
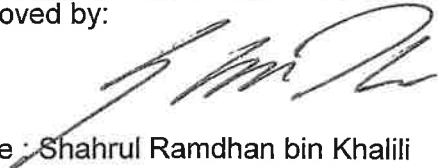

 <p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK (RCMP) FLEET MANAGEMENT UNIT (FMU)</p> <p style="text-align: center;">REQUEST FOR FACILITIES – VEHICLE (PERMOHONAN UNTUK KEMUDAHAN – KENDERAAN)</p>	Doc. No:	UniKL/RCMP /AFMD-003
	Issue No/Revision No:	03
	Date:	01/06/2018
	Page No:	1 of 5

Prepared by:  Name : Mazmira bt Ahmad Zainudin Position : Administrative Assistant II Fleet Management Unit Administration & Facilities Management Department Date : 02.05.2018	Approved by:  Name : Shahrul Ramdhan bin Khalili Position : Executive Administration & Facilities Management Department Date : 02.05.2018
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	HOD
2	11 July 2014	Change of form	01	HOD
3	01 July 2017	Revision	02	HOD
4	01 July 2017	Change of vehicle requisition form	02	HOD
5	01 June 2018	Change of process owner and HOD	03	HOD

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK (RCMP) FLEET MANAGEMENT UNIT (FMU) REQUEST FOR FACILITIES – VEHICLE (PERMOHONAN UNTUK KEMUDAHAN – KENDERAAN)	Doc. No:	UniKL/RCMP /AFMD-003
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1.0 OBJECTIVE

To provide reference on the process of booking of company vehicle for official duty.

2.0 SCOPE

This procedure applies to all faculty/ divisions/ departments/ Units within UniKL RCMP.

3.0 REFERENCES

Nil


4.0 DEFINITIONS / ABBREVIATIONS

FMU	: Fleet Management Unit
AFMD	: Administration & Facilities Management Department
HOU	: Head of Unit
HOD	: Head of Department
AO	: Administration Officer
AC	: Administration Clerk
VRF	: Vehicle Requisition Form

5.0 RESPONSIBILITY

- 5.1 AFMD is responsible to ensure this procedure is adhered.
- 5.2 The Head of Campus /faculty/ divisions/ departments/ Units are responsible in ensuring that all subordinate adhere to the vehicle requisition procedures and follow to this SOP.
- 5.3 All staff must familiarize themselves with and abides by these procedure.

6.0 PROCEDURE

	UNIVERSITI KUALA LUMPUR	Doc. No:	UniKL/RCMP /AFMD-003
	ROYAL COLLEGE OF MEDICINE PERAK (RCMP)	Issue No/Revision No:	03
	FLEET MANAGEMENT UNIT (FMU)	Date:	01/06/2018
	REQUEST FOR FACILITIES – VEHICLE (PERMOHONAN UNTUK KEMUDAHAN – KENDERAAN)	Page No:	3 of 5

Refer to the flowchart and description attached.



UNIVERSITI KUALA LUMPUR

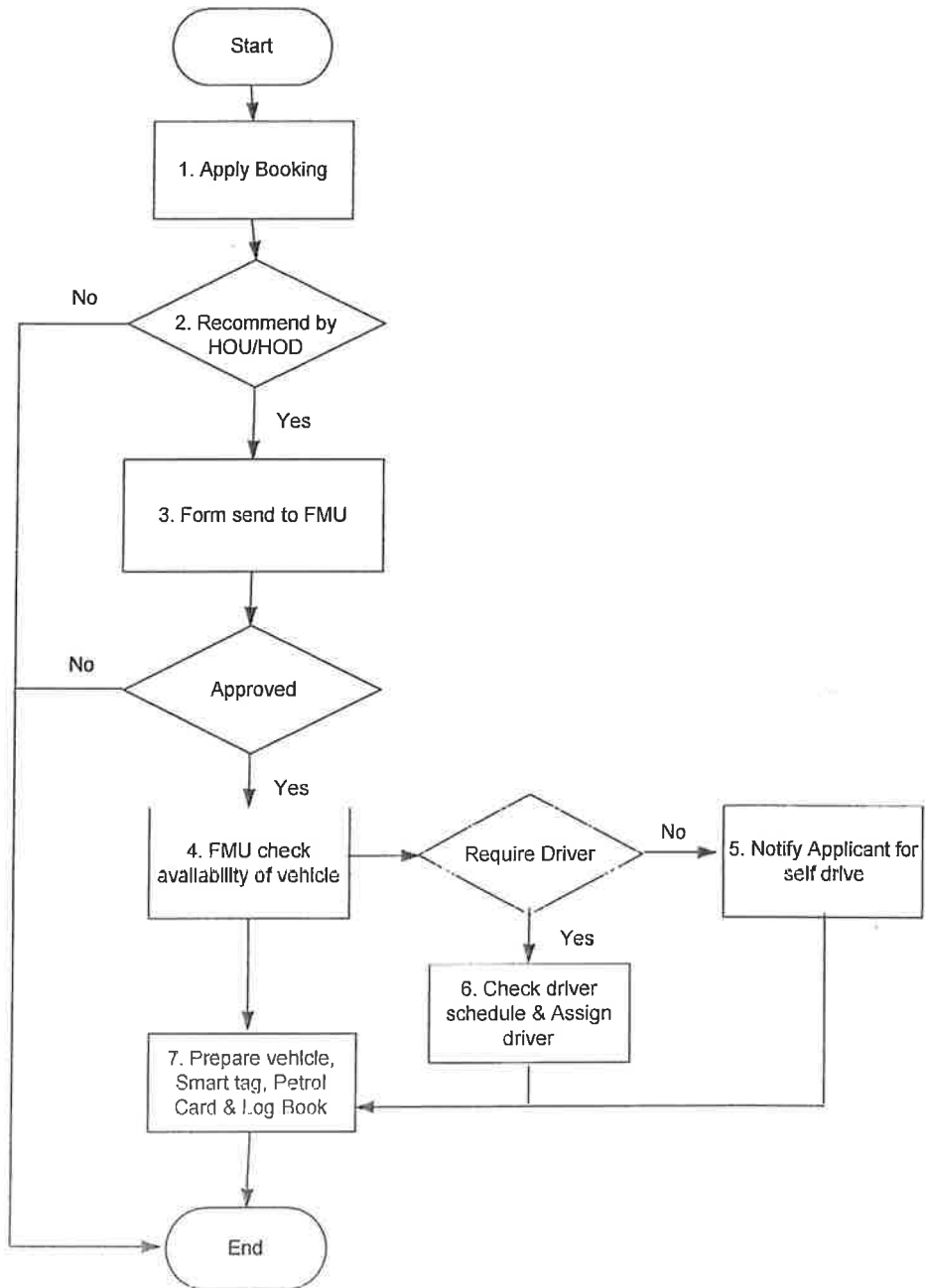
ROYAL COLLEGE OF MEDICINE PERAK
(RCMP)


FLEET MANAGEMENT UNIT (FMU)

REQUEST FOR FACILITIES – VEHICLE
(PERMOHONAN UNTUK KEMUDAHAN – KENDERAAN)

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Request for Facilities - Vehicle



 <p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK (RCMP) FLEET MANAGEMENT UNIT (FMU)</p> <p style="text-align: center;">REQUEST FOR FACILITIES – VEHICLE (PERMOHONAN UNTUK KEMUDAHAN – KENDERAAN)</p>	Doc. No:	UniKL/RCMP /AFMD-003
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7.0 DESCRIPTION

No.	Description	Person in charge	Documents
1	Apply booking User/requester to fill up Vehicle Requisition Form (VRF) stating details of journey/destination required.	User/Requester	VRF
2	Send for recommendation Respective user's HOU/HOD to review and recommend the VRF.	HOU/HOD	VRF
3	VRF send to FMU for approval. Booking made must be at least three (3) working days before time required.	AO	VRF
4	FMU check on the vehicle availability. (Immediate)	AC	VRF
5	Driver required FMU will check driver availability and driver's schedule. Within two (2) working days after receiving VRF.	AC	VRF
6	Driver not available FMU will notify requester to self drive.	AC	VRF
7	Notify user/requester Notification to user on respective driver and vehicle concern and prepare vehicle and related items. i.e. Petrol card, smart tag and log book.	AC Driver	VRF

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Vehicle Requisition Form	FMU / AFMD	3 years



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK (RCMP)
FLEET MANAGEMENT UNIT (FMU)

VEHICLE REQUISITION FORM

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MAKLUMAT PEMOHON (APPLICANT'S DETAILS)

Nama (*Applicant's name*) : Tarikh permohonan (*Date of application*):

Jawatan dan Jabatan / Unit / Program (*Designation and Department / Unit / Program*) :

Nama Penumpang (*Passenger(s) Name*):

(i) (ii)

(iii) (iv)

(v) (vi)

Tempat (*Destination*) :

Tujuan (*Purpose of trip*) :

Tarikh diperlukan (*Date Required*):

Masa diperlukan (*Time Required*):

Perkhidmatan pemandu (*Driver (s) service*) :

Nama pemandu (*Diisi oleh Kerani FMU*) / *Driver's name (to be completed by FMU Clerk)*:

: Ya (*Yes*)

Tandatangan Pemohon (*Applicant's Signature*) :

Disyorkan oleh (Recommended by):

DILENGKAPKAN OLEH KERANI FMU (TO BE COMPLETED BY FMU CLERK)

Jenis & No. Kenderaan (*Vehicle and Registration no*) :

Tarikh dan Masa Serah (*Date and Time Issued*) :

Penyerah dan Tandatangan (*Issued by and Signature*) :

Permohonan Kontraktor Pengangkutan (*Transportation Contractor*) :

Urusan pembelajaran (*Learning method*) : ()

Urusan Lain (*Others*) : ()

DILULUSKAN OLEH KETUA JABATAN / PEGAWAI FMU (APPROVED BY HOD / FMU OFFICER)

Nama dan Tarikh (*Name and Date*) :

Tandatangan (*Signature*):



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK (RCMP)
FLEET MANAGEMENT UNIT (FMU)
VEHICLE REQUISITION FORM

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ACKNOWLEDGEMENT FORM FOR USE OF COMPANY VEHICLE

I, the undersigned, presently employed by: P.C.M. SDN BHD (hereinafter referred to as "the said Company") hereby acknowledge receipt of vehicle keys for:

- (i) Company Vehicle Model : _____
- (ii) Registration Plate No. : _____

Terms and Conditions

I hereby agree and declare that:

- (1) I have the use of the above Company Vehicle for the purpose of business of the Company.
- (2) I shall at all times drive or use the said Company Vehicle strictly in accordance with the policies and instructions of the Company, drive or use the same strictly in accordance with the Statutes, Laws and Regulations of Malaysia for the time being enforced as I am aware that breach of the Statutes, Laws and Regulations may result in criminal proceedings by the Authorities and confiscation of the said vehicle. In the event of confiscation of the said Company Vehicle arising from my breach of the Statutes, Laws and Regulations, I will be fully liable to pay to the company the total value of the Company Car.
- (3) I shall maintain a valid Driving License at all times.
- (4) Whilst driving or in control of the said Company Vehicle, I shall undertake that at all times I **shall not** :
 - a) Smuggle any goods or in any way be involved in smuggling.
 - b) In any way be involved in drug trafficking, carriage of arms, ammunitions or other prohibited items.
 - c) Drive in reckless, dangerous, careless or inconsiderate manner.
- (5) In the event of any fines or compounds incurred as a result of my negligence, I shall be fully liable to pay for such fines or compounds.
- (6) I shall at all times to maintain the Company Vehicle is always clean and in good working condition during my custody.

I fully understand the nature and implications of the above and hereby agree to abide by the Terms and Conditions as stipulated in this letter.

Date this : _____ day of _____

Signature : _____

Name : _____

NRIC No / Passport No : _____

- Bahagian ini tidak perlu diisi sekiranya melibatkan penggunaan bas / van daripada Syarikat Vendor luar.
(This section not need to be fill up if involving bus / van from outside vendor)