

GOVERNMENT OF GUAM
OFFICE OF THE GOVERNOR
AGANA, GUAM

EXECUTIVE ORDER NO. 76-6

USE OF GOVERNMENT VEHICLES

WHEREAS, this Administration is committed to restoring credibility in government; and

WHEREAS, this Administration believes that government is an instrument of the people and not an instrument of the favored few; and

WHEREAS, the Government of Guam is presently experiencing a financial crisis which necessitated the implementation of an Executive Branch austerity program; and

WHEREAS, it has been brought to the attention of the Governor that government cars are being used for personal and after hours uses; and

WHEREAS, such additional use places an unnecessary demand on fuel consumption, vehicle use and general maintenance costs; and

WHEREAS, the Government of Guam cannot and should not continue to condone and underwrite such unauthorized uses;

NOW, THEREFORE, I, RICARDO J. BORDALLO, Governor of Guam, by virtue of the power vested in me by Section 6 of the Organic Act, as amended, and Section 3002.1 of the Government Code of Guam do hereby order as follows:

1. Section 407 of the Government of Guam manual shall be further amended to read:

Under the Law, there are certain exceptions where government vehicles may be used for transportation of an employee between his domicile and place of employment. In order to qualify for the exceptions, the following conditions must be met.

- (1) Employees and/or Directors engaged in field work, the character of which makes such transportation necessary. Assignments of this nature must be approved by the Transportation Committee upon submission of written request and justification.

- (2) Employees and/or Directors in the medical field that are assigned to the various public health centers, geographically separated from the nearest transportation pool.

A field work assignment is defined as one under which the individual does not report regularly to the same post before entering on his official duties. An employee or Director who reports to a regular office before embarking on his daily work is not engaged in field work within this definition. He may be entitled to Government transportation from his office to places in the field where his duties may require his presence, but he is not entitled to transportation between his domicile and post. Further, it is not sufficient to represent that the employee or Director is on call constantly or that he must be prepared to leave at any moment in the event of an emergency: An exception to the latter statement would be an employee or Director occupying a safety or security position. Positions qualifying would be determined by the Transportation Committee.

2. Assignment of Official Vehicles

- (a) Departments who have employees or positions they consider qualified for this exception, may submit requests to the Transportation Committee. Each request will be evaluated based on current needs and within the categories of safety, fire and emergency maintenance of government facilities wherein it can be unequivocally demonstrated that it will in fact be in the best interest and convenience to the government to permit official vehicles to be driven home. Each request will be acknowledged and returned approved or disapproved by the Transportation Committee with a copy to this office. The Transportation Committee will maintain a record of such assignments and will monitor this program on a continuous basis. In the event abuse or unauthorized use is reported,

the Transportation Committee will have final decision to rescind previous authorizations.

- (b) The provisions of this directive do not apply to emergency situations that continue beyond or occur after normal working hours. Department and Agency Heads are encouraged to exercise prudent management and judgement in the assignment and use of both equipment and manpower during any specific emergency period. Vehicles and equipment utilized during unplanned emergency situations should normally be returned to the respective department or agency by the beginning of work on the following morning, unless the emergency continues beyond that time.

3. Utilization of Official Vehicles

- (a) Section 407 further indicates that no government vehicles, whether leased or owned, shall be used for other than official purposes. Social and pleasure riding including driving official vehicles to lunch are prohibited. Exceptions are when employees are attending official sponsored functions or engaged in field work the duration of which overlaps the normal lunch period.
- (b) Department and Agency Heads may authorize the occasional use of government equipment for mass recreational purpose such as preparation of logistical requirements for the annual Labor Days and related functions that are for all of its employees. Use of government equipment is not authorized for individual recreational purposes.
- (c) Operators of government owned vehicles and equipment are expected to respect all traffic and motor laws as well as the tenets of safety, common decency and courtesy on the roads and streets of any locality in the Territory.

- (d) Immediately after the setting of Typhoon Condition II or other unusual emergency conditions by the Government of Guam, all non-emergency vehicles not required during the emergency will be secured in safe shelters or turned in to the Public Works Transportation pool for safety or for emergency use if needed. Additionally, the Director of Public Works is authorized to recall and/or coordinate the use of any official vehicle or equipment as may be required from all Government Agencies during these emergency situations.

4. Care of Vehicles

- (a) Employees who receive specific authorization to take government vehicles home will be responsible for their care and cleanliness.
- (b) Department and Agency Heads will be responsible for the care and cleanliness of all vehicles and equipment as may be assigned or under their direct operational cognizance. This includes regular washing and cleaning of exteriors and interiors, windows, and ashtrays, and for driver care to assure that oil, water, batteries and tires are checked daily for normal levels.

5. Enforcement

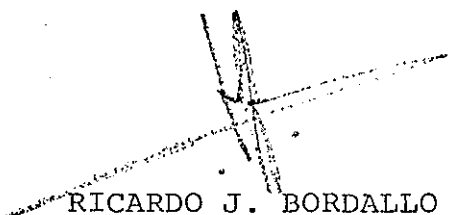
- (a) Each Department and Agency Head shall be responsible for enforcing the provisions outlined herein for vehicles and equipment under his direct operational control.
- (b) The Director of Public Safety shall be responsible for reporting any violations to the Transportation Committee with copy to this office, the Director of Public Works and the Department or Agency Head concerned. Upon receipt of violation notification, the Director of Public Works shall physically move and park the vehicle involved in the Public Works Transportation compound until further notice. Disciplinary action, if warranted, shall be taken in

accordance with the established personnel rules
and regulations.

All prior rules, regulations, policies, memoranda or Executive Orders are hereby superseded.

This order shall be effective upon approval of the Governor.

Signed and promulgated at Agana, Guam this 9th day
of February, 1976.



RICARDO J. BORDALLO
Governor of Guam

COUNTERSIGNED:



RUDOLPH G. SABLAN
Lieutenant Governor