

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street Port Area Manila

HPCG/CG4

15 March 2000

STANDING OPERATING PROCEDURE)

NUMBER 07-10)

UTILIZATION OF PCG BUSES AND OTHER MASS TRANSPORT VEHICLES

I. PURPOSE:

This SOP sets forth the guidelines and procedures in the utilization of PCG Buses, M-35 trucks, and other mass transport vehicles.

II. OBJECTIVES:

a. To ensure the proper utilization and employment of PCG buses, trucks and other mass transport vehicles.

b. To ensure that the PCG buses and other mass transport vehicles are utilized primarily for Command Functions over Non-Command Functions.

c. To institute control in the utilization of mass transport vehicles to preserve their efficiency, prevent wastage of resources and to preserve the trust and confidence of the Filipino people.

III. DEFINITION OF TERMS:

For the purpose of this SOP, the following terms are hereby defined:

a. Command Functions-refers to operational and administrative activities of the PCG.

b. Non-Command Functions-refers to activities involving other government agencies, non-government organizations (NGO) and other private entities.

c. PCG Buses and Other Mass Transport Vehicles-refers to the newly acquired 45-seater buses, and other buses in the future classified as such, regardless of seating capacity, and other mass transport vehicles of the Command.

IV. SPECIFIC GUIDELINES:

a. The utilization of PCG buses and other mass transport vehicles is strictly for Command or official functions.

b. In some instances involving more than one (1) request, the request involving an operational activity shall take priority over an administrative activity.

c. To ensure the high state of operational readiness, at least one (1) bus will always be on stand-by at HPCG.

d. For Command Functions where PCG plays a supporting role to other government agencies, the bulk if not all of the corresponding POL requirements for mass transport vehicles shall be borne by the concerned government agency.

e. The PCG mass transport vehicles shall not be used for any partisan, political or election-related activities, anti-government rallies, religious rallies, commercial purposes and other activities not in conformity with existing Command policies and government rules and regulations.

f. The PCG buses/mass transport vehicles shall be driven only by Command duly-designated drivers who shall be in proper uniform. Traffic rules and regulations and road courtesy shall strictly be observed all the time. Likewise, buses and other mass transport vehicles shall be secure in authorized parking spaces.

V. GENERAL PROCEDURES IN REQUESTING:

a. Requests for mass transport vehicles may be granted on a first-come, first-served basis.

b. Requesting party shall send a formal letter not later than one (1) week prior to the actual activity for evaluation purposes, and to ensure that the requirements of the buses shall be prepared beforehand.

c. The letter shall contain the purpose of request, specific time and date of the activity, actual venue, and name, address and phone number of the contact person.

d. If the situation warrants, the requesting party will as much as possible shoulder the logistical requirements of the vehicle being requested.

e. Upon approval of the request, and as the situation warrants, the requesting party shall be required to execute an affidavit of liability and submit same to Director, CGAC. This is to protect the Command in case of untoward incident.

VI. RESPONSIBILITY:

a. The Secretary, Coast Guard Staff shall monitor and evaluate all requests for the availability of a PCG bus or other mass transport vehicles under control of HPCG for endorsement to CPCG through the Chief of Coast Guard Staff.

b. Commander, Headquarters Support Group (HSG) shall ensure the operational readiness of the buses and other mass transport vehicles.

c. Upon approval of the request, the requesting party shall ensure that a trip ticket is secured from CGAC.

VII. REPORTING AND MONITORING:

a. Director, CGAC shall monitor the dispatch of PCG buses/mass transport vehicles.

b. Commander, HSG shall submit an "After Mission Report" to CPCG (Attn: CG3/CG4/CGAC) after every deployment of the said vehicles.

VII. RESCISSION:

All publications in conflict with this SOP hereby rescinded.

IX. EFFECTIVITY

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO PCG

OFFICIAL:

**ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff**


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