



PORT OF GUAM

ATURIDAT I PUETTON GUAHAN

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Eddie Baza Calvo

Governor of Guam

Ray Tenorio

Lieutenant Governor

June 30, 2015

MEMORANDUM

TO: Division Heads

FROM: General Manager

SUBJECT: Policy Memorandum No. 2001-01, Guidance on Issuance of Transportation Equipment

Attached is Policy Memorandum No. 2001-01, Subject: Guidance on Issuance of Transportation Equipment. The policy provides guidance on proper accountability, issuance and usage of all Port transportation equipment and applies to all Port employees assigned to operate the Authority's equipment. A trip ticket shall be in the possession of the employee at all times while operating the equipment. Division Heads shall compile all trip tickets and submit to the Transportation Dispatcher at the end of each week. A copy of the trip ticket is provided for your use.

Additionally, a fuel log report must be submitted to the Finance Division no later than the fifth working day of the month so they may validate the transaction and reconcile it against the Fuel Company's invoice to the Authority.

Please ensure that your employees are aware of the attached policy.

Your cooperation on the above is greatly appreciated.


JOANNE M.S. BROWN

attachments



Carl T. C. Gutierrez
Governor of Guam

Madeleine Z. Bordallo
Lieutenant Governor

PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN

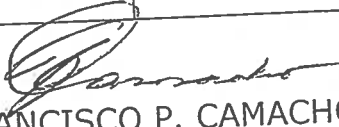
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POLICY MEMORANDUM NO. 2001-01

To: All Port Employees	Subject: Guidance on Issuance of Transportation Equipment
Effective Date: January 17, 1983	Revision Date: APRIL 17, 2001
APPROVED BY:  FRANCISCO P. CAMACHO, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	

- I. **PURPOSE:** To provide guidance to ensure proper accountability, issuance and usage of all Port Authority of Guam transportation equipment, to include sedans, vans, trucks, tractors, forklifts and cranes.
- II. **SCOPE:** This policy shall apply to all Port Authority of Guam employees assigned to operate the Authority's equipment.
- III. **LIMITATIONS:**
 - A. All transportation equipment shall be restricted for use in official matters only.
 - B. All transportation equipment shall be secured at areas designated by the Transportation Superintendent, with the exception of the following:
 1. Straddle hoists and gantry cranes are to be stored in the Port container yard; and



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2. Those sedans and vans assigned to division heads by the General Manager for use by their employees in the performance of their official assigned duties are to be properly secured within their work areas.

IV. RESPONSIBILITIES:

- A. The **Transportation Division** shall be responsible for the issuance of all transportation equipment listed in Section I; if said equipment is to be operated outside the Authority's premises.
- B. The **Division Heads** shall be responsible for issuing trip tickets to each employee authorized to operate the equipment within the Authority's compound, including Hotel Wharf facilities. Prior to issuing the trip ticket, the division head should verify the existence of a valid driver's license from the employee.
- C. The **Employee** shall be responsible for conducting an inspection prior to and after operating the equipment. The employee shall note any discrepancies on the trip ticket and report it to the Dispatching personnel or his supervisor. The employee shall be responsible for the condition of the equipment upon its return to his respective division or the Transportation Division.

The employee must obtain approval from his superiors before transferring his assigned equipment to another employee. Upon approval of the transfer, a new trip ticket is to be issued by the division head.

- D. The **Port Police Division** is responsible for verifying the validity of the trip tickets of all equipment exiting the Port premises. Any employee who does not possess a trip ticket while operating the Authority's equipment shall be denied egress from the terminal yard. It is the responsibility of the Port Police personnel to report such incident to the respective division head.

V. **TRIP TICKETS:**

- A. The trip ticket will be used to authorize and record the issuance of the transportation equipment. Such forms are available at the Transportation Division (Dispatcher's Office).
- B. The trip ticket shall be in the possession of the employee at all times while operating the equipment. It shall be submitted to the Division Head or Transportation Division upon return of the equipment.
- C. The Division Heads shall ensure that all trip tickets are submitted to the Transportation Division at the end of the day or end of the shift.
- D. The Dispatching personnel shall inform the Transportation Superintendent whenever the equipment is not returned at the end of the shift.
- E. At the close of each fiscal year, the Dispatching personnel shall submit the trip ticket files to the Records Management Office for disposition in accordance of the Records Management Act.

ACKNOWLEDGEMENT RECEIPT
Policy Memorandum No. 2001-01
Guidance on Issuance of Transportation Equipment

Division	Print Name	Signature	Date
General Manager's Office			
Harbor Master's Office			
Occupational Health and Safety			
Port Police			
Strategic Planning			
Marketing			
Human Resources			
General Administration			
Engineering			
Commercial			
Information Technology			
Procurement			
Supply			
Finance			
Operations Manager			
Terminal			
Facility Maintenance Superintendent			
Stevedoring			
Transportation			
Maintenance Manager			
Equipment Maintenance Superintendent			



PORT AUTHORITY OF GUAM
TRANSPORTION DIVISION
DAILY TRIP TICKET

OPERATOR: _____
EQUIP. NO. _____

DATE: _____

ACCT NO.	DESTINATION	NATURE OF TRIP	DISPATCHER	FROM	TO

INSPECTION OF EQUIPMENT BEFORE AND AFTER OPERATION.	START OF WORK		END OF WORK	
	OK	BAD	OK	BAD
TIRE				
OIL				
WATER				
BATTERY				
ENGINE				
LIGHT				
HORN				
HOIST				
TILT?				
TRANSMISSION/CLUTCH				
BRAKES				
STEERING				
GENERATOR				

MILEAGE END: _____
MILEAGE START : _____
TOTAL MIL. DAY: _____

CHARGEABLE
MILEAGE HOURS:
ACC'T NO. HOURS

/S/ _____
OPERATOR

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PORT AUTHORITY OF GUAM
TRANSPORTION DIVISION
DAILY TRIP TICKET

OPERATOR: _____
EQUIP. NO. _____

DATE: _____

ACCT NO.	DESTINATION	NATURE OF TRIP	DISPATCHER	FROM	TO

INSPECTION OF EQUIPMENT BEFORE AND AFTER OPERATION.	START OF WORK		END OF WORK	
	OK	BAD	OK	BAD
TIRE				
OIL				
WATER				
BATTERY				
ENGINE				
LIGHT				
HORN				
HOIST				
TILT?				
TRANSMISSION/CLUTCH				
BRAKES				
STEERING				
GENERATOR				

MILEAGE END: _____
MILEAGE START : _____
TOTAL MIL. DAY: _____

CHARGEABLE
MILEAGE HOURS:
ACC'T NO. HOURS

/S/ _____
OPERATOR

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