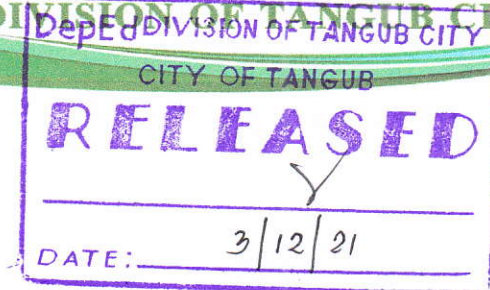




DIVISION MEMORANDUM

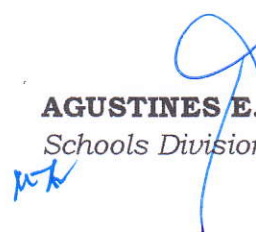
NO. 49 s. 2021



**ADDENDUM TO THE NEW PROTOCOLS IN USING GOVERNMENT  
VEHICLES IN THIS DIVISION**

**To: Teaching and Non- Teaching Personnel**

1. This Office reiterates that all official travel and usage of vehicles shall course through and be approved by the Schools Division Superintendent. (Enclosure No.1)
2. The two vehicles; Mitsubishi Pick up and Toyota Hi Ace Van shall be driven by the Division Official drivers with official passengers who are bound to observe and follow judiciously the protocols. (Enclosure No.2)
3. Immediate dissemination of this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent





(Enclosure No. 1 of Division Memorandum No \_\_\_\_\_, s. 2021-03-11

## **OFFICIAL AND NEW PROTOCOLS OF USING GOVERNMENT VEHICLES IN THIS DIVISION**

### **DRIVERS**

1. Only official drivers can drive the government vehicles.
  - a. HI-ACE Van 2020
  - b. Mitsubishi Pick Up

### **RESPONSIBILITIES AND ACCOUNTABILITIES OF DRIVERS**

1. Drivers have to take charge of the vehicles with utmost due diligence and ensures the safety of the passengers while on travel.
2. Drivers shall observe proper inflation, alignment of tires and proper alignment and balancing of vehicles (DepEd Order No. 50, s. 2008) (DepEd Electricity and Fuel Saving Measures)
3. Periodic change oil and replacement of oil filter. (DepEd Order No. 50, s. 2008)
4. Regular engine tune-up and replacement of air and fuel filter. ( DepEd Order No. 50, s. 2008)
5. Proper scheduling of daily trips to avoid unnecessary trips.
6. Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down. (DepEd Order No. 50, s. 2008)
7. Strict prohibition on idling of engines when vehicle is parked. (DepEd order No. 50, s. 2008)
8. Overloading of vehicles is prohibited.
9. Check brakes, coolant, oil, lights, steering and tires before and after every trip.
10. Drivers while driving in under contract in the transporting his passengers safely from and to its destination.
11. Observe regular sanitization and cleaning of the vehicles.
12. Trip tickets and travel orders shall be kept/brought by the drivers while on travel.
13. No gate pass, no travel.





### **PASSENGERS**

1. Only official passengers are allowed to ride/use the government vehicles as reflected in the trip ticket and travel order.
2. Side trips are strictly prohibited to save fuel and usage of vehicle.
3. All passengers who will travel on the same date shall coordinate with each other to conserve consumption of fuel.
4. Foresee the travel three (3) days before the trip to minimize fuel consumption and travelling expenses
5. Passengers are encourage to wear seat belts while the vehicle is I motion.

### **GUARDS/GATE KEEPERS**

1. Guards shall open the gate only if the driver can give/present a gate pass allowing the vehicle driver and passenger/s to go on official travel.
2. Keep the gate pass until the vehicle returns. The same gate pass shall be submitted to the administrative office for consolidation and records.
3. Guards shall check the time of departure and return of the vehicle, driver and passengers as reflected in the gate pass.
4. No gate pass, no opening of the gate shall be done.
5. Report to the Administrative Officer V whatever circumstance that may occur or defy the protocols.

