



ANY REPLY TO THIS COMMUNICATION SHOULD BE
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MINISTRY OF FINANCE & PLANNING
PUBLIC SERVICE ESTABLISHMENT DIVISION
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4TH FLOOR, G BLOCK
KINGSTON 4, JAMAICA

Circular /Memorandum No: 4

Ref. No: 12543/6

February 10, 2014

To: Permanent Secretaries
Heads of Departments & Agencies

Re: Government Employees Transportation Project (GETP) - Sanctions /Breaches

Further to Circular No. 6 Ref. No. 12543/6 regarding the Government Employees Transportation Project service - Bus Passes, it has been observed that a number of persons have been accessing the buses without the requisite approval and or passes from the Ministry of Finance & Planning.

Consequently, the Heads of Ministries/Departments and Agencies are being asked to ensure that the officers responsible for the adding of names to their purchase listing immediately desist from and or avoid the practice of adding unauthorized riders to the Ministries/Departments or Agencies' listings. That is, purchasing passes for officers without the requisite permission from the Employees Relations and Benefits Unit of this Ministry.

It should be noted that failure to comply may result in these persons being permanently barred from accessing the service; removed from the waiting list for a specified time period or for the life of the service; and the Ministry being suspended from purchasing passes for a specified period. The attached Sanctions/Breaches document should be circulated and be reckoned as the guide and authority for actions regarding the respective offenses.

In light of the foregoing, Permanent Secretaries, Heads of Departments and Agencies are being asked to ensure that the requisite approval is sought from this Ministry for each officer desirous of travelling on the GETP buses; and the approved listing of persons authorized to travel be resubmitted to this Ministry on or before March 3, 2014, for verification.

Kindly also convey this information to all employees and ensure that passes are purchased, collected and distributed in a timely manner, as no one will be allowed entry without the requisite pass. Notwithstanding this arrangement, all institutions approved for purchasing passes are being required to ensure that measures are put in place to hold the relevant responsible officers accountable.

Thank you for your cooperation.

Wayne Jones, OD, JP
Deputy Financial Secretary

/SESS



MINISTRY OF FINANCE & PLANNING

GOVERNMENT EMPLOYEES TRANSPORTATION PROJECT

**SANCTIONS FOR BREACHES OF STANDARDS SET GUIDING THE MONITORING OF RIDERSHIP
AND USAGE OF PASSES ON THE GOVERNMENT EMPLOYEES TRANSPORTATION PROJECT
BUSES**

Persons found in breach of the Bus Management-Transportation Government Workers Procedure Manual or any other established protocol will be subject to the following sanctions.

Any of these breaches/sanctions may be combined to institute a course of action on any individual found in breach.

#	BREACH	SANCTION
Individuals		
1.	Accessing the service without the requisite pass (approved Riders without a Pass)	<ul style="list-style-type: none">- Removal & warning- A minimum of Two (2) weeks suspension (any suspension will double the period over which the breach occurred)
2.	Accessing the service without the requisite Approval from the Ministry of Finance & Planning. (no pass & no approval)	<ul style="list-style-type: none">i Barred/ Blacklisted- 1st offense: removal and warning- 2nd offense: barred from applying for permission to travel for a period of one year- 3rd offense: barred from applying for permission to travel for the life of the service
3.	Accessing the service with the required pass but without the requisite approval from the Ministry of Finance & Planning (Unapproved rider with a Pass)	<ul style="list-style-type: none">- 1st offense: removal and warning- 2nd offense: barred from applying for permission to travel for a period of one year- 3rd offense: barred from applying for permission to travel for the life of the service
4.	Acquiring passes through unauthorized / unapproved means	<ul style="list-style-type: none">- Barred from applying for permission to travel for a period of at least one year- Reoccurrence of offense: permanently barred from accessing the service.

		<ul style="list-style-type: none"> - For an approved rider who abets the process: Suspension equivalent to twice the period of time over which the breach occurred. - Reoccurrence of the offense: Permanent removal from the approved list.
5.	Accepting passes obtained illegally	<ul style="list-style-type: none"> - Barred from applying for permission to travel for a period of at least one year - Reoccurrence of offense: permanently barred from accessing the service. - For an approved rider who abets the process: Suspension equivalent to twice the period of time over which the breach occurred. - Reoccurrence of the offense: Permanent removal from the approved list.
6.	Aiding unauthorized persons to acquire passes and to access the buses	<p>If the officer aiding and abetting the process is of no interest to the GETP bus service:</p> <ul style="list-style-type: none"> - 1st offense: a written warning - 2nd offense: referred to the Office of the Services Commissions / competent authority for disciplinary action. - For an approved rider who abets the process: Suspension equivalent to twice the period of time over which the breach occurred.

7.	Duplication of passes (Copying, tampering or modification of any kind thereof)	<p>1st offense:</p> <ul style="list-style-type: none"> - One (1) month Suspension minimum to 1 year maximum <p>2nd offense:</p> <ul style="list-style-type: none"> - Permanent removal & - The matter reported to the Office of the Services Commissions / competent authority for disciplinary action <p>3rd offense:</p> <ul style="list-style-type: none"> - The matter will be reported to the Police with a view to charges being levied against the individual
8.	Refusal to display Identification and pass	<ul style="list-style-type: none"> - One month suspension
9.	Reusing of passes	<p>1st offense:</p> <ul style="list-style-type: none"> - A written warning <p>2nd offense:</p> <ul style="list-style-type: none"> - Two (2) Months suspension - Expulsion from accessing the service
10.	Unauthorized Transfers	<p>1st offense:</p> <ul style="list-style-type: none"> - A written warning <p>2nd offense:</p> <ul style="list-style-type: none"> - One month suspension
11.	Misconduct (Verbal or Physical)	<p>1st offense:</p> <ul style="list-style-type: none"> - Immediate removal upon investigation - Also see manual for modus operandi
12.	Loaning / borrowing of passes	<p>1st offense:</p> <ul style="list-style-type: none"> - A written warning <p>2nd offense:</p> <ul style="list-style-type: none"> - One month suspension
13.	Baring/brandishing offensive weapons (Please see Procedure Manual)	<ul style="list-style-type: none"> - Expulsion from Accessing the Bus Service -

14.	Poor ridership pattern: not accessing the service for Three or more consecutive months without advisory to the MOF&P	- Permanent removal from the approved list.
<p align="center">Ministry/Department /Agency</p> <p align="center"><i>It is expected that the approved entities will institute measures to ensure accountability by the relevant responsible officer(s)</i></p>		
15.	Adding names without the requisite approval	<ul style="list-style-type: none"> - A written warning - Should there be a 2nd offense the entity will be suspended from accessing passes for its staff members for a period of one month. - Any offense thereafter will attract permanent removal from the list of approved entities for travel
16.	Replacement or Exchange of names on Purchasing list without the requisite approval from MOF&P	<ul style="list-style-type: none"> - A written warning - Should there be a 2nd offense the entity will be suspended from accessing passes for its staff members for a period of one month - Any offense thereafter will attract permanent removal from the list of approved entities for travel
17.	Negligence in removing names of persons who have separated from service for over one (1) month, whether via retirement, resignation, dismissal/termination or death; and the use of these names to acquire passes for other individuals.	<ul style="list-style-type: none"> - A written warning - Should there be a 2nd offense the entity will be suspended from accessing passes for its staff members for a period of one month - Any offense thereafter will attract permanent removal from the list of approved entities for travel

Miscellaneous Occurrences

18.	<p>Taking Children on the GETP buses.</p> <p><i>This is absolutely forbidden. The GETP buses are Insured to transport Government Employees only. The service does not extend to family members.</i></p>	<p>- One month Suspension 1st instance and specified extended periods thereafter for any further violation.</p>
19.	<p>Non Government worker accessing the service</p>	<p>- The matter will be reported to the nearest Police station with a view to charges being levied against the individual</p>

Disclaimer: Passes are subsidized for the strict purpose of accommodating authorized riders only. Where it is found that persons take unauthorized rides on the GETP buses, the full cost of travelling on the JUTC buses will immediately be applied and further penalties instituted.

THANK YOU FOR YOUR FULL COOPERATION AS WE WORK TOGETHER TO IMPROVE THE SCOPE AND PERCEPTION OF OUR
BUS SERVICE!