

GENERAL INDEX

5209

Item

I.	LEGAL BASIS	1
II.	PURPOSE	1
III.	TERMS DEFINITION	1-2
IV.	APPLICABILITY	2
V.	INTERRELATION WITH OTHER REGULATIONS	3
VI.	GENERAL DISPOSITIONS	3-7
VII.	FUNCTIONS AND RESPONSIBILITIES	7-11
	A. Functions of the General Services Section	7
	B. Functions of the Transportation Director	7-8
	C. Functions of the Transportation Assistant Director	9
	D. Responsibilities of the officials or employees who assume custody of official vehicles	9
	E. Functions and responsibilities of the driver	9-11
VIII.	ASSIGNMENT, USE AND IDENTIFICATION OF THE OFFICIAL VEHICLES	11-15
	A. Assignment and use of the vehicles	11-14
	B. Identification of the vehicles	14-15
IX.	VEHICLE PURCHASE, MATERIAL, EQUIPMENT AND REPLACEMENT PARTS PURCHASE	15-19

A.	Vehicle rental or purchase	15-17
B.	Equipment, material and parts purchase	17-18
C.	Gasoline and lubricants purchase	18-19
X.	DISPOSITIONS	19-20
XI.	MAINTENANCE	20-28
A.	General regulations of maintenance	20-23
B.	Specific regulations for types of maintenance	23-26
C.	Other applicable regulations	26-28
XII.	DOSSIER, RECORD, BINNACLE AND REGISTRY OF THE VEHICLES	28-30
A.	Dossier	28-30
B.	Expedients of daily records	30
C.	Binnacle	30
D.	Register of vehicles	30
XIII.	APPROVAL	31
XIV.	IN FORCE	31

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COMMONWEALTH OF PUERTO RICO
JUVENILE INSTITUTIONS ADMINISTRATION
SAN JUAN, PUERTO RICO

TRANSPORTATION'S REGULATION

ARTICLE I

LEGAL BASIS

This regulation is adopted in agreement with the dispositions of Law number 154 of August 5, 1988. It confers the power to the Administrator to immediately administer and direct it to the Juvenile Institutions Administration, according to the dispositions of Law number 170 of August 12, 1988, as amended.

ARTICLE II

PURPOSE

To the Juvenile Institutions Administration, as a security agency, is given the power, among others, to establish by regulation its own system of maintaining and repairing its vehicles without subjection to the regulations of the Office of Transportation of the General Services Administration. Besides, the latter gives the Juvenile Institutions Administration the power to acquire any means of transportation that requires it. In spite of this power, in every other subjects of transportation it should follow the regulations of the General Services Administration.

In accordance with the preceding paragraph this regulation is issued. It contains the inside general regulations that rule the matters of the official transportation and the maintenance and repairing systems of the official vehicles of the Juvenile Institutions Administration. In addition, the responsibilities that the Director and Auxiliary Directors of Transportation, as well as the officials and staff directly related with the function of transportation, are established.

ARTICLE III

TERMS DEFINITION

For the purpose of this regulation, the following words, phrases, or abbreviated terms will have the following meanings:

1. "GSA"-General Services Administration.
2. "JIA"-Juvenile Institutions Administration.
3. "GSA Administrator"-Administrator of the General Services Administration.
4. "JIA Administrator"-Administrator of the Juvenile Institutions Administration.
5. "Office"-Administration Office of the JIA.
6. "Section"-General Services Section of the Administration Office of the JIA
7. "Work Unit"-it refers to any component of the organizational structure of the JIA in its central level or institutions (centers.)
8. "Director"-The Transportation Director, who is appointed by the GSA Administrator, as requested by the JIA Administrator. He/she will be in charge of the development of the function of JIA transportation.
9. "Subdirector"-Official named in the same way as the Director, so that in his/her absence or by delegation, the Subdirector could do the work of the Transportation's Office.
10. "Auxiliary Director"-Official in charge of the transportation at the institution's level with a similar appointment of the Director and the Subdirector.
11. "Driver"-any person authorized by the GSA Administrator as requested by the JIA Administrator to drive official vehicles.
12. "Fleet"-the whole group of official vehicles of the JIA, no matter where they are located or assigned.
13. "Pool"- part of the JIA'S fleet assigned to the daily transportation of equipment, materials, documents and staff during work hours and controlled by the Auxiliary Director.

Other words and phrases will be defined in its correspondent parts for its better understanding.

ARTICLE IV

APPLICABILITY

The rules of this regulation will apply to any person who participates in any way in the procedure of the function of transportation, or that uses or drives any official vehicle.

Division of the JIA
the full text of the regulation

ARTICLE V

INTERRELATION WITH OTHER RULES

The dispositions of this regulation should not be interpreted simply. The aspects related to the acquisition of motor vehicles, parts, etc. ; the administration control, assignment and disposition of property; the functions and responsibilities of the Special Payer Official; and the receivers; among others, are included in other regulations of the JIA or the GSA. These regulations should be interpreted in its entirety, always prevailing the special norms when these vary from the general norm established.

ARTICLE VI

GENERAL DISPOSITIONS

1. The Auxiliary Administrator of the JIA will be responsible of the JIA function of transportation. This comprehends everything related with buying, rent, use, control, maintenance and repairing the "fleet" of the JIA vehicles.
2. The Auxiliary Administrator of Administration will delegate in the General Services Division the responsibilities that were assigned related to the function of transportation.
3. The Transportation Director, which should be the Section's Director, will have in charge all the activities and necessary assignments in relation to the custody care, protection, conservation, maintenance, control and the suitable use of the vehicles under his/her jurisdiction.
4. The JIA Administrator should request an issued appointment of Subdirector of Transportation to an employee of the Unit, so that he/she collaborates with the Director in the Transportation functions. In the same way he should issue appointment of Auxiliary Director of Transportation to the officials who accomplish the functions of transportation in the JIA institutions, so that they will respond to the Transportation Director for the administration of the vehicles assigned to the work units.
5. Every employee authorized to drive an official vehicle will be responsible of it and will respond for it in his personal character when it is determined that there was negligence in its use and driving.
6. The General Services Division should establish the internal mechanisms that assure the fulfillment of the norms of this

regulation and the established procedure in accordance with these.

7. The responsibility of the Transportation Director will start at the moment when the vehicle is acquired and the JIA Administrator assumes jurisdiction of it. The responsibility will not be over unless:

- a. The vehicle is transferred and the person who will receive it has assumed the responsibility, for which the correspondent procedure should be followed; or
- b. The Transportation Director is in long absence or resigns and after an official investigation is determined the loyal fulfillment of his functions; or
- c. The vehicle is declared useless property and the Director is authorized to report it as casualty, according to the norms and procedures established by the GSA.

8. The Transportation Director will be responsible to watch that all the activities and assignments related to custody, care, protection, conservation, maintenance and adequate use and control of the vehicles in his jurisdiction are done. Also, he/she is responsible to watch that the record of every JIA motor vehicle is actualized, even if the vehicle is assigned to any official, employee or working unit of it, as well as the register and control of the expenses that run for these.

9. The Transportation Director is responsible that the norms that rule the development of the transportation function with the established procedures in accordance to these are loyally fulfilled. The people and work units of the JIA that have assigned vehicles are responsible to fulfill the applicable norms and procedures, as well as the evaluation and supervision of the use given to the assigned vehicle.

10. The motor vehicle that is not under direct custody of an official, employee or a JIA work unit will be under the Transportation Director's custody.

11. Before an official or employee finishes his functions in the JIA, he/she should return the motor vehicle that had under his/her direct custody to the Transportation Director. He/she will examine the vehicle carefully and will determine if is in optimum conditions or if the person in charge of the vehicle has violated the norms or dispositions related to the care and protection of the property of the JIA.

12. In case that an official or employee runs in any violation to the norms that rule the transportation function and the established dispositions, it will be proceeded according to the

established procedures by the GSA. In absence of applicable procedures of determined subject matters of transportation, it will be proceeded according to what is disposed by the Organic Law of the JIA concerning official and employee's behavior, whose behavior is not adjusted to the established norms of the institution. In these cases, any investigation required can be done by the Auxiliary Administrator of Administration, the Legal Consultant and/or the Internal Auditor. The JIA Administrator will impose the correspondent disciplinary action.

13. Anually, in the budgetary estimate for the next year, should be included an expense projection for purchase and replacement of motor vehicles, as well as maintenance, gasoline, lubricants, materials, replacement parts and equipment expenses, so that the purchases are planned.

14. The following periodical reports should be submitted for the control, maintenance and adequate supervision of the motor vehicle "fleet" of the JIA:

a. Daily reports of:

1) Assignment

2) Vehicle movement and coursed mileage

b. Monthly report that includes:

1) Coursed mileage of every vehicle

2) Vehicle's status or conditions including, if possible, a comparison of efficiency and operational costs of similar vehicles.

3) Irregularities committed

4) Problems in transportation's function to the Transportation Director. These reports should be submitted by the Auxiliary Transportation Directors, which should submit a monthly report to the Administration Office Director, according to what is specified.

15. The Finance Section will take control of the assigned funds for transportation for every person or work unit to whom a vehicle is assigned and will reconcile its accounts with the monthly report of the Department of Treasury. The Finance Division's Head should establish the internal mechanisms, assuring that the compulsory funds, set apart for transportation, are not used for any other purposes.

16. When there's no balance in the fund assingment to pay for transportation services for a work unit, a transfer can be requested. The person who directs the work unit will request, with the proper justification, the transfer with the needed quantity to the Budget Official. This request should be authorized by the JIA Administrator. A negotiation between the

one who needs the funds and the one who has them available should be mediated. In cases with no agreement, the JIA Administrator will take the final decision and will inform the affected parts.

17. Any repair or maintenance service or equipment purchase, material or vehicle motor parts, the expense will be processed for payment through the Special Payer Official of the Finance Division of the JIA. The Auditory Office of the JIA will audit, at least annually, the labor done by the Special Payer Official.

18. The Finance Division will be responsible to check that the assignment or fund against which is ordered the disbursement has enough balance to cover it and the proof that originates the disbursement is being signed by the authorized official. It should make the preintervention of the appropriate documents and register the disbursements with charge to the correspondent accounts.

19. Any person that does not fill or complete correctly the correspondent register and forms or to keep daily and currently any vehicle record or fulfill any norm or procedure, will be reported by the Transportation Director to the General Services Director, so that he/she proceeds with the applicable actions of the case. If required, these situations can be investigated by the Administration Director, the Legal Consultant and /or the JIA Auditor.

20. Negligence or refusal by the Transportation Director or the Auxiliary Transportation Directors to fulfill their forms and to submit them or to fulfill any norm or procedure, will be reported by the General Services Director to the Auxiliary Administrator of Administration of the JIA, which will report the JIA Administrator for the correspondent action. If the situation permits it, the case could be investigated by the Administration Director, the Legal Consultant and/or the JIA Auditor.

21. Strict measures conducive to conserve gasoline should be observed. To assure that and from time to time, the Energy Office of Puerto Rico will distribute among the drivers and/or people that have assigned vehicles recommendations made for these effects.

22. The Transportation Director will make determinations about repairs, maintenance and inspection that should be made to the vehicles and about the purchase of equipment, material and parts or accessories of these. For repair services and/or fleet maintenance the Form JIA-135 will be used. For a vehicle acquisition or purchase of materials, equipment or accessories

for a vehicle, the Form JIA-99-"Request of Materials, Equipment or Services" will be used.

23. Every repair order should be followed by the JIA Form 137 fulfilled properly (vehicle conditions.)

24. If any extra change occurs in the repair order, it will be evaluated and if proceeded a Change Advisory(JIA-138) will be submitted.

25. Any guarantee will be made with the form use(JIA-139.)

26. If repair services are required by emergency reasons, it will be used the form (JIA-140.)

ARTICLE VII-FUNCTIONS AND RESPONSIBILITIES

A. Functions of the General Services Division

1. Coordinate and develop activities related to the assignment of the motor vehicles fleet of the JIA.

2. Offer official transportation service to the personnel of the Central Offices of the JIA and coordinate official trips, so that the functions of this organism are not affected.

3. Supervise periodically the performance af all the official vehicles of the JIA and take the pertinent actions to achieve the fulfillment of norms and established procedures.

4. Watch that the registers and records of the motor vehicles of the JIA are taken and kept actualized, necessary for the adequate control and administration of the fleet and those other documents necessary for the good performance of the Section related to the transportation function, including general statistic information and the vehicle cost operation.

5. Coordinate properly the maintenance and repair activities of the motor vehicles of the JIA to achieve optimum conditions of performance and efficiency.

6. Advise the officials and employees of the JIA in matters related to the transportation function.

7. Receive, check, expedite and certify the bills of gasoline and lubricants; repairs and lease for the Finance Section.

8. Prepare periodical reports that are required about the transportation function operations.

B. Transportation Director Functions

1. Fulfill all the proper functions of the position for the development of the transportation function.

2. Organize, coordinate, direct, plan, supervise and give quest to the development of the transportation activities in the JIA.

3. Establish norms, practice and procedures for the transportation development in accordance with the approved and promulgated regulations by the JIA and the GSA.

4. Make determinations about repair, maintenance and inspection that should be made to the vehicles and evaluate the services given to the vehicles.
5. Impart approval to every subject matters that for those authority has been delegated.
6. Coordinate the development of transporation function activities to keep in optimum conditions of performance and efficiency the motor vehicles of the JIA.
7. Canalize and pay attention to the problems related to the transportation function.
8. Canalize and check the payment, tickets and bills for lubricants, gasoline and motor vehicle services.
9. Receive vehicles acquired for the JIA.
10. Keep centralized in a "pool" the vehicles of the central offices of the JIA and control, protect, supervise and administrate those motor vehicles that are not assigned to any JIA personnel. Make sure that every driver assigned to the "pool" makes an inspection of the "pool" vehicle every time that has to go in an official effort and when it returns of the same.
11. Recommend the casualty of equipment and motor vehicle parts, as well as the need of replace vehicles and the convenience of making an exchange of them.
12. Submit reports about investigations or subject matters referred to his consideration about the transportation function.
13. Take and keep actualized the records of all the motor vehicles of the JIA.
14. Advise the JIA personnel in subject matters related to the transportation and inform them about any other change in the regulations and in effect procedures.
15. Cancel to the JIA personnel the official authorization issued to drive vehicles when:
 - a. It is not in effect, for any reason, the driver's license issued by the Department of Transportation and Public Works.
 - b. Is determined the driver's license cancellation as a sanction to the driver.
 - c. The personnel finishes their functions in the JIA.
16. Prepare periodical reports about the Section operations concerning the transportation function and the motor vehicles performance and require the Auxillary Directors those reports considered necessary to do this labor.
17. Make an estimate budgetary of expenses of motor vehicles purchase, as well as expenses of maintenance, lubricants, gasoline, replacement parts and equipment.

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C. Functions of the Auxiliary Director of Transportation

1. Supervise and give quest to the region and/or institution transportation activities where he is Auxiliary Director.
2. Impart approval to all the transportation subject matters for those in where authority has been delegated.
3. Canalize and pay attention to problems related to transportation of the area under his jurisdiction.
4. Canalize and check for the payment, tickets and bills for lubricants, gasoline and services of the motor vehicles of the area.
5. Keep centralized in a "pool" the vehicles assigned to his area.
6. Coordinate the official transportation service of the personnel of the region and/or center.
7. Submit reports about investigations or subject matters referred to consideration about the transportation function.

D. Responsibilities of the officials or employees that assume custody of official vehicles:

1. Take care and supervise the conditions of the assigned vehicle and watch for the proper use and the good performance and maintenance of it.
2. Fulfill the regulations in effect and with the established procedures by the JIA and the GSA for the transportation function.
 - a. If there is no driver it should fulfill also with the functions and responsibilities as a driver.
3. Watch that the driver fulfills his functions and responsibilities.
4. Make sure that the official vehicle driver has the driving authorization issued by the GSA.
5. Watch the driver's security and the people's security that are in the official vehicle assigned.
6. Inform and orientate concerned drivers and/or employees about any change in norms and procedures issued by the JIA and the GSA.
7. Make preliminary determinations about repairs, inspections and purchase of materials, lubricants, gasoline and replacement parts of the official vehicle assigned.
8. Canalize the attention of problems related to the vehicle.
9. Prepare and submit reports that are required.

E. Driver's functions and responsibilities

1. Fulfill the established norms in the regulations and with the established procedures for the transportation function.
2. Submit daily reports of trips and coursed mileage and the required monthly report.
3. Deliver to the Transportation Director or Auxiliary Director

every day ticket copies of gasoline, lubricants and materials acquired for the vehicle.

4. Inspect the vehicle that is assigned or used every time has to go in an effort and when returns of it. For these purposes the inspection form should be used.

5. Report to the immediate supervisor and/or the Auxiliary Director of Transportation any damage, abnormality or irregularity observed in the assigned or used vehicle.

6. Keep out of the vehicle, when this is not in service, the credit card assigned to it.

7. Take with him/her, always when using a JIA vehicle, the Authorization to Drive card issued by the GSA.

8. Request renovation of the Authorization to Drive issued by the GSA, prior to the expiration date of it.

9. Deliver the Authorization to Drive Card when finished his functions, it is cancelled, it is suspended, it is renewed or expired.

10. Report the Director or the Auxiliary of Transportation when the credit card is lost, the Authorization to Drive issued by the GSA or the driver's license issued by the Department of Transportation and Public Works.

11. Notify immediately to the Director or the Auxiliary of Transportation the cancellation, suspension, occupation or the expiration of the driver's license issued by the Department of Transportation and Public Works.

12. Use the credit card to acquire lubricants, gasoline and materials exclusively for the vehicle for which was issued. Therefore, this card should not be transferred for any other vehicle use.

13. Watch for his/her security and for the other people's security that are in the official vehicle.

14. Drive with the proper precaution considering the people and the JIA's property, as well as the other people's.

15. Drive the vehicles following all the traffic rules. The fines for law or traffic municipal ordinances will be discounted from the driver's salary, as well as those expenses for property damages of the JIA or other people's, that are his/her responsibility.

16. Notify the Director or Auxiliary of Transportation any final sentence of serious nature dictated against him/her and related to any violation to the Vehicle and Traffic Law or to any disposition of the Penal Code related to felonies in public ways.

17. Transport only authorized people in the vehicle, except in emergency situations.

18. Use the vehicle only for authorized trips.

19. Drive the vehicle assigned to him/her and not allow that it is driven by other person, except in emergency situations.
20. Take personal care of the vehicle assigned or used and watch for the adequate performance and maintenance of it.
21. Keep the vehicle in a safe place when not in use.
22. Report immediately to the Police, and in a 24-hour working period after the incident, the Director or Auxiliary of Transportation, of any accident, theft or vehicle loss or its accessory parts.
23. Abstain to make any transaction with the part involved in an accident with a JIA vehicle.
24. Not to use sirens or emergency lights during trips.
25. Take the vehicle for preventive maintenance in the date indicated by the Director or Auxiliary of Transportation.
26. Fill all required forms and prepare any required report related with his/her job of driving vehicles of the JIA.
27. Request authorization to the Director or Auxiliary of Transportation for emergency purchase of materials, lubricants, gasoline or repair service, prior to request the workshop or private company service.
28. Request receipt or invoice to the workshop or private company that gives service to the vehicle in an emergency situation, with the vehicle's identification and the nature of the service made, with the relation of the used parts and with the arrangement cost of those. This document should be signed by the driver and he/she should indicate in the back of it or in separate sheet the emergency justification.

ARTICLE VIII-ASSIGNMENT, USE AND IDENTIFICATION OF THE OFFICIAL VEHICLES

A. Assignment and Use of the Vehicles

1. The transportation service in or out of working hours will be provided exclusively for official business that are redundant in benefit of the JIA.
2. The assignment of a vehicle to an employee that is not the JIA Administrator or the Subadministrator, for his/her use, should count with the authorization of the JIA Administrator.
3. The employee that needs to use the transportation service for official business should coordinate with his/her supervisor to request this service in written, at least 72 working hours in advance.
4. The supervisor of every work unit in the JIA will justify to the JIA Administrator or Subadministrator the need of provide to

his/her personnel the transportation service out of working hours.

5. The Administrator or Subadministrator will authorize the transportation service out of working hours.

6. The Director or Subdirector of Transportation will keep a control for every official vehicle that is used in or out of working hours. It will be written in the form, provided for it, the person that uses the vehicle or requests the transportation service, date, trip's purpose and any other information necessary.

7. The Director or Subdirector will make the correspondent arrangements to keep available an official vehicle when is necessary to work out of working hours. Also, arrangements will be made to dispose a driver when required.

8. The JIA Administrator and the Subadministrator will have the right to have an official vehicle from the day they occupy their respective positions.

9. The Administrator can assign vehicles to the JIA officials when, for the function of these, is demanded after an evaluation of the cases. Vehicles can be assigned to the work units required by working special situations.

10. The official or supervisor of the unit to whom is assigned a motor vehicle should sign the Property Receipt that issues the Property Supervisor or his/her authorized representative as proof that it was received the indicated in the receipt. In this receipt will be arranged the equipment that the vehicle has, including the tires and the property number that they have. Every time that is assigned new equipment or tire to the vehicle, it will be issued the correspondent receipt to be signed for the person in charge of its custody. The person that has signed a Property Receipt will respond for any tire or equipment that is eliminated from the vehicle that has assigned or for the tire or equipment that has the vehicle at the moment of its delivery or when inventory is been made and the number is not the same to the one that appears in the Receipt. Also, will respond for any property that, when making inventory or returning the vehicle, does not appear in it that is deteriorated by lack of care.

11. The vehicle assignment to an official or work unit, with exception of the Administrator or the Subadministrator, will not count with an exclusive official driver, unless it is disposed by the JIA Administrator in the assignment order that is issued.

12. The Transportation Director can assign an official vehicle for the use of a working unit or a specific person when surged and while the situation for the temporary assignment of the vehicle lasts. In these situations, the vehicle will be considered as

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another "pool" vehicle and the official will let know to the Transportation Director the projected hours to use the vehicle and the available ones to be used in the daily transportation of the JIA.

13. At central level, the vehicles possessed by the JIA and not assigned to any person or work unit, should be kept in a "pool" exclusively for official business, except in special cases properly authorized by the Administrator or his/her authorized representative. The Director or the person that he/she delegates will assign the "pool" vehicles to cover the needs of the JIA.

14. At institutional level, the vehicles should be kept in a "pool" exclusively for official business. The Auxiliary Director will assign the "pool" vehicles to cover the institution's needs.

15. The trips will be programmed in the way that eases the correct utility of the vehicles, minimizing the work accumulation. While not in use, the "pool" vehicles should be in the designed parking area, in accordance to what was specified to the drivers. These vehicles will be kept in this place, except in the case that an employee is authorized by the Transportation Director and/or the JIA Administrator to use an official vehicle for an official business trip out of the regular work area, and has to stay the night in the place that he/she was sent. It is responsibility of the Transportation Director and every person that has an assigned vehicle to provide a safe place for the vehicles, preventing accidents and theft of those.

16. The JIA Administrator can authorize the use of vehicles of the JIA for prominent visitors, dignataries or official representatives of other states or countries.

17. No person can drive a motor vehicle of the JIA without having the proper permit or the official authorization.

18. It will be requested to the GSA to issue an authorization for driver with official character to any JIA official or employee that, after the correspondent evaluation it is determined that he/she, is not a risk for the JIA.

19. Every permit to drive official vehicles will expire:

a. At the moment that the driver's license issued to the person by the Department of Transportation and Public Works expires. In the case that is granted for the first time an official permit of the GSA and the remaining time period in effect of the driver's license that the Department of Transportation and Public Works has granted to a person it is less than one year, the permit granted by the GSA will continue in effect until the next renewal date of the license of the DTPW.

- b. At the moment the employee finishes his/her labors.
- c. At the moment the authority that has issued the permit considers it necessary. Everyone who has a permit or any authorization at the JIA should return it when expires or for any of the other reasons explained above.

20. No JIA authorized driver will permit the driving of his/her authorized vehicle by other person, unless is an emergency. In this case, another authorized driver can drive the vehicle to the Police headquarters, any other Government agency or the JIA.

21. No JIA authorized driver will pick up any unauthorized person, unless is an emergency case where the person's life is involved.

22. Vehicles will be operated at a speed that never exceed the established speed limits and fulfilling all the regulations of the Vehicle and Traffic Law of Puerto Rico, with the object to prevent accidents. When Law or any Municipal Ordinance violations occur, the infractions will be paid from the employee's salary.

23. Any JIA employee or driver that assumes the custody, caring and physical control of an official vehicle, will respond the JIA by its value, or damage value or any other expenses, regardless that is covered by insurance policies when the fact is proven or the damage is done intentional or reckless to the JIA property or third parties, causing the unnecessary deterioration or the loss or theft of the vehicle or its equipment.

24. In an accident in which is involved a JIA official vehicle or if is a theft or loss of the equipment, procedures established by the GSA in case of an accident, will be followed.

25. No driver will make a trip without previous authorization and approval of the immediate supervisor or anyone in such charge, depending on the case.

B. Vehicle Identification

1. Every JIA official vehicle will be identified with government license plate and sign with the exception of vehicles assigned to the Administrator and the Sub-Administrator. Also, those vehicles with classified license plates, previously authorized by

the Administrator.

**ARTICLE IX- VEHICLE PURCHASE, MATERIAL, EQUIPMENT
AND REPLACEMENT PARTS**

A. Vehicle Rental or Purchase

1. The cost of the official vehicle to be rented or purchased for the JIA Administrator will not be higher than \$18,000.00. A dispensation will be solicited at the Governor's Office according to the vehicle price.

2. The cost of the official vehicle to be leased or purchased for the JIA Subadministrator will not be higher than \$16,000.

3. The cost of any other vehicle to be leased or purchased for official use of the JIA will not be higher than \$13,500, unless it contains special specifications for its use and any other characteristics for its functions , so it can be leased or purchased although the price is higher.

4. The motor vehicle purchases will be done according to the needs of the JIA. This one can continue using the services and experience of the GSA to get through it vehicles, always if it is for benefit. Also, the GSA services can be used to buy materials, replacement and equipment parts. This is disposing that the JIA Administrator authorizes the purchase of a vehicle, in which case will be following the procedure of formal auction through the JIA Auction Board. For a vehicle purchase, the Form JIA-114 (Request of materials, equipment or service) will be used or any other form according to the procedures.

5. In case that a vehicle is bought by the JIA, the Delegate Buyer will be in charge of the purchase after the transaction is approved by the JIA Administrator and the purchase is auctioned by the Auction Board.

6. The trade in practice is authorized in the purchase of official motor vehicles when, according to the JIA Administrator, it has benefits for the JIA and the public interest is protected.

In these cases, the Director of the Administration will submit the JIA Administrator a vehicle evaluation that indicates its

conditions, experience in base of its history and its price in the market. This inform should contain data about the vehicle's operation costs, indicating inversion at the purchase, depreciation, maintenance cost, etc. When a vehicle is purchased and a trade in is involved, the "trade in" will be written in front of the proof of purchase or in the Receipt Form.

7. In the vehicle purchase will be observed norms of utility, economy, energetics, austerity and modesty like the following:

- a) Every vehicle will be compact or sedan, unless the official use to be given requires another specification, which should be justified and approved by the JIA Administrator.
- b) The vehicle will be acquired with the basic equipment and not sophisticated that is strictly necessary. It will not be acquired with emergency lights and/or sirens.

8. The Transportation Director should keep every vehicle a guarantee document to effort the vehicle inspection at the time established and to make the necessary claiming services once the vehicle is in service. Also, the Director should effort to the GSA the transfer of the claiming controls of the vehicle guarantees acquired through this. He/she should be responsible of inspect the new vehicles when received with the object of discover any deficiency that exists and make the correspondent claiming. Also, he/she will fill and sign the Inspection Receipt Form. Likewise, he/she will be the Auxiliary Receiver in the JIA.

9. Motor vehicles will be leased when:

- a) there is no motor vehicle available and the JIA Administrator and Subadministrator are in their positions.
- b) a JIA official motor vehicle is out of service and there is no way to provide the employee another official vehicle. Otherwise, the employee could not do his/her work.

10. In case that is required to lease a motor vehicle, the Transportation Director will send the Administration Director the request and, if the rental is approved, this will not exceed over two (2) days. Any exceptional case over those 2 days should be requested and authorized by the JIA Administrator.

In the request should be informed:

- The reason for it.
- The damage caused and the reasons to come to that

conclusion. It will be indicated how the JIA services are affected.

11. If the need to lease a vehicle for official use is determined, at least three price quotations in different companies should be requested, including GSA. The company that offers the lowest price will be used.

12. Norms of utility, economy, energetics, austerity and modesty will be observed in a vehicle lease.

B. Equipment, material and parts purchase.

1. Every purchase of material and replacement parts for vehicles will be done with the Auxiliary Administrator authorization and following the established procedures. An ocular inspection of the vehicles will be made, prior to the authorization of tire and battery replacements.

2. Batteries purchased should have, at least, a one-year warranty. If possible, tires should be acquired in the lot, so that the supplier provides it in partial deliveries according to the JIA needs. Payments should be partial according to the quantities delivered. Every tire and other JIA vehicle equipment should be marked when delivered with the correspondent property number.

3. Additional equipment purchase should be made with the prior authorization of the JIA Administrator, to whom the request should be referred.

4. If is needed to get materials or parts or repair services in places far away from those covered by JIA contracts or the ASG Transport Area local establishments, an authorization from the Administrator should be mediated. If the request is verbal, the reason as well as the request form should be prepared in written. In case that the need occurs at non-working hours or days or if the one is of extreme emergency, the service can be obtained and the request form for the Transportation Director and the Administration Director should be prepared immediately. If the request does not show that is an emergency situation or if is a situation that occurs by negligence of the vehicle driver, the payment will not be authorized and the person that runs the expense should make it. In these cases, a copy of the receipt or invoice of the provider showing the type of service, the cost of it, the date, license plate number and the

driver's signature, should be obtained. This should be delivered to the Transportation Director for correspondent action. If the expense is authorized, the driver or person who paid the bill will be refunded.

C. Gasoline and Lubricant Purchase

1. The purchase of gasoline and lubricants for the JIA vehicles will be done at the GSA Transport Area service stations using a credit card issued by the mentioned agency for every vehicle. Also, it can be done at the service stations covered by the Transport Area contract that are private companies.

2. The Transportation Director will require the immediate return of the credit cards to all JIA employees authorized to drive vehicles once they finish their functions or if transferred to other agencies.

3. The credit card will be used only to get gasoline and lubricants for the issued vehicle. It will only be used when the vehicle is in official use and signed by the authorized person. If the vehicle is out of service, the card should not be inside the vehicle.

4. The Transportation Director will effort the issue of the credit cards authorized by the JIA Administrator.

5. The person who loses the credit card will inform, by telephone, immediately to the company that issued the card or the GSA Transport Area. This inform should be written to the JIA Transportation Director, who will notify by written to whom it may concern to cancel the lost card and issue a new one.

6. If is needed to get gasoline or lubricants in place far away from those required according to Norm 1 of this part, a verbal authorization from the Administration Auxiliary Administrator should be mediated. If the request is verbal, the reason as well as the request form should be prepared in written. In case that the need occurs at non-working hours or days or if the one is of extreme emergency, the service can be obtained and the request form for the Transportation Director and the Administration Director should be prepared immediately. If the request does not show that is an emergency situation or if is a situation that occurs by negligence of the vehicle driver, the payment will not be authorized and the person that runs the expense should make it. In these cases, a copy of the receipt or

invoice of the provider showing the type of service, the cost of it, the date, license plate number and the driver's signature, should be obtained. This should be delivered to the Transportation Director for correspondent action. If the expense is authorized, the driver or person who paid the bill will be refunded.

7. Every official driver or authorized person to drive JIA official vehicles will return to the Transportation Director the receipt copy of gasoline or lubricant sales given by the service station employee. This should be done immediately or as soon as possible, but no longer after 3 days of the purchase. The Transportation Director will resume and check properly the receipt tickets given by the drivers or authorized people with the receipts received from the ASG Transport Area or private companies and certify the expense to the Financial Section, which will proceed with the correspondent payment. If the expense is not certified, by any norm violation, the person who was involved will be responsible to pay for it.

8. Any driver that uses the credit card improperly, requiring not authorized services of a private company or requiring services for a non-authorized vehicle or for other improper use, will be sanctioned according the case. It will be concerned to the Director or Transportation Auxiliary determine preliminary if the card use or the service were improper. He/she will notify the Administration Director for an investigation.

ARTICLE X-DISPOSITION

1. Parts replaced from motor vehicles will remain in the JIA Property Warehouse until its disposition is determined. The evaluation for seizing parts should be done periodical and frequently to prevent unnecessary accumulation and use of physical space.

2. The Transportation Director will prepare a report to the Administration Director every time there are motor vehicle parts considered to be seized. The report will include a relationship of the parts to be seized, from which vehicles are substituted, etc. The Administration Director will determine the procedures to be followed in these cases and will inform the Director to request the parts disposition to the GSA.

3. Every vehicle should be inspected and its performance evaluated when used five (5) years or with 60,000 miles, whatever comes first. The Transportation Director is responsible to submit an evaluation report to the Administration Director of every motor vehicle considered to be disposed, so it can be beneficial to the JIA. This report should contain data that tell the vehicle condition; the JIA experience in base of the vehicle record; market price; the operation cost showing inversion, depreciation, maintenance cost, etc. The report should be referred, with comments, to the JIA Administrar or, who will determine if the report is referred or nor to the GSA for the correspondent procedure.

4. When a loss, theft or malicious damage of a vehicle or equipment occurs, the case will be referred to the GSA for the correspondent action.

ARTICLE XI -MAINTENANCE

A. General Norms

1. The JIA will establish a maintenance system for the vehicle fleet with these two types of maintenance: preventive and incidental.

a. Preventive Maintenance

Services will be made with the object to provide detailed exams of every vehicle parts subject to be consumed, damaged or disadjusted by use and make the necessary repairs to have adequate and safe use conditions.

b. Incidental Maintenance

This one will be made to make corrections, which starts between programmed maintenance services. Usually, this service need starts as an emergency, a special request, by vandalism, vehicle accident or improper use.

2. Maintenance services should be the following: daily inspections, simple services, repairs and warranty control.

a. Daily Inspections

Will be made to make sure that every vehicle overcomes its maximum capacity and that they are in its safe conditions performance. Daily inspections will be of two types: visual and operational.

1) Visual

It consists verifying that the vehicle's body has not been object of damage during the day or night. Also, to verify that the

vehicle's interior, motor and trunk are in proper conditions. Other things to inspect are the following:

- a) mileage
- b) binnacle
- c) tires
- d) trunk's contents
- e) fire extinguisher
- f) spare tire
- g) tools
- h) any other equipment

2) Operational

This inspection will be made to make sure that when the vehicle is moving will not cause damages or will become a threat for its users. To make sure of this, the following will be inspected:

- a) tire's air pressure and conditions
- b) brake's fluid level and conditions
- c) gas level
- d) motor's oil level and transmission
- e) battery's water level and radiator's
- f) windshield wiper's water level
- g) headlights condition
- h) horn's condition
- i) emergency pedal's condition
- j) spare tire and tools condition
- k) pulleys, cable and strainers condition
- l) condition of the following indicators: gas, temperature, mileage, alternator and generator
- m) lights

b. Simple Services

That is, any type of maintenance service that when is given it is not necessary to have any special knowledge in mechanics, but not limited to the following:

- 1. oil and filter changes
- 2. pulley changes and installation
- 3. spark plug changes and tune-up
- 4. motor wash and greasing
- 5. mounting, repair and tire rotation
- 6. substitution of parts that do not need any knowledge of mechanics.

c. Repairs

Will be made to speed the services, assuring that the vehicles are in use most of the time. The services will comprehend any type of repair in which is required specialized knowledge in mechanics, including works in mechanics and bigger works like the following:

1. brakes
2. carburetor
3. motor repairs
4. tinware and painting
5. transmission repairs
6. front wheel drive
7. chassis repairs
8. A/C repairs
9. electrical system repairs
10. special equipment repairs (radiotelephones, towing system, cooling system)
11. part repairs (those ones covered by vehicle warranties are not included.)

d. Guarantees

They are the mechanism used in the vehicle purchase contracts to assure the buyer the good quality and performance of the vehicle purchased. They commit the salesman in a case where the quality or performance are not optimal to correct , with no charge, any defect with the object to make the adequate performance. The dispositions about acquired vehicle guarantees are included in the purchase contract and may vary by the manufacturer.

Generally, guarantees cover, among other things, the following:

- 1) Defects in the performance, fabrication or installation of accessories and parts.
- 2) Error in the assembling by defect of manual labor or any other cause
- 3) Parts not included or included by mistake
- 4) Parts adjustment
- 5) Services to put the unit in service conditions like front wheel drive alignment, tire balance, brakes and transmission adjustment
- 6) Others requested in the auction or offered by the manufacturer or the supplier or being ruled by any competent governmental authority like the Department of Consumer Affairs and other agencies.

Document
Storage
regulation

3. The Transportation Director should establish a preventive maintenance schedule where will be programmed the maintenance services provided to each vehicle of the JIA fleet. This programming should be made, so that the needs of transportation of the JIA are not being affected. With this, priorities should be established for types of vehicles considering the dates in which is required to be finished the work. Also, services should be programmed in those time intervals determined by the JIA Administrator, according to the manufacturer's recommendations for the unit and the experience as for the different use conditions, terrains used and type of use given to the vehicle.

4. Incidental needs that surge to the vehicles should be reported immediately to the Director or the Transportation Auxiliaries, so they can determine:

- a) if the limited use of these until the date of the preventive maintenance that is programmed is feasible.
- b) if the vehicle can be repaired immediately, or if its use should be discontinued to prevent major damages.

B. Specific Norms for Maintenance Type

Daily Inspections

1. The vehicle daily inspections under the JIA's jurisdiction will be made in the morning, before the vehicle in in use, and in the afternoon, when the vehicle is delivered, or when the vehicles goes and returns from a trip. The Transportation Director or his authorized representative and the Auxiliary Managers will do the visual inspection of each vehicle assigned to the "pool" under his responsibility; the driver will make the operational inspection of the vehicle he is going to use. In the case of vehicles assigned to officials, these are responsible of the inspections , as also are the assigned drivers.

2. The inspections will be made to all fleet vehicles, regardless to whom and for which use are assigned, and will be made in the area where the vehicles are parked before being used.

3. The operational inspection will be made starting and finishing each trip, even if there are several trips with the same driver.

4. Every daily inspection made to the vehicle will be kept in record in the provided form in the correspondent vehicle's binnacle, regardless of the results of the inspection. Any irregularities found in the vehicle will be notified to the

Administration Director by the Director or the Auxiliary Manager. If the irregularity is found by the driver, the form will be filled and the vehicle will be delivered to the Director to take the correspondent action.

5. Necessary control will be taken to achieve the annual inspection required by the Law No. 141 of July 20, 1960. The inspection should be made before the date due.

Simple Services

1. After being authorized by the Transportation Director, a simple maintenance service will be given to those vehicles required to it, according to what was programmed or for any incidental situation that happens. These services will be given in the private workshops under contracts of the JIA or by a workshop with the lowest price offer for the requested service. In emergency circumstances, services can be made by the drivers, the Transportation Director or Auxiliaries.

2. The Transportation Director or Auxiliary will inspect the vehicle before it is delivered by the workshop where the service was done.

3. The Director will determine how frequently every vehicle will be submitted to simple maintenance. For these determinations it will be used the manufacturer's recommendations, depending the year, make and use given to the vehicle. If conditions are permitted, the Director may vary those periods to make them more often to make sure the indicated protection of the vehicles. All JIA's fleet vehicles will have simple maintenance services according to what was programmed.

4. Every simple maintenance service will be kept in record in the form included in the vehicle's binnacle.

5. Every vehicle's body will be washed periodically. Every driver is responsible to keep clean the vehicle assigned to him.

Repairs

1. Repair services will be made in the private stations that are under contract by the JIA for these purposes. Only the JIA Administrator or his authorized representative will authorize these services in private workshops and under no concept

these services should be requested without an authorization.

2. The authorization of a motor vehicle repair will be determined after being judged by its conditions, the estimated costs and the convenience to make the repair.

3. No JIA official vehicle will be in the workshop that gives the service more than three (3) days, except when conditions permit it and is authorized by the Transportation Director.

4. The Director or Auxiliary Director will check that every repair work and its cost is kept in record in the correspondent form in the vehicle's binnacle. Repairs will be made all the necessary times and the Director has to keep record of those and submit the vehicle to an evaluation if there are more repairs of the necessary.

Guarantees

1. The JIA will take a claiming control for all the items of the factory or salesman guarantees that cover the vehicles acquired. With this in mind, it will be requested to the GSA the warranty transfer of the vehicles acquired for the JIA.

2. The Director is responsible of inspecting the new vehicles when received, so that any deficiency existing can be detected. When the vehicle is being received or when in performance deficiencies are found at the time the warranty is covering, the Director should make immediately the necessary claiming effort with the distributor or his representative to take the vehicle to the place where the service will be obtained, according to the correspondent guarantee. It is responsibility of the Directors, Auxiliaries and Drivers to take advantage of the guarantees to the maximum.

3. In case of a new vehicle, this will be sent to the correspondent workshop for the warranty inspection, at least the working day preceding the expiration date of the inspection.

4. Before replacing a battery which has guarantee, a claiming should be made to the supplying company.

5. In case of repairs with guarantee, claimings should be made to the correspondent workshops if there are repair problems during the time covered by the guarantee.

6. The Manager and the Auxiliaries are responsible to check that in the correspondent form in the vehicle's binnacle is written every service done in a vehicle as consequence of the covered guarantee.

C. Other Strictly Required Norms

Contracts

1. The JIA Administrator, or in whom this delegates, can negotiate and give maintenance service contracts with private workshops, according to what is established in Article 8 under Other Regulation Purchases for Benefit Acquisitions, Works and Services. Otherwise, contracts given by the GSA can be used.

2. Contracts can be given to any person that in equal conditions offers the lowest price for the different types of maintenances or repairs. An evaluation of the given services and the facilities to be made will be mediated before giving these contracts to private workshops.

3. Maintenance contracts given to private workshops by the JIA have to contain, among other things, clauses to cover the following aspects:

- a) Contracts are given for no more than a one (1) year period.
- b) Every maintenance service should be described in details in the receipt that will be sent to the JIA.
- c) The workshop should have an insurance against damages suffered by the JIA vehicle when is at the workshop.
- d) If the service includes parts, an arrangement of the parts cost has to be included.
- e) Repairs should have reasonable guarantees.
- f) Any other necessary clause to make perfect the contract.

4. If there are maintenance contracts given to private workshops services will be made right there, except when special and emergency conditions demand the contrary and is authorized by the Transportation Director. These situations should be justified in written to the Auxiliary Administrator, even when a verbal communication was mediated. If the JIA has no maintenance contracts, every service will be done by the workshop that offers the lowest price and the best conditions, including guarantee, for the requested service. Maintenance services can also be given by any local workshops of the Transport Area of the GSA or by workshops under contract of

this Administration after being authorized by the Transportation Director.

Service Payments

1. Private workshops will charge its services and these will be paid according to the procedure that for these effects the JIA Administrator establishes previous consultation and approval of the Budget and Management Office and the Department of Treasury. The Department of Treasury will not process any payment for non-authorized services or services done by non-authorized people or excessive charges of the rates agreed in the contract.

2. The bill used to do the payments for services given by private workshops should include the following information:

- a. name of the person who authorized the service
- b. name of the workshop who made the repair and the person who made it, the mechanic's license number when proceed
- c. date of the service requested, date of the vehicle's delivery for the service, date of the service, date of the vehicle's delivery and date of the service accepted
- d. person(s) who moved the vehicle from the agency to the workshop and viceversa.
- e. specific arrangement of the services given
- f. service codification, in accordance with the established by the Administration
- g. arranged cost of every service per vehicle(manual labor-time)
- h. cost of used parts if it were supplied by the private workshop and copy of the bill's part
- i. bill's total cost
- j. Director or Auxiliary Director's certification that the service was adequate and correct
- k. specification of the type of service given.

3. It will be required to every private workshop that makes a repair that includes the replacement parts of a JIA vehicle, the delivery of the replaced part in the packing of the new part as proof of the repair. If the repair is correct, the Director will certify for payment the bill that includes replacement parts, only if this norm is fulfilled.

4. Every Service Order for Automobile should be checked with the correspondent repair bill received from the workshop that

offers the service. The Transportation Director or Auxiliary Director will be responsible to certify when the repair that was done is authorized, adequated, appropriated and necessary, using for it information of the service order and guided by the other internal controls established in the work unit that directs.

Towing Services

1. The driver of the JIA official vehicle that needs to move it through towing, will be responsible to fill properly the Form for Towing Service, providing his signature to the towing man before hooking the vehicle. Also, the driver must inform to the towing company's representative about his responsibility with the JIA, so that the vehicle is hooked properly.

2. Any damage to the JIA's property as result of an incorrect and improper vehicle hook will bring the payment claiming to the company that offered the towing service and a sanction to the driver if, when proved, is determined that was negligence on his side.

ARTICLE XII - DOSSIER, RECORDS, BINNACLE AND VEHICLE'S REGISTER

VEHICLES

The Transportation Director will verify that the registered data and the documents included in every vehicle's record are the correspondent, according to the norms and procedures established by the GSA

A. Dossier

1. A record will be prepared and remained currently for every vehicle, constituing its dossier. In this record, basic information about the vehicle will be registered, as well as important documents that reflect is history from the purchase. The dossier will be identified by its license plate.

Dossier's contents:

a. Vehicle's description, including:

- 1) identification number and series
- 2) make, model, year and color
- 3) general specifications
- 4) factory accesories or later installed
- 5) identification number for tires
- 6) identification number for the battery
- 7) tires size

8) battery size

b. Acquisition details, including:

- 1) acquisition date
- 2) acquisition cost
- 3) warranties reach
- 4) paid taxes

c. Assignment and use

- 1) official for which was acquired
- 2) assignment date
- 3) license plate number
- 4) assignment and date changes
- 5) monthly report of gas consumption and coursed mileage

d. Maintenance

- 1) preventive maintenance service
 - a) date
 - b) cost
- 2) improvement service
 - a) accesory, color change and other inclusions
 - b) dates
 - c) cost

3) Repair services

- a) cause
- b) date
- c) type of repair
- d) cost
- e) accident record
 - 1) accident number
 - 2) driver's name
 - 3) accident's date
 - 4) accident's result

f) Vehicle or accesory parts' loss or theft record

- 1) case number and date
- 2) driver's name
- 3) case result

g) guarantees

- 1) type of claimed guarantees
- 2) date
- 3) result

h) Annual summary of the vehicle's operation cost and situation.
The record will have documents of:

- 1) vehicle purchase
- 2) vehicle's assignment orders
- 3) vehicle's insurance policies
- 4) inspection's annual reports
- 5) credit cards
- 6) driver's official authorizations
- 7) accidents and infractions
- 8) other accesories

B. Daily documents record

1. It will be prepared for every vehicle, keeping it currently, by concepts (bills for repairs, gas and lubricant bills, daily reports of vehicle movements and coursed miles, daily report of inspection, etc.) in date order. This will be identified by the license plate number

C. Binnacle

1. The binnacle will be a thick-covered record that goes in the vehicle's front, containing the following:

- a. vehicle's license
- b. vehicle's registration as Government's property
- c. vehicle's manual
- d. accident's report form
- e. vehicle's cover and policies and/or cards issued by the assigned company.
- f. credit cards (while the vehicle is in use)
- g. when proceed, classified license plate
- h. vehicle's inspection form sheet
- i. towing service form sheet
- j. certification's sheet form of credit delivered

2. Documents and reports included in the binnacle will be used and completed by the driver when required.

D. Vehicle's Register

1. A relation of every JIA motor vehicle with basic information that can be used, including the annual auction for the vehicle's insurance, will be made and keep it currently. For every vehicle will be included: license plate, model, make, year, motor's number, assigned person or working unit, property number, acquisition date and cost.

ARTICLE XIII-APPROVAL

This Regulation and every amendment to it should be approved by the JIA Administrator.

ARTICLE XIV-IN FORCE

The Regulation will enter in effect after immediately being approved by the JIA Administrator, in virtue of the Law Num. 154 of August 5, 1988.

Approved in San Juan, Puerto Rico, the 15 th of March, 1995



ADMINISTRATOR JIA