1.0 REFERENCES

a. R.A. No. 4136 "An Act Compile the Laws Relative to land Transportation and Traffic Rules, to Create a Land Transportation Commission and for Other Purposes" approved June 20, 1964;
c. Administrative Order No. 239, s. 2008 re: Prohibiting the Use of Government Vehicles for Purposes other than Official Business and for Other Purposes signed dated September 15, 2008;
d. Section 3, Rule II, Book III of the BJMP Manual Revised 2007;
e. BJMP Memo re: Official use of Prisoners Van dated September 18, 2008;
f. BJMP Memo re: Wearing of Proper Uniform While Driving Prisoners Vans and Ambulances dated August 02, 2011;
g. BJMP Memo re: Guidelines on the Use of BJMP NHQ Ambulance dated February 03, 2012;
h. BJMP Memo re: Reiteration on the Use of Prisoners Van dated July 19, 2016;
i. BJMP Memo re: Reiteration on Proper Use of BJMP TRANSPORT VEHICLE (BTVs) dated September 24, 2018;
j. Government Accounting Manual for National Government Agencies; and,

2.0 RATIONALE/BACKGROUND

The BJMP Transport Vehicle (BTV) is significant in the effective discharge of duties and responsibilities of our personnel and in the accomplishment of the day-to-day operation of our jail facilities. However, it has come to the attention of the Jail Bureau that our personnel, in the utilization of said vehicles encounters series of vehicular accidents and same incidents repeatedly happens. Although, these are beyond human control and unavoidable situations, potential causes of accident may be avoided if the status/road worthiness of BTV is consistently monitored, sustained, and driver/s of BTVs strictly follows traffic rules and regulations.

This policy will help address issues and concerns regarding the utilization of BTV, particularly its repair and maintenance, non-submission of reports of driver/s in cases of damages incurred during its utilization and submission of request for repairs, which are not given appropriate action/s.

Thus, this policy is set forth to establish standard protocol in the utilization of BTVs and set guidelines for personnel in maintaining the good condition of BTV.
3.0 PURPOSE

Establish a policy that sets guidelines on the duties and responsibilities of designated drivers and other authorized users in the utilization and maintenance of BTV while in transit, actions on damages, repair, registration and other related maintenance requirements.

4.0 OBJECTIVES

- To establish guidelines for driver/s in the utilization of BTV
- To set clear rules and regulations in handling BTV
- To ensure that the maintenance of BTV is religiously observed
- To aid in the investigation in cases of vehicular accidents involving BTV/s

5.0 SCOPE

This policy shall cover all drivers or official drivers of BTVs of the Jail Bureau and BTV maintenance.

6.0 DEFINITION OF TERMS

The following terms are used in this circular, to wit;

**Motor Vehicle** – shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agriculture purposes. *(Section 3 of R.A. 4136)*

**BJMP Transport Vehicle (BTV)** – are government motor vehicles that was issued by the Bureau of Jail Management and Penology (BJMP) including vehicles that were given by other agencies, Non-Government Organizations (NGO’s) and Local Government Units (LGU’s) to the BJMP.

**Driver/s or Official Driver** – personnel who acquired a valid professional driver’s license issued by the Land Transportation Office, with issued office order designated as driver or duty drivers by the directorates, offices or units of the BJMP.

**Official Business** – any matter over which a governmental body has any authority, administrative duties, or advisory duties.

**Superior Officer** - a person with a higher rank, status, or quality, especially a colleague in a higher position.

**Beneficiary** – pertaining to offices or jail units of the BJMP, chosen by donors as recipient of their donations.

**Donor** – refers to person/s, non-government organizations, and other agencies who donate BTV.

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BTV Authorized Cargo – refers to BJMP Equipment, PDL products, BJMP Offices supply/ies, food and other basic needs as appropriate, confiscated contrabands and other authorized resources for official business.

BTV Authorized Passenger - refers to BJMP personnel, PDL and other authorized persons.

7.0 GENERAL GUIDELINES

7.1 Driver/s of BTV must have an office order designating him/her as official driver.
7.2 Driver/s must have a valid driver’s license.
7.3 Driver/s must wear proper uniform when driving BTV.
7.4 Driver/s must use the BTV for official business only.
7.5 Driver/s must accomplish trip ticket/s prior any official travel.
7.6 Driver/s must be in good health condition and free from the influence of illegal drugs or alcoholic beverages while driving BTV.
7.7 Driver/s must abide with the traffic rules, regulations, and laws pertaining to vehicles at all times.
7.8 BTV must have markings, compliant to guidelines herein attached as Annex “E-J” of this Memorandum Circular. Said markings of BTV shall be the responsibility of the Offices and Units with BTV.
7.9 BTV must be parked in a safe and secured area.
7.10 BTV must have a logbook that records the following data, to wit;
   7.10.1 Name of driver and signature,
   7.10.2 Date and time used,
   7.10.3 Destinations of BTV,
   7.10.4 Mileage or distance travelled,
   7.10.5 Name of passenger and authorized cargo and,
   7.10.6 Condition of BTV before and upon turn-over.

7.11 Keys, logbook and accomplished BTV inspection form of driver (see annex “B”) must be turned-over to the authorized designated office or personnel (Directorates, Offices, Units, incoming duty driver, desk officer, and others).

8.0 DUTIES AND RESPONSIBILITIES OF PERSONNEL

8.1 Driver/s

8.1.1 Keep the BTV clean and tidy at all times.
8.1.2 Secure the BTV throughout the duration of its use.
8.1.3 Observe strictly the “BLOW BAGETS” procedure before transport or movement. Include in the checking presence explosive devices and other security threats that may sabotage the movement.
8.1.4 Secure letter order and trip ticket when using BTV.
8.1.5 Ensure that only authorized passenger or cargo are onboard the BTV.
8.1.6 Ensure that said passenger or cargo are properly secured before transport.
8.1.7 Record in the blotter or logbook all movement or use of the BTV.
8.1.8 Ascertain that use of BTVs shall be for official use only duly approved by his/her superior in all circumstances.

8.1.9 Maintain a logbook for BTV indicating therein the name of driver, signature, date and time of use, destination, mileage or distance travelled, name of passenger and cargo if any, and condition of BTV before and upon turnover.

8.1.10 Properly park BTVs in safe and secured area.

8.1.11 Conduct proper turn-over of BTV to the directorate, office, unit where said vehicle was issued, or to the next duty driver or desk officer with the accomplished logbook and BTV inspection form.

8.1.12 Notify and submit written report to his/her superior within 24 hours on any identified defect and damage of the BTV before, during and after use with documentation especially if involved in vehicular accident.

8.1.13 Submit request for repair and maintenance of BTV to his/her superior for appropriate action/s.

8.2 Jail Provincial Administrators/Jail Wardens/Head of Offices with BTV

8.2.1 In-charge in the issuance of office order to his/her designated driver/s.

8.2.2 Ensure that his/her driver have office order, valid driver’s license, is using BTV for official business or work related purposes, wears proper uniform, in good health condition and free from the influence of illegal drugs or alcoholic beverages while driving.

8.2.3 Ensure that BTV are clean and well maintained.

8.2.4 Conduct inspection of BTV at least once a week to check its physical condition.

8.2.5 Furnish a copy of the result of the inspection conducted on BTV from the driver as his/her basis in taking appropriate action.

8.2.6 Take appropriate action on official request for the maintenance of BTV.

8.3 Regional Logistics Division

8.3.1 Inspect BTV within their respective jurisdiction at least once in a semester to assess its status, condition and undertake corrective actions for findings which needs immediate action.

8.3.2 Furnish a copy of the result of the jail inspection conducted on BTV to the Jail Warden as his/her basis in taking appropriate action.

8.3.3 Check if the past findings/observation has been solved or given action/s during the next scheduled inspection.

8.3.4 Take appropriate action on the request of Jail Provincial Administrators, Jail Wardens, other offices with BTV relative to the maintenance of BTV.

9.0 GUIDELINES IN THE UTILIZATION OF BTV

9.1 GENERAL GUIDELINES

9.1.1 All BTV must be used for official business or work related only.

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9.1.2 All movement/s of BTV must be covered with letter order and approved trip ticket prior travelling.

9.1.3 All driver/s must accomplish the BTV inspection form upon turn-over of the BTV with his/her name and signature.

9.1.4 Ambulance shall be utilized by BJMP Health Service Unit personnel only.

9.1.5 Staff car must be utilized for mobility by ranking personnel.

9.2 SPECIFIC GUIDELINES

9.2.1 Hereunder are the categories of BTVs, authorized official use, passenger and cargo, to wit:

9.2.1.1 BTV and its corresponding authorized usage.

<table>
<thead>
<tr>
<th>BTV</th>
<th>Official Business</th>
</tr>
</thead>
</table>
| a. Staff Car | • Attend or facilitate conduct of meetings, seminar, trainings and conferences  
• Attend or conduct outreach program or community service  
• Conduct operation greyhound/s  
• Remand operation/s  
• Augment jails during jail incidents  
• Rescue operation/s  
• Man hunt operation/s  
• Provide Security to High Ranking Officials, other Head of States or Foreign Dignitaries during BJMP events  
• Respond in any untoward incidents  
• Augment as requested by other agencies |
| b. Van | • Attend or facilitate conduct of meetings, seminar, trainings and conferences  
• Transport or escort PDL (for court hearing, medical check-up, hospitalization and other movement of PDL with court order and vice-versa)  
• Attend or conduct outreach program or community service  
• Conduct operation greyhound  
• Remand operation  
• Rescue operation  
• Man hunt operation  
• Augment jails during jail incidents  
• Augment other agencies as requested  
• Transport of BJMP properties  
• Transport of BJMP personnel and trainees  
• Transport of PDL products  
• Personnel request of BJMP personnel for humanitarian reasons  
• Transport office supply/ies  
• Marketing |

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c. Bus
- Attend or facilitate conduct of meetings, seminar, trainings and conferences
- Transport or escort PDL (for court hearing, medical check-up, hospitalization and other movement of PDL with court order and vice-versa)
- Attend or conduct outreach program or community service
- Conduct operation greyhound
- Remand operation
- Rescue operation
- Augment jails during jail incidents
- Augment other agencies as requested
- Transport of BJMP properties
- Transport of BJMP personnel and trainees
- Transport of PDL products

d. Ambulance
- Transport personnel needing emergency medical management in a hospital and similar institutions
- Transport PDL needing emergency medical management in a hospital and similar institution upon request of the Warden
- Respond during disasters, both natural or man-made
- Respond during emergency/distress calls from the community, uniformed or civilian
- During activities of the Bureau and other activities such as medical missions, jail inspections/visitations, seminars and the like

e. Motorcycle
- Attend or facilitate conduct of meetings, seminar, trainings and conferences
- Escort PDL (for court hearing, medical check-up, hospitalization and other movement of PDL with court order and vice-versa)
- Attend or conduct outreach program or community service
- Conduct operation greyhound
- Remand operation
- Rescue operation
- Man hunt operation
- Augment jails during jail incidents
- Augment other agencies as requested

9.2.1.2 BTV and its corresponding authorized cargo.

<table>
<thead>
<tr>
<th>BTV</th>
<th>Authorized Passenger and Cargo</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Staff Car</td>
<td>• BJMP Personnel</td>
</tr>
<tr>
<td></td>
<td>• High Ranking Government Officials</td>
</tr>
<tr>
<td></td>
<td>• Other authorized resources for official business</td>
</tr>
<tr>
<td>b. Van and Bus</td>
<td>• BJMP Personnel and Equipment</td>
</tr>
<tr>
<td></td>
<td>• PDL</td>
</tr>
<tr>
<td></td>
<td>• PDL products</td>
</tr>
<tr>
<td></td>
<td>• BJMP Offices supply/ies</td>
</tr>
</tbody>
</table>

"Changing Lives, Building a Safer Nation"
10.0 GUIDELINES FOR DRIVERS WHILE IN-TRANSIT

10.1 Plan route and other options for re-routing before any planned travel. The driver shall coordinate with his/her Team Leader the route to be taken as planned. Re-routing is allowed especially in emergency cases, as long as the driver is familiar with the street or place he is traversing, that the route to be taken is safe and must be subject for the approval of the Team Leader.

10.2 Drive carefully, prudently, and defensively at all times.

10.3 In transporting high risk and high profile PDL, the route taken in going to the destination must be avoided during the return to the jail unit if possible. The team leader shall coordinate with his/her superior safe alternate routes to ascertain fast travel to destination/s.

10.4 When engine malfunction is experienced, pull over in a safe part of the road to assess the cause of the engine’s malfunction and solve the same. If there are PDL onboard, the escort personnel must stay on alert and secure properly the former. If the vehicle is totally broken and no other vehicle is available, immediately notify the Jail Warden or Officer of the Day for dispatch of a back-up vehicle and the court concerned on the delay.

11.0 GUIDELINES IN BORROWING BTV

11.1 The driver or the requesting office shall submit a request at least three (3) days prior the date of utilization of BTV to the issuing office of BTV.

11.2 The driver shall fill-up two (2) copies of BTV borrowers slip (see Annex “A”) and submit to the issuing office for approval of the head of office or his/her authorized representative. If approved, one copy of the said approved form shall be given to the driver or the requesting office while the other copy shall be retained by the issuing office for filing.

11.3 The driver must report in writing to the head of the issuing office of BTV any damage/s incurred during the duration of its use for investigation, documentation and appropriate action.

11.4 Prior the turn-over of BTV to the issuing office, the personnel in-charge of BTV of the issuing office shall conduct inspection to ensure that no any new damages/s is incurred on the BTV.

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11.5 In the instance that BTVs incurred damage(s). The driver or the requesting office shall assist in facilitating the repair and maintenance of the BTV.

12.0 RESPONSIBLE FOR REQUEST OF REPAIR AND LIABILITY OF BTV

12.1 Jail Units and Provincial Jail Administration Offices with issued BTV shall submit a request for fund on the Periodic Maintenance Services of BTV to the Regional Logistics Division for the approval of the Regional Director. In the absence of allotted budget for the said request, the Regional Director shall endorse the request to the Directorate for Logistics for funding.

12.2 The Periodic Maintenance Services of BTV issued at the Regional level shall be under the responsibility of the Regional Logistics Division while the BTV issued at the National Offices shall be under the Directorates for Logistics.

12.3 Accountability on BTV during incidents/vehicular mishaps.

12.3.1 If the damage to the BTV is due to vehicular accident, accidentally hit while parked, damaged due to wear and tear of its parts and caused by fortuitous events; the warden in coordination with the Unit SAO shall submit a request for repair in reference to the reported damage with three (3) quotations or cost estimate of repair to the Regional Logistics Division or to the Directorate for Logistics respectively.

12.3.2 Driver/s shall be held liable if damages incurred resulted from his/her negligence even if the movement or transport of BTV is official.

12.3.3 Driver/s shall be held liable in case/s of vehicular accidents which traversed an authorized route not stated during the planning or without the advise/approval of his/her Chief, Escort/Team Leader or any authorized official.

12.4 If the use of BTV is unofficial.

12.4.1 The repair of BTV shall be incurred by the driver and his/her superior, if the former is under the latter’s instruction. Further, the driver and his/her superior may be charged administratively and/or criminally if evidence warrant.

12.5 Extent of liability of personnel in cases of damage of BTV shall be determined by the Regional Investigation and Prosecution Division (RIPD) or the Directorate for Investigation and Prosecution (DIP).

13.0 GUIDANCE FOR PERSONNEL NOT DESIGNATED AS DRIVERS

13.1 Personnel who are not officially designated as drivers are disallowed from using BTVs without directives, instructions or written order from authorized authorities.
13.2 Personnel with valid professional driver's license but not designated as official driver, may utilize the BTV in an official capacity under the following circumstances:
13.2.1 Emergency situation wherein the official driver is not available; and
13.2.2 Under the instruction of a superior officer or any authorized authority.

14.0 RENEWAL OF REGISTRATION, PAYMENT OF INSURANCES AND OTHER OBLIGATIONS ON BTV

14.1 BJMP offices and jail units with BTV must renew the registration of BTVs and ascertain payment of insurances and other obligations.
14.1.1 One-month prior to the expiration of BTV registration, end-user shall submit to the Regional Logistics Division or the Directorate for Logistics for BTV in the National Headquarters, the request for funding enumerating the expenses to be incurred (insurance, registration charges, etc).
14.1.2 The request shall be forwarded to the Budget Officer or the Directorate for Comptrollership for processing and subsequent release of funds.

14.2 The preceding paragraph applies to donated BTVs, if the pertinent documents are turned-over to the BJMP beneficiary.

14.3 The beneficiary of BTV must coordinate with the donor to monitor the said compliances including payment of insurances and other obligations in cases that the donor is responsible for the renewal of registration of donated BTV.

15.0 PENALTY CLAUSE

Personnel found violating any provisions or part of this Memorandum Circular shall be sanctioned and charged administratively in accordance with the 2017 Comprehensive BJMP Administrative Disciplinary Machinery.

16.0 SEPARABILITY CLAUSE

If any provision or part hereof is invalid or unconstitutional, the remainder or the provision not otherwise affected shall remain valid and subsisting.

17.0 REPEALING CLAUSE

All circulars or issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

18.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from filing thereof with the Office of the National Administrative Register (ONAR), University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292 otherwise known as the "Administrative Code of 1989".

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## Annex "A"

### FILE COPY

### BTV Borrowers Slip

<table>
<thead>
<tr>
<th>Name of Requesting Office/Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Driver:</td>
</tr>
<tr>
<td>Vehicle Type:</td>
</tr>
<tr>
<td>Vehicle Conduction No./Plate No.:</td>
</tr>
<tr>
<td>Date and Time Borrowed:</td>
</tr>
<tr>
<td>Date and Time Returned:</td>
</tr>
<tr>
<td>Purpose/s:</td>
</tr>
<tr>
<td>Destination/s:</td>
</tr>
</tbody>
</table>

**APPROVED:**

Name of Driver and Signature  
Head of Issuing Office/Units or his/her duly representative  
Signature over printed name

---

### DRIVER'S COPY

### BTV Borrowers Slip

<table>
<thead>
<tr>
<th>Name Requesting Office/Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Driver:</td>
</tr>
<tr>
<td>Vehicle Type:</td>
</tr>
<tr>
<td>Vehicle Conduction No./Plate No.:</td>
</tr>
<tr>
<td>Date and Time Borrowed:</td>
</tr>
<tr>
<td>Date and Time Returned:</td>
</tr>
<tr>
<td>Purpose/s:</td>
</tr>
<tr>
<td>Destination/s:</td>
</tr>
</tbody>
</table>

**APPROVED:**

Name of Driver and Signature  
Head of Issuing Office/Units or his/her duly representative  
Signature over printed name
Annex "B"

### BTV Inspection Form of Driver

<table>
<thead>
<tr>
<th>Vehicle Conduction No. /Plate No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver's Name:</th>
<th>Office/Unit Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination:</th>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas Allocation:</th>
<th>Requested</th>
<th>Not Requested</th>
<th>If not requested kindly specify how much gas/fuel will be allocated to the vehicle:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Condition:</th>
<th>Good</th>
<th>Not Good. (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Following are parts of the vehicle need to be check for their condition:**

<table>
<thead>
<tr>
<th>Part</th>
<th>Good (Pls. Check)</th>
<th>Not Good (Pls. Check)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Tire</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspect tire tread, pressure and tire wear.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Batteries</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check voltage, secure battery tie-downs and conduct a charge/discharge load test.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Brakes</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Check the brake fluid and evaluate wear on the drum, brake pads and rotors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Steering and Suspension</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examine the power steering belt, power steering fluid level, power steering pump and check for fluid leaks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. Exterior</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete exterior inspection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Safety Lights</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspect headlights, brake lights, hazard lights and turn signals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7. Windshield Wipers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examine the windshield and wiper blades.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8. Engine</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engine inspection for leaks, damage and maintenance check will be completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9. Fluid Levels</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check the oil levels, coolant levels and washer fluid levels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10. Belts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspect the belt operations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11. Hoses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check hoses for leaks and other issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12. Exhaust System</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examine the exhaust manifold, catalytic converter, tailpipes and muffler for damage, cracks and leaks.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminder: Kindly Report any damage part, dent and scratches on the body of the vehicle after use for documentation and appropriate action.
ANNEX “C”

**BTV Inspection Form of Jail Warden**

<table>
<thead>
<tr>
<th>Date and Time of Inspection:</th>
<th>Type of BTV:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Number:</td>
<td>Name of Driver of BTV:</td>
</tr>
</tbody>
</table>

1. **Cleanliness of the BTV:**
   - Tidy [ ]
   - Untidy [ ]

2. **Logbook of BTV:**
   - 2.1 Present [ ]
   - Not Present [ ]
   - 2.2 Complete data [ ]
   - Incomplete data [ ]

3. **Spare or tools of BTV:**
   - Present [ ]
   - Not Present [ ]

4. **Compiled trip ticket and letter order:**
   - Complete [ ]
   - Incomplete [ ]

5. **Markings of BTV:**

   5.1 **Staff Car**
   - Complete [ ]
   - Incomplete [ ]
   - Specify: [ ]

   5.4 **Ambulance**
   - Complete [ ]
   - Incomplete [ ]
   - Specify: [ ]

   5.2 **Van**
   - Complete [ ]
   - Incomplete [ ]
   - Specify: [ ]

6. **Physical Status of BTV:**

   6.1 **Scratches/Dents**
   - Present [ ]
   - Specify: [ ]

6.2 **Missing**
   - Present [ ]
   - Specify: [ ]

6.3 **Broken**
   - Present [ ]
   - Specify: [ ]

7. **Compiled/filed daily submitted accomplished BTV checklist form of driver:**

   7.1 **Complete** [ ]
   - Incomplete [ ]
   - Specify: [ ]

   7.2 **Findings/Observation**

   __________________________________________________________
   __________________________________________________________

   7.3 **Recommendations**

   __________________________________________________________
   __________________________________________________________

8. **Driver’s license:**
   - Unexpired [ ]
   - Expired [ ]
   - Date expired: [ ]

9. **Findings:**
   - Pls specify: [ ]

10. **Recommendations**
    - Pls specify: [ ]

---

Name of Jail Warden with Signature:

"Changing Lives, Building a Safer Nation"
# BTV Inspection Form of Regions

<table>
<thead>
<tr>
<th>Date and Time of Inspection:</th>
<th>Type of BTV:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Number:</td>
<td>Name of Driver of BTV:</td>
</tr>
</tbody>
</table>

## 1. Cleanliness of the BTV:
- Tidy [ ]
- Untidy [ ]

## 2. Logbook of BTV:
- 2.1 Present [ ]
- Not Present [ ]
- 2.2 Complete Data [ ]
- Incomplete Data [ ]

## 3. Spare or tools of BTV:
- Present [ ]
- Not Present [ ]

## 4. Compiled trip ticket and letter order:
- Complete [ ]
- Incomplete [ ]

## 5. Markings of BTV:
- **5.1 Staff Car**
  - Complete [ ]
  - Incomplete [ ]
  - Specify: [ ]
- **5.2 Van**
  - Complete [ ]
  - Incomplete [ ]
  - Specify: [ ]
- **5.3 Bus**
  - Complete [ ]
  - Incomplete [ ]
  - Specify: [ ]

## 6. Physical Status of BTV:
- **6.1 Scratches/Dents**
  - Negative [ ]
  - Present [ ]
  - Specify: [ ]
- **6.2 Missing parts of BTV**
  - Negative [ ]
  - Present [ ]
  - Specify: [ ]
- **6.3 Broken parts of BTV**
  - Negative [ ]
  - Present [ ]
  - Specify: [ ]

## 7. Complied/filed daily submitted accomplished BTV checklist form of driver:
- **7.1 Complete** [ ]
- Incomplete [ ]
- Specify: [ ]

## 8. Complied/filed weekly checklist form of Jail Warden:
- **8.1 Complete** [ ]
- Incomplete [ ]
- Specify: [ ]

## 9. Driver's license:
- Unexpired [ ]
- Expired [ ]
- Date expired: [ ]

## 10. Recommendations

Name of Warden and Signature

Name of Inspector with Signature

"Changing Lives, Building a Safer Nation"
Annex "E"
Annex "F"
Annex "G"
Annex "H"
Annex "J"