

# National Chiayi University official duty car Application

Application Date :

Application Unit		Applicant and Job Title		Unit Chief Sign	
Purpose					
Contact Phone			Rider number	Total:	
Time use	F r o m            /        /		Am	(hr)	(s) (Get into)
	T o                 /        /		Pm		
Service Start and End Points	Pick up area				
	Go to site				
Remark	<p>1. Extracurricular activities for student teaching by the official car for each unit of the office, approval sent (by) after use, should have taught the whole of its activities, staff peer leader, or not driving.</p> <p>2. In addition to Lantan School District, the application time to consider the increase in car travel time to empty each campus</p>				
Vehicle dispatching	Proposed :		Admin	General Services Section Leader	
	1. <input type="checkbox"/> Full-size car( 40 persons ) _____ 輛				
	<input type="checkbox"/> Mid-size car( 20 persons ) _____ 輛				
	<input type="checkbox"/> Small car ( 8 persons ) _____ 輛				
<input type="checkbox"/> Limousine ( 7 persons ) _____ 輛					
<input type="checkbox"/> Truck ( 3.5 tons ) _____ 輛					
(inclusive of the driver)			Dean of General Affairs	President	
2. Driver : _____					
3. Fuel costs and drivers travelling expenses or overtime pay by:					
<input type="checkbox"/> school <input type="checkbox"/> applicant ( unit )					
<input type="checkbox"/> project pay <input type="checkbox"/> others					
Attentions	<p>1. School official vehicles used exclusively for public schools, teaching and other activities for the Executive Yuan promulgated by official "Vehicle Management Manual," Chapter III to deploy using the first 19 regulations.</p> <p>2. Units or staff due to the implementation of the teaching activities, seminars or weddings for car to support immediate family, then the MOE allowed, by the applicant (person) to pay the cost of gasoline and drivers travel, tolls, parking fees and ( or) overtime (paid by the funding unit B version).</p> <p>3. Please contact the general services section for contractors to confirm vehicle deployment, and was deployed for three days single car to get branch; applicaiotns for vehicles based on the time to return to school.</p> <p>4. Applicaiotn of the limousine should follow the principle of higher authorities and foreign guests (foreign).</p> <p>5. The handling and transferring of the truck should track application form, around the campus should apply by workers support form.</p>				

**Please bring a large garbage bags on the return trip to the school to clean up the carrying off waste. °**