



## 2. Request for Heavy Equipment Dispatching

Dispatching of heavy equipment units to be used for the day based on the Daily Equipment Schedule

<b>Office or Division:</b>	City Engineer's Office – Motorpool Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All drivers and operators			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Trip Ticket 2. Daily Equipment Schedule 3. Walk-Around Checklist		1. Maintenance Division 2. Maintenance Division 3. Motorpool Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit trip ticket, Daily Equipment Schedule and walk-around checklist	1.1. Check the trip tickets against Daily Equipment Schedule	none	1 minute	Engineer II, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Conduct walk-around inspection and submit report to the Engineer II	2.1. Evaluate walk-around inspection report	none	2 minutes	Engineer II, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
	2.2. Review WOS and trip ticket	none	1 minute	Engineer II, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
3. Receive, sign trip ticket and WOS	3.1. Dispatch heavy equipment	none	2 minutes	Engineer II, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>	<b>none</b>	<b>6 mins</b>	
<b>END OF TRANSACTION</b>				