive NM motor vehicle		Central Office
Toyota Tamaraw	SEK-707	Personnel who are duly authorized to drive NM motor vehicle		Central Office
Toyota Tamaraw	SHL-798	Augusto Borlasa	Personnel who are duly authorized to drive NM motor vehicle	Central Office
Mitsubishi L300	SGS-338	Personnel who are duly authorized to drive NM motor vehicle		Central Office
Isuzu Crosswind	SHY-205	Agustin De la Cruz	Personnel who are duly authorized to drive NM motor vehicle	Central Office
Isuzu Crosswind	SHY-208	Ronelio Moreno	Personnel who are duly authorized to drive NM motor vehicle	Central Office – exclusive use for CPD
Toyota Grandia	SLG-492	Personnel who are		Central



		duly authorized to drive NM motor vehicle		Office
Toyota Hilux	SLG-502	Jonathan De Asis	Personnel who are duly authorized to drive NM motor vehicle	Central Office
Toyota Hilux	SLG-512	Mariano Arganda	Personnel who are duly authorized to drive NM motor vehicle	Central Office
Montero Sport	NI3383	Filomeno Franco	Personnel who are duly authorized to drive NM motor vehicle	Central Office- Director Labrador
Montero Sport	NI5075	Ruffy Flores	Personnel who are duly authorized to drive NM motor vehicle	Central Office- Director Barns
Mitsubishi Canter	NI7528	Personnel who are duly authorized to drive NM motor vehicle		Central Office
Mitsubishi Estrada	NH6227	Personnel who are duly authorized to drive NM motor vehicle		NM Batanes

For purposes of the above, all employees of the Transport Services Section are hereby authorized to drive NM motor vehicles subject to compliance with existing laws and regulations. Motor vehicles enumerated above are to be maintained by the assigned drivers and designated mechanics. Moreover, vehicle without permanent driver shall be maintained by designated mechanics. Regular maintenance shall be done daily and the same is the primary responsibility of the assigned drivers and mechanics who will be supervised by the

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OIC of the Transport Services Section or by the designated OIC in case the former is not available.

14. Overtime

Drivers of the directors are hereby authorized to render overtime services to be compensated through overtime pay or if no available funds for the purpose, the driver shall be compensated pursuant to the options provided under the agency's Policy on Overtime Services.

15. Amendatory Clause

Policies and guidelines which are inconsistent hereof is hereby amended and the provisions prescribed herein shall prevail in case of conflict with the former.

16. Effectivity

This Office Order takes effect immediately until revoked.

JEREMY BARNS, CESO III
Director IV

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