

COMMONWEALTH OF PUERTO RICO
OFFICE OF THE GOVERNOR
Office of Transportation

107
Sept. 19, 1957.

REGULATION NO. 57-1

ESTABLISHING THE PROCEDURE TO BE FOLLOWED IN
APPOINTING MOTOR VEHICLE DRIVERS

- STATEMENT OF MOTIVES -

It is the direct responsibility of the Office of Transportation to see to the proper use, upkeep and maintenance of all motor vehicles assigned to the Executive and Judicial branches of the Government of the Commonwealth of Puerto Rico. In view that the power to appoint motor vehicle drivers is vested in the appointing authorities, pursuant to the provisions of the Personnel Act, it becomes necessary for agency heads to lend their full cooperation and support to the Office of Transportation in its task to see to the proper use, upkeep and maintenance of all motor vehicles under its control.

To this end it is provided:

SECTION 1. - Whenever used in this regulation, the following terms shall have the meanings set forth below:

a) AGENCY

Each of the dependencies (departments, agencies, bureaus, offices, boards, independent services or commissions) attached to the executive and judicial branches of the Government of the Commonwealth of Puerto Rico. The term does not include the Legislative Branch, public corporations, or the University of Puerto Rico.

b) DRIVER

Any employee having an appointment as automobile driver or truck driver, and any other employee authorized by the Office of Transportation to drive a motor vehicle assigned to

the Executive and Judicial branches of the Government of the Commonwealth of Puerto Rico.

c) MOTOR VEHICLE

Any motor vehicle propelled by power other than muscular, except heavy building equipment.

The term includes motorcycles and motorboats.

SECTION 2. - Every agency head shall, in considering candidates submitted to him by the Office of Personnel for appointment to positions as automobile drivers or truck drivers, for driving motor vehicles under the control of the Office of Transportation, require of such candidates, before making any selection, a certificate of behaviour issued by the Puerto Rico Police Department and a certificate from the Department of Public Works as to their record as drivers. The selection shall fall on the candidates having a satisfactory record as to behaviour and as drivers, in addition to meeting such other requirements as the position of driver may call for.

SECTION 3. - Every agency head making appointments for the position of driver of motor vehicles under the control of the Office of Transportation shall submit to said Office, for each driver, Form OT-14, "Application and Authorization to drive a Motor Vehicle", duly executed. Along with such form, a copy of each of the following documents shall also be submitted:

- a) Appointment as driver
- b) Certificate of behaviour issued by the
Puerto Rico Police Department
- c) Certificate from the Department of Public
Works with respect to appointee's record
as driver.

Office of Transportation

Regulation No. 57-1

-3-

The agency head shall issue instructions to the effect that every driver shall, at the time of his appointment, present himself at the Office of Transportation during the first two days, to be briefed on the laws and regulations in force for the purchase, use, upkeep and maintenance of motor vehicles under the control of the Office of Transportation, and on the traffic laws and regulations.

SECTION 4. - The Property Clerk of the Office of Transportation shall officially deliver the vehicle and parts and accessories thereof to the agency head or his authorized representative. Once the agency head or his authorized representative shall have officially received the said property, he shall be responsible for the custody thereof and shall see to its proper use, upkeep and maintenance.

SECTION 5. - Whenever a driver shall have to absent himself from work either on leave or because of sickness or any other cause, and it shall become necessary for the good of the service to assign the vehicle to another employee during his absence, the agency head shall forthwith so notify the Office of Transportation.

SECTION 6. - Whenever a driver resigns or is severed from office for cause, the agency head or his authorized representative shall see that said driver delivers the vehicle assigned to him to the Property Clerk of the agency to which he is attached, so that through execution of the pertinent papers he be properly released from liability anent the custody of the vehicle and parts and accessories thereof.

SECTION 7. - Every agency head shall grant to drivers, during the probational period, the necessary time to take the driver-improvement course offered by the Department of Public Works in cooperation with the Office of Transportation.

The grade obtained by the driver in the tests for said course shall be reported by the Chief of the Office of Transportation to the head of the corresponding agency for consideration in evaluating the probational

Office of Transportation

Regulation No. 57-1

-4-

period, if he shall deem it advisable. If, circumstanced by the requirements of the service, the driver is unable to take the said driver-improvement course during the probational period, the head of the agency where he is working shall so inform the Office of Transportation, so that the latter may set a date on which the driver may take it.

SECTION 8. - The Office of Transportation may submit such drivers during their probational periods to tests on the regulations governing the use, upkeep, and maintenance of, and all related to, motor vehicles under the control of said office. The result of the test shall be forwarded to the agency head for consideration as a part of the evaluation of the said probational period.

SECTION 9. - The expenses incurred by said drivers for travel or per diem while taking in the Office of Transportation the drive-improvement course or the tests on regulations of the said office shall be chargeable to the agency where they are serving.

SECTION 10. - Whenever an agency shall need to use a government employee not holding the position of automobile driver or truck driver, as driver of a motor vehicle under the control of the Office of Transportation, said agency shall be under obligation to request from the Office of Transportation the proper authorization by filing Form OT-14 "Application and Authorization to Drive a Motor Vehicle" there shall be submitted to the Office of Transportation a certificate from the Department of Public Works as to the record as a driver of the employee for whom such authorization is sought.

SECTION 11. - No driver shall allow that the vehicle officially assigned to him be driven by another employee, except in emergency cases, when the agency head or his authorized representative may authorize it, forthwith reporting the case to the Office of Transportation.

SECTION 12. - Every driver shall report to the Office of Transportation and to the head of the agency to which he is assigned any sentence

imposed on him by a court for violation of the Automobile and Traffic Act, within a period of five (5) working days from the date of the judgment. Said report shall include the nature of the violation, the judgment rendered, and the trial court.

SECTION 13. - Every driver shall be under obligation to report immediately to the Office of Transportation and to the head of the agency to which he is assigned the cancellation of his driver's license by a court or by the Department of Public Works as a result of violation of the Automobile and Traffic Act.

SECTION 14. - It shall be the duty of every agency head or duly authorized representative thereof to forward to the Office of Transportation a copy of the papers processed and approved by the Office of Personnel covering the transfer, demotion, promotion, cessation, suspension, removal, or severance from office for any other cause, of such automobile drivers or truck drivers. Based on this information, the Office of Transportation shall keep the records of said drivers.

SECTION 15. - Every agency head shall transmit annually to the Office of Transportation a list of all driver's positions in his agency, including those vacant. This list shall show such positions in the same order in which they appear created under legislative appropriations, executive breakdowns, and special funds for each fiscal year. A separate list shall be furnished for the drivers paid from the item for wages. This list shall contain the following information:

- (a) Driver's number (Number assigned by
the Office of Personnel)
- (b) Name
- (c) Position number
- (d) Class of position (Automobile Driver II,
Automobile Driver I, or Truck Driver)

Office of Transportation

Regulation No. 57-1

-6-

- (e) Basic monthly compensation rate
- (f) Within-grade increase steps
- (g) Total salary
- (h) Place of work (official station)

This list shall be submitted on the blank forms supplied for such purposes by the Office of Transportation.

SECTION 16. - This regulation repeals sections 21 and 46 of Regulation Number 2 approved August 18, 1949.

(Sgd.) AGUSTIN MERCADO
Chief of Transportation

APPROVED:

(Sgd.) LUIS MUÑOZ MARIN
Governor

Approved November 9, 1956

I CERTIFY: That the foregoing is a true and correct transcript of the original approved and signed by the Governor of the Commonwealth of Puerto Rico on November 9, 1956.

ATTESTED:

(Sgd.) N. ALMIROTY
Assistant Secretary
of State

(Seal of P. R.)