

SECRETARY-GENERAL'S BULLETIN NO. 56

To: Members of the Staff of United Nations

Subject: TRANSPORTATION

1. United Nations cars are to be used for official business only.
2. Only staff members authorized by the Local Transportation Officer shall be permitted to drive United Nations cars.
3. United Nations staff members authorized to order transportation shall be:
 - Secretary-General
 - Secretary-General's Staff with the rank of Director
 - Assistant Secretaries-General
 - Directors
4. No person below the rank of Director shall be authorized to order cars for personnel requiring transportation on official business. This authority may not be delegated.
5. When an authorized person of the United Nations finds it necessary to have a car wait after his arrival at destination, waiting time shall be limited to one-half hour. If a car from the pool is needed longer than this period, the official using the car should request an extension of time from the Transportation Dispatchers (FI 7-1100, Ext. 756).
6. No member of the Secretariat shall be permitted to garage a United Nations official vehicle at or near his home outside working hours unless given written permission on the form provided by the Local Transportation Officer.
7. No member of the Secretariat below the rank of Assistant Secretary-General, shall be furnished automobile transportation to or from work except as defined under paragraph 12 below. This includes transporting staff members to and from subway or railroad stations.

8. Bus services will be provided for travel to and from the public carriers at reasonably regular intervals throughout the day and night. Schedules will be posted in conspicuous places and an up-to-date schedule will always be available in the Local Transportation Office. These schedules may be changed from time to time as experience dictates.
9. Staff members will be charged the regular fares for service between the hours of 8:00 a.m. and 10:00 p.m.
10. The Organization will bear the cost of transportation between 10:00 p.m. and 8:00 a.m. every day, including Saturdays, Sundays and other non-workdays.
11. Requirements for transportation on Saturdays, Sundays, and other non-workdays must be in the Local Transportation Office by 3:00 p.m. on the last workday preceding the non-workday.
12. A limited number of staff members may be provided with transportation to their homes after 10:00 p.m. if they do not live near any public carrier, have no private means of transportation, and are expected to work unusual hours on occasion. Eligibility shall be determined by a Board, consisting of a Departmental representative, a Local Transportation Section representative, and one person representing the Housing Division. Each Department should submit a list immediately to the Local Transportation Office of those members for whom this privilege is considered indispensable, bearing in mind that, owing to the restricted facilities for transportation the total who can be granted the privilege will be very limited. As a general rule only women will be considered. The list should give the person's name, department, room number, telephone extension, and home residence address. Persons entitled to transportation to their homes must be provided with a pass, countersigned by a member of the United Nations Transportation Board.

By direction of the Secretary-General

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Administrative and Financial Services