

USAGE OF COMPANY VEHICLES

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1.0. PURPOSE

To update the guidelines in the usage of company vehicles.

2.0. SCOPE

This policy shall apply to ALL Bigfoot entities.

3.0. IMPLEMENTING GUIDELINES

3.1 Company vehicles shall be used for emergency cases, i.e. transport of staff and guests to and from the hospital. It is understood that this does not apply to check-ups, laboratory exams or consultations where person is capable of getting his/her own ride. **Any other usage requires approval of the Chief.**

3.2 Request for approval sent to the Chief at least twenty-four (24) hours before actual date of usage shall be considered approved if not responded by the Chief.

3.3 Only authorized personnel can use the Company vehicle.

3.4 Usage not adhering to the guideline shall be charged against Driver and/or User.

4.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix			Reason
	History	Date	Dept.	Prepared	Approved	
Rev. 00	Establish	12/18/09	HR	Pawwee Hornido	Stephanie Manuel	
Rev. 01	Establish	01/21/11	HR	Pawwee Hornido & Janis Penecios	Stephanie Manuel	Elaborated the ff: 3.1 and the process for filing a travel ticket
Rev. 02	Establish	07/20/11	HR	<i>gphornido</i> Pawwee Hornido	<i>Stephanie Manuel</i> Stephanie Manuel	Cancellation of airport pick up