

GUAM POWER AUTHORITY		* No.: SOP-032
Standard Operating Procedure		Prepared By: J.C. Crisostomo, Safety Administrator
Title: PARKING & TRAFFIC SAFETY POLICY IN GPA COMPOUNDS		Approved By: JOAQUIN C. FLORES, P.E. GEN. MGR.
Effective Date: 5/18/06	Supersedes No. SP-032 dtd 11/10/93	
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1.0 **PURPOSE**

To establish the responsibilities and procedures for vehicle parking and movement of vehicular and pedestrian traffic in GPA compounds.

2.0 **SCOPE**

This policy applies to all Guam Power Authority owned and leased vehicles as well as privately owned vehicles parked in GPA compounds.

3.0 **RESPONSIBILITIES**

3.1 The Safety Officer is responsible for:

- a. Formulation and implementation of parking policies.
- b. Enforcement of all GPA regulations pertinent to vehicular parking.
- c. Making periodic checks of parking spaces to ensure adherence to regulations.
- d. Reporting parking violations to relevant department/division heads for corrective action.
- e. Coordination with department heads and towing firms for the removal of unauthorized parked vehicles.
- f. Reporting to management on repeated violations of vehicular parking regulations.

3.2 Department/Division heads are responsible for:

- a. Assisting and coordinating with the Safety Administrator in the enforcement of parking regulations and in the removal of unauthorized parked cars from the premises.

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- b. Reporting to the Safety Officer all known parking violations.

3.3 All GPA employees are responsible for:

- a. Strict adherence to GPA Parking regulations.
- b. Reporting parking violations to department heads.

4.0 **DRIVER/PEDESTRIAN RESPONSIBILITY**

4.1 Driver Responsibility

- a. Be alert while approaching doorways, turns, and pedestrian walk areas.
- b. Give the right of way to the pedestrian.
- c. The maximum speed limit in all GPA facilities/compounds (including Generation, Transportation, and T&D) is 5MPH (3MPH when pedestrians are present).
- d. Stop the vehicle as a courtesy for pedestrians crossing or walking next to a thoroughfare.
- e. Sound vehicle horn if visibility is obstructed and require a spotter while backing vehicle or heavy equipment.

4.2 Pedestrian Responsibility

- a. Respect vehicles and heavy equipment and be aware of the hazard they present.
- b. Make sure the driver sees you; move away if you are not sure.
- c. Never walk under loads or try to slip between moving heavy equipment and a stationary object.
- d. Walk in identified walkways.

5.0 PARKING DESIGNATIONS

5.1 Harmon Office parking spaces:

Five (5) employee parking spaces are designated on the 1st floor. All others are for customers only. The 2nd floor and the fenced official vehicle parking area are open parking areas used on a first-come first served basis.

5.2 T&D Service Center

- a. Employee parking spaces are designated in front of the service center.
- b. No vehicle of any type shall be parked in front of both ends of the building (North/South sides). Those are loading/unloading spaces only.
- c. No privately owned vehicle shall be parked in a designated official parking area.
- d. No vehicle shall be parked in any area which will block access to and exit of other cars.
- e. Non-GPA employees will not be allowed to enter the compound after normal duty hours.
- f. GPA employees with proper identification may enter the compound and park their private vehicles after normal duty hours.

5.3 Power Plant Compounds (and other departments located within)

- a. Employees are prohibited from parking their privately owned vehicle in the power plant compound unless authorized by the General Manager or the AGMO.
- b. No motor vehicle shall be parked in any fashion that may impair, block or present a safety hazard along the main road.
- c. No vehicle shall be parked in areas that may obstruct access and/or exit to other motor vehicles.
- d. No vehicle shall be parked in and around the loading/unloading areas.

5.4 Transportation Division

Private owned vehicles are prohibited from entering the compound.

5.5 Procurement/Supply Warehouse

Private owned vehicles are prohibited from parking inside the warehouse compound.

GPA official vehicles are authorized to enter the compound for the strict intent of loading and/or unloading.