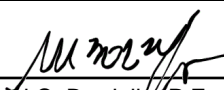
	STANDARD OPERATING PROCEDURE	No.	SOP-1500-C&M-002
	24-Hour Official Vehicle	Effective Date	8/29/2022
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	B

1.0 Purpose

This Standard Operating Procedures (SOP) establishes the requirements and approval procedures for the assignment, operator's authorization, and use of Guam Waterworks Authority's (GWA) official vehicles designated as 24-hour official vehicles as summarized in **Attachments 1 and 2** (Flowcharts).

2.0 Scope

This SOP applies to all GWA employees who are designated to request, operate, and monitor the assignment and use of a 24-hour official vehicle.

3.0 Policy

It is GWA policy that the 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).”

When appropriate as determined by this policy, employees may be assigned and authorized to use GWA vehicles on a 24-hour basis. A separate SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*, provides more detailed procedures on the proper use of GWA official vehicles.

4.0 Definitions

- 4.1. **GWA Vehicles:** All vehicles whether owned, leased, or rented by GWA. Also referred to as Government or official vehicles.
- 4.2. **Heavy Equipment:** GWA transportation equipment whose gross weight is more than 2 tons including bucket trucks, dump trucks, cranes, and trailers. It does not need a 24-hour sticker for operation outside of regular work hours. No heavy equipment is allowed to be taken home.
- 4.3. **Light Duty Vehicle:** An official GWA vehicle with a gross weight of 3 tons or less which includes trucks, utility trucks, sedans, sports utility vehicles, cargo, and step vans.
- 4.4. **Operator:** All GWA employees who are in actual physical control of the 24-hour official vehicle.
- 4.5. **Regular Hours:** The daily and weekly hours that each employee is expected to work as determined by their supervisors or managers.
- 4.6. **24-Hour Official Vehicle:** GWA vehicle that may be designated as a standby or to be taken home by its assigned operator who is required to:
 - respond to official calls and operational duties extending beyond regular work hours;

24-Hour Official Vehicle

- visit/monitor personnel who are assigned to a different workstation;
 - be an emergency first responder; or
 - respond to calls for duty 24 hours a day and 7 days a week.
- 4.7. **24-Hour Standby Vehicle:** GWA vehicle that is not taken home. It is daily secured at the designated GWA compound and retrieved whenever it's needed to respond to assigned duties at various locations and/or beyond regular hours of 8 a.m. to 5 p.m. and/or on weekends.
- 4.8. **24-Hour Take-Home Vehicle:** GWA vehicle that is taken home by an authorized operator that met the criteria as a primary emergency responder or frequently responds to calls during off-duty hours and holds a leader, supervisor, or superintendent position. An operator cannot take home any 24-hour vehicle unless authorized by the division heads and approved by the GM.

5.0 Roles and Responsibility

5.1.	General Manager (GM)	Approves this SOP and all its subsequent changes. Approves the <i>Request for Assignment</i> and <i>Request for Authorization</i> of a 24-hour official vehicle.
5.2.	Assistant General Manager for Operations (AGM-O)	Oversees the development, revision, and implementation of this SOP as the Policy Owner. Endorses to the SOP Committee any amendment(s) needed on this SOP.
5.3.	Assistant General Managers (AGMs)	Endorse the <i>Request for Assignment</i> and <i>Request for Authorization</i> of a 24-hour official vehicle under his/her division for GM's approval.
5.4.	Superintendent, Facility Maintenance Equipment Services (FMES)	Works with division managers and supervisors to ensure compliance with this SOP. Reviews this SOP annually and recommends necessary changes to the AGM-O, pursuant to the prevailing Guam laws. Marks all 24-hour official vehicles in accordance with this SOP. Monitors the assignment and proper use of all of the 24-hour official vehicles.
5.5.	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 24-hour official vehicles. Ensure that operators who are authorized to use the 24-hour official vehicles met the qualifications stated in this SOP. Prepare <i>Request for Assignment</i> and <i>Request for Authorization</i> of a 24-hour official vehicle to be submitted to the approving authority.

24-Hour Official Vehicle

		<p>Coordinate with FMES Superintendent for the marking, recording, and issuance of the 24-hour official vehicle.</p> <p>Monitor personnel to ensure compliance with this SOP.</p>
5.6.	Operators	<p>Comply with the provisions of this SOP, SOP-1500-C&M-001, and other related SOPs on GWA vehicles. When confronted by a situation not covered by this SOP or requiring clarification, clarify with the respective manager, supervisor, or FMES Superintendent.</p> <p>Submit to supervisor or manager a copy of Guam driver's license and signed Employee's Acknowledgement Receipt of SOP-1500-C&M-001 as a condition for the use of a GWA 24-Hour Official vehicle.</p>

6.0 Procedures

6.1. **Request for Assignment of a 24-Hour Official Vehicle:** Division managers or supervisors must submit to the respective AGM every twelve (12) months the *Request for Assignment* form (**Attachment 3**), justifying thereon its designation. The request may be granted if the division meets the following criteria:

- 6.1.1. It has an employee whose nature of the position requires him/her to respond to official calls and operational duties extending beyond regular work hours.
- 6.1.2. It has a supervisor who regularly visits/monitors personnel who are assigned to different workstations beyond regular work hours.
- 6.1.3. It has an employee whose nature of the position requires him/her to go around and visit GWA facilities, starting and ending the work day at different locations.
- 6.1.4. It has an employee who is considered a first responder and may be called for work 24/7 (e.g., pressure line superintendent, service line leak crew, transmission and distribution crew, heavy equipment operators, heavy equipment mechanic, electricians, Water and Wastewater Treatment Plant Operators).
- 6.1.5. It has an employee whose position performs on-call services with a significant degree of frequency or has been called out frequently on emergencies during non-working hours.

6.2. **Request for Authorization to Take Home a 24-Hour Official Vehicle:** Division managers or supervisors must submit to their respective AGM every six (6) months a *Request for Authorization* form (**Attachment 4**) to allow their employee to take home a GWA 24-hour official vehicle. The request may be granted if the employee meets the following requirements:

- 6.2.1. The employee must be considered a primary emergency responder or frequently responds to calls during off-duty hours;

24-Hour Official Vehicle

- 6.2.2. The employee must hold a leader, supervisor, or superintendent position and must be at least 18 years of age;
 - 6.2.3. The employee must possess a valid Guam driver's license; and
 - 6.2.4. The employee must read and understand SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*, and submit to the manager signed "Employee's Acknowledgement Receipt of Operation and Safety Guidelines for the Use of GWA Vehicles."
- 6.3. **Approval of the Request:** The AGM verifies the reasonableness of the request. The AGM affixes his/her signature to confirm the reasonableness of the request and submits it to the GM for approval.
- If determined appropriate, the GM approves the assignment of a 24-hour official vehicle or the authorization to take home the said vehicle.
- 6.4. **Submission of the Approved Request to FMES:** Division managers or supervisors must submit the approved requests to the FMES Superintendent for recording, marking, and monitoring of the 24-hour official vehicles.
- 6.4.1. **Recording of the 24-Hour Official Vehicles:** FMES Superintendent should properly record the assignment and authorization to take home a 24-hour official vehicle upon receipt of the approved documents.
 - 6.4.2. **Marking of the 24-Hour Official Vehicle:** FMES Superintendent should mark the vehicle as a "24-Hour Vehicle" upon receipt of the *Request for Assignment* of a 24-hour official vehicle. In addition, the GWA Logo and the full "Guam Waterworks Authority" should also be marked on both sides of the driver and passenger doors, in a manner that is easily visible, and its letterings should not be less than two (2) inches in height.¹
 - 6.4.3. **Monitoring of the Approved Requests:** FMES Superintendent should monitor the expiration of the validity period of the approved request and sends notice to the Manager/Supervisor when it is near its expiration. If the request is not renewed after its validity period, FMES should either remove the "24-Hour Vehicle" marking on the GWA vehicle (expiration of the *Request for Assignment* after 12 months) or restrict an employee from taking the 24-hour vehicle home (expiration of the *Request for Authorization* after 6 months).
 - 6.4.4. **Record Keeping of the Approved Requests:** Division managers/supervisors and employees must keep copies of the approved requests in their files and inside the 24-hour official vehicle's glove compartment. Original documents must be submitted to the FMES Superintendent.
- 6.5. **Restrictions on the Use of a GWA 24-Hour Official Vehicle:** The following procedures apply when operating a 24-hour official vehicle:
- 6.5.1. All GWA 24-hour official vehicles shall be exclusively used for GWA's official business only; however, the operator performing fieldwork is allowed to stop

¹ PL28-90, "A distinguishing word, letter and symbol indicating to which agency or department the vehicle is assigned... This logo shall include the proper name of the agency or department and shall be affixed to the sides of the driver and passenger doors in a fashion that makes it easily visible. The letterings on the signs shall be no less than two (2) inches in height."

24-Hour Official Vehicle

somewhere within the vicinity to eat and/or purchase food/drinks while using the assigned 24-hour official vehicle.

- 6.5.2. Employees who are stationed at any GWA facility or office and whose work assignment does not warrant the use of a 24-hour official vehicle cannot use it for the above-stated purpose.
 - 6.5.3. Only operators on active-duty status may be allowed to drive a 24-hour official vehicle;
 - 6.5.4. Operators should always be wearing a GWA uniform and badge when operating a 24-hour official vehicle; and
 - 6.5.5. Operators shall not operate any Official Vehicle, including a 24-hour official vehicle, while under the influence of alcohol, illegal drugs; or prescription medicine which may interfere with the effective and safe operation of the vehicle.
- 6.6. **SOP-1500-C&M-001 - Operation and Safety Guidelines for the Use of GWA Vehicles:** The provision of SOP-1500-C&M-001 should be strictly abided by the operators of 24-hour official vehicles.
- 6.7. **GWA Ethical Conduct and Responsibilities:** GWA Personnel Rules & Regulations state that employees are expected to perform their duties and responsibilities ethically and in accordance with laws, shall put forth honest effort in the performance of their duties, and shall protect and conserve GWA property and shall not use it for other than authorized activities.

GWA Workplace Conduct and Customer Service policy states that employees are expected to conduct themselves in a positive and professional manner to promote the best interest of GWA and its customers by reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or vendors, and cooperating with investigations into such misconduct. Furthermore, the following conduct is prohibited and shall subject any employee involved to disciplinary action, up to and including dismissal:

- Theft, destruction, defacement, or misuse of GWA property or that of another employee or customer;
- Falsifying or altering any official record or report applicable to this SOP.

These examples of misconduct are intended to illustrate the type of behavior that is not permitted but is not all-inclusive.

6.8. **Non-Compliance with this SOP:**

- 6.8.1. **Vehicle Operators:** Failure of the Operators to adhere and comply with all of the guidelines, policies, 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.
- 6.8.2. **Managers and Supervisors:** Failure of the Manager or Supervisor to report and enforce all the guidelines, policies, 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.

24-Hour Official Vehicle

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Authors	Management Analyst I	Elgine E. Alfonso	Approval on File	On File
	Equipment Maintenance Superintendent	Paul Q. Lujan		
Policy Owner	Assistant General Manager for Operations (AGM-O)	Thomas A. Cruz, P.E.	Approval on File	On File
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	Page 1

In accordance with existing Guam and federal laws, the contents of this SOP were reviewed thoroughly by its policy owner and were found to be:

☒ appropriate for publication on the GWA website without compromising the security of GWA's system or the public's health and safety.

☐ not appropriate for publication on the GWA website because it might jeopardize the security of GWA's system or the public's health and safety.

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 approved by the GM.

8.1. Policy Owner: Assistant General Manager for Operations

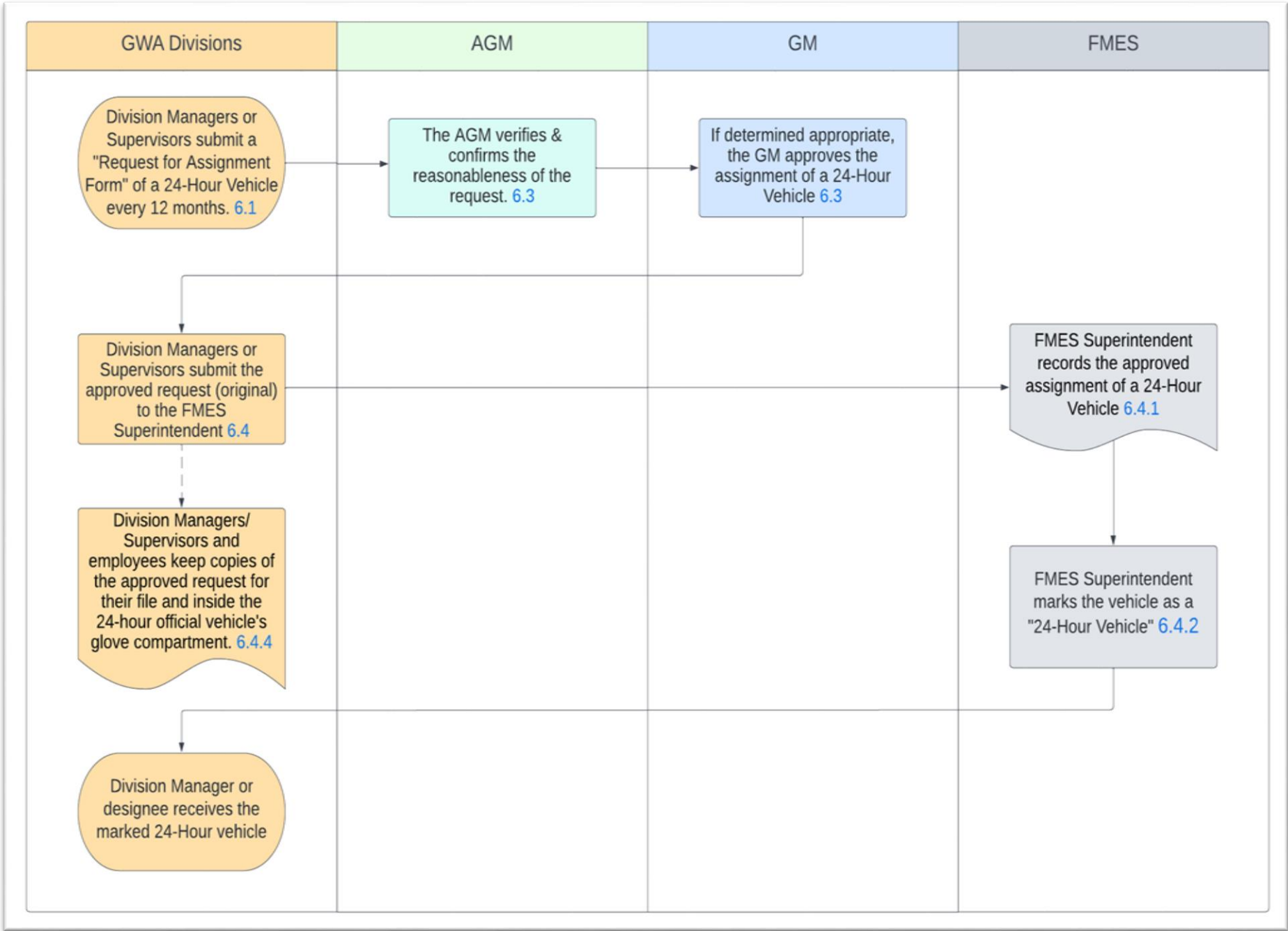
8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Authors	Description of Change
Page 1	B	Elgine E. Alfonso & Paul Q. Lujan	Amended Policy/Procedure

9.0 References

- 9.1. GM-015, 24-Hour Official Vehicles
- 9.2. SOP-1500-C&M-001, Operation, and Safety Guidelines for the Use of GWA Vehicles
- 9.3. Title 4 GCA §1103, Government Vehicles and Use
- 9.4. Title 16 GCA, Vehicles
- 9.5. GWA Personnel Rules and Regulations
- 9.6. GWA Ethical Conduct and Responsibilities
- 9.7. GWA Workplace Conduct and Customer Service Policy

Attachment 1: Request for Assignment Flow Chart



- 6.1. The **Request for Assignment** of a 24-Hour Official Vehicle maybe granted if the division meets the following criteria:
- It has employees whose nature of position requires him/her to respond to official calls and operational duties extending beyond regular work hours.

It has supervisors who regularly visit/monitor personnel who are assigned to different workstations beyond regular work hours.

It has employees whose nature of positions requires him/her to go around and visit GWA facilities, starting and ending the work day at different locations.

It has employees who are considered first responders and may be called for work 24/7 (e.g., pressure line superintendent, service line leak crew, transmission and distribution crew, heavy equipment operators, heavy equipment mechanic, electricians, Water and Wastewater Treatment Plant Operators).

It has employees whose positions perform on-call services with a significant degree of frequency or have been called out frequently on emergencies during non-working hours.
- 6.4. FMES Superintendent monitors the expiration of the approved request and sends notice to the Manager/Supervisor when it is near its expiration. If the request is not renewed after 12 months, FMES will remove the “24-Hour Vehicle” marking on the GWA vehicle.
- 6.5. Restrictions on the Use of a 24-Hour Official Vehicle:
- All 24-hour official vehicle shall be exclusively used for GWA’s official business only; however, the operator performing fieldwork is allowed to stop somewhere within the vicinity to eat and/or grab food while using the assigned 24-hour official vehicle.

Employees who are stationed at any GWA facility or office and whose work assignment does not warrant the use of a 24-hour official vehicle cannot use it for the above-stated purpose.

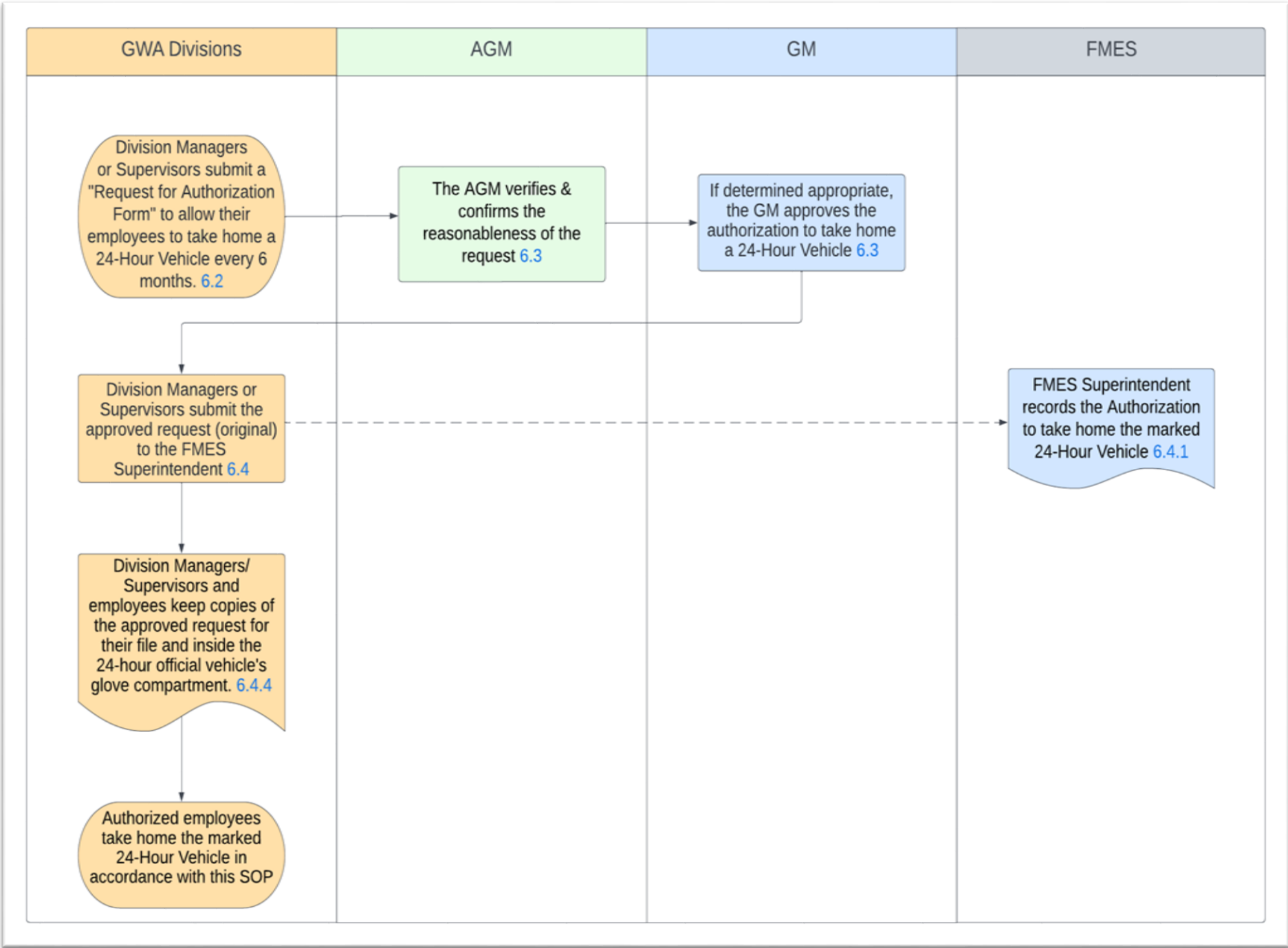
Only operators in active-duty status may be allowed to drive a 24-hour official vehicle.

Operators should always be wearing GWA uniform and badge when operating a 24-hour official vehicle.

Operators shall not operate the 24-hour official vehicle while under the influence of alcohol, illegal drugs; or prescription medicine which may interfere with the effective and safe operation of the vehicle.

Operators must read SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*, and submitted to the manager signed “Employee’s Acknowledgement Receipt of Operation and Safety Guidelines for the Use of GWA Vehicles.”

Attachment 2: Request for Authorization Flow Chart



- 6.2. The **Request for Authorization** to take home a 24-Hour Official Vehicle may be granted if the employee meets the following requirements:
- The employee is considered a primary emergency responder or frequently responds to calls during off-duty hour;

The employee must hold a leader, supervisor, or superintendent position and must be at least 18 years of age;

The employee must possess a valid Guam driver’s license and

The employee must read SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*, and submitted to the manager signed “Employee’s Acknowledgement Receipt of Operation and Safety Guidelines for the Use of GWA Vehicles.”
- 6.4. FMES Superintendent monitors the expiration of the approved request and sends notice to the Manager/Supervisor when it is near its expiration. If the request is not renewed after 6 months, FMES will restrict the employee from taking home the 24-hour official vehicle.
- 6.5. Restrictions on the Use of GWA 24-Hour Vehicle:
- All GWA 24-Hour Vehicle shall be exclusively used for GWA’s official business only; however, the operator performing fieldwork is allowed to stop somewhere within the vicinity to eat and/or grab food while using the assigned 24-Hour Vehicle.

Employees who are stationed at any GWA facility or office and whose work assignment does not warrant the use of a 24-Hour Vehicle cannot use it for the above-stated purpose.

Only operators in active-duty status may be allowed to drive a 24-Hour Vehicle.

Operators should always be wearing GWA uniform and badge when operating 24-Hour Vehicle.

Operators shall not operate the GWA 24-Hour vehicle while under the influence of alcohol, illegal drugs; or prescription medicine which may interfere with the effective and safe operation of the vehicle.

24-hour Official Vehicle

Attachment 3: Request for Assignment Form

Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913
plujan@guamwaterworks.org
Telephone: (671) 300-6347

24-HOUR OFFICIAL VEHICLE¹
REQUEST FOR ASSIGNMENT

DATE: _____	DIVISION: _____
MANAGER'S NAME: _____	SECTION: _____
BADGE NO.: _____	BUSINESS UNIT NO.: _____

VEHICLE DESIGNATION: Standby 24-hour Vehicle ☐ 24-hour Take Home Vehicle ☐

JUSTIFICATION FOR ASSIGNMENT OF 24-HOUR OFFICIAL VEHICLE:

The division has an employee whose nature of the position requires him/her to respond to official calls and operational duties extending beyond regular work hours. <i>Indicate number of employees</i> _____	<input type="checkbox"/>
The division has a supervisor who regularly visits/monitors personnel who are assigned to different workstations. <i>Indicate number of supervisors:</i> _____	<input type="checkbox"/>
The division has an employee whose nature of the position requires him/her to go around and visit GWA facilities, starting and ending the work day at different locations. <i>Indicate number of employees</i> _____	<input type="checkbox"/>
The division has an employee who is considered a first responder and may be called for 24/7 (e.g., pressure line superintendent, service line leak crew, transmission and distribution crew, heavy equipment operators, heavy equipment mechanic, electricians, Water and Waste Water Treatment Plant operators). <i>Indicate number of employees</i> _____	<input type="checkbox"/>
The division has an employee whose position performs on-call services with a significant degree of frequency or has been called out frequently on emergencies during non-working hours. <i>Indicate number of employees</i> _____	<input type="checkbox"/>

I certify that the information contained in the form is true and accurate to the best of my knowledge and I understand that any false statement I make 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.

MANAGER'S NAME: _____	SIGNATURE: _____	DATE: _____
AGM's NAME: _____	SIGNATURE: _____	DATE: _____

Approved ☐

Disapproved ☐

Miguel C. Bordallo, P.E.
General Manager

Date

FMES DIVISION USE:²

RECEIVED BY: (Employee Name) _____	SIGNATURE: _____	DATE: _____
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**This form must be reviewed & renewed every twelve (12) months./*

¹ SOP-1500-C&M-002

² Ensure proper marking of the GWA 24-Hour Official Vehicle.

24-Hour Official Vehicle

Attachment 4: Request for Authorization Form

Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913
plujan@guamwaterworks.org
Telephone: (671) 300-6347

24-HOUR OFFICIAL VEHICLE¹
REQUEST FOR AUTHORIZATION

DATE: _____	DIVISION: _____
MANAGER'S NAME: _____	SECTION: _____
BADGE NO.: _____	BUSINESS UNIT NO.: _____

AUTHORIZED 24-HR OFFICIAL VEHICLE

LICENSE NO.	MAKE / MODEL	YEAR	OPERATOR	POSITION

JUSTIFICATION FOR AUTHORIZATION TO TAKE HOME A 24-HOUR OFFICIAL VEHICLE

The operator identified to take the vehicle home:

- Is considered as a first responder, may be called for 24/7, and/or performs on-call services with a significant degree of frequency or has been called out frequently on emergencies during non-working hours; ☐
- Holds a leader, supervisor, or superintendent position; ☐
- Read SOP-1500-C&M-001, "Operation and Safety Guidelines for the Use of GWA Vehicles;" and ☐
- Submitted the signed "Employee's Acknowledgement Receipt of Operation and Safety Guidelines for the Use of GWA Vehicles" along with the valid Guam driver's license/special license (*see attached copy*). ☐

I certify that the information contained in the form is true and accurate to the best of my knowledge and I understand that any false statement I make 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.

MANAGER'S NAME:		SIGNATURE:		DATE:	
AGM'S NAME:		SIGNATURE:		DATE:	

Approved ☐ Disapproved ☐

Miguel C. Bordallo, P.E.
General Manager

Date

FMES DIVISION USE:

RECEIVED BY: (Employee Name)		SIGNATURE:		DATE:	
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This form must be reviewed & renewed every six (6) months.

¹ SOP-1500-C&M-002