

WORK INSTRUCTION			
Asset Management Support Office – Vehicle Reservation and Dispatching			
Code : DAP-AMSO-WI-04	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 1

1.0 PURPOSE. This document serves as guide to ensure proper dispatching of motor vehicles.

2.0 SCOPE This work instruction covers DAPCC's vehicle reservation and dispatching process.

3.0 DEFINITION OF TERMS

3.1 MV Pool Reservation Slip – an advance reservation form which indicates the trip information of the requestor.

3.2 Trip Ticket – form prepared by the dispatcher indicating the final trip information of the requestor.

4.0 DETAILS:

Item No.	Activity	Responsibility	Interface
4.1	Trip Reservation a. Receives MV Pool Reservation Slip; b. Checks the availability of the vehicle and driver; c. Assigns vehicle for the trip reservation; d. Prepares and issues trip ticket to the driver	Dispatcher	MV Pool Reservation Slip Trip Ticket
4.2	Service Delivery a. Validates the details of the trip <ul style="list-style-type: none"> ▫ Date and time ▫ Itinerary ▫ Passengers ▫ Vehicle Assignment ▫ Signatories b. Checks the condition of the assigned vehicle by guided by BLOWBAGETS c. Greets and receives the passenger	Dispatcher Driver	Trip Ticket
4.3	Checks and Records the odometer upon departure and arrival on the trip ticket	Gate Guard on Duty	Trip Ticket