

Drainage Services Department
Technical Circular No. 2/2010

Guidelines on the Provision and Control
of Use of Contract Transport

Scope

This Circular sets out the guidelines on the provision of contract land and/or marine transport (hereafter referred to as Contract Transport) under a works contract and on the control of use and internal auditing of such transport. It also announces the requirements to use environment-friendly petrol cars and to switch off engines while waiting to help reducing emission from vehicles.

Effective Date

2. This Circular shall take immediate effect and supersedes Drainage Services Department (DSD) Technical Circular No. 7/2000 – “Standard Identification Sign on Contract Vehicles” and DSD Technical Circular No. 3/2008 – “Guidelines on the Provision and Control of Use of Contract Transport”.

Request for the Provision of Contract Transport

3. In deciding whether a Contractor is required to provide Contract

Transport under the terms of a works contract, it should be established that such transportation is essential to the supervisory staff for the adequate and proper supervision of the Works and for the discharge of other related duties. In deciding whether or not Contract Transport is required, due regard must be given to the following as appropriate :

- (a) the location of the Site with respect to the office in which the supervisory staff is based; the adequacy of and travel time involved in using public transportation between these points;
- (b) the nature and disposition of the Site;
- (c) whether site supervisory staff are prepared to use their own vehicles in connection with the execution of their duties and claim "Duty Mileage Allowance";
- (d) whether the requirements can be satisfied by any spare capacity in departmental transport;
- (e) whether or not transportation provided in other contracts administered by the same Branch/Division in the vicinity has adequate spare capacity; and
- (f) whether or not the transportation provided has to serve the needs of other contracts in the vicinity.

4. Applications for the provision of Contract Transport under a works contract should first be made to the respective Assistant Director (AD) via Senior Engineer/Contract Advisor (SE/CA), who will make recommendations for the AD's consideration and approval. Divisions should include the

following relevant information in their applications:

- (a) contract sum and duration;
- (b) the total number of RSS staff excluding clerical staff or the total number of in-house professional and technical staff deployed to supervise the contract;
- (c) site plans showing the geographic coverage of the works;
- (d) justifications for the needs of the vehicles (as divisional pool cars or site cars and the possibility of sharing amongst contracts);
- (e) for divisional pool cars, the utilisation rate of the existing pool cars;
- (f) the proposed specifications for Contract Transport - as a general rule, specifications should be set at the minimum standard commensurate with operational requirements of each contract and without compromising efficiency and safety;
- (g) type of vehicle required - except with operational reason such as road conditions of site area, only the updated environment-friendly petrol private cars of type approved by Environmental Protection Department will be provided; and
- (h) expected duration of the provision, estimated utilisation rate, and estimated cost of the provision.

Good Practice of Drivers of Contract Transport

5. Drivers of Contract Transport must switch off engines while waiting in support of environmental protection.

Standard Identification Sign

6. Standard identification sign shall be painted on all contract land transport provided under works contracts of the Department, including those managed by consultants to enable easy identification of the contractors and deter the misuse of the contract vehicles. The details of the identification sign are shown on DSD Standard Drawing No. DS 1069C. The identification sign on a contract land transport shall be removed as soon as the land transport is no longer required to provide service under the contract and before the land transport is reverted to the contractor. Contract documents should make provision for these requirements.

Proper Use of Contract Transport

7. Contract Transport is for official use by staff primarily for supervision of contract works and related duties. It may also be used for :

- (a) other official journeys or by other government officials so far as these have been authorised by the Branch/Division Heads;
- (b) in connection with the supervision of other contract works in the vicinity;
and
- (c) home/site office journeys in exceptional cases with the approval of the Branch/Division Heads or appropriate authorities.

Misuse of Contract Transport

8. Contract Transport must not be used for non-official business or for any unauthorised journeys between home and office. Unless otherwise specified in the Contract, the site supervisory staff must not avail themselves of the Contractor's own transportation facilities except where this is necessary and expedient for both parties to examine or record jointly on site any matter connected with the Works.

Control on the Use of Contract Transport

9. Branch/Division Heads are responsible for the control of proper use of Contract Transport and for their efficient utilisation.

10. To ensure that all journeys are accounted for, the driver of a contract vehicle should keep a log book. The standard Government Log Book (GF100) with amendments to the "Instructions" as set out in **Appendix I** should be used for this purpose. Officers using contract vehicles have the duty to ensure that all entries are duly and correctly completed in the log book before making certification of particular journey(s). Failure to do so may be considered as a negligence of duty and makes the officer concerned liable to disciplinary actions. The respective Engineer's Representative/Project Engineer/Chief Technical Officer (CTO) must satisfy himself that all entries in the log book are made correctly and timely and tally with the official journeys actually made. In case of emergency where the contract vehicle is driven by a site supervisory

staff, the log book should be similarly completed by the staff concerned. In addition, the nature of the emergency must be stated in the "Purpose" column and the entry in the log book be initialled by a Senior Engineer for the Contract. All log books should be preserved along with other site records.

11. The log book of a contract vehicle should be checked and initialled at least once every 2 weeks by the Engineer's Representative/Project Engineer/CTO. The respective Branch/Divisional Transport Officer should conduct checks of the log book once every 3 months and initial in the log book certifying that it is kept in order. A full list of Branch/Divisional Transport Officers is attached at **Appendix III**.

12. Branch/Division Heads should conduct an internal audit of all contract vehicles of their Branch/Division at the end of each financial year. The areas to be covered in the internal audit are listed in the sample audit report forms at **Appendix IIA & IIB**. The internal audit reports, together with any irregularities found, should be forwarded to the Deputy Departmental Secretary/General Administration (DepDS/GA) for verification and scrutiny in consultation with SE/CA. Particular reference will be made to the control and proper use of vehicles. If necessary, vehicle log books may be called in for detailed inspection. Observations will be forwarded to the respective Branch/Division Heads for follow-up action.

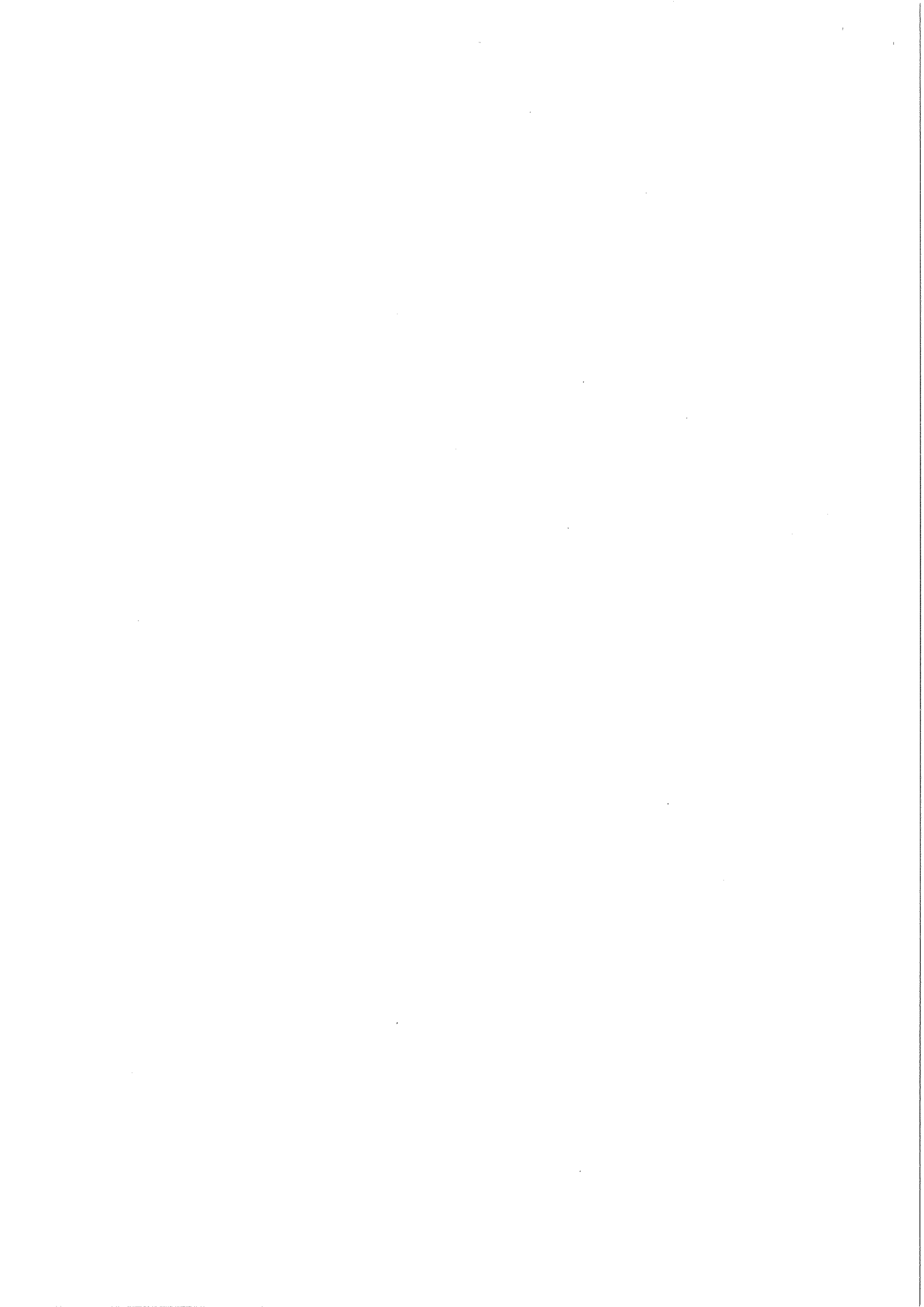
Enquiries

13. Enquiries on this Circular should be made to the respective Branch/Divisional Transport Officer, who, if in doubt, may consult DepDS/GA at 2594 7017 or SE/CA at 2594 7122.



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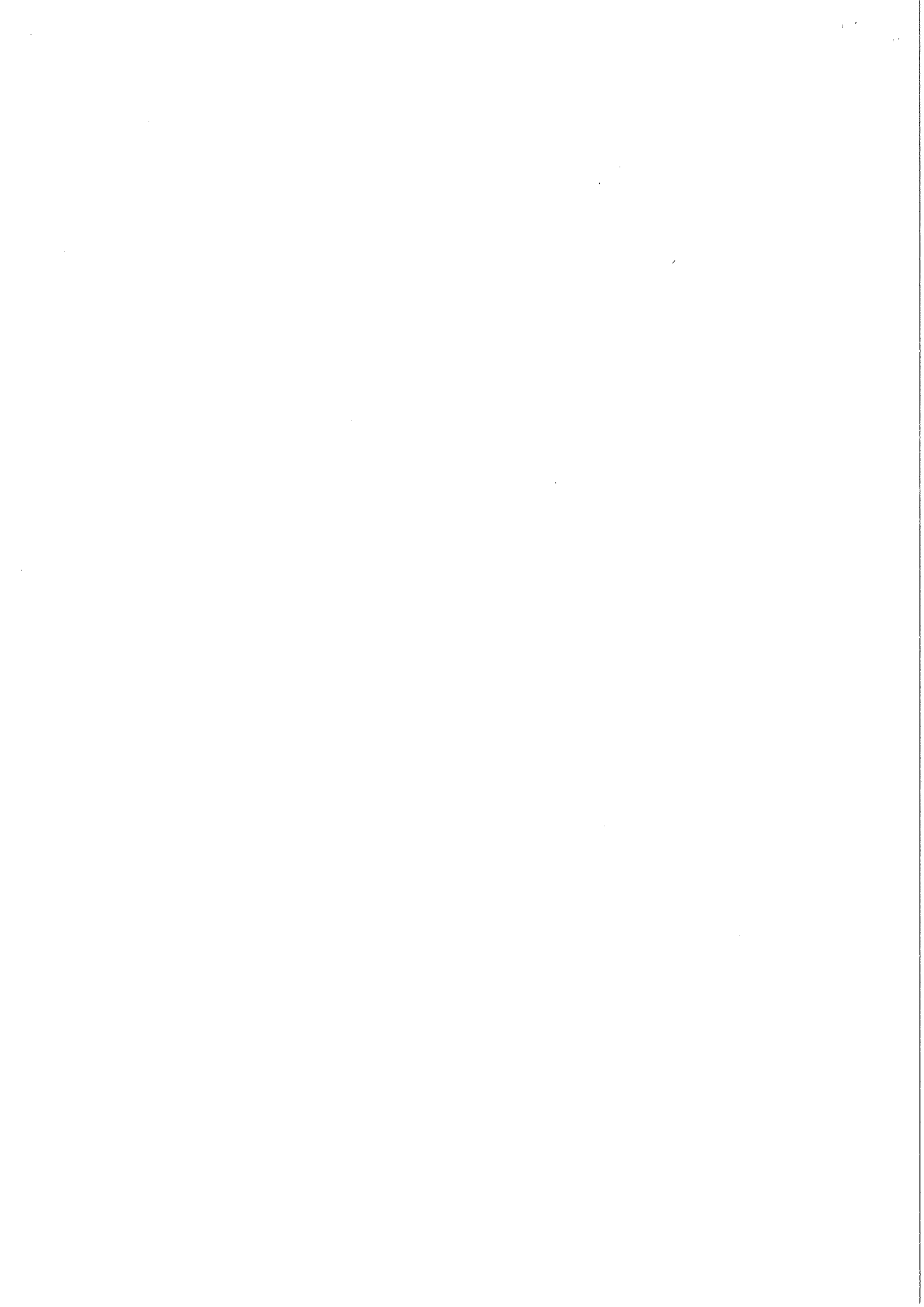
Director of Drainage Services



Notes on the Use of Standard Government Log Book for Contract Transport

The standard Log Book (G.F 100) for government vehicles should be amended as follows before being used for contract transport:-

- (a) Traffic Accident Procedures on the first page will not apply and are to be deleted;
- (b) Paragraphs 1, 8, 9 and 10 of the Instructions will not apply and are to be deleted;
- (c) Paragraph 3 of the Instructions –
 - Delete “, if official” from the first sentence.
 - Delete the second sentence.



Drainage Services Department
Internal Audit of the Use of Contract Transport (for vehicles in service)
(for the year of 20 XX /XX)

Date of Internal Audit : _____
No. of contract vehicles in service as at date of audit : _____

Particulars of vehicles :-

Vehicle Registration No.	Vehicle Type	Contract No.	Contract Commencement Date	Contract Expiry Date	Date of acquiring the vehicle	Odometer reading when the vehicle was first acquired (km)	Odometer reading as at date of internal audit (km)	Average distance run per calendar day since the vehicle was first acquired (km)	Any checking conducted by Engineer's Rep./ Project Engineer /CTO once every 2 weeks (Y/N)	Any checking conducted by Branch/ Divisional Transport Officer once every 3 months (Y/N)

Signature : _____ **Post Title :** _____
Branch/Division: _____ **Date :** _____

List of Branch/Division Transport Officer in DSD

	Branch/Division/Unit	Branch/Division Transport Officer	Telephone No.
a.	Headquarters	ADS/GA2	25947052
b.	SS Branch and HATS	EO/SS	21593418
c.	Sewerage Projects	EO/D1	25947555
d.	Drainage Projects	EO/D1	25947555
e.	Electrical & Mechanical Projects	EO/D2	25957172
f.	Land Drainage	EO/D3	23001428
g.	Mainland North	EO/D3	23001428
h.	Sewage Treatment 2	EO/D4	21953450
i.	Consultants Management	EO/D5	25947283
j.	Project Management	EO/D5	25947283
k.	Hong Kong & Islands	CTO/DLF/HK&I	28056343
l.	Mainland South	CTO/DLF/MS	23001593
m.	Sewage Treatment 1	EA/ST 1	28916315

