

POLICIES AND GUIDELINES ON AVAILING THE SERVICES OF THE
UST- SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE VEHICLES
EFFECTIVE SY 2013-2014

THE USE OF THE VEHICLE

The UST-SIMBAHAYAN Community Development Office vehicles are for the **OFFICIAL USE** of the community development activities of the University. As a matter of principle, its utilization will be given to **UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE BUDGETED ACTIVITIES** of STUDENT ORGANIZATIONS, STUDENT COUNCILS, COMMUNITY DEVELOPMENT COORDINATORS, and the UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE. The use of the vehicle by other offices and departments including community development activities of academic and alumni groups of the University will be on a case to case basis. The availability of the vehicle is one of the considerations.

BORROWING OF THE VEHICLE

STUDENT ORGANIZATIONS, STUDENT COUNCILS, COMMUNITY DEVELOPMENT COORDINATORS, and the UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE staff who will avail the services of the UST-SIMBAHAYAN Community Development Office vehicle should accomplish the **VEHICLE RESERVATION FORM** with the names of the passengers attached to the project proposal.

OTHER OFFICES AND DEPARTMENTS including academic and alumni groups should write a letter of request for the use of the vehicle and once approved should accomplish the **VEHICLE RESERVATION FORM** as per advice by the UST-SIMBAHAYAN Community Development Office. **FUEL EXPENSES** shall be charged to the office of the borrower.

UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

RESPONSIBILITIES OF THE BORROWER

1. **TOLL FEE**

2. The **PASSENGERS' ATTENDANCE FORM** noted by the accompanying **ADVISER/FACULTY MEMBER (for student organizations/councils)**, should be accomplished by the passengers before the end of the trip.

3. The **DRIVER'S EVALUATION FORM** should be accomplished by the accompanying **ADVISER/FACULTY MEMBER (for student organizations/councils)**, and randomly by some passengers after each trip.

3. **CLEANLINESS AND ORDERLINESS** of the vehicle should be maintained after each trip. The **STYRO-FREE** discipline is highly encouraged.

CANCELLATION OF TRIPS

1. **LETTER OF CANCELLATION OR CHANGE OF DATE** noted by the adviser, should be submitted to the UST-SIMBAHAYAN Community Development Office at least **2 days before the trip**.

2. If the requesting group failed to cancel the trip within the two day period, vehicle rental and driver's overtime pay will be charged to them. The budget for the vehicle for their next trip will be coursed through the UST Purchasing Office and will already be charged to the borrower.

cf: OVRRA/Vice Rector for Finance/CD Coordinators/Deans/Administrative Offices