

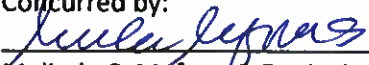
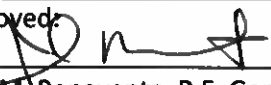


<p style="text-align: center;"><b>GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE</b></p>	<p>Prepared by: <u></u>  Title: Pedro F. Sanchez, Management Analyst III</p>
<p><b>TITLE: FLEET TRACKING &amp; MANAGEMENT SYSTEM</b></p>	<p>Reviewed by: <u></u>  Jimmy D. Pangelinan, Division Manager</p>
<p>NO: <u>SOP-165</u>  Supersedes:</p>	<p>Concurred by: <u></u>  Melinda C. Mafnas, P.E., Assist General Manager, OPERATIONS</p>
<p>Page 1 of 2</p>	<p>Approved: <u></u>, 8/15/19  John M. Benavente, P.E. General Manager / DATED</p>

## 1.0 PURPOSE

The purpose of this procedure is to define the responsibilities for the installation, operating, issuing and replacing of Fleet Tracking & Management System by the Guam Power Authority.

## 2.0 RESPONSIBILITY

### 2.1 The Fleet Support Service Manager shall be responsible for the following:

1. Ensuring all designated automotive and heavy equipment vehicles are outfitted with the Fleet Tracking & Management System devices.
2. Providing approved personnel with access to the Fleet Management web based system.
3. Providing Fleet Management web based system Training to authorized personnel.
4. Managing of contracts for technical support, upgrades and the purchasing of equipment necessary to maintain the Fleet Tracking & Management System.
5. Managing the issuance of Fleet Tracking & Management System device keys (Dallas Keys) to authorized personnel.
6. Managing the scheduling of vehicles for Fleet Tracking & Management System device maintenance, upgrades, repairs and replacements.
7. Authorizing the disconnecting, removal, storage and salvaging of Fleet Tracking & Management System devices.
  - 2.1.7.1 Devices may only be disconnected, removed or installed by Authorized Transportation personnel and/or contracted technical support personnel.

### 2.2 The Assistant General Manager of Operations (AGMO) is responsible for the following as designated by the General Manager:

1. Designating automotive and heavy equipment vehicles for installation of Fleet Tracking & Management System devices.

2. Designated authority for the authorization of Fleet Tracking & Management System device keys issuance.

2.3 The Division Managers shall be responsible for the following:

1. Approving of all personnel to be issued/re-issued a Fleet Tracking & Management System device keys (Dallas Keys) within their respective divisions.
2. Approving of all replacement Fleet Tracking & Management System device keys (Dallas Keys) within their respective divisions.
3. Ensuring all automotive and heavy equipment vehicles; within their respective divisions are available; upon scheduling for Fleet Tracking & Management System device maintenance, upgrades, repairs and replacements.

2.4 All personnel shall be responsible for the following:

1. The Fleet Tracking & Management System device key (Dallas Key) issued to them.
2. Reporting of damaged, stolen, lost, or malfunctioning keys.
3. The returning of issued key if it is no longer being utilized.

3.0 REGULATIONS

3.1 Failure to comply with these regulations may result in; but not limited to, the following:

1. The revocation of all vehicle usage privileges.
2. The suspension of all vehicle usage privileges.
3. Disciplinary action as reflected in the GPA Personnel Rules and Regulations, Code of Conduct and applicable Guam Laws.

3.2 Dallas Keys are not to be shared, any keys found, or no longer being utilized by the employee issued the key shall be returned immediately to the Transportation Division.

3.3 The Replacement fee per key is \$20.00 and shall be assessed at the discretion of the Assistant General Manager of Operations as designated by the General Manager.

1. Payment to be made at any Guam Power Authority Cashier.
2. Account to be designated by the Guam Power Authority Finance Comptroller.

3.4 Any Fleet Tracking & Management System device keys (Dallas Keys) to be issued to vendors or contractors must have prior written approval from the Assistant General Manager of Operations.

3.5 The tampering, damaging or removing of Fleet Tracking & Management System devices by unauthorized personnel is strictly prohibited.