

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 NOVEMBER 1964

Sthil Staff only
For Comm Officer's HAT
Chauffeur's HAT
Org Sec's HAT

TRANSPORT ARRANGEMENTS

(Effective November 30, 1964)

(Cancels all earlier Policy Letters concerning transport)

All staff, Direction of Transport materiel and company transportation is under the direction of the Communications Officer and is part of the functions of the Communications Unit.

EMERGENCIES

Emergencies usually stem from lack of foresight. When emergency trips "have to be made" it is usually a confession of some staff member that a ball has been dropped by him in failing to foresee a need when regular ordering through usual delivery channels was possible.

The Communications Officer should take careful note of the source of continuous demands for emergency transport and report the fact to the Organization Secretary so that better planning can be done in that area.

True emergency transport is medical in nature or is caused by an action of which no one possibly could have been aware beforehand.

MORNING TRIP

There will be only one "errand trip" to East Grinstead per working day and this will be a morning trip.

All incidental errands and procurement *not available from routine delivery by tradesmen* will be done on this single trip.

A staff member who owns a vehicle will be paid a weekly sum for the use of the personal vehicle by the staff member in making these morning trips. They are not to be made by company cars or drivers.

NOON AND EVENING TRIPS

The Communications Officer should make regular arrangements with a taxi company at a favourable fare rate to have a taxi take staff to lunch or to East Grinstead around noon, always at the same time, and to pick them up at a stated place in East Grinstead.

Similar arrangements should be made, from Saint Hill to East Grinstead, in the evening at 5:40 p.m. (not an earlier departure time) for passengers and mail.

Company cars may not be used for these trips.

SPECIAL TRIPS

Special Trips may be undertaken, other than those above, only when a true emergency exists, or when someone must be met at the station for interview or other reasons (but no such service is given students).

SCHOOL TRIPS

All trips to schools, or lessons of whatever kind, or trips by the children for social reasons will be done by taxi, and no company vehicle may be used.

Such arrangements, as all transport arrangements, are cared for by the Communications Officer, or through the Communications Officer.

BUTLER AUTHORITY

In the absence of the Communications Officer, taxis for the above purposes only

may be ordered by the butler. But all such orderings in detail must be given to the Communications Officer.

TRANSPORT LOGGING

All taxi hirings must be logged by the Communications Officer, giving the time of the trip, the points it was between and the name of the company and person ordering when not the Communications Officer.

ACCOUNTS

No Purchase Order is required for a taxi hiring. But it must be logged as above.

Each month accounts must verify all taxi bills, comparing them to the log. Any unauthorized hirings by a staff member are to be deducted from that person's wage.

GARAGE

The garage and its equipment are the personal property of the Executive Director.

No service may be given students or staff by the garage.

No garage space or equipment may be loaned to staff or the company.

CHAUFFEUR

The Chauffeur is not in charge of company transport or transportation.

The Chauffeur is the Executive Director's Chauffeur. He has charge of the garage, the garage equipment and the personal cars of the Executive Director.

The chauffeur does not arrange transport, trips or carry out company or staff errands.

The chauffeur may not use the Executive Director's vehicles for the chauffeur's own transport to and from work or for personal reasons.

PETROL BILLS

All petrol and garage bills require a purchase order from the Executive Director only.

All invoices for petrol, oil or service with the purchase order designating them must be given over to Accounts for payment. Any discrepancy between amount billed by a service station and the amounts shown on invoices accompanied by purchase orders will be deducted from the chauffeur's wage, including missing invoices.

PARKING SPACES

The assignments for parking and regulations for parking and traffic are under the Head Gardener and nothing in this policy letter alters that fact.

Taxi and student traffic are routed by the Head Gardener. He may fine or close the main gate or otherwise regulate violations of traffic rules.

In all other company transport matters, the Communications Officer is in charge.

L. RON HUBBARD

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