| 臺中市政府建設局及所屬機關(工務車及特種車)派車單 |
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|  年 月 |  |  |  |  |  |  |  |  |  |  |
| 申請單位 | 核派單位 |
| 日期 | 派工事由 | 車輛種類 | 車號 | 裝載物料品名 | 目地的 | 搭乘人數 | 駕駛人簽章 | 派工員蓋章 | 主管核章 | 車輛管理人蓋章 | 主管蓋章 |
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| 說明：1.車輛借用人須填寫派車單，並經單位主管核章後，擲送車輛管理人員辦理調派車輛。2.因緊急情況或因不可抗力因素致未完成派車程序，應於事後第一個上班日或狀況解除後七日內完成補辦手續。 |