

# **GUYANA POLICE FORCE**

## **TRANSPORT UTILISATION AND MAINTENANCE STRATEGY**

### **1. BACKGROUND**

There has been a growing concern nationwide about the level of crime and violence. This concern has influenced the National Authorities to place a greater focus on ensuring that priority is given to crime prevention, the reduction in crime, and the security of citizens. These are among the many mandates of the Guyana Police Force, and in executing these mandates, the Force will not only require the requisite human resource, but also the enabling physical resources that are best suited for the tasks to be performed. In this regard, the constant availability of serviceable transport facilities is of the highest priority. The Police Force is therefore expected to be proactive in ensuring that all the enabling mechanisms are in place to facilitate constant desired transport readiness.

This expectation could only be realised through the existence of an efficient and effective transport maintenance management system. This system is governed by the Guyana Police Force Standing Order #61, and is ably complemented by a number of Standard Operating Procedures and the Fleet Management Policy of the Force. These mechanisms are operationalised by a range of regulatory instruments, which are designed to facilitate effective transport resource; operational management, cost management, inspection, and maintenance.

These regulatory instruments comprise: i. A Vehicle Inspection Checklist, ii. Vehicle Maintenance Status Report, iii. Motor Vehicle and Vessel Planned Maintenance Schedule, iv. Weekly Motor Vehicle and Vessel Status Report, v. Transport Defects Report, vi. Motor Vehicle and Boat Repairs Approval Request Form, vii. Vehicle/Vessel Loan and Movement Approval Form.

### **2. OPERATIONAL MANAGEMENT**

The motto ‘Service and Protection’ conjures in the minds of stakeholders that there is an institution that is always in a state of readiness to act on their behalf. In this regard, it is extremely necessary for the Force to ensure that at all times its physical resources are ready for deployment. This state of readiness requires that vehicles and vessels must be inspected before and after use, and must be properly maintained. It is of utmost importance that any defects must be corrected before using the vehicle or vessel since such neglect could seriously compromise a security operation and endanger the lives of both police personnel and members of the public who might be in urgent need of assistance.

Appendix A identifies a ‘Vehicle Inspection Checklist’ and Appendix B a ‘Vehicle Maintenance Status Report’, which are very vital transport regulatory instruments.

The ‘Weekly Motor Vehicle and Vessel Status Report’ that is identified below, also serves a very useful purpose in the Operational Management of the Force’s Transport Sector.

## WEEKLY MOTOR VEHICLE AND VESSEL STATUS REPORT

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Week Ending:.....

Division/Branch:.....

Station:.....

Type of motor vehicle/vessel	Vehicle Number	Vessel Engine Capacity	Status			Last Service Date	Next Service Date
			Working (√)	Not Working			
				Damaged (Nature)	Unserviceable (Nature)		

Prepared By LO:.....

Date:.....

Name, Rank and Number

Co-Signed By:.....

Date:.....

Name, Rank and Number

Received By DC:.....

Date:.....

### 3. COST MANAGEMENT

Efficient management of transport resources is extremely vital for the regulation of cost. This is so because poor management of these resources would lead to high cost of maintenance, instances of unbudgeted expenditure, and unplanned replacement costs. The Guyana Police Force has at its disposal a number of regulatory instruments, which if effectively utilised, could mitigate against incidents of unnecessary spending and by extension financial wastage.

The 'Vehicle Inspection Checklist' in Appendix A is one instrument that has the capability of facilitating operational cost reduction in the transport sector. In addition, the development and implementation of a planned maintenance schedule would be a very useful mechanism to enable effective cost management. This initiative would be enabled by the 'Motor Vehicle and Vessel Planned Maintenance Schedule' regulatory instrument that is identified below:

**GUYANA POLICE FORCE  
MOTOR VEHICLE AND VESSEL  
PLANNED MAINTENANCE SCHEDULE**

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TYPE OF VEHICLE/VESSEL: ..... VEHICLE NUMBER:.....

BRAND NAME:..... DATE OF ACQUISITION:.....

LOCATION:.....

Division

.....

Branch

.....

Station

Last Service Date	Next Service Date	Remarks

Divisional Logistics Officer: \_

#### 4. INSPECTION

It is imperative that all vehicles and vessels must be thoroughly inspected before use to ensure that they are safe. This procedure is necessary in order to identify and correct any mechanical and other defect that may exist. While the 'Vehicle Inspection Checklist' identified in Appendix A and the, 'Weekly Motor Vehicle and Vessel Status Report', which was already identified, serve as a useful aids, the 'Transport Defects Report', and the 'Vehicle/Vessel Loan and Movement Approval Form', which are all identified below, are major regulatory instruments that would influence an effective inspection procedure.

#### TRANSPORT DEFECTS REPORT

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**Date:**.....

**Division/Branch:**.....      **Station:**.....

**Nature of Defect:**.....  
.....  
.....  
.....  
.....  
.....

**Date Defect Occurred:**.....      **Time:**..... am/pm

**How Caused:**.....  
.....  
.....

**Reported By:** .....      **Date:**.....

**Number, Rank and Name**

**Action Taken:**.....

**By Whom:**.....

**Number, Rank and Name**

**Date Sent for Repairs:**.....      **Time:**..... am/pm

**Authorised by:**.....      **Date:**.....

**Designation:**.....

**VEHICLE/VESSEL LOAN & MOVEMENT APPROVAL FORM**

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**Division/Branch:**.....

**Station:**.....

**Type of Vehicle/Vessel :**.....

<b>Brand Name</b>	<b>Vehicle Number</b>	<b>Loaned/Moved To</b>	<b>Duration</b>	<b>Remarks</b>

**Requested By:**.....

**Date:**.....

**Name and Rank**

**Approved By:**.....

**Date:**.....

**Name and Rank**

**Equipment taken by:**.....

**Date taken:**.....

**Name and Rank**

**Date Returned:**.....

**Received By:**.....

**Name and Rank**

**Comments of Rank who received Vehicle/Vessel:**.....

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**5. MAINTENANCE**

The capability of the Guyana Police Force to effectively execute its mandate is heavily dependent on the quality of its transportation resource. A significant percentage of its operations encompasses the readiness to respond to events of a security nature, hence the need to be always ‘mobile ready’. This requirement places a significant strain on the Force’s Transportation Sector, but much of the strain could be alleviated through the adherence to existing Standard Operating Procedures, and Regulations, as well as the utilisation of existing regulatory instruments. Reference is made here to the ‘Transport Defects Report’ and the ‘Weekly Motor Vehicle and Vessel Status Report’, which were already identified. Further, maintenance work on the Force’s vehicles and vessels must be governed by an authorising regulatory instrument, hence the need for strict adherence to the ‘Motor Vehicle and Boat Repairs Approval Request Form’, which is identified below:

**MOTOR VEHICLE AND BOAT REPAIRS APPROVAL REQUEST FORM**

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**Division/Branch:**..... **Station:**.....

**Type of Vehicle:**..... **Vehicle Number:**.....

**Nature of the defect:**.....

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**Requested By:**..... **Date:**.....

**Name and Rank**

**Approved By:**..... **Date:**.....

**Name and Rank**

**Contracted Agency:**.....

**Vehicle/Boat taken by:**..... **Date taken for repairs:**.....

**Name and Rank**

**Date repairs completed:**.....

**Vehicle/Boat Inspected by:**..... **Date:**.....

**Name and Rank**

**Comments of Rank who inspected vehicle:**.....

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**Designation:**.....

**Date:**.....