



OFFICE OF THE GOVERNOR
GUAM

FEB 15 2000

MEMORANDUM

TO: All Departments and Agencies
FROM: Governor Carl T. C. Gutierrez
SUBJECT: Safety Lights Policy for government vehicles

Effective Monday, February 14, 2000, all government licensed vehicles shall be operated at all times with the daytime running lamps on, if the vehicle is equipped with daytime running lamps (DRL), or with the headlights on, in low beam, if the vehicle is not equipped with DRL.

This safety light policy includes all vehicles that are operable on our roadways, from the smallest of passenger cars to the largest tractor/trailer, without exception.

Each agency head shall see that a copy of this memo is given to each employee whose regular or periodic duties include the operation of a vehicle that requires a license to operate on our roadways.

The goal of this policy is to establish a "Safety 1st Program" that promotes an awareness and alertness among our government drivers and the public we serve. It is possible to avoid accidents, even if they are not due to the fault of government drivers, if other drivers are more aware and alert of government automobile presence with the use of daytime running lamps or low beam headlights. These lights improve the ability to be seen. Only low beam headlights should be used during the daytime, as the use of high beam lights could cause a problem of glare.

For vehicles parked at the Department of Public Works compound, the Security and Safety personnel shall facilitate this program by reminding each operator upon exiting the DPW compound to turn on their lights for safety, and reminding them again, upon their return, to turn off lights. Repeated non-compliance shall be reported directly to the Director of Public Works by Security, Safety, and Division Heads. Security will also begin verifying Driver's Licenses to ensure that all drivers are performing within their authorized capacity. For all other department and agencies, repeated non-compliance shall be reported directly to the department or agency head.

Please cooperate for the interest of safety for all.



OFFICE OF THE GOVERNOR
GUAM


RECEIVED
FEB 17 2000

Division of
Personnel Management
Admin. Office

FEB 16 2000

MEMORANDUM

TO: All Departments and Agencies

FROM: Governor Carl T. C. Gutierrez 

SUBJECT: Policy on the use of government vehicles and privately-owned vehicle used for official business

Please follow the policy below when using government vehicles or private vehicles used for official business:

1. **Employees are public representatives of the government.** First and foremost, **EMPLOYEES ARE REQUIRED TO DRIVE AND BEHAVE IN A LAWFUL AND COURTEOUS MANNER TO OTHER DRIVERS, PEDESTRIANS, AND EMERGENCY VEHICLES.** Employees in official vehicles, or performing official duties in a personal vehicle, must understand that they are ambassadors of the government and representatives of the department they work for. Reports of infractions of driving regulations tarnish the reputation of not just the individual department and agency, but also of the entire government. Management will take corrective action with those employees who do not comply with this policy.
2. **Reporting driving offenses.** Driving offenses must be reported to the head of any department or agency or division heads. The driving offenses will be investigated immediately and corrective personnel action will be taken. Repeated offenses will result in the revocation of driving privileges with official vehicles and the employee may be subject to further adverse action.
3. **Keep vehicles clean.** Employees must take pride in the appearance of official vehicles or vehicles used on official business; keep them clean inside and out. Since many of our official vehicles are shared among various drivers, the department or agency, or division, responsible for the vehicle must ensure that care instructions are provided to the other drivers.

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4. **Authorization to drive.** Employees may not drive vehicles for official business without the prior approval of their supervisor. Before approving a driver, the supervisor must check the employee's driving record, verify the existence of a valid driver's license, and make sure the employee is eligible for coverage under any applicable government insurance.
5. **Employee responsibility to meet policy standards.** Employees holding jobs designated as requiring regular driving for business as a condition of employment, must be able to meet the driver approval standards of this policy at all times. In addition, such employees must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For all other jobs, driving is considered only an incidental function of the position, however, the employee must meet the driver approval standards of this policy at the time of incidental driving.
6. **Need for vehicles and sharing of vehicles.** Government vehicles will only be assigned to those departments or agencies, or divisions, which have demonstrated a continuing need for them. Divisions with assigned official vehicles are required to share those vehicles with other divisions which may have a sporadic need.
7. **Assigning of vehicles.** Employees who need transportation in the course of their normal work may be individually assigned an official vehicle for their use. All other employees needing transportation for official business may use vehicles assigned to their department or agency, or division, or may contact other divisions with assigned vehicles to make arrangements to use the official vehicle on a temporary basis. As a last alternative, when no government vehicles are available, employees may use their own vehicles for official purposes, but only with the prior approval of their supervisor.
8. **Employee responsibility.** Employees who drive a vehicle on official business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any government or legal standards for insurance, maintenance, and safety. Employees are also responsible for any driving infractions or fines as a result of their imprudent driving.
9. **Employees must be physically and mentally able to drive safely.** Employees are not permitted, under any circumstances, to

operate a government vehicle, or a personal vehicle for official business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness or the use of medication.

10. **Reimbursement for mileage and parking fees.** Employees driving on official business may claim reimbursement for parking fees actually incurred upon presentation of a receipt for payment of such fees. In addition, employees who use their personal vehicle for approved official purposes will receive a mileage allowance in accordance with the Governor's Directive No. 95-019 of April 7, 1995. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. All requests for reimbursement must be approved by the appropriate department or agency administrator in advance.
11. **Reporting of accidents, theft, or damage.** Employees **MUST** report any accident, theft, or damage involving an official vehicle or a personal vehicle used on official business to their supervisor and the Safety Officer, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than Twenty-four (24) hours after the incident or discovery of the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should not make any public statements other than in reply to questions of investigating officers, and should refer all media requests to the head of the department or agency.
12. **Driving during working hours are considered hours worked.** Time spent by non-exempt employees in driving an official or personal vehicle on official business during normal working hours is considered hours worked for pay purposes.
13. **Parking of a government vehicle in designated area.** At the end of each day, or at the time it is known that the vehicle will not be used for the remainder of that day, the last driver for that day is responsible for parking the vehicle in the designated parking space for that vehicle, which should be a secure, well-lit space.

A copy of this Memorandum must be placed in all official vehicles as a reminder of the driver's responsibility while operating the official vehicle. Department or agency heads, or division heads, must ensure distribution of this policy to all employees. Those employees who may be required to drive government vehicles, or personal vehicles to perform official business, must

sign the acknowledgment receipt below and return it to the department or agency head or designated official within the department or agency.

Questions regarding the above requirements may be addressed to the department or agency's Safety Officer. Si Yu'os Ma'ase for your continued understanding and support.

ACKNOWLEDGMENT RECEIPT

I have read and understand the government of Guam policy on the use of government and privately-owned vehicles used for official business.

Signature of Employee

Date