

ADMINISTRATIVE DIRECTIVE NO. 30-86

Subject: Use and Control of Government Vehicles

WHEREAS, the Government of the Republic of Palau is seeking to effect economies in the cost of Government operations; and

WHEREAS, the unauthorized use of Government vehicles results in unnecessary expense to the Government;

NOW, THEREFORE, by virtue of the authority vested in me as President according to the Constitution and Laws of the Republic of Palau, it is hereby ORDERED AND DIRECTED as follows:

1. Identification of Vehicles

With the exception of any vehicle which is used exclusively for law enforcement purposes, within 30 days from the effective date of this Directive, all vehicles owned, leased or rented by the Government shall display a license plate and an appropriate seal which shall indicate:

- a) The Ministry, or agency, to which it is assigned.
- b) The property number of said vehicle.
- c) All vehicles which are authorized for use outside normal working hours as designated in paragraph 3(b) and (c) shall display a sticker indicating that the vehicle is authorized for use after normal working hours.

2. Prohibited Vehicle Use

No vehicle which is owned, leased or rented by the Government for official use shall be operated for private purposes; nor, shall any vehicle be operated after normal working hours unless the said vehicle is in full compliance with this Directive.

3. Vehicles Authorized for After-hours Use

The following vehicles are hereby authorized for use after normal working hours;

- a) Vehicles used by the President, the Vice President, or any Minister;
- b) Vehicles used by contractual personnel who have been assigned vehicles under the terms of their contract;
- c) Vehicles for which a Certification of Need has been issued by a Minister, or Agency

Head.

4. Temporary Use Permit

Any Department Head, or equivalent, may authorize the use of a vehicle after normal working hours for a period not to exceed forty-eight (48) hours for a specific purpose. Such Temporary Permit shall contain the information described in Paragraph (7). A copy of the Temporary Permit shall be kept in the vehicle when it is being operated after normal working hours.

5. Use of U-Drive Vehicles

Any Ministry, or Agency, using a U-Drive vehicle shall complete a requisition form and shall immediately submit it to the Bureau of National Treasury for funds certification prior to use of the vehicle. Within forty-eight (48) hours the Bureau of Public Safety shall be furnished with vehicle description being rented by the government.

- a) Each U-Drive vehicle operated by a Ministry, or Agency, shall display in the lower left-hand back window identification indicating the utilizing agency.
- b) The provisions of Sub-Paragraph (5) (a) shall not apply to U-Drive vehicles utilized by the Office of the President, Office of the Vice President, any law enforcement agency, or as described in Paragraph (3)(b).
- c) A U-Drive vehicle, when operated by a Ministry, or Agency, shall be considered a Government vehicle for the purposes of this Directive and shall be subject to the use control provisions of this Directive.

6. Parking Areas

Each Ministry, or Agency, shall, within two (2) weeks of the effective date of this Directive designate a parking area whereat the Ministry, or Agency, shall park vehicles assigned to it after working hours. Except for those vehicles designated in Paragraph (3), a private residence, or apartment, shall not be designated as a parking area. Each Ministry, or Agency, shall, in writing, inform the Director of the Bureau of Public Safety of its designated parking area and furnish a listing of the vehicle(s) to be kept there.

7. Certification of Need

Each Minister, or Agency Head, shall, within two (2) weeks of the effective date of this Directive and quarterly thereafter, certify to the Minister of Administration, with a copy to the Director of Bureau of Public Safety a list of vehicles which are required for use outside of normal working hours. Such certification shall include:

- a) The license plate number, the property number and description of the vehicle;

- b) A detailed schedule indicating the day(s) and hour(s), justification and the purpose of the use the vehicle outside of normal working hours,
- c) The names of authorized driver(s).

8. Enforcement

The Bureau of Public Safety is hereby empowered and enjoined to enforce the provisions of this Directive. Officers of the Bureau of Public Safety shall:

- a) Stop any Government vehicle, other than those described in Paragraph (3), found operating after normal working hours and inspect the Temporary Use Permit issued for the vehicle.
- b) Impound any Government vehicle found operating after normal working hours and for which the required Temporary Use Permit has not been issued, or has expired.
- c) Within 30 days of the effective date of this Directive, shall, issue proper stickers to those vehicles which have been authorized by the appropriate officials to be used after normal working hours.

SO ORDERED AND DIRECTED, this 23rd day of June, 1986.

/s/
Lazarus E. Sali
President of the Republic of Palau