

GUAM POWER AUTHORITY Standard Operating Procedures	No.: *SOP-136	Issued: Updated: Revised: 3/17/09
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Title: MAINTENANCE AND UTILIZATION RESPONSIBILITY OF GPA OFFICIAL VEHICLE	Approved By: <i>Joaquin C. Flores</i> , Gen. Mgr.	
Effective Date: 3/17/09 Supersedes No. SP-136, dtd. 3/04/09 Page 1 of 6		

°Updated 3/4/09 / °Revised 3/17/09

1.0 PURPOSE

This Standard Operating Procedure provides guidelines for utilization, accountability and responsibility as mandated by 4 GCA 1103(Government Vehicles, Public Law 21-90 chapter 1) for the Authority and use of 24 hour vehicles.

2.0 AUTHORITY

- # 2.1 The General Manager is the approving authority for 24 hour vehicle utilization as designated by 4 GCA 1103.
- # 2.2 The Authority Policy #AP-028 delegates to the Fleet Support Services Manager of transportation, or his designee the authority to inspect and enforce equipment operations and marking requirements for 24 hour vehicles and report any and all violations to immediate supervisors/managers.

3.0 SCOPE

This policy shall apply to all employees of the Guam Power Authority.

4.0 PROCEDURES

- 4.1 A GPA Trip Ticket Form shall be prepared for each vehicle dispatched (Exhibit A). Each driver shall have the form in his or her possession. Operators will perform pre-operational vehicle checks, and report through documentation any discrepancy found for each vehicle.
- 4.2 Each vehicle operator will be issued a Trip Ticket prior to exiting their section area, and at the end of each day, turn in the completed Trip Tickets for control purposes and to ensure that vehicles are properly maintained and cleaned. It will be the section Supervisor's responsibility to ensure that these requirements are met.

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- # 4.3 Division Managers must obtain approval in writing from the General Manager to place a vehicle in a "24 hour vehicle" status. A copy of this list will be provided to Transportation Fleet Support Services Manager and updated once a quarter or when changes occur.
- # 4.4 Once approval has been granted by the General Manager to place a vehicle in "24 hour" status, coordination with Transportation must be made to clearly mark the vehicle as a "24 hour vehicle".

5.0 RESPONSIBILITIES

Vehicle operators are responsible for the safe operations of the vehicle, and adhering to the following:

- 5.1 Operators must have a valid driver's/chauffeur's license in his/her possession at all times while operating a GPA official vehicle.
- 5.2 All vehicles shall be used for **Official GPA business ONLY**. **Any abuse of this privilege will be subject to Disciplinary Action according to GPA Personnel Rules and Regulations.**
- * 5.3 Drive defensively, be courteous and obey all traffic rules and regulations. Do not exceed posted speed limits. In case of inclement weather, heavy traffic, or other road hazards, operate the vehicle at a **SAFE** speed not to exceed the posted speed limit. Keep a safe distance between vehicles.
- * 5.4 All charges incurred from traffic violations are the responsibility of the individual operator of the vehicle at the time the violation was committed.
- # 5.5 The Contracts Administrator is responsible for ensuring that all reimbursements for damages are collected through cash collections or payroll deduction as elected method of payment by the employee(s).
- # 5.6 Drug testing will be conducted in accordance with existing work place policy on "Zero Tolerance" for Alcohol and drug use.

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6.0 DISCIPLINARY ACTIONS

- * A committee comprised of the Safety Administrator, and Transportation Fleet Support Services Manager or his designee , Contracts Administrator and a representative from Generation, Transmission Distribution and Customer Service shall conduct a thorough investigation of the incident/ accident involving any GPA vehicle. Upon completion of such investigation and if it is determined that carelessness, negligence and deliberately causing damage to the equipment on the part of the vehicle operator is apparent, then the following disciplinary actions will apply:
 - * 6.1 **First offense:** Employee may pay for all damages incurred not to exceed \$1,000.00 and may be subject to enrollment in Defensive Drivers Course at his/her expense.
 - * 6.2 **Second offense:** Employee may pay for all damages incurred not to exceed \$1,000.00 and may be subject to Adverse Action and a copy will place in his/her personnel jacket file.
 - * 6.3 **Third offense:** Employee may pay for all damages incurred and will be subject to termination from Employment.

7.0 DEFINITION

EMERGENCY FIRST RESPONDERS

- 7.1 Primary First Responders- utilizes assigned 24 hour vehicle and are activated by PSCC- Dispatch consisting of, Switchman substation, Relay Technician Substation, line man/ Supervisor and Transportation trouble shooter(601).
- 7.2 24-hour Standby or on call responders are "Alternate" responders and are normally activated by the division managers to assist the " Emergency First Responders" as required.
- 7.3 Alternate Responders- consisting of Standby technician substation, Relay Technician substation, Meter Technician (meter shop), Water System Maintenance and Transportation (602).

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DESTINATION	TIME		RELEASED BY (Signature)	REMARKS
	ARRIVE	DEPART		
FROM				
TO				
TO				
TO				
TO				
TO				
TO				
INSTRUCTIONS				
Date. Enter the calendar date the equipment is to be used.		Hours. Will be recorded to the nearest whole hour. Of those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation. In. The operator will enter the hour meter reading upon completion of the equipment. Out. The supervisor will enter the hour meter reading prior to equipment release. Total. Enter the total hours released for operation.		
Type of Equipment. Enter the type of equipment as designated in the CMMS master list.				
License Number. Enter the government license number.				
VIN Number. Enter equipment identification number.				
Dept. /Section. Enter the organization to which the equipment is assigned.		Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.		
Operator. Enter the name of the equipment operator.		Report To. Enter the name of the individual to whom the operator is to report.		
Operator's Signature. The equipment operator will enter signature immediately upon receipt of equipment.		Supervisor's Signature. Self-explanatory		
Time. Indicate time to the nearest 5 minutes using the 24-hour clock. A. In. Enter time equipment was returned to section. B Out. Enter time equipment was released for operation by Supervisor C. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.		Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes. a. Arrive. Enter the arrival time at each destination. b. Depart. Enter the departure time from the section pool and each succeeding location.		

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<p>Miles. Will be recorded to the nearest whole mile.</p> <p>a. In. The operator will enter the mileage reading when the equipment is returned to section. If odometer is inoperative, enter estimated mileage.</p> <p>b. Out. The operator will enter the mileage reading at the beginning of operation.</p> <p>c. Total. Enter the difference between the "Out" and "In" mileage.</p>	<p>Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.</p>
	<p>Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.</p>