



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

HPCG/HSG

23 April 2015

**STANDING OPERATING PROCEDURE**  
**NUMBER.....04-15**

**UTILIZATION OF THE PCG MASS TRANSPORT VEHICLES**

**I. PURPOSE:**

This SOP sets forth the guidelines and procedures in the utilization of the PCG Mass Transport Vehicles of the Command.

**II. OBJECTIVES:**

- a. To ensure the proper utilization and employment of the PCG Mass Transport Vehicles.
- b. To ensure that the PCG Mass Transport Vehicles are utilized primarily for Command Functions over Non-Command Functions.
- c. To institute control in the utilization of the PCG Mass Transport Vehicles and to preserve their efficiency and prevent wastage of resources.

**III. DEFINITION OF TERMS:**

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

- a. **Command Functions-** refers to the administrative and operational activities of the PCG.
- b. **Non-Command Functions-** refers to the activities involving other Government Agencies, Non-Government Organizations (NGO) and Other Private Entities.
- c. **Requesting Party-** refers to the specific PCG Units, Government Agencies, Non-Government Organizations and Other Private Entities.

- d. **PCG Mass Transport Vehicles-** refers to the PCG Buses, PCG Coaster Buses and M-35 Trucks. This includes vehicle in future acquisition/donation off/for the PCG, regardless of seating capacity and intended for mass transportation.

#### IV. SPECIFIC GUIDELINES

- a. The utilization of the PCG Mass Transport Vehicles are intended for Command Functions and Non-Command Functions.
- b. In some instances involving more than one (1) request, priority shall be given to operational related mission over administrative mission.
- c. To ensure the highest state of support for the operational readiness of the Command, at least one (1) PCG Bus/Coaster Bus and one (1) M-35 Truck will always be on stand-by at the Motor Pool for possible dispatch at any given time.
- d. For Command Functions where the PCG plays a supporting role to other government agencies, the bulk, if not all of the corresponding POL requirements for the PCG Mass Transport Vehicles, shall be borne by the concerned government agency.
- e. The route of the PCG Mass Transport Vehicles shall be in accordance with the directives and trip ticket issued by the Command. In case of any changes in the place of dispatch while en route, the requesting party shall immediately inform and ask for the approval from CGAC/HSG before executing such changes.
- f. The PCG Mass Transport Vehicles shall not be used for any partisan, political or election-related activities, anti-government rallies, religious rallies and other activities not in conformity with existing Command policies and Government Rules and Regulations. Except, as may be requested by the proper authority and upon approval of the CPCG or his/her representative (*Chief of Coast Guard Staff or Director, CGAC*) the PCG Mass Transport Vehicle may be utilized for other purposes.
- g. The PCG Mass Transport Vehicles shall be driven only by the duly-designated drivers of the PCG who shall be in proper uniform. Traffic rules and regulations and road courtesy shall strictly be observed at all times. Likewise, PCG Mass Transport Vehicles shall be secured in the Motor Pool area.

#### V. GENERAL PROCEDURES IN REQUESTING:

- a. Requests for the PCG Mass Transport Vehicles may be granted on a first-come, first-serve basis. Provided, the operational mission takes precedence over administrative mission.
- b. The requesting party shall send a request, addressed to CPCG (Attn: HSG) not later than one (1) week prior to the actual activity for evaluation

purposes, and to ensure that the requirements of the vehicle are prepared beforehand. Except, during emergency mission or dispatch with an approved directive from CPCG or his/her duly authorized representative(*Chief of Coast Guard Staff or Director, CGAC*).

- c. The request shall contain the name, address and phone number of the contact person, purpose of the request, time, date and address/venue of the activity.
- d. If the situation warrants, the requesting party will as much as possible shoulder the logistical requirements of the vehicle and driver such as food and accommodation if the request is for more than one (1) day.
- e. Upon approval of the request, and if the situation warrants, the requesting party shall execute an Affidavit of Liability and submit the same to Director,CGAC or Commander,HCG. This is to protect the Command in case of any unusual incident that may happen during the duration of the request.

## **VI. RESPONSIBILITIES:**

### **1. Secretary, Coast Guard Staff:**

- a. To monitor and evaluate all requests for the availability of the PCGMass Transport Vehicles under the control and supervision of C,HSG for endorsement to CPCG through the Chief of Coast Guard Staff.

### **2. Commander, HSG:**

- a. To ensure effective management and supervision of the PCG Mass Transport Vehicles.
- b. To ensure the operational readiness of the PCG Mass Transport Vehicles.

### **3. Deputy Chief of Coast Guard Staff for Logistics, CG-4**

- a. To provide appropriate POL requirement for the Command Functions and for the Non-Command Functions as maybe applicable under existing rules and regulations.

### **4. Duty Driver:**

- a. To strictly observe road courtesy, traffic rules and regulations at all times.
- b. To conduct pre-departure/post-departure inspection of the vehicle every dispatch.
- c. To render position/situation report to the HSG-Operation(every 30 minutes for a dispatch of 4 hours and below and every 1 hour for a dispatch of 4 hours and above),in as much as possible without prejudice to the safety of the driver and passengers onboard.
- d. Shall be a holder of a valid Professional Driver's License.

**5. Duty Mechanic:**

- a. To ensure the operational readiness of all PCG Mass Transport Vehicles.
- b. To conduct preventive maintenance system to all PCG Mass Transport Vehicles.
- c. To be on stand-by for emergency dispatch in case of any breakdown/malfunction of the PCG Mass Transport Vehicles.

**6. Requesting Party:**

- a. To secure a copy of the trip ticket from HSG/CGC for record/reference.
- b. To execute an Affidavit of Liability before the dispatch.
- c. To observe the proper utilization of the PCG Mass Transport Vehicles.
- d. To strictly comply with the provisions mentioned in this SOP.

**VII. REPORTING AND MONITORING:**

- a. Director,CGAC and Commander,HSG shall monitor the dispatch of the PCG Mass Transport Vehicles.
- b. Commander, HSG to prepare a "Vehicle Dispatch Ledger" after every deployment of the PCG Mass Transport Vehicles

**VIII. RECISSION:**

All publications in conflict with this SOP are hereby rescinded.


**IX. EFFECTIVITY**

This SOP shall take effect upon publication.

**BY COMMAND OF ADMIRAL ISORENA PCG**

**OFFICIAL:**

**OSCAR C ENDONA JR  
CAPT PCG(GSC)  
Chief of Coast Guard Staff**

  
**LIEZEL B BAUTISTA  
LCDR PCG  
Coast Guard Adjutant**

*2017/11/15 a.*