

## Implementing Guidelines on the Use of UPV Buses and Pooled Vehicles

1. The use of UPV buses and other pooled vehicles is for official purposes only. Its use for private social functions and other personal purposes is absolutely prohibited (Commission on Audit Circular No.75-6 dated 07 November 1975; Office of the President Administrative Order No. 239 dated 15 September 2008).
2. Only UPV constituents (including recognized/accredited student groups and UPV Alumni Association) may request and avail of transportation services. In the event of UP System activities and those involving other CUs, appropriate UPV offices shall endorse the request.
3. Prioritization shall be based on the following:
  - a. Emergency cases
  - b. First-request-first-served
  - c. Purpose and destination

Regular shuttle services and University functions shall be given utmost priority in the scheduling of the use of the vehicles.

4. The vehicles may only be used for land trips and within Panay Island.
5. To maintain the good condition of the bus and other pooled vehicles and for the safety of our drivers and passengers, itinerary involving areas deemed or classified as unsafe and/or uncomfortable/extreme difficulties in transport accessibility due to dangerous terrain shall be discouraged.
6. Any deviation from the approved itinerary is not allowed during the actual trip. Prior approval from the approving officer or authorized representative must be sought. In emergencies, the driver, after a thorough assessment and in consultation with the requestor/focal person, may decide to deviate from the approved itinerary and route if this poses danger to the passengers.
7. Overnight stay inside the vehicle is not allowed except for the driver who is responsible for the safety and maintenance of the vehicle.
8. Overloading is prohibited. The maximum carrying capacity of the UPV buses are the following:
  - a. Bus #1: 55 passengers
  - b. Bus #2: 55 passengers
  - c. Alumni Bus #1: 50 passengers
  - d. Alumni Bus #2: 45 passengers
9. Submission/filing of request using the prescribed form to the Campus Development and Maintenance Office should be at least **fourteen (14) calendar days before** the scheduled trip except for extremely emergency cases,
  - a. The count of calendar days shall commence from the date that the request was received by the CDMO.
  - b. Only requests that are officially endorsed/recommended by the concerned signatories shall be acted upon by the OVCA.
  - c. The official receipt of payment shall be presented to CDMO before the scheduled trip. For charge payment, the requester shall furnish CDMO a copy of the signed DV for fuel charges not later than five days after the scheduled trip.



**UNIVERSITY OF THE PHILIPPINES VISA YAS**  
Miagao, Iloilo

**APPLICATION FORM FOR USE OF UPV VEHICLES**

*(This form shall be accomplished and filed at least fourteen (14) calendar days before the activity.)*

Office/Unit/Student Organization: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Activity: \_\_\_\_\_

Trip Schedule: \_\_\_\_\_ No. of Passengers: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Details: \_\_\_\_\_

**I. ITINERARY**

Date	Time	Route/Destination	
		From	To

**II. VEHICLE/S NEEDED** (For use of bus: please specify the no. of unit needed)

Bus \_\_\_\_\_ unit/s     with AC     without AC |  Dump Truck     Green Van

**III. MODE OF PAYMENT**     Cash     Charge: Fund Source \_\_\_\_\_

We hereby agree to abide by the terms and conditions set forth thereto for the use of the vehicle/s requested.

\_\_\_\_\_  
Signature over Printed Name of Requestor

**IV. ENDORSEMENT:**

\_\_\_\_\_  
Head of Office/ Unit or  
Faculty Adviser (for student organizations)

\_\_\_\_\_  
Director, Office of Student Affairs  
(for student organizations)

\_\_\_\_\_  
Dean

Date: \_\_\_\_\_

**V. CHARGES**(To be filled out by CODMO)

Date & Time	Bus Type	Route/Destination	Fuel (Ltrs)	Est. Cost (Php)	Service Charges (Php)
<b>TOTAL</b>					
			<b>GRAND TOTAL</b>		

**VI. ACTION TAKEN**

**Recommending Approval/Disapproval:**

**Approval/Disapproval:**

\_\_\_\_\_  
**Faculty-in-Charge/ Chief, COMO**

\_\_\_\_\_  
**Vice Chancellor for Administration**

**VII. PROOF OF PAYMENT**

**Cash:** OR No. \_\_\_\_\_ Amount: \_\_\_\_\_

**Charge:** *(Please furnish COMO a copy of the signed DV for fuel charges not later than 5 days after the activity.)*

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