
 GUAM WATERWORKS AUTHORITY	STANDARD OPERATING PROCEDURE	No.	SOP-1500-C&M-001
	Operation and Safety Guidelines for the Use of GWA Vehicles	Effective Date	12.7.2010
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	A

1.0 Purpose

This Standard Operating Procedure (SOP) establishes the proper operation and safety guidelines for the use of the Guam Waterworks Authority's (GWA) owned, leased or rented vehicles in accordance with applicable laws and existing GWA policies and procedures.

2.0 Scope

This SOP applies to all GWA employees who use GWA vehicles. It covers employees' responsibilities during the operation of GWA vehicles as well as compliance with the safe driving guidelines established in this SOP.

3.0 Policy

It is GWA policy that operation of any GWA vehicle shall adhere to existing laws relative to the use of government vehicles mandated by Title 4 of the Guam Code Annotated (GCA) §1103 (Government Vehicles and Use), Title 16 of GCA (Vehicles) and other applicable laws on government vehicles.

4GCA §1103 specifically states that "***no government vehicle, whether government-owned, leased or rented shall be used for other than official purposes*** (emphasis added)."

Failure to adhere and comply with any and all of the guidelines, rules and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion or termination of employment as provided by GWA PR&R.

4.0 Definitions

- 4.1. **Accidents:** Motor vehicle, traffic or any type of accidents that cause damage (minor or major) to GWA vehicles.
- 4.2. **GWA Vehicles:** All vehicles whether owned, leased or rented by GWA. Also referred to as Government vehicles.
- 4.3. **Operating:** Means driving or operating a vehicle, with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. It does not include operating a vehicle with or without the motor running when the driver moved the vehicle to the side of, or off, a highway, and halted in a location where the vehicle can safely remain stationary.
- 4.4. **Operators:** All GWA employees who are in actual physical control of GWA vehicles.
- 4.5. **Passengers:** Include GWA employees or contractors who are authorized to ride in GWA vehicles on official business.

- 4.6. **Traffic Incidents/Violations:** Any type of traffic incident or violation issued by the local authorities such as not wearing a seat belt, driving over the posted speed limit, running a red light, driving without proper license, etc. while operating a GWA vehicle.

5.0 Roles and Responsibilities

5.1.	General Manager (GM)	Approve all changes in this SOP. Serve as the approving authority for the use of GWA vehicles.
5.2.	Assistant General Manager for Operations (AGM-O)	Oversee development, revision and implementation of this SOP as the Policy Owner and ensure that appropriate resources are available to each division. Endorse to SOP Committee any amendment(s) needed to this SOP.
5.3.	FMES Superintendent Safety Inspector Supervisor	Work with division managers and supervisors to ensure compliance with this SOP. Review this SOP annually and make necessary changes to be presented to the AGMO for consideration. Ensure that it is updated pursuant to the prevailing Guam laws.
5.4.	Managers and Supervisors	Ensure that operators are informed of the guidelines and procedures stated in this SOP before allowing them to use any of the GWA vehicles. Monitor personnel to ensure compliance with this SOP. Any accidents/incidents should be properly documented and reported in a timely manner. Review this SOP annually and make necessary changes to be presented to the AGM-O for consideration.
5.5.	Human Resources Division	Ensure training is provided to new employees and provide refresher training every two years or as needed to existing employees discussing the requirements and guidelines stated in this SOP in conjunction with the FMES Superintendent and/or Safety Inspector Supervisor. Present each employee a copy of this SOP and <i>Employee's Acknowledgement Receipt</i> as shown in Attachment 1 after each training.

5.6.	Operators & Passengers	<p>Strictly abide by the contents of this SOP and conduct their activities accordingly. When confronted by a situation not covered by this SOP or requiring clarification, clarify with the respective manager, supervisor, FMES Superintendent or Safety Inspector Supervisor.</p> <p>Sign the <i>Employee's Acknowledgement Receipt</i> as shown in Attachment 1 as a condition for the use of a GWA vehicle.</p>
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6.0 Procedure Description

6.1. **Official Use of GWA Vehicles:** All GWA vehicles whether GWA-owned, leased or rented shall be used for **GWA official business ONLY**.

6.1.1. **Using Vehicle for Personal Reason:** No GWA vehicles may be used for personal purpose; however, when an employee is making rounds and/or assigned in the field throughout the shift, he/she is allowed to stop somewhere within the vicinity to eat and/or pick up lunch using the assigned GWA vehicle. The same exception however, is not extended to any employee who is stationed at a GWA facility or office.

6.1.2. **Taking Vehicle Home:** No GWA vehicles may be driven home unless specifically authorized in writing by his/her manager concurred by the AGM-O and the GM.

6.2. **Authorization to Operate GWA Vehicles:** The following requirements must be met in order to operate GWA vehicles:

6.2.1. **Prior Authorization:** No GWA employee shall operate a GWA vehicle without prior authorization from his/her supervisor and manager.

All GWA employees must also read the contents of this SOP and sign the *Employee's Acknowledgement Receipt Form* as shown in **Attachment 1** prior to the initial use of a GWA vehicle.

6.2.2. **Active Duty Employee & GWA Badge:** Only GWA authorized employees on active duty can operate GWA vehicles. They must wear their GWA badges at all times while using GWA vehicles.

6.2.3. **License and Certificate Requirement:** Operators of GWA vehicles must have the required driver's license, special certification, and/or special license at all times while operating GWA vehicles. Operator licenses must be current and valid when operating GWA vehicles; operators are solely responsible for keeping their licenses current.

6.3. Safety Guidelines for the Use of GWA Vehicles: The following safety guidelines must be observed when using GWA vehicles:

- 6.3.1. **Alcohol and Drug Use:** Under no circumstances shall a GWA vehicle be used or operated by a person under the influence of alcohol, illegal drugs and/or prescription drugs where driving ability may be impaired.
- 6.3.2. **Use of a Seat Belt:** All persons, operator and passenger(s) riding in GWA vehicles must wear their seat belts in its proper configuration at all times that the vehicle is in motion. **This means that no person may ride the bed of any GWA vehicle pickup or any other type of truck.**
- 6.3.3. **Defensive Driving:** Operators must drive defensively, be courteous and obey all Guam traffic laws, (i.e., traffic regulations in accordance with Title 16 GCA).
- 6.3.4. **Speed Limits:** Operators must not exceed posted speed limits as well as limits set by GWA vehicle tracking devices at all times. In case of inclement weather, heavy traffic, or other road hazards, operator should drive at a safe speed. Operators should always keep a safe distance from other vehicles at all times.
- 6.3.5. **Anti-Idling:** Vehicle idling gets zero miles per gallon; unnecessary idling wastes fuel and pollutes the environment. Running an engine at low speed (idling) also causes increased wear on internal parts compared to driving at regular speeds. The break-even point for shutting off and restarting gasoline engines or leaving it to idle is 30 seconds – from the point of view of both emissions and fuel consumption. For this reason, the rules below should be strictly followed:
 - 6.3.5.1. GWA Vehicles should not be parked with its engine running for more than thirty (30) seconds, except:
 - 6.3.5.1.1. When it is essential to the performance of the work being performed.
 - 6.3.5.1.2. When it is necessary due to traffic condition.
 - 6.3.5.1.3. During a period of public emergency, such as a typhoon, earthquake, and the like where an operator might have to wait in the vehicle for an extended period of time while waiting for the condition to become safe.
 - 6.3.5.1.4. When vehicles are required to idle in order to power another GWA vehicle without risking damage to the battery.
 - 6.3.5.2. Initial “warm up” for diesel vehicles should be limited to three (3) to five (5) minutes, or as otherwise recommended by the vehicle’s manufacturer.
- 6.3.6. **Smoking Inside GWA Vehicle:** Operators and passengers shall not smoke cigarettes, e-cigarettes, pipes and cigars, and the like while using GWA vehicles.

6.3.7. **Passengers and Contents of GWA Vehicle:** The operators to whom the GWA vehicle is assigned will be fully responsible for all passengers on board the GWA vehicle and all of the contents inside the GWA vehicle for the duration of the period the vehicle is assigned to him/her.

6.3.8. **Equipment, Tools and Supplies Placed in GWA Vehicles:** The operators to whom the GWA vehicle is assigned will be fully responsible for all equipment, tools and supplies placed in the GWA vehicle for the duration of the period the vehicle is assigned to him/her.

Equipment, tools and supplies placed in the GWA vehicles shall be properly arranged and secured in its designated storage area in such manner that it will not shift, slide or move which may cause damage either to the storage area, equipment, tools, supplies, or the assigned GWA vehicle.

Equipment, tools and supplies placed in the GWA vehicles shall be properly stored and secured in such manner that they cannot be stolen when personnel are working away from the GWA vehicle and cannot guard it.

6.3.9. **Restrictions on the Use of Mobile Phones While Driving:** Pursuant to 16 GCA §3346, it is unlawful for a person to read, write, or send electronic messages, or use or be holding, a mobile phone or similar electronic communications device while driving a vehicle, except on the following circumstance¹ applicable to GWA:

6.3.9.1 **Emergency Calls:** The operator is making an emergency call to law enforcement officials or other public emergency response services; or

6.3.9.2 **Hands-free:** The operator is using a mobile phone that is specifically designed and configured to allow hands-free listening and talking, through the use of Bluetooth, hardwired, or similar technology, and is used only in such hands-free manner while driving; or

6.3.9.3 **Citizen Band (CB) Radio:** The operator is using a land mobile radio or a “half-duplex” only device. Half-duplex means the ability for two or more electronic devices to communicate with each other, but in only one direction at a time (not simultaneously), and inclusive of simplex technology; provided, that such technology permits for only voice communication in one direction at a time.

Penalties: 16 GCA §3346 further states that any operator who violates the provisions stated in Section 6.3.9 is guilty of a violation and shall be punished by a fine [imposed by local authorities] no less than One Hundred Dollars (\$100.00). Repeat violation of the said section shall be punished by a fine no less than Five Hundred Dollars (\$500.00). However, should an operator be found to have violated Section 6.3.9, and that said violation may be contributed to a traffic collision, then he or she is guilty of a violation punishable by a is guilty of a violation

¹ 16 GCA §3346 (b).

punishable by a fine no less than One Thousand Dollars (\$1,000), and may result in the suspension or revocation of driving privileges on Guam's roadways.

In addition to the penalties provided by the law, the employee may still be subjected to progressive or adverse action as provided by GWA PR&R.

- 6.4. **General Cleaning and Maintenance of GWA Vehicles:** Cleaning is a part of basic vehicle maintenance. The operator to whom the GWA vehicle is assigned will be fully responsible to ensure that the vehicle is generally clean at all times. In addition, the operator should generally inspect the condition of the assigned vehicle daily to ensure that it is safe to be used before heading out to the field. It is the operator's responsibility to turn in the assigned vehicle directly to the Facilities and Maintenance Equipment Shop (FMES) if the vehicle needs to be repaired or maintained.

The FMES Superintendent/designee shall inspect the condition of all GWA vehicles monthly and ensure that all GWA vehicles undergo basic and routine maintenance work to make sure of its roadworthiness before it is use by GWA employees on public roads².

- 6.5. **Accidents Involving GWA Vehicles:** All GWA employees must follow the following procedures in case of any accident that cause damage to a GWA vehicle:

- 6.5.1. **Vehicle Operator:** In the event of any kind of accident that cause damage to a GWA vehicle, the operator must immediately call his/her supervisor and GWA Water Systems Control (WSCC) at 300-6892/94/58/59 to report the accident.

The operator must also fill out the *Vehicle Operator Report* shown in **Attachment 2** and submit to GWA Safety division no later than 24 hours after an accident had occurred. Photographs of the damaged vehicle may be taken and attached to the report or forwarded to the immediate supervisor electronically.

- 6.5.2. **WSCC Dispatcher:** Once an accident is reported pertaining to a GWA vehicle, WSCC dispatcher must immediately call the following: 1) Guam Police Department (911), 2) GWA Safety Division (300-6349, 727-8638, 300-6386 or 747-5852), and 3) GWA Division Manager of the vehicle operator. WSCC dispatcher shall log all calls received involving GWA vehicles' accidents accordingly.

- 6.5.3. **Division Manager or Designee:** Once an accident pertaining to a GWA vehicle is reported to the Division Manager or Designee, he/she must immediately proceed to the place of the accident and coordinate with the GWA Safety and GPD responding officers in assessing the situation of the vehicle, operator and/or passenger(s).

The Division Manager or Supervisor must fill out the *Supervisor/Manager Report* as shown in **Attachment 3** and submit to GWA Safety division no later than 24 after an accident had occurred. Photographs of the damaged vehicle must be taken and attached to the accident report or forwarded to the responding GWA Safety officer electronically.

² GWA Vehicles Care and Maintenance detailed procedures will be addressed in a separate SOP.

After the investigation by GPD and Safety Officers, the Division Manager or Supervisor must ensure that the damaged GWA vehicle must be turned-over along with the accident reports and other supporting documents to FMES.

- 6.5.4. **FMES Superintendent or Designee:** Once the damaged vehicle is received, the FMES Superintendent or Designee must conduct a proper damage and repair assessment using the *Vehicle Damage/Repair Assessment Form* as shown in **Attachment 4**. The said form must be submitted to the Division Manager and GWA Safety Officer no later than 24 hours after the vehicle is turned-over to FMES for custody. Photographs of the damaged vehicle must be taken and attached to the report or forwarded electronically.

If upon assessment of the condition of the vehicle and the FMES Superintendent or Designee determines that the damage only affects the vehicle's appearance (dents/scratches) and not its roadworthiness, the vehicle can be safely released to the assigned operator immediately. However, if the vehicle is determined to be un-safe to be driven on public roads, then it will be grounded at FMES premise until repair is completed and the FMES Superintendent determines the vehicle meets the standard of roadworthiness. The assessment must be documented in the *Vehicle Damage/Repair Assessment Form*.

- 6.5.5. **Safety Officer:** Once an accident report involving a GWA vehicle is received by the GWA Safety division from WSCC, the responding officer must immediately proceed to the place of the accident and coordinate with the GPD responding officers and GWA Division Manager/Supervisor in conducting its own investigation to assess the situation of the vehicle, operator and/or passenger(s).

The Safety Officer must also assess the operator involved in the accident to determine if the Personnel Administrator or designee must be notified in accordance with the GWA Drug and Alcohol-Free Workplace Policy. If so, the operator must be escorted by his/her supervisor and/or safety officer to the Human Resources (HR) office immediately.

The responding Safety Officer must fill out the *Safety Report* shown in **Attachment 5** no later than 24 hours after an accident had occurred. Photographs of the damaged vehicle and assigned GPD Accident Report Number must be included in the report.

Once all necessary reports from the vehicle accident are received, the responding Safety Officer shall prepare an Official Report within five (5) working days from the date of the accident. An electronic copy of the report must be submitted to the AGM-C&S, AGM-O, GM and Contracts and Small Claims Administrator³ or Designee via e-mail and uploaded to gwastorage1/Compliance_And_Safety/Safety/Safety Stats.

- 6.5.6. **Personnel Administrator or Designee:** Once an accident report involving a GWA vehicle is received by the Personnel Administrator or Designee from the GWA Safety

³ For vehicle insurance and/or government claim purposes if applicable.

Officer, he/she must ensure that pertinent drug and/or alcohol testing is administered to the affected GWA operator in accordance with the GWA Drug and Alcohol-Free Workplace Policy.

GWA Drug and Alcohol-Free Workplace Policy Section IV.5. states that, "When specific and objective facts indicate that drug or alcohol use by an employee may have caused or been a contributing factor to an on-duty motor vehicle accident. **An alcohol test(s) shall be completed within two (2) hours of the accident and a drug test(s) within twenty-four (24) hours of the accident.** The following facts, if present, may independently or collectively, depending upon the circumstances, give rise to reasonable suspicion:

- a) the appearance, behavior, speech or odor of the employee immediately prior to or after the accident;
- b) the employee left the scene or attempted to leave the accident scene without legal authority or permission to do so;
- c) the employee acted contrary to a safety rule, established safety practice or otherwise engaged in demonstrably unsafe behavior for which there is no reasonable explanation;
- d) the employee was arrested or received a traffic citation;
- e) the employee or any person received medical attention as a result of the accident;
- f) the employee has been involved, as a contributing factor, in a pattern of repetitive on-duty motor vehicle accidents whether they involved actual or potential injury.

6.5.7. **Injury Resulting from Accident:** In the event that a GWA vehicle is involved in an accident where injury is sustained, the uninjured person riding in the vehicle shall see to the safety of all injured personnel and immediately call for help by dialing 911 to report and arrange for an ambulance. This should be done before reporting to the GWA offices listed in Section 6.5.1 above, unless calling GWA for help is their only means of securing medical help.

6.5.8. **Workers Compensation in Case of Injury:** Workers' Compensation paper works⁴ for injured GWA personnel on duty shall be promptly processed by the Supervisor of the injured person(s) including seeing that appropriate signatures are obtained and transmitted to the medical facility taking care of the injured person(s).

A signed written statement or report must be obtained from an injured employee who refuses medical attention and submitted to the Safety and HR office.

6.5.9. **Accident Citation or Verbal Warning:** If the operator of a GWA vehicle involved in an accident is given a verbal warning, traffic citation or determined to be at fault, the following rules must apply:

- 6.5.9.1. **Cost of Repair/Replacement of Vehicle:** The Operator shall be personally liable for the cost of the repair and/or replacement of the vehicle and its contents, to include any damage to a third-party's property in the event the

⁴ Worker's Compensation paper works/forms can be obtained from the Compliance and Safety or HR office.

damage was the result of the Operator's gross negligence of intentional conduct.

- 6.5.9.2. **Legal Suit by a Third-Party:** In case the Operator is sued in his/her own name by a third-party for intentional or grossly negligent property damage and/or physical injury to said third-party, the Operator shall be responsible to pay his/her own attorney and associated legal fees.

6.6. **Traffic Incidents/Violations Involving GWA Vehicles:** The vehicle operator must comply with the following procedures in case of other traffic incidents or violations issued by local authorities (not including accidents) while operating a GWA vehicle:

- 6.6.1. **Incident Reporting:** The operator must immediately report the traffic citation or warning received from local authorities to 1) to his/her immediate supervisor, 2) HR office and 3) Safety section and fill out the *Vehicle Operator Report* shown in **Attachment 2** no later than 24 hours after an incident had occurred. A copy of the traffic violation/ticket and other traffic documents must be attached.

- 6.6.2. **Traffic Citation or Warning:** In the event of a traffic incident not related to the condition of the vehicle, when the operator is cited or verbally warned for a traffic violation, the operator shall be personally liable for any cost associated with it.

6.7. **GPS Tracking System:**

- 6.7.1. **Purpose of GPS Tracking:** A GPS Tracking System has been placed on random GWA vehicles which can track the following: 1) whether an operator of the GWA vehicle is driving over the speed limit; 2) location of GWA vehicles; and 3) Whether the vehicle's engine is left running while idle.

All Operators that are issued a GWA vehicle found to 1) exceed the speed limit, 2) at an area they are not scheduled to be, or 3) left the vehicle's engine running while idle may be subjected to progressive or adverse action including but not limited to suspension, demotion or termination of employment as provided by GWA PR&R.

In addition, any operator who is found to have three speeding notices via TrackMeGuam within one week or have left the vehicle on idle for more than 30 seconds within one day will be given written warning for not following the requirements in this SOP.

- 6.7.2. **Use of Dallas Key:** Operator shall tap their assigned Dallas Key into the Dallas Key Reader mounted on the dashboard or steering column area to begin operating the GWA vehicle. Operator waits for the beep, which signals that the system has been activated, and then proceed to insert the vehicle key into the ignition and start the vehicle. Employees are prohibited from putting the key into Ignition and/or ACC before using the Dallas Key.

The red button located on the Dallas Key Reader, should be used for Emergency purposes only. This button marks the exact time and coordinates of when it had

been pressed, as well as the location. This button can be used to identify the time and location of an accident, repair coordinates and/or meter locations. This information can be retrieved from the tracking system as requested by a manager for official use.

The use of another employee's Dallas Key is strictly prohibited.

6.8. Vehicle Log Sheets: Each division which has assigned GWA vehicle must keep the following daily log sheets as stated below:

- 6.8.1. **Daily Vehicle Assignment:** A *Daily Vehicle Assignment Log Sheet* shown in **Attachment 6** must be maintained by each division which has assigned GWA vehicles in order to determine which vehicles are out and to whom they are assigned to at all times. The division supervisor or designee is responsible for keeping the log updated at all times as well as for retaining the actual log in the office. The original daily vehicle assignment log sheets must be kept on record by the division supervisor or designee for a minimum of three years for purpose of internal control and audit.
- 6.8.2. **Daily Vehicle Trip Log:** A *Daily Vehicle Trip Log Sheet* shown in **Attachment 7** must be maintained for each GWA vehicle in order to record the use of the vehicle. The operator is responsible for keeping the log updated at all times as well as retaining the actual log inside the vehicle. At the end of the week, the operator must submit the said log sheet to his/her supervisor for review and verification.
- 6.8.3. **Supervisor's Review:** Once the vehicle trip log is received at the end of the week, the operator's immediate supervisor must review and verify the daily logs submitted. Any incomplete logs and suspicious activities must be investigated and reported to the division manager. The daily logs must be turned in to the division manager on the 3rd day of the following month for review.
- 6.8.4. **Manager's Review:** Once the vehicle trip log for the month is received from the supervisor, the division manager must review and verify the daily logs submitted. Any incomplete logs and suspicious activities must be investigated and reported to the AGM-O and the GM. The original daily log sheets must be kept on record by the division manager for a minimum of three years from the date of the completion for the purpose of internal control and audit review.

6.9. Fuel Purchases: The operators must comply with the following procedures in purchasing fuel for GWA vehicle or fuel containers:

- 6.9.1. **Fuel Type:** It is the responsibility of the operator to ensure that the appropriate type of fuel is pumped into the respective vehicle(s) and/or container(s), i.e., Extra Unleaded **ONLY** for most GWA vehicles (light), Diesel fuel for most GWA Heavy Equipment.

Operators must ensure that for light vehicle, **Super or Supreme Fuel is NOT** allowed to be filled on GWA vehicles. Any additional cost incurred for the use of this

type of fuel shall be charged to the operator. In addition to paying the additional cost, the employee may also be subjected to progressive or adverse action as provided by GWA PR&R.

6.9.2. **Engine Off:** Operator must turn off the vehicle to be filled with fuel. This shall also apply when filling fuel containers.

6.9.3. **Presentation of Employee's ID and Fuel Card:** Operator should present a valid GWA issued Employee ID and assigned Fuel Card to the Fuel Service Station Cashier. Operator must retrieve possession of his/her employee ID and/or assigned fuel card before leaving the service station. The Fuel Card shall not be used without proper authorization.

6.9.4. **Fuel Receipt:** The operator must submit a signed copy of the fuel receipt to his/her supervisor at the end of the workday for further processing.

6.10. **Non-Compliance of this SOP:**

6.10.1. **Operator:** Failure of the Operator to adhere and comply with any and all of the guidelines, rules and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion or termination of employment as provided by GWA PR&R.

6.10.2. **Supervisors and Managers:** Failure of Operator's Supervisor, FMES Superintendent, and/or Division Manager to report and enforce any and all the guidelines, rules and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion or termination of employment as provided by GWA PR&R.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Author	Management Analyst I	Elgine E. Alfonso	Approval on File	11.19.20
Policy Owner	Interim Assistant General Manager for Operations	Thomas A. Cruz, P.E.	Approval on File	11.30.20
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	12.7.2020

8.0 Records of Revisions

All suggestions for improvement shall be directed to the Policy Owner indicated below. The Policy Owner will consider input received, develop recommendations on how to address the suggestions, and obtain authorization to make the recommended changes. Updates, revisions, corrections and waivers to this SOP shall be made in writing and be approved by the GM.

8.1. Policy Owner: Interim Assistant General Manager for Operations

8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Author	Description of Change
12.7.2020	B	Elgine E. Alfonso	Amendment of Policy/Procedure

9.0 References

- 9.1. GM-093, Procedures and Operators' Responsibility During the Use of Government Vehicles and GWA Driving Safety Policy.
- 9.2. Title 4 GCA §1103. Government Vehicles and Use.
- 9.3. Tile 16 GCA. Vehicles.
- 9.4. <https://www.roswellgov.com/Home/ShowDocument?id=5506>.
- 9.5. Roswell, Georgia "No Idling Policy."

Attachment 1: Employee's Acknowledgement Receipt



"Better Water. Better Lives."

Suite 200, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913
Tel. No. (671) 300-6846/8 Fax. No. (671) 648-3290

**Employee's Acknowledgement Receipt of
Operation and Safety Guidelines for the Use of GWA Vehicles**

A photocopy of a valid driver's license, special certification and/or special license must be attached to this form at the time of signing and filing.

I, the undersigned, an employee of the Guam Waterworks Authority, hereby acknowledge receipt of SOP-1500-C&M-001 entitled "*Operation and Safety Guidelines for the Use of GWA Vehicles*," this _____ day of _____, 20____.

**Employee's Name (Print) &
Badge No.**

Employee's Signature

Employee's ID Number

Attachment 2: Vehicle Operator Report



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Suite 200, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913
Tel. No. (671) 300-6846/8 Fax. No. (671) 648-3290

Vehicle Operator Report (Accident/Traffic Citation or Warning)

This form must be filled-up by GWA Vehicle Operator and submitted to GWA Safety division no later 24 hours from the time of the occurrence of the accident/traffic citation or warning.

Date & Time of Accident/Incident:	Place of Accident/Incident:
Name of Vehicle Operator/Bade No.:	Division & Position:
Vehicle Reg. No.:	Vehicle Make:
Name of Passenger of the GWA Vehicle at the Time of the Accident/Incident:	
Name/Badge No.	Contact No.

Please Answer the Question Below by Checking the appropriate Box:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1. Did You Immediate Call WSCC to Report the Accident?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 4. Did You Receive a Traffic Citation or Warning?
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Did You Immediately Call Your Supervisor to Report the Accident? <input type="checkbox"/> YES <input type="checkbox"/> NO | 5. Did You Immediately Report it to Your Supervisor?
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Did You Take Photograph/s of the Accident and Attached it to this Report? <input type="checkbox"/> YES <input type="checkbox"/> NO | 6. Did You Immediately Report and Provide a Copy to Safety and HR? <input type="checkbox"/> YES <input type="checkbox"/> NO |

Cause of Accident/Traffic Citation or Warning

(Write Down the Reason of the Accident/Traffic Citation or Warning)

Print Name & Signature of GWA Vehicle Operator:	Date & Time Prepared:
Print Name & Signature of the Responding Safety Officer	Date & Time of Submission:
Print Name & Signature of the HR Representative	Date & Time of Submission:

Attachment 3: Supervisor/Manager Report - GWA Vehicle Accident



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Supervisor/Manager Report in Case of Vehicle Accident

This form must be filled-up by the Supervisor or Manager of the GWA vehicle Operator who got involved in an accident that caused damaged to a GWA vehicle. It must be submitted to GWA Safety no later than 24 hours from the time of the accident.

Date & Time of Accident:	Place of Accident:
Name of Supervisor/Manager:	Division:
Name of Vehicle Operator/Badge No.:	Position of Operator:
Vehicle Reg. No.:	Vehicle Make:

Name of Passenger of the GWA Vehicle at the Time of the Accident:

Name/Badge No.

Contact No.

Please Answer the Question Below by Checking the appropriate Box:

- | | |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1. Were you Immediately Called by the Operator?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 4. If Answer to no. 3 is Yes, is it Attached to this Form? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Did You Immediately Proceed to the Place of Accident?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 5. Was Anyone Injured in the Accident?
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Did You Take Photograph/s of the Accident? <input type="checkbox"/> YES <input type="checkbox"/> NO | 6. Was Workers Compensation Processed for the Injury? <input type="checkbox"/> YES <input type="checkbox"/> NO |

Description of Damage to GWA Vehicle/Operator/Passenger

(Describe the Damage Caused to GWA Vehicle and Name of Individuals Hurt, if Any)

Print Name & Signature of Supervisor/Manager

Date & Time Prepared:

Print Name & Signature of the Responding Safety Officer

Date & Time of Submission:

Attachment 4: FMES Damage/Repair Assessment Form



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Tel. No. (671) 300-6846/8 Fax. No. (671) 648-3290

FMES Damage/Repair Assessment Form

This is to document and thoroughly inspect the condition of the vehicle at drop-off at the FMES premise in the presence of the GWA vehicle Operator/Supervisor/Manager for damage/repair assessment.

Date of Drop-Off:	Name of the Person Dropping the Vehicle:
Vehicle Reg. No.:	Vehicle Make:

Inspection Checklist

Use number code to the left in answering the checklist below

- | | | |
|-------------------------------------|-------------------------|-----------------|
| 1 Scratch / Paint / Defects / Chips | 2 Ding / Dent / Waves | 3 Loose Molding |
| 4 Overspray | 5 Broken / Cracked Part | 6 Mis-alignment |
| 8 Rust | 9 Missing Part | 10 Inoperable |
| 10 Others: | | |

Exterior:

Hood Operation			
Door operation – Front	Left	Right	
Door operation – Rear	Left	Right	
Deck Lid / Tailgate operation			
Wiper Arms / Blades			
Radio / Antenna			
Horn			
Headlamps – R	Inner	Outer	
Headlamps – L	Inner	Outer	
Side Lights - Front	Inner	Outer	
Side Lights – Rear	Left	Right	
Tail Lamps	Left	Right	
Brake Lights	Left	Right	
Turn Signals – Front	Left	Right	
Heater / AC / Blower	Left	Right	

Accessories:

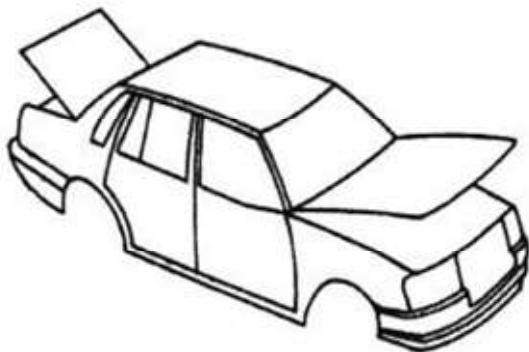
Seats	
Windows	
Mud Guards	
Running boards	
Audio equipment	
Wheel covers	
Broken / Damaged Glass	
Condition of Interior	
Trunk Empty	
Personal Effects Removed	
Turn Signals – Rear	Left Right

Additional damages noted during inspection: _____

Comments: _____

Attachment 4: FMES Damage/Repair Assessment Form (Continuation)

The diagrams of the vehicle at the bottom, left side view and right-side view of the vehicle, are provided so the location of any unrelated damage items can be noted.



Print Name & Signature of the Person Dropping the Vehicle:

Assessment Result

Please check the applicable box below

- ☐ Upon evaluation of the condition of the vehicle, the undersigned inspector determines the roadworthiness of the subject vehicle and can be safely released to its Operator.
- ☐ Upon evaluation of the condition of the vehicle, the undersigned inspector determines that the subject vehicle is not safe to be driven in public road; thus, it is grounded at FMES premises until repair is completed and the vehicle pass the standard of roadworthiness.

Date: _____

Print Name & Signature of FMES Inspector

Attachment 5: Safety Report in Case of a GWA Vehicle Accident



"Better Water. Better Lives."

Suite 200, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913
Tel. No. (671) 300-6846/8 Fax. No. (671) 648-3290

Safety Report in Case of Vehicle Accident

This form must be filled-up by the Safety Officer who proceeded to the place of accident.

Date & Time of Accident:	Place of Accident:
Name of GWA Responding Safety Officer:	No. of Photos Attached to this Report:
Name of Vehicle Operator/Badge No.:	Division & Position of Operator:
Vehicle Reg. No.:	Vehicle Make:
Name of Supervisor/Badge No.:	Name of Division Manager/Badge No.
Name of GPD Responding Officer:	GPD Accident Report Number:

Please Answer the Question Below by Checking the appropriate Box:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Were you immediately called by the WSCC Dispatch?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 7. Did you find any reason to send the Vehicle Operator to drug testing in accordance to GWA Drug and Alcohol-Fee Workplace Policy?
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Did you immediately proceed to the place of accident?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 8. If your answer to no. 7 is YES, did you send the Operator to Personnel Administrator or designee for drug testing? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Did you take photograph/s of the accident?
<input type="checkbox"/> YES <input type="checkbox"/> NO | 9. If answer to no. 8 is YES, is the Operator escorted by his/her supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. If Answer to no. 3 is YES, is it attached to this form?
<input type="checkbox"/> YES <input type="checkbox"/> NO | Name of the Operator's Supervisor/Manager: _____ |
| 5. Was anyone hurt in the accident? <input type="checkbox"/> YES <input type="checkbox"/> NO
(If Yes, Please Full-out and attach to this form the Safety Injury Report Form) | |
| 6. Is Operator's Supervisor/Manager present at the time of this investigation? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

Description of Damage to GWA Vehicle

(Describe the Damage Caused to GWA Vehicle and Name of Individuals Hurt, if Any)

Print Name & Signature of the Responding Safety Officer	Date & Time of Submission:
---------------------------------------------------------	----------------------------

Attachment 6: Daily Vehicle Assignment Log Sheet



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Daily Vehicle Assignment Log Sheet

Division/Section Name _____

Date	Time Out:	Time In:	Vehicle No.	Employee’s Name/Bade No.	Signature	Purpose

Supervisor/Designee Name: _____

Attachment 7: Daily Vehicle Trip Log Sheet



Daily Vehicle Trip Log Sheet

Division Name:					Vehicle Reg #:				Vehicle Make:			
Date	Departure		Destination		Purpose of Trip	Odometer Readings			Fuel Tracking		Employee(s)	
	Point	Time	Point	Time		Start	End	Total	Lit'	Amt	Name(s) in Full	Signature(s)

**Retained Inside the Vehicle.* **Reviewed and Verified by the Supervisor on a Weekly Basis and by the Division Manager on a Monthly Basis for Completion and Suspicious Activities.*

Reviewed by (signature): _____ Printed name: _____ Date: _____