

UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

Vehicle Reservation Form No.____

VEHICLE RESERVATION FORM

☐ Community Development-related Activity ☐ Non-Community Development Activity

Date: _____

Borrower (s): _____

Contact Person: _____ Contact Number: _____

Purpose/Title of the Activity: _____

Destination: _____

Date of Trip: _____ ETD/ETA: _____

Place of Pick-up: _____ No. of Passengers: _____ (Attach list of Passengers)

☐ Hi-Ace (WEH 235) ☐ Canter (XLW 494) ☐ Coaster (THQ846) ☐ Bus (NQC 746)

Driver Assigned: _____

☐ Vehicle Rental (*thru Purchasing Office*)

Noted by:

Approved by:

Adviser

(For Faculty/College-based University-wide
Student Organizations/Councils)

Department Head

(For Offices)

Director

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.
4. **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.