
 <b>GUAM WATERWORKS AUTHORITY</b>	<b>STANDARD OPERATING PROCEDURE</b>	No.	SOP-1500-C&M-001
	<b>Operation and Safety Guidelines for the Use of GWA Vehicles</b>	Effective Date	8/13/2025
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	B

## 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 Personnel Rules & Regulations (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. **Executive Management:** For the purposes of this SOP, Executive Management refers to the Assistant General Manager for Operations, the Assistant General Manager for Compliance and Safety, the Assistant General Manager for Engineering, the Assistant General Manager for Administration, and the General Manager.
- 4.3. **Gross Negligence:** A lack of care that demonstrates reckless disregard for the safety or lives of others, which is so great it appears to be a conscious violation of other people's rights to safety.<sup>1</sup>
- 4.4. **GWA Vehicles:** All vehicles intended for use in official business of the Authority whether owned, leased or rented by GWA. Also referred to as Government vehicles.

<sup>1</sup> [https://www.law.cornell.edu/wex/gross\\_negligence](https://www.law.cornell.edu/wex/gross_negligence)

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- 4.5. **Intentional Conduct:** The act or conduct is done willfully, knowingly, and with deliberate intention to hurt or harm a person or a person's property.<sup>2</sup>
- 4.6. **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.
- 4.7. **Operators:** All GWA employees who are in actual physical control of GWA vehicles.
- 4.8. **Passengers:** Include GWA employees or contractors who are authorized to ride in GWA vehicles on official business.
- 4.9. **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 this SOP and all its subsequent changes.  Serve as the approving authority for the use of GWA vehicles.
5.2	Assistant General Manager for Operations (AGM-O)	Oversee the 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 AGM-O for consideration. Ensure that SOP 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.

<sup>2</sup> <https://www.lawinsider.com/dictionary/intentional-conduct>

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		<p>Assess the accident and determine necessary progressive or adverse action.</p> <p>Review this SOP annually and make necessary changes to be presented to the AGM-O for consideration.</p>
5.5	Human Resources (HR) Division	<p>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.</p> <p>Present each employee a copy of this SOP and <i>Employee's Acknowledgement Receipt</i> as shown in <b>Attachment 1</b> after each training.</p>
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 <b>Attachment 1</b> as a condition for the use of a GWA vehicle.</p>

### 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:** GWA vehicles shall not be used for personal reasons. However, employees assigned to field duties or performing rounds during their shift may be permitted to stop for lunch or to pick up food while using the assigned vehicle, provided that:

6.1.1.1. The stop does not exceed thirty (30) minutes; and

6.1.1.2. The stop is within a 3-mile radius of the employee's assigned work location.

This exception does not apply to employees 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 their Executive Management.

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

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- 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 who are on active duty may operate GWA vehicles. While operating or occupying a GWA vehicle, employees must visibly wear their GWA-issued identification badges at all times.

- 6.2.3. **License and Certificate Requirement:** Operators of GWA vehicles must possess a valid driver's license, along with any required special certification, and/or special license at all times while operating a GWA vehicle. It is the sole responsibility of the operator to ensure that all necessary licenses and certifications remain active and up to date.

- 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 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, which may be below the posted speed limits. 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:

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- 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 conditions 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 are strictly prohibited from smoking cigarettes, e-cigarettes, pipes, cigars, or any similar products while inside or operating GWA vehicles.
- 6.3.7. **Passengers and Contents of GWA Vehicle:** Operators assigned a GWA vehicle are fully responsible for all passengers and the contents within the GWA vehicle throughout the entire duration of their assignment. Non-employee passengers must obtain written authorization from Executive Management before entering the vehicle.
- 6.3.8. **Equipment, Tools and Supplies Placed in GWA Vehicles:** Operators assigned a GWA vehicle are fully responsible for all equipment, tools, and supplies placed in the vehicle during their assignment. Items must be securely arranged in designated storage areas to prevent shifting or damage, and stored to minimize the risk of theft when personnel are away from the GWA vehicle.
  - 6.3.8.1. Avoid overloading vehicles, as excess weight can strain components, increase motor oil consumption, and accelerate clutch wear, especially with daily use.
- 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, use, or be holding a mobile phone or similar electronic communications device while driving a vehicle, except under the following circumstance<sup>3</sup> 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;
  - 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, using Bluetooth, hardwired, or similar technology, and is used only in such hands-free manner while driving; or

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<sup>3</sup> 16 GCA §3346 (b).

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**6.3.9.3. Citizen Band (CB) Radio:** The operator uses a land mobile radio or a “half-duplex” only, which allows communication in only one direction at a time (not simultaneously). These devices are permitted while operating a GWA vehicle, provided they are used solely for work-related purposes and only for voice communication in one (1) direction at a time.<sup>4</sup>

**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 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 for ensuring that the vehicle is generally clean at all times.

6.4.1. At the beginning of each shift, operators must conduct a daily pre-departure vehicle inspection using the designated *Vehicle Inspection Report* shown in **Attachment 2**. The inspection includes checks on safety equipment, fluid levels, tire condition, lights, brakes, and other critical components to ensure the vehicle is safe and operational before heading out to the field.

6.4.2. Any issues or damages identified during the inspection must be documented in the appropriate section of the respective form and reported to the Facilities and Maintenance Shop (FMES).

6.4.3. If repairs or maintenance are necessary, it is the operator’s responsibility to turn in the assigned vehicle directly to FMES.

The FMES Superintendent or Designee shall inspect the condition of all GWA vehicles quarterly and ensure that all vehicles undergo basic and routine maintenance work to ensure roadworthiness before it is used by GWA employees on public roads<sup>5</sup>.

**6.5. Accidents Involving GWA Vehicles:** All GWA employees must follow the following procedures, and as summarized in the *flowchart (Attachment 3)*, in case of any accident that causes damage to a GWA vehicle:

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<sup>4</sup> Operators must limit CB radio use to essential work-related communication only. Extended or non-urgent communication should be made while the vehicle is safely parked.

<sup>5</sup> GWA Vehicles Care and Maintenance detailed procedures will be addressed in a separate SOP.



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- 6.5.1. **Vehicle Operator:** In the event of any kind of accident that causes 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 4** and submit it to GWA's Safety and Human Resources (HR) 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:** Upon receiving notification of a GWA vehicle accident, the Division Manager or Designee must immediately proceed to the scene and coordinate with the responding GWA Safety Officer and Guam Police Department (GPD) officers to assess the condition of the vehicle, the operator, and any passengers involved.

The Division Manager or Supervisor must fill out the *Supervisor/Manager Report* as shown in **Attachment 5** and submit it to the GWA Safety Division no later than 24 hours after an accident occurred. Photographs of the damaged vehicle must be taken and attached to the accident report or forwarded electronically to the responding GWA Safety Officer.

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.

In the event the Operator is determined to be at fault for the accident, the Division Manager or Designee must assess the accident and determine the necessary progressive or adverse action using the *Management Assessment/Determination Form* as shown in **Attachment 9**. The completed form must be submitted to the Safety Officer, AGM, and GM for review and approval no later than 24 hours after receipt of the Safety Officer's investigation results and all necessary reports.

- 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 *FMES Damage/Repair Assessment Form* as shown in **Attachment 6**. The completed 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

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the assigned operator immediately. However, if the vehicle is determined to be unsafe 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 scene of the accident and coordinate with the GPD responding officer(s) and appropriate GWA Division Manager or Supervisor to conduct its own investigation. This includes assessing the condition of the vehicle, operator, and any passenger(s) involved.

The Safety Officer must also assess the operator to determine whether 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 HR immediately.

As part of the investigation, the Safety Officer shall document and capture photographs of the damaged vehicle, and obtain the assigned GPD Accident Report Number. Once all necessary reports, including but not limited to the *Vehicle Operator Report*, *Supervisor/Manager Report*, *FMES Damage/Repair Assessment Form*, and *GPD Accident Report*, 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 *Official Report* must be submitted via email to the AGM-C&S, AGM-O, GM, CFO and/or Contracts and Small Claims Administrator<sup>6</sup> or Designee, and uploaded to gwastorage1/Compliance\_And\_Safety/Safety/Safety Stats.

In the event the Operator is determined to be at fault for the accident, the Safety Officer must provide the results of its investigation and all necessary reports to the Division Manager or Designee. The Safety Officer must also review and approve the *Management Assessment/Determination Form* completed by the Division Manager or Designee.

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

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<sup>6</sup> For vehicle insurance and/or government claim purposes if applicable.



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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.

While waiting for the results of such test, the operator shall not operate any official during this time, but still be able to ride along to job sites.

6.5.7. **AGM:** In the event the Operator is determined to be at fault for the accident, the appropriate AGM must review and approve any progressive or adverse action taken against the Operator on the *Management Assessment/Determination Form* submitted by the Division Manager or Designee.

6.5.8. **GM:** In the event the Operator is determined to be at fault for the accident, the GM must make the final review and approval of any progressive or adverse action taken against the Operator on the *Management Assessment/Determination Form* completed by the Division Manager or Designee.

6.5.9. **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.

6.5.10. **Workers' Compensation (WC) in Case of Injury:**

6.5.10.1. If an employee is injured while on duty, the injury must be reported immediately to the Supervisor.

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- 6.5.10.2. Upon receiving the injury report, the Supervisor shall promptly initiate the WC process<sup>7</sup>, which includes ensuring the employee receives appropriate medical evaluation and treatment, and submitting all required WC forms<sup>8</sup>.
- 6.5.10.3. The employee shall be taken to the emergency room or urgent care facility at the Guam Memorial Hospital Administration (GMHA) or any private hospital operating in Guam, such as the Guam Regional Medical Clinic (GRMC), for such medical examination and treatment<sup>9</sup>.
- 6.5.10.4. If an employee declines medical treatment at the time of the incident, the Supervisor must document the refusal on the GWC-202 form<sup>10</sup>. The employee is also required to sign GWA's *Consent or Waiver for Medical Attention* form and submit it to both the Safety Division and HR.
- 6.5.10.5. If the employee requests medical evaluation at a later time, the GWC-101A form shall be used to authorize the medical visit to GMHA or GRMC.
- 6.5.11. **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 by the appropriate authority, the following rules must apply:
  - 6.5.11.1. **Cost of Repair/Replacement of Vehicle:** The Operator may be held personally liable for the cost of repairing or replacing the vehicle and its contents by GWA, as well as for any personal injury or property damage resulting from a third-party claim under the following circumstances:
    - a) the Operator was acting outside the scope of his employment;
    - b) the Operator did not hold a valid driver's license or permit at the time of the incident;
    - c) the Operator was found by the appropriate authority to be under the influence of alcohol, or under the influence of a legal or illegal controlled substance that impaired the Operator's ability to drive or handle the vehicle;
    - d) the Operator engaged in grossly negligent conduct rising to the level of a criminal act; or
    - e) the Operator used the vehicle to commit an intentional illegal act or was found inside or near the vehicle committing an intentional illegal act.

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<sup>7</sup> W.102 WorkersCompProcedures2011.

<sup>8</sup> Workers' Compensation forms can be obtained from the Safety office, HR, and are available on GWA's website.

<sup>9</sup> 22 GCA § 9108(e); 17 GARR § 10107(b).

<sup>10</sup> [Public \(Government of Guam\) Employer - Government of Guam, Department of Labor.](#)

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6.5.11.2. **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.

6.5.11.3. **Progressive or Adverse Action:** In the event the Operator is determined to be at fault for the accident due to the Operator's gross negligence, intentional conduct, illegal conduct or negligence, the Operator shall be subject to a written warning and/or other progressive or adverse action as provided by GWA PR&R.

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 4** 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.

6.6.3. **Defensive Driving Training Requirement:**

6.6.3.1. All new hires assigned to operate GWA vehicles shall complete the KnowB4 Defensive Driving Course before assuming duties in their assigned department.

6.6.3.2. Any employee involved in a vehicular accident (regardless of whether they are cited or verbally warned) shall be required to retake the KnowB4 Defensive Driving Course as part of the corrective safety measure.

6.7. **GPS Tracking System:**

6.7.1. **Purpose of GPS Tracking System:** A GPS Tracking System has been installed on all GWA vehicles which allows WSCC, FMES Superintendent, Managers, and Supervisors to 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 at any time.

All Operators that are issued a GWA vehicle found 1) to exceed the speed limit, 2) at an area they are not scheduled to be, or 3) to have 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.

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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<sup>11</sup>.

- 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 without a GPS 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 7** 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 8** 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

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<sup>11</sup> Refer to the GPS Tracking System SOP for further details.

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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, assigned Fuel Card, and the current odometer or hourly meter reading 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. Receipts are kept on file for record keeping and may be referenced later if needed for verification or audit purposes.

**6.10. Non-Compliance with 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
Authors	Equipment Maintenance Superintendent & Legal Secretary III	Roy R. Chargualaf & Antonette Gutierrez	Approvals on File	On File

## Operation and Safety Guidelines for the Use of GWA Vehicles

Policy Owner	Assistant General Manager for Operation	Thomas A. Cruz	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 be approved by the GM.

8.1. Policy Owner: Assistant General Manager – Operation (AGM-O)

8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Authors	Description of Change
Page 1	B	Roy R. Chargualaf & Antonette Gutierrez	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. Title 16 GCA. Vehicles.

9.4. <https://www.roswellgov.com/Home/ShowDocument?id=5506>.

9.5. Roswell, Georgia "No Idling Policy,"

9.6. [https://www.law.cornell.edu/wex/gross\\_negligence](https://www.law.cornell.edu/wex/gross_negligence)

9.7. <https://www.lawinsider.com/dictionary/intentional-conduct>

9.8. SOP, W.102 Workers Compensation Procedures.

9.9. [Public \(Government of Guam\) Employer - Government of Guam, Department of Labor](#).

9.10. Title 22 GCA §9108(e). Medical Services and Supplies.




## Operation and Safety Guidelines for the Use of GWA Vehicles

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9.11.17 GARR §10107(b). Procedure Applicable When the Government of Guam is the Employer.

## Operation and Safety Guidelines for the Use of GWA Vehicles

### Attachment 1: Employee's Acknowledgement Receipt

	Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913 Telephone: (671) 300-6347	<b>OPERATION &amp; SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES EMPLOYEE'S ACKNOWLEDGMENT RECEIPT</b>
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.		
<p>I, the undersigned, an employee of the Guam Waterworks Authority, hereby acknowledge receipt of SOP-1500-C&amp;M-001(B) entitled "Operation and Safety Guidelines for the Use of GWA Vehicles," this _____ day of _____, 20____.</p>		
		_____ <b>Employee's Name (Print) Badge No.</b>
		_____ <b>Employee's Signature</b>
		_____ <b>Employee's ID Number</b>




















## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 2: Vehicle Inspection Report (Cont.)**



**GUAM WATERWORKS AUTHORITY**

Gloria B. Nelson Public Service Building  
 688 Route 15  
 Mangilao, Guam 96913  
[rchargualaf@guamwaterworks.org](mailto:rchargualaf@guamwaterworks.org)

**OPERATION & SAFETY GUIDELINES FOR THE  
 USE OF GWA VEHICLES**  
**VEHICLE INSPECTION REPORT  
 (VALVE EXERCISER)**

Prior to operating any GWA official vehicle, employees must conduct a full inspection as outlined in the checkpoint inspection list below. Signing this form serves as an acknowledgement that the vehicle inspection has been completed in accordance with GWA policy and that any findings have been documented and reported as required.

**VEHICLE LICENSE PLATE NO.** \_\_\_\_\_

TRAILER - EXTERIOR	EQUIPMENT	ENGINE
<ul style="list-style-type: none"> <li>BODY PANEL CONDITION</li> <li>LICENSE PLATE / TAGS</li> <li>TIRE CONDITION AND PRESSURE</li> <li>WHEEL NUT &amp; TIGHTNESS</li> <li>LIGHTS &amp; SIGNALS (functional)</li> <li>GAUGES (GAS, OIL, ETC.)</li> <li>BRAKE / BRAKE LIGHTS</li> <li>TRAILER HITCH</li> <li>SAFETY CHAIN</li> <li>G.W.A. LOGO DECAL</li> </ul>	<ul style="list-style-type: none"> <li>CHOCK BLOCKS</li> <li>SPARE WHEEL / TIRE</li> <li>HYDRAULIC HOSE REEL</li> <li>HOSE REEL</li> <li>VACUUM HOSE</li> <li>VACUUM HOSE FITTING</li> <li>VALVE EX. SOCKETS</li> <li>FIRE EXTINGUISHER</li> <li>FIRST AID KIT</li> </ul>	<ul style="list-style-type: none"> <li>OIL LEVELS</li> <li>BATTERY &amp; TERMINALS</li> <li>COOLANT LEVELS</li> <li>NOISE VIBRATION</li> <li>FAN BELTS AND FAN</li> <li>AIR TANK DRAIN</li> <li>WINDSHIELD AND WASHER FLUID</li> <li>HYDRAULIC FLUID</li> </ul>
	<b>TRAILER - INTERIOR</b>	<b>CONTROL PANELS</b>
	<ul style="list-style-type: none"> <li>REGISTRATION &amp; INSURANCE</li> <li>LIGHTS &amp; SIGNALS (Functional)</li> </ul>	<ul style="list-style-type: none"> <li>MAIN CONTROL PANEL</li> <li>HYDRAULIC PANEL</li> </ul>

**DAMAGES & OBSERVATIONS**

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	1/4   1/2   3/4   Full				<input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE	





## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 2: Vehicle Inspection Report (Cont.)**



**GUAM WATERWORKS AUTHORITY**

Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913  
rchargualaf@guamwaterworks.org

**OPERATION & SAFETY GUIDELINES FOR  
THE USE OF GWA VEHICLES**

**VEHICLE INSPECTION REPORT  
(CCTV TRAILER )**

Prior to operating any GWA official vehicle, employees must conduct a full inspection as outlined in the checkpoint inspection list below. Signing this form serves as an acknowledgement that the vehicle inspection has been completed in accordance with GWA policy and that any findings have been documented and reported as required.

**VEHICLE LICENSE PLATE NO.** \_\_\_\_\_

EQUIPMENT	TRAILER - INTERIOR	TRAILER - EXTERIOR
<ul style="list-style-type: none"> <li>FIRST AID KIT</li> <li>FIRE EXTINGUISHER</li> <li>SPARE WHEEL / TIRE</li> <li>JACK AND LUG WRENCH</li> <li>DOWN POLES</li> <li>BOOM WINCH</li> <li>CABLE REEL</li> <li>CABLE ROLLER</li> <li>TIGER TAIL</li> <li>MONITORS</li> <li>CCTV CONTROLS</li> <li>LAPTOP</li> </ul>	<ul style="list-style-type: none"> <li>REGISTRATION AND INSURANCE</li> <li>LIGHTS &amp; SIGNALS (Functional)</li> <li>AIR CONDITIONING UNIT</li> <li>WATER LEVEL (15 Gallon Container)</li> <li>CLEANLINESS</li> </ul>	<ul style="list-style-type: none"> <li>BODY PANEL CONDITION</li> <li>LICENSE PLATE / TAGS</li> <li>CHASIS</li> <li>STABILIZER</li> <li>G.W.A. LOGO DECALS</li> <li>TIRE CONDITION AND PRESSURE</li> <li>WHEEL NUT TIGHTNESS</li> <li>LIGHTS &amp; SIGNALS (Functional)</li> <li>EMERGENCY BRAKE CABLE</li> <li>TRAILER HITCH</li> <li>SAFETY CHAIN</li> </ul>
	<div style="background-color: #d3d3d3; padding: 2px; margin: 5px auto; width: 100%;">GENERATOR</div> <ul style="list-style-type: none"> <li>OIL LEVEL</li> <li>AIR FILTER</li> </ul>	

**DAMAGES & OBSERVATIONS**

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DATE:	FUEL LEVEL	EMPLOYEE NUMBER:	START MILEAGE	END MILEAGE	SHIFT	EMPLOYEE SIGNATURE:
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## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 2: Vehicle Inspection Report (Cont.)**

Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913  
rchargualaf@guamwaterworks.org

### OPERATION & SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES

#### VEHICLE INSPECTION REPORT (HEAVY EQUIPMENT)

Prior to operating any GWA official vehicle, employees must conduct a full inspection as outlined in the checkpoint inspection list below. Signing this form serves as an acknowledgement that the vehicle inspection has been completed in accordance with GWA policy and that any findings have been documented and reported as required.

VEH. LICENSE PLATE NO.	MAKE	MODEL
<b>EQUIPMENT</b>	<b>EXTERIOR</b>	<b>ENGINE - OFF</b>
<ul style="list-style-type: none"> <li>• CHOCK BLOCKS</li> <li>• EMERGENCY KIT</li> <li>• FIRST AID KIT</li> <li>• FIRE EXTINGUISHER</li> <li>• SPARE WHEEL / TIRE</li> <li>• SAFETY TRIANGLE</li> <li>• SAFETY CONES</li> <li>• DIRECTIONAL LIGHTS</li> <li>• MANHOLE HOOKS</li> <li>• SLEDGE HAMMER</li> <li>• HYDRANT WRENCH</li> <li>• PIPE WRENCH</li> <li>• TOOL BAG</li> <li>• TIGER TAIL</li> <li>• HOSE REEL</li> <li>• LDR HOSE</li> <li>• JETTER HOSE</li> </ul>	<ul style="list-style-type: none"> <li>• BODY PANEL CONDITION</li> <li>• LICENSE PLATE / TAGS</li> <li>• WINDSHIELD &amp; WINDOWS</li> <li>• WINDSHIELD WIPER BLADES</li> <li>• TIRE CONDITION &amp; PRESSURE</li> <li>• WHEEL NUT &amp; TIGHTNESS</li> <li>• LIGHTS &amp; SIGNALS (Functional)</li> <li>• MIRRORS</li> <li>• SUSPENSION COMPONENTS</li> </ul>	<ul style="list-style-type: none"> <li>• OIL LEVELS</li> <li>• FLUID LEVELS</li> <li>• BATTERY &amp; TERMINALS</li> <li>• NOISE VIBRATION</li> <li>• FAN BELTS &amp; FAN</li> <li>• HYDRO METER</li> <li>• BRAKE FUNCTION</li> <li>• INSTRUMENT GAUGE</li> <li>• WATER PUMP</li> </ul>
	<b>INTERIOR</b>	<b>ENGINE - ON</b>
	<ul style="list-style-type: none"> <li>• LIGHTS &amp; SIGNALS (Functional)</li> <li>• HORN</li> <li>• HEATING &amp; COOLING</li> <li>• MIRRORS</li> <li>• CLEANLINESS</li> </ul>	<ul style="list-style-type: none"> <li>• NOISE VIBRATION</li> <li>• EXHAUST</li> <li>• EMERGENCY BEACON</li> <li>• TRANSMISSION/CLUTCH</li> <li>• GAUGES (GAS, OIL, ETC.)</li> <li>• LEAKS (FLUID / AIR)</li> <li>• HDYRAULIC CONTROLS</li> </ul>

#### DAMAGES & OBSERVATIONS

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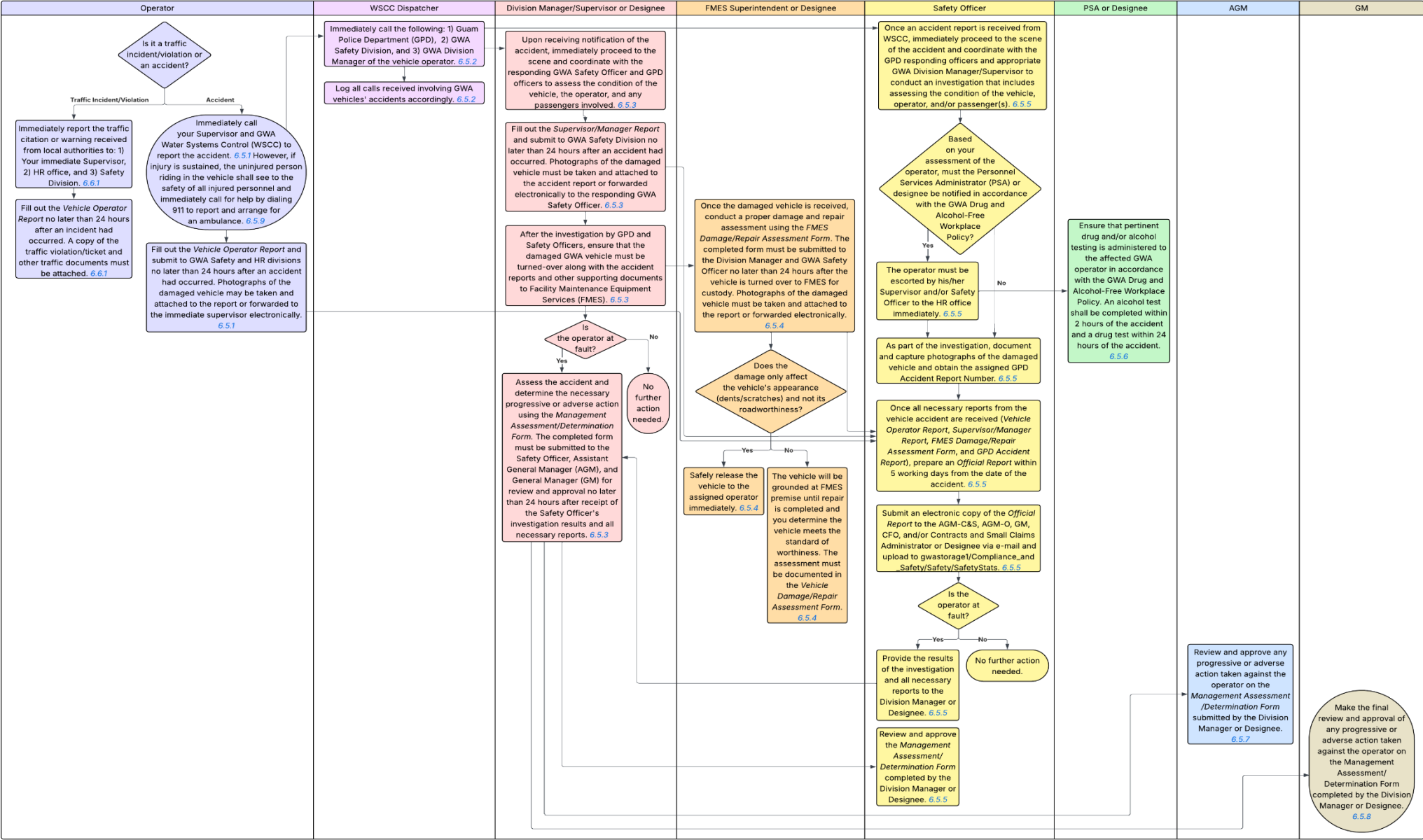
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DATE:	FUEL LEVEL	EMPLOYEE NUMBER:	START MILEAGE	END MILEAGE	SHIFT	EMPLOYEE SIGNATURE:
	1/4   1/2   3/4   Full				<input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE	
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	1/4   1/2   3/4   Full				<input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE	




Operation and Safety Guidelines for the Use of GWA Vehicles

Attachment 3: Flowchart



## Operation and Safety Guidelines for the Use of GWA Vehicles


**Attachment 4: Vehicle Operator Report**

	Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913 Telephone: (871) 300-6347	<b>OPERATION &amp; SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES</b> <b>VEHICLE OPERATOR REPORT</b> <b>(ACCIDENT/TRAFFIC CITATION OR WARNING)</b>		
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.		
<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/>		
<b>Please Answer the Question Below by Checking the appropriate box:</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           1. Did You Immediate Call WSCC to Report the Accident?  <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            3. Did You Take Photograph/s of the Accident and Attached it to this Report? <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> <td style="width: 50%; vertical-align: top;">           4. Did You Receive a Traffic Citation or Warning?  <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            6. Did You Immediately Report and Provide a Copy to Safety and HR? <input type="checkbox"/> YES   <input type="checkbox"/> NO         </td> </tr> </table>			1. Did You Immediate Call WSCC to Report the Accident? <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 3. Did You Take Photograph/s of the Accident and Attached it to this Report? <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 5. Did You Immediately Report it to Your Supervisor? <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
1. Did You Immediate Call WSCC to Report the Accident? <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 3. Did You Take Photograph/s of the Accident and Attached it to this Report? <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 5. Did You Immediately Report it to Your Supervisor? <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			
<b>Cause of Accident/Traffic Citation or Warning</b> <i>(Write Down the Reason of the Accident/Traffic Citation or Warning)</i>				
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:		




## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 5: Supervisor/Manager Report - GWA Vehicle Accident**

	Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913 Telephone: (671) 300-8347	<b>OPERATION &amp; SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES</b> <b>SUPERVISOR/MANAGER REPORT IN CASE OF VEHICLE ACCIDENT</b>
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.	
_____	_____	
_____	_____	
<b>Please Answer the Question Below by Checking the appropriate box:</b>		
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	
<b>Description of Damage to GWA Vehicle/Operator/Passenger</b> <i>(Describe the Damage Caused to GWA Vehicle and Name of Individuals Hurt, if Any)</i>		
Print Name & Signature of Supervisor/Manager	Date & Time Prepared:	
Print Name & Signature of the Responding Safety Officer	Date & Time of Submission:	

## Operation and Safety Guidelines for the Use of GWA Vehicles

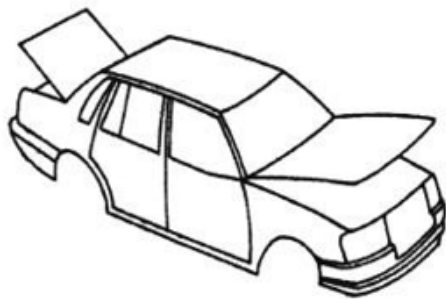
**Attachment 6: FMES Damage/Repair Assessment Form**

	Gloria B. Nelson Public Service Building 888 Route 15 Mangilao, Guam 96913 Telephone: (671) 300-8347	<b>OPERATION &amp; SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES</b> <b>FMES DAMAGE/REPAIR ASSESSMENT FORM</b>												
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:													
<b>Inspection Checklist</b> <i>Use number code to the left in answering the checklist below</i>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1 Scratch / Paint / Defects / Chips</td> <td style="width: 33%;">2 Ding / Dent / Waves</td> <td style="width: 33%;">3 Loose Molding</td> </tr> <tr> <td>4 Overspray</td> <td>5 Broken / Cracked Part</td> <td>6 Mis-alignment</td> </tr> <tr> <td>8 Rust</td> <td>9 Missing Part</td> <td>10 Inoperable</td> </tr> <tr> <td>10 Others:</td> <td></td> <td></td> </tr> </table>			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:		
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:														
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Exterior:</b>            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 _____         </td> <td style="width: 50%; vertical-align: top;"> <b>Accessories:</b>            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 _____         </td> </tr> </table>			<b>Exterior:</b> 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 _____	<b>Accessories:</b> 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 _____										
<b>Exterior:</b> 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 _____	<b>Accessories:</b> 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: _____ _____ _____														

## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 6: FMES Damage/Repair Assessment Form (Cont.)**

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.


Estimated Cost of Damage/Repair: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Print Name & Signature of FMES Inspector: \_\_\_\_\_

Operation and Safety Guidelines for the Use of GWA Vehicles

Attachment 7: Daily Vehicle Assignment Log Sheet



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

OPERATION & SAFETY GUIDELINES FOR THE  
USE OF GWA VEHICLES  
DAILY VEHICLE ASSIGNMENT LOG SHEET

Division/Section Name \_\_\_\_\_

Date	Time Out:	Time In:	Vehicle No.	Employee's Name/Badge No.	Signature	Purpose

Supervisor/Designee Name: \_\_\_\_\_

Operation and Safety Guidelines for the Use of GWA Vehicles

Attachment 8: Daily Vehicle Trip Log Sheet



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

OPERATION & SAFETY GUIDELINES FOR THE  
USE OF GWA VEHICLES  
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: \_\_\_\_\_

## Operation and Safety Guidelines for the Use of GWA Vehicles

**Attachment 9: Management Assessment/Determination**

	Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913 Telephone: (671) 300-6347	<b>OPERATION &amp; SAFETY GUIDELINES FOR THE USE OF GWA VEHICLES MANAGEMENT ASSESSMENT/DETERMINATION</b>
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DATE: _____	DIVISION: _____
OPERATOR'S NAME: _____	SECTION: _____
BADGE NO.: _____	BUSINESS UNIT NO.: _____

DESCRIPTION OF OFFICIAL VEHICLE LICENSE NO./YEAR/MAKE/MODEL	BRIEF DESCRIPTION OF DAMAGE	OTHER INDIVIDUALS HURT, IF ANY

**MANAGEMENT ASSESSMENT OF INCIDENT/ACCIDENT:**

Was the damage resulted from the Operator's gross negligence or intentional conduct based on the Investigation conducted by the Safety Officer and/or GPD Report? ☐ YES ☐ NO

Was the damage avoidable based on the Safety Officer's investigation? ☐ YES ☐ NO

Was the Drug and/or Alcohol Testing administered by the HR? ☐ YES ☐ NO

Was the Damage/Repair Assessment conducted by FMES to obtain cost/estimate? ☐ YES ☐ NO

If so, provide the amount \$ \_\_\_\_\_

Was other accidental damage/cost assessed by GWA? ☐ YES ☐ NO

If so, provide additional cost \$ \_\_\_\_\_

**MANAGEMENT/DETERMINATION OF INCIDENT/ACCIDENT:**

Operator to be issued a written warning/disciplinary/progressive/adverse action per GWA PR&R? ☐ YES ☐ NO

If so, provide description here \_\_\_\_\_

Operator to pay cost for damages incurred? ☐ YES ☐ NO

If so, provide total amount: \$ \_\_\_\_\_

\*Applicable reports/forms/documents must be attached for the General Manager's Review/Approval.

Safety Officer's Name: _____	Signature: _____	Date: _____
Division Manager's Name: _____	Signature: _____	Date: _____
AGM's Name: _____	Signature: _____	Date: _____

Approved ☐
Disapproved ☐

\_\_\_\_\_  
Miguel C. Bordallo, P.E.  
General Manager
\_\_\_\_\_  
Date

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