|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Image result for LOGO JASAMARGA | **CABANG JAGORAWI** | **SERAH TERIMA PERLENGKAPAN KERJA DAN PERALATAN TRANSAKSI KSPT – PUL TOL** | **GERBANG TOL** | **:** |  |
| TOLL COLLECTION MANAGEMENT | **CHECK LIST PENGENDALIAN PELAYANAN TRANSAKSI TOL** | **HARI** | **:** |  |
|  | **CHECK LIST SERAH TERIMA ANTAR KSPT** | **TANGGAL** | **:** |  |
|  | **LAPORAN BUKA / TUTUP GARDU OPERASI** | **SHIFT** | **:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **NO** | **NAMA PUL-TOL** | | | | **GD** | **JAM HADIR** | **SIFAT TUGAS** | **CASH BOX** | **KAR**  **PUL** | **KTTM LEMBAR AWAL** | | | | | | | **UKEM (Rp)** | **KTTM LEMBAR AKHIR** | | | | | | **KTTM TERPAKAI** | **UANG PRIBADI** | **HP/**  **ROKOK** | **CEKFISIK** | | | **TANDATANGAN** | | **PEMANTAUAN TRANSAKSI KESESUAIAN GOL (CCTV)** | | | | | | | |
| **RENC** | **NPP** | **REAL** | **NPP** | **1** | | **2** | **3** | | **4** | **5** | **1** | **2** | **3** | **4** | | **5** | **1** | **2** | **3** | **AWAL** | **AKHIR** | **GD** | **NO AWAL** | **JAM** | **NO AKHIR** | **JAM** | **SALAH TRANS** | **NO** | **JAM** |
| 1 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **PETUGAS PUTTRA** | | | | **GD** | **JAM HADIR** | **STATUS JADWAL** | **NO BAG** | **KBB AWAL** | | **KBB TERPAKAI** | | | **KBB**  **SISA** | | | **UKEM (Rp)** | **AWAL OPS** | | **AKHIR OPS** | | | **PENGARAHAN AWAL TUGAS PUL - TOL** | | | | | | | **TANDA TANGAN** | |  |  |  |  |  |  |  |  |
| **AWAL** | **AKHIR** |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |
| KETERANGAN : - Sifat Tugas : TL = Tukar Libur, TS = Tukar Shift, TG = Tukar Gardu, LBR = Lembur   * KTTM Terpakai adalah jumlah keseluruhan KTTM yang terpakai tiap gardu * Pengendalian Trans dengan CCTV berdasarkan SE-DIR No. 24 tahun 2013 * Petugas PUTTRA adalah daftar petugas PULTOL yang bertugas jemput trans berdasarkan lajur gardu | | | | | | | | | | | | | | | | | | | | | |

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| **NO** | **RENCANA PEMERIKSAAN**  **PERIODE 1 JAM : …………………..** | **NOMOR GARDU** | | | | | | | | | |  | **NO** | **NAMA BARANG** | | | | | | | | | **NOMOR GARDU** | | | | | | | | | | | | | | | **KANTOR** | **JUMLAH** | **KETERANGAN** | | |
| **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** | **10** |  | **01** | | **02** | | **03** | **04** | | **05** | **06** | | **07** | **08** | | **09** | **10** |
| 1 | LAMPU LAJUR ATAS (LLA – Hujau) **\*** |  |  |  |  |  |  |  |  |  |  |  | 1 | Kunci Gardu dan Raung Kerja | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 2 | KTTM Semua Golongan **\*** |  |  |  |  |  |  |  |  |  |  |  | 2 | Fisik Jumlah Uang Kembalian di Brankas | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 3 | Uang kembalian **\*** |  |  |  |  |  |  |  |  |  |  |  | 3 | Uang Kembalian yang Dioperasikan | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 4 | Roll Paper dalam LPR Reguler / Gardu e-Toll **\*** |  |  |  |  |  |  |  |  |  |  |  | 4 | Kunci manual / Kombinasi Brankas UKEM | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 5 | Cash Box terkunci **\*** |  |  |  |  |  |  |  |  |  |  |  | 5 | CASH BOX | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 6 | Petugas PUL-TOL **\*** |  |  |  |  |  |  |  |  |  |  |  | 6 | Kartu ID PAS | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 7 | Rompi Reflektif |  |  |  |  |  |  |  |  |  |  |  | 7 | Kartu ID PUL | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 8 | Pakaian Dinas dan Kelengkapannya |  |  |  |  |  |  |  |  |  |  |  | 8 | Kesiapan KTTM dan Embosse KTP Siap Operasi | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 9 | Jumlah Uang dilaci < 3 kali Ukem Awal |  |  |  |  |  |  |  |  |  |  |  | 9 | Rantai / Gembok CASH BOX | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 10 | Uang Nominal Besar Langsung Masuk Cash Box |  |  |  |  |  |  |  |  |  |  |  | 10 | Lampu Emergency | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 11 | Ketersediaan Embosse KTP |  |  |  |  |  |  |  |  |  |  |  | 11 | Lampu Penerangan Dalam GTO | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 12 | Kesesuaian PULTOL dengan Papan Nama Elektronik |  |  |  |  |  |  |  |  |  |  |  | 12 | Handy Talky (HT) | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 13 | Keberadaan barang bawaan saat bertugas |  |  |  |  |  |  |  |  |  |  |  | 13 | Sound System | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 14 | Public Address berfungsi baik |  |  |  |  |  |  |  |  |  |  |  | 14 | Public Address | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 15 | Alat Deteksi Uang berfungsi baik |  |  |  |  |  |  |  |  |  |  |  | 15 | Alat Deteksi Uang | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 16 | Kondisi Kebersihan dalam gardu |  |  |  |  |  |  |  |  |  |  |  | 16 | Perangkat Aplikasi On Line | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | |
| 17 | Kompalin dari Pengguna Jalan |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  | |
|  | **STATUS** |  |  |  |  |  |  |  |  |  |  |  |  | **CATATAN : *V*** = Berfungsi Normal  **X** = Tidak Berfunsi - = Tidak Ada | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **PERIODE 2 JAM : …………………** |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  | |
| 1 | LAMPU LAJUR ATAS (LLA – Hujau)**\*** |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | |  | |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  | |
| 2 | KTTM Semua Golongan**\*** |  |  |  |  |  |  |  |  |  |  |  | **NO** | **WAKTU OPERASI** | **NOMOR GARDU** | | | | | | | | | | | | **TOTAL GARDU** | |  | **SURAT TUGAS LEMBUR** | | | | | | | | | | | | |
| 3 | Uang Kembalian **\*** |  |  |  |  |  |  |  |  |  |  |  | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | | 09 | | 10 |  | **N0** | | **NAMA / NPP** | | | **ALASAN LEMBUR** | | | | | **WAKTU LEMBUR** | | **FARAF** |
| 4 | Roll Paper dalam LPR Reguler / Gardu e-Toll **\*** |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 5 | Cash Box ternunci **\*** |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 6 | Petugas PUL-TOL **\*** |  |  |  |  |  |  |  |  |  |  |  | 3 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 7 | Rompi Reflektif |  |  |  |  |  |  |  |  |  |  |  | 4 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 8 | Pakaian Dinas dan Kelengkapannya |  |  |  |  |  |  |  |  |  |  |  | 5 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 9 | Jumlah Uang dilaci < 3 kali Ukem Awal |  |  |  |  |  |  |  |  |  |  |  | 6 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 10 | Uang Nominal Besar Langsung Masuk Cash Box |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 11 | Ketersediaan Embosse KTP |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 12 | Kesesuaian PULTOL dengan Papan Nama Elektronik |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 13 | Keberadaan barang bawaan saat bertugas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 14 | Public Address berfungsi baik |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 15 | Alat Deteksi Uang berfungsi baik |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 16 | Kondisi Kebersihan dalam gardu |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
| 17 | Kompalin dari Pengguna Jalan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |
|  | **STATUS** |  |  |  |  |  |  |  |  |  |  |  | **TOTAL WAKTU** | |  |  |  |  |  |  |  |  | |  | |  |  | |  |  | |  | | |  | | | | |  | |  |

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| **KETERANGAN** | **:** | **UANG NOMINAL TERBESAR TIDAK ADA DILACI LANGSUNG MASUK CASH BOX** | | | | |  |  |  |  | **KEPALA SHIFT** |  | **KEPALA SHIFT** |  | **KEPALA GERBANG TOL** |
|  |  | **JUMLAH UANG DILACI TIDAK BOLEH LEBIH 3 x DARI UANG KEMBALIAN AWAL** | | | | |  |  |  |  | **YANG BERTUGAS** |  | **PENGGANTI** |  | **CITEUREUP** |
| **CATATAN KONDISI** | **:** | **DIISI DENGAN :** | **B = BAIK** | **R = RUSAK** | **A = ADA** | **T = TIDAK OPERASI** |  |  |  |  |  |  |  |  |  |
| **STATUS** | **:** | **V = TERIMA** | **X = DITOLAK** | **O = DIPERBAIKI** |  |  |  |  |  |  |  |  |
| **\* = PERSYARATAN MINIMAL YANG HARUS DIPENUHI** | | | | | | |  |  |  |  |  |  |
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