



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 45

Port-of-Spain, Trinidad, Wednesday 27th September, 2006—Price \$1.00

No. 157

1744



Government of the Republic of Trinidad and Tobago
Public Statement of *Public Transport Service Corporation*
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Public Authority is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Public Transport Service Corporation**
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The Public Transport Service Corporation publishes the following Statement as approved by the Ministry of Works and Transport

Section 7 Statement

Section 7 (1) (a) (i)

Function and structure of the Public Transport Service Corporation (PTSC)

The Public Transport Service Corporation has a mandate to provide a safe, adequate, economic and efficient form of public transportation. The Public Transportation Service Corporation commenced operations as a Statutory Corporation in May 1965 when the Government of Trinidad and Tobago vested in the Corporation all land and other property belonging to the Railway Board relating to railways and road transportation service.

Mission Statement:

The **Public Transport Service Corporation's mission** is as follows: "A results oriented company providing a mix of transport services and products inclusive of vehicle maintenance services through empowered employees supplemented by the economic use of its land and building resources in a manner that is both customer and environmentally friendly."

Vision Statement:

The **Public Transport Service Corporation** holds a vision to be the region's premier Public Transportation agency constantly re-shaping and re-defining its operations towards the achievement of the highest possible levels of service delivery and customer satisfaction.

The Public Transport Service Corporation is a **Statutory Corporation** established in accordance with the **Public Transport Service Act**, Chapter **48:02** in the Revised Laws of the Republic of Trinidad and Tobago.

The Board of Directors of the Public Transport Service Corporation (PTSC) is appointed by the President of the Republic of Trinidad and Tobago and shall consist of no fewer than five (5) not more than nine (9) members appointed by the President. There are five (5) Board Sub-Committees that considers, approves and where necessary makes recommendations to the Board of Directors on matters relating to

- Tenders and Contract,
- Audit and Finance
- Operations
- Human Resources
- Property and Debt Collection.

The Head Office of the Public Transport Service Corporation is located at Railway Buildings, South Quay, **Port of Spain** with sub offices at:

1. Lady Hailes Avenue, **San Fernando**
2. Brierly Street, **Sangre Grande**
3. Level 3, Unit #9 NIB Mall, Scarborough, **Tobago**.

The Public Transport Service Corporation employs a workforce of approximately eight hundred (800) and is headed by the **Chief Executive Officer**. The Public Transport Service Corporation is divided into seven (**7**) responsibility centers:

Details of Responsibility Centres

(1) Operations Division

- Planning and operating buses on the various routes
- Providing transport to various schools on behalf of the Ministry of Education
- Operating Tours and Charter Services to various user groups
- Supervising and monitoring Public Service Vehicle Operator System
- Supervision of Marketing and Customer Care Unit

(2) Engineering Department

- Handling all aspects of repairs to Public Transport Service Corporation's vehicles
- Developing and maintaining preventative maintenance programmes for all Public Transport Service Corporation's vehicles
- Developing specifications for the purchase of buses and equipment
- Providing technical advice and support on all aspects of fleet management
- Providing technical advice and support for litigation

(3) Finance and Accounting Division

- Documenting and maintaining records of Accounting and related transactions
- Managing the financial resources of the Corporation's assets
- Maintaining custody of and accounting for the Corporation's assets
- Reporting on the Corporation's financial position as required and in keeping with the various legislative provisions

(4) Administration Division

- Handling all aspects of Human Resource Management inclusive of Industrial Relations
- Providing direction on all matters relating to Security
- Handling all aspects of Occupational Health and Safety
- Providing administrative support within the Corporation and in matters relating to development projects

(5) Corporate Services Division

- Secretary to the Board of the Corporation and providing support to various Sub-Committees
- Legal advisor to the Corporation; administration of litigation Portfolio
- Management of Insurance Portfolio
- Preparation and vetting of contracts and agreements entered into by the Corporation covering relationships with other parties/preparation of leases and licenses with the Corporation tenants/licensees.

Other support, monitoring and executive functions are:-

(6) Internal Audit

(7) Marketing

(8) Information Technology

(9) Facilities Administration

“Organizational Chart Attached”

Effect of functions on members of the public

The primary function of the Public Transport Service Corporation (PTSC) is to provide a safe, adequate, economic and efficient public transportation system adapted to the needs of the Republic of Trinidad and Tobago. The other functions of the Public Transport Service Corporation (PTSC) are more particularly delineated in sections (8) and (9) of the Public Transport Service Act.

As the sole Statutory Corporation responsible for the provision of public transportation the services of the Public Transport Service Corporation extend to urban and densely populated areas through the operation of city services in Port of Spain and San Fernando and an Express Commuter Services (ECS) and Transit Services along the North/South and East/West corridors. The Public Transport Service Corporation also provides a service to rural committees in which regard the Corporation liaises with resident village councils.

The Corporation facilitates school transport and interacts with Principals, School Supervisors, the Ministry of Education and the Community Police. The Corporation provides a service to old age pensioners and holders of passes issued by the Ministry of Social Development with whom the Corporation interfaces periodically.

The Corporation also provides a service to the disabled community and communicates with the Local Chapter of the Disabled People's International. The Corporation holds itself out for hire or reward by way of charters.

The Corporation, in its administrative capacity, manages the use of the Port of Spain Transit Centre by Maxi Taxi owners/operators and in that regard liaises with the Maxi Taxi Association Route 2. The Public Transport Service Corporation considers feedback from the public gathered through its Customer Service Departments in guiding its formulation of internal policies and systems.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Public Transport Service Corporation (PTSC).

List as appropriate:

1. Files dealing with administrative support and General administrative documents for the operations of the Public Transport Service Corporation.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Public Authority.

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4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps/Charts/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues
7. News Releases, speeches originating in the Public Authority.
8. Policy and Procedure Documents.
9. Internal and External correspondence files.
10. Customer files.
11. Documents relating to strategic review of the Public Authority, Information Technology Strategy and Training Plans.
12. Legislation and Legal Instruments.
13. Legal Opinions and related matters.
14. Files dealing with training – local and foreign and technical co-operation.
15. Minutes/Agenda of Board and Sub committees meetings.
16. Files dealing with Circulars, memoranda, notices, bulletins, etc
17. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
18. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
19. Collective Agreements.
20. Files dealing with official functions, conferences and events hosted and attended by the Public Transport Service Corporation
21. Inventories
22. Periodicals and publications
23. Complaint/suggestion files
24. Registers/Certificates/Permits/Licences/ Service contracts, Deeds of Lease
25. Files dealing with specifications, engineering and maintenance of the Corporation's assets.
26. Audit Reports

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the **following material** herein below listed between the hours of **9:00 am – 3:00pm** on normal working days at the office of

The Corporate Secretary
Public Transport Service Corporation
Railway Buildings
South Quay
Port of Spain
Ph: 623-2341-4 ext. 204 Fax: 625-5342
aferguson@ptsc.co.tt

- Preventative Maintenance Policy
- Fleet Safety Policy
- Driver Safety Policies and Manual
- Purchasing Policy
- Annual Financial Statements
- Contract Procedures
- Tenders Committee Rules
- General Rules Applying to all Committees of the Board
- Objectives and Terms of Reference of all Committees of the Board
- Disaster Preparedness Policy
- Human Resources Policy Manual
- Code of Conduct for Employees

Section 7 (1) (a) (iv)**Literature available by subscription**

The Public Transport Service Corporation has no literature available for subscription at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Transport Service Corporation (PTSC)

How to Request Information:

▪ *General Procedure*

The Public Transport Service Corporation's policy is to respond to all requests, both written and oral, for information. However, in order to enjoy the rights given by the FOIA (for example the right to challenge a decision if the request for information is refused), the request must be in writing. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Corporate Services Division and/or on website address www.foia.gov.tt for information that is not readily available to the public..

▪ *Addressing Requests*

To facilitate prompt handling of your request, please address it to

The Corporate Secretary
Public Transport Service Corporation
Railway Buildings
South Quay
Port of Spain
Ph: 623-2341-4 ext. 204 Fax: 625-5342
aferguson@ptsc.co.tt

▪ *Details in the Request.*

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If sufficient information is not provided clarification will be sought from the applicant. If you are not sure how to compose your request or what details to include, communicate with the designated officer (**see section 7 (1) (a) (vi)**).

Requests not handled under the FOIA

▪ A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from the Public Transport Service Corporation or from another public authority.

▪ *Retrieving Documents*

The Public Transport Service Corporation is required to furnish copies of documents only when they are in our possession, custody or power or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved if possible in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

▪ **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

▪ ***General***

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

▪ **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

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Section 7 (1) (a) (vi)**Officers at the Public Transport Service Corporation responsible for:**

- (1) The initial receipt of and action upon notices under section 10,**
- (2) Requests for access to documents under section 13 and**
- (3) Applications for corrections of personal information under section 36 of the FOIA**

The Designated Officer is:

The Corporate Secretary
Public Transport Service Corporation
Railway Buildings
South Quay
Port of Spain
Ph: 623-2341-4 ext. 204 Fax: 625-5342
aferguson@ptsc.co.tt

The Alternate Officer is:

Executive Assistant
Public Transport Service Corporation
Railway Buildings
South Quay
Port of Spain
Ph: 623-2341-4 ext. 204 Fax: 625-5342
asalandy@ptsc.co.tt

Section 7 (1) (a)(vii)**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

There are no bodies at the Public Transport Service Corporation (PTSC) that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Certain information may be readily accessed through our website at www.ptsc.co.tt. You may make general enquiries to the Corporate Manager, Operations at **623-2341-4 ext. 298**. The Public Transport Service Corporation has no library/reading room facilities that are open to the public at this time.

Policy of the Public Transport Service Corporation (PTSC) for provision of copies of documents that are readily available to the public

- Charge for Photocopies is 50 cents per page however if you provide your own paper a fee of 25 cents will be charged.
- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed at the Corporation's buses and offices.

Section 8 Statements

Section 8 (1) (a) (1)

Documents containing interpretations or particulars of written laws or schemes administered by the Public Transport Service Corporation, not being particulars contained in another written law.

At this time, we have no documents or statements under this Sub-Section.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices and precedents.

At this time, we have no documents under this Sub-Section.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Public Transport Service Corporation where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

At this time, we have no documents under this Sub-Section.

Section 9 Statements**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established within the Public Transport Service Corporation.

At this time, we have no reports or statements under this Sub-Section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the Public Transport Service Corporation (PTSC) by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Public Transport Service Corporation or the Minister of Works and Transport.

At this time, we have no reports or statements under this Sub-Section.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Public Transport Service Corporation.

At this time, we have no reports or statements under this Sub-Section.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations of a committee established within the Public Transport Service Corporation to submit a report, provide or make recommendations to the Minister of Works and Transport or to another officer of the Public Transport Service Corporation who is a member of the committee

At this time, there are no reports or statements.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Public Transport Service Corporation by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, we have no reports under this Sub-Section.

Section 9 (1) (f)

A report prepared for the Public Transport Service Corporation by a consultant who was paid for preparing the report.

At this time, we have no reports or statements under this Sub-Section.

Section 9 (1) (g)

A report prepared within the Public Transport Service Corporation and containing the results of studies, surveys, or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new proposed Government policy, programme or project.

At this time, we have no reports under this Sub-Section.

Section 9 (1) (h)

A report on the performance or efficiency of the Public Transport Service Corporation, or of an office, division or branch of the PTSC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Public Transport Service Corporation.

At this time, we have no reports under this Sub-Section.

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organization of the functions of Public Transport Service Corporation (PTSC), *(2) the establishment of a new policy, programme or project to be administered by the Public Transport Service Corporation (PTSC), or *(3) the alteration of an existing policy programme or project administered by the Public Transport Service Corporation (PTSC), whether or not the plans or proposals are subject to approval by an officer of the Public Transport Service Corporation (PTSC), another public authority, the responsible Minister of Works and Transport.

At this time, we have no reports under this Sub-Section.

Section 9 (1) (j)

A statement prepared within the Public Transport Service Corporation (PTSC) and containing policy directions for the drafting of legislation.

At this time, we have no reports or statements under this Sub-Section.

Section 9 (1) (k)

A report of a test carried out within the Public Transport Service Corporation on a service for the purpose of purchasing equipment.

At this time, we have no statements under this Sub-Section.

Section 9 (1) (l)

An environment impact statement prepared within the Public Transport Service Corporation (PTSC).

At this time, we have no reports under this Sub-Section.

Section 9 (1) (m)

A valuation report prepared for the Public Transport Service Corporation by a valuator, whether or not the valuator is an officer of the Public Transport Service Corporation.

Valuation reports of Raymond and Pierre of Corporation's properties.