

STANDING ORDERS FOR DRIVERS

These orders provide a core set of standing orders applicable to all Service personnel, MOD civilian staff and contractors and their employees who drive or operate a service vehicle. A service vehicle is any vehicle which is owned by the MOD and which is operated or controlled by an authorised unit or establishment of the MOD, or any vehicle on hire to the MOD when the MOD is responsible for providing the driver. These orders are to be supplemented by instructions issued by Unit, Theatre Headquarters or other Responsible Authorities to take account of local circumstances.

Important Note: Service personnel /MOD civilian staff driving their privately owned vehicles within MoD establishments are subject to the Traffic Discipline conditions detailed in para 3 of this Annex.

YOUR RESPONSIBILITY UNDER THE LAW

1. You are to obey all legislation and regulations, which refer to the driving and use of vehicles. Failure to comply with legislation may make you liable to prosecution by the civil police and, if issued with a fixed penalty notice or convicted of a civil offence, you will have to pay, out of your own pocket, any fine imposed by civil courts. In addition to any fines, you will also be liable for any administrative costs incurred by the MOD, or their Agent whilst dealing with the offence. Any charges will be recoverable from the offender by Finance Department action. You may also lose your civil driving licence or have it endorsed.

2. You are to:

a. **Speed Limits.** Be familiar with, and not exceed, national speed limits or the maximum Service speed limit for your vehicle if this is lower. You will find the speed limits of vehicle on charge to your unit in your unit's standing orders.

b. **Traffic Signs.** Comply with all traffic signs, signals and orders given by police officers or traffic wardens.

c. **Traffic Regulations.** Comply with the Highway Code¹ in all respects.

d. **Parking.** Comply with all parking regulations.

e. **Lighting Regulations.** Conform to the advice given in the Highway Code.

f. **Condition of Vehicle.** Ensure that the vehicle is not driven in an unroadworthy condition.

g. **Passengers.** Ensure that passengers are correctly seated, secured and that seat belts are worn by children (under the age of 14).

h. **Load.** Ensure that the vehicle is not overloaded and that the load is correctly distributed and secured.

¹ Highway Code Revised 2007

i. **Traffic Accidents.** Stop, in a safe place and give your particulars to anyone requiring them or give a report to the civil police, as soon as is practicable (within 24 hours), any injury or damage to any person, domestic animal, vehicle or roadside property other than injury to yourself or an animal in your vehicle or damage to your vehicle or load. Compose accident report in accordance with regulations.

TRAFFIC DISCIPLINE WITHIN MOD ESTABLISHMENTS

3. MOD personnel that drive Service vehicles or their own private vehicle within MOD establishments/crown land must obey all traffic law and any additional regulations directed by MT/Unit SO's. The following acts can be subject to disciplinary action:

- a. Driving without Road Tax / MOT / BFG Test.
- b. Driving without Insurance.
- c. Disregard of Traffic Signs.
- d. Driving whilst impaired through Drink or Drugs.
- e. Driving recklessly or without due care or attention.

YOUR FITNESS TO DRIVE

4. **Limitation of Drivers Hours.** You should never drive for more than 4½ hours, without a break or rest of at least 45 minutes away from the vehicle. You are not to exceed MoD Drivers Hours regulations as per Ch 9 Annex C, unless authorised by a CO's Dispensation. You are to ensure that you have adequate sleep when off duty so that you will be fit to drive a vehicle. When such sleep is not possible, you are to inform your line manager.

5. **Driving When Tired (Driver Fatigue).** Driving when tired greatly increases the risk of an accident. It is not possible to force yourself to remain awake. At the first sign of sleepiness stop in a safe place - **DO NOT ATTEMPT TO KEEP DRIVING.** Detailed advice is available in JSP 531, Reducing B Vehicle Driver Fatigue - A Unit Level Guide; copies of which should be held by your Unit.

6. **Alcohol and Non-Prescription Drugs.** It is not only dangerous, but also a serious offence to drive or be in charge of a motor vehicle whilst under the influence of alcohol or drugs. You must not be under the influence of alcohol or drugs when reporting for duty or when driving any Service vehicle.

- a. You are forbidden to use any intoxicating substances when driving a Service vehicle this includes any period during which you are on standby duty and liable to drive your vehicle at short notice.
- b. Alcohol may only be carried in a Service vehicle if it is sealed and contained in a part of the vehicle which is inaccessible whilst driving.
- c. Alcohol is not to be consumed by passengers whilst travelling in a Service vehicle.
- d. Privately owned alcohol within a Service vehicle remains the sole responsibility of the owner and is to be sealed and contained in a part of the vehicle which is inaccessible whilst driving.

7. **Illness.** If you become ill whilst on a journey, stop your vehicle as soon as it is safe to do so, secure the vehicle and report to your unit by telephone. Seek the assistance of the civil police if necessary. Some medical conditions may affect your entitlement to hold a driving licence for certain categories of vehicle. If you require advice you are to contact your GP or Service MO or the DVLA (Tel No 0870 600 0301).

8. **Drugs or Medicine.** You are not to take drugs or medicines, which may affect your driving ability, except on a doctor's prescription. If you are being treated by a doctor for illness or injury and are prescribed drugs or medicine, you are to find out whether or not they are liable to affect your driving ability. If the medicines are likely to affect your driving, you are to obtain a certificate, which states this and report the facts to your superior.

DOCUMENTS TO BE CARRIED WHEN DRIVING SERVICE VEHICLES

9. **Driving Licence and MT Driver's Permit.** When driving a Service vehicle you are to be in possession of your MT Drivers Permit FMT 600 (if applicable) and the appropriate National Driving Licence or proof of a Test Pass for that vehicle (if the current licence is being processed). This is to include your ADR - Training Certificate when carrying Dangerous Goods. You are not permitted to drive on public roads in the UK if your civil driving licence has lapsed or has been suspended. If your licence was provided at public expense, you are to notify your unit office 6 weeks before it lapses if no action has been taken to renew it by that time. If you are not entitled to a licence at public expense, you must make your own arrangements to renew the licence before it lapses. If your driving licence is suspended by the civil authorities, you are to inform your unit MT staff immediately.

10. **Identity Documents.** You are to be in possession of your MOD or Services identity card or other means of identity.

11. **Documents Provided By Your Unit.** You are to carry the following documents which are to be provided by your unit:

- a. Authority for the journey e.g. A drivers' tasking sheet or a hire agreement showing the unit / establishment name and the booking reference which provides the budgetary authority for the journey. This document may cover a single journey or an extended period. You are required to maintain a clear record of all particulars of the journey, or leg of each journey, including timings, distance travelled and fuels issued. You are to return the document to the MT staff or your budgetary staff in accordance with local instructions.
- b. Recovery instructions.
- c. Traffic Accident Report forms (F/MT 3-2 and F/MT 3-3).
- d. A copy of Standing Orders for Drivers.
- e. A copy of the vehicle handbook.
- f. For vocational drivers as appropriate:
 - (1) The Driver's Hours Record Sheet.
 - (2) Vehicle Defect Report Form (F/MT 1005).
 - (3) Detached Vehicle Checklist (F/MT 1006).
 - (4) Details of the load being carried (F/MOD 1142 /1143) and TREMCARD as

appropriate

g. Any other documents required by the Theatre or command Headquarters for the country in which you are travelling.

DRIVER AND PASSENGER SAFETY

12. Clothing and Footwear. Civilian employees are to wear uniform if issued; otherwise they are to wear clothing appropriate to their work and status as MOD employees. Service personnel are to wear uniform when driving vehicles of service livery unless given specific authority to the contrary. When driving civilian pattern vehicles plain clothes are normally to be worn. You must wear suitable footwear when driving.

13. Protective Clothing and Helmets. Service motorcyclists and quad bikes are to wear Motorcycle PPE at all times. This is to include protective clothing (e.g. "Barbour suit"), gloves/gauntlets, helmet and visor/goggles. High visibility vest/jackets are to be worn when riding on the public highway. **The wearing of combat clothing alone is insufficient protection for motorcycle riders.**

Helmets are to be worn in the following circumstances:

- a. Motor cyclists are to wear BSI current approved pattern motorcyclist's helmets at all times when riding a motorcycle.
- b. Drivers of All Terrain Vehicles and their passengers are to wear BSI current approved pattern motorcyclist's helmets when on the public highway. Combat helmets are not to be worn on public roads. Combat helmets are to be worn when the vehicle is being operated off-road and where BSI current approved pattern motorcyclists helmets are not available.
- c. Operators of rough terrain forklift vehicles are to wear approved safety helmets when driving or operating their respective machines (except when protected by an enclosed cab). Operators are to comply with the instructions affixed to each helmet, which are to conform to the appropriate BSEN and, in the case of civilian staff, must carry the "CE" markings as required by the Personal Protective Equipment (PPE) at Work Regulations 1992 and PPE Product standards.
- d. Drivers of other vehicles, when operating in dock areas, building sites or other areas of special danger, may be required to wear approved safety helmets or combat helmets.
- e. Members of certain religious orders, e.g. Sikhs, are given specific exemptions from the legislative requirement to wear standard protective head gear, providing they wear a religious turban deemed to be suitable, sufficient and correctly applied. Where an individual declines to wear the issued head protection, this is to be recorded, in writing, in the appropriate personnel record.

14. Seat Restraints. When driving, you are to wear a seat belt if one is fitted to your vehicle. You are to remind passengers over the age of 14 that it is their legal responsibility to do the same if seatbelts are fitted. When carrying passengers under the age of 14 ensure that the appropriate regulations are complied with.

15. Smoking in Vehicles. Drivers and passengers are not permitted to smoke in Service vehicles. Signs to this effect are to be placed in all MOD vehicles. The signs are to be visible from the outside to notify people approaching the vehicle, in addition to a sign within the vehicle to notify the occupants. The sign has to be

at least 75mm in the diameter and will have to be placed in any compartment of the vehicle which has a roof and which is used by operators or passengers. Exact instructions can be found on the various official websites, i.e. www.smokingbanwales.co.uk/ for Wales and www.smokefreeengland.co.uk for England. FREE signage is currently available from official websites, for both types of signage. The driver is also to ensure that no smoking takes place in the vicinity of:

- a. A vehicle is carrying a dangerous cargo, i.e. petrol, empty petrol cans, ammunition or flammable stores.
- b. A risk of fire present from a previous load, i.e. petrol vapour.
- c. A vehicle that is being refuelled.

16. Spectacles and Contact Lenses. Drivers, who are required to wear spectacles whilst driving, should carry a second pair to provide a replacement should these be broken. Users of contact lens are also to carry a spare pair of lenses or spectacles.

17. Use of Personal Audio Earphones/Headphones. The wearing of personal audio system headphones whilst operating or driving equipment /vehicles is forbidden.

18. Mobile Telephones. Drivers are required by law to exercise proper control of the vehicle at all times. It is forbidden to operate mobile phones or any type of hands free mobile phone equipment whilst driving (unless a CO's Operational Dispensation has been issued in accordance with Ch 9), refuelling or within 4.25 m of a refuelling point.

19. Passengers.

- a. Pillion passengers are not to be carried on motorcycles.
- b. It is forbidden to carry unauthorised passengers in Service vehicles. If an unauthorised passenger (e.g. a friend, relative, hitch hiker) is killed or injured, or suffers damage to property in an accident for which you are to blame, you will be personally liable for meeting the costs of the resulting claims. These costs could be substantial.

20. The Risk of Driving on Regardless. A significant number of vehicle collisions, onboard fires and cases of catastrophic major component failure are known to have occurred as a result of vehicle crews continuing to drive on regardless of warning signs and symptoms indicating to them that they should stop. Crews are reminded that they run the risk of not only personal, vehicle occupant or third party injury but also of fire, and in some cases explosion, if they continue to drive on whilst ignoring either pressure and temperature warnings of other signs such as abnormal sounds, smells or smoke coming from their vehicles.

VEHICLE SAFETY₂

21. Vehicle Checks. You are required, by law, to ensure your vehicle is in a roadworthy condition, and its load is safe and secure. To comply with this requirement you are to carry out both daily and periodic checks.

22. Daily Checks. Before the start, during and at the end of your journey you are to check certain items on your vehicle, and take the appropriate actions detailed below.

² Drivers should request driver familiarisation training if they are not conversant with a particular Service vehicle.

a. **Before Use Check.** In addition to those tasks laid down in maintenance schedules relevant to the vehicle being driven the following before use checks are to be carried out:

(1) **Vehicle Cleanliness.** You are to ensure that your vehicle has:
(a) Clean and serviceable windows, mirrors, lights, reflectors and number plates.
(b) A clean and tidy interior. Every article, including the personal property and equipment of the driver or passengers, is to be securely stowed so that it cannot move or interfere with the operation of the vehicle nor cause a hazard to passengers in the event of an accident.
(c) A standard of exterior cleanliness appropriate to the type and usage of the vehicle.

(2) **Engine Oil, Radiator, Windscreen Washer Reservoir, and Batteries.** Check for any leaks and replenish levels if necessary.

(3) **Brake Fluid Reservoir, Clutch Fluid and Power Steering Reservoir.** Check levels and report if found to be below minimum levels. Drivers are not to replenish unless under the direction of maintenance staff.

(4) **Tyre Pressures and Wear.** Check tyres for damage, irregular or excessive wear and correct pressures; adjust or report as necessary.

(5) **Road Wheel Nuts.** Check for security - see Paragraph 30.

(6) **Exhaust Emission.** Check that the exhaust emission is not excessive i.e. that there is no dark blue or clearly visible black smoke that may obscure the vision of any other road user.

(7) **Emergency Equipment.** Check that the vehicle is carrying wheel changing and emergency equipment required for any load being carried. If the vehicle is carrying more than 8 passengers a first aid kit is to be carried. Drivers may need high visibility clothing depending upon the type of vehicle.

(8) **Lights, Horn, Traffic Indicators, Windscreen Wipers and Washers.** Check that all components are working correctly; report defects. Do not proceed until the fault is rectified.

(9) **Brakes.** Where a vehicle is fitted with a braking system "failure device" ensure that this is not illuminated. Where no such system is fitted, ensure that there is an effective resistance to the application of the brakes. Drive off and

when it is safe to do so, gently apply the brakes. Do not proceed if a fault is noted.

(10) **Fuel.** Check that the quantity of fuel in the tank is sufficient to commence your journey, refuel using the correct type of fuel as necessary during the journey and refuel before returning the vehicle to the MT staff or Hire Company.

(a) **Use of Fuel Agency Cards.** Fuel agency cards are issued to units and or individual Service vehicle drivers for the purpose of refuelling MOD vehicles at civilian service stations where refuelling points within unit lines are unavailable. Fuel agency cards are only to be used for refuelling Service vehicles or Service hired vehicles for authorised duty tasks and details of fuel drawn is to be recorded on the VUR. **Under no circumstances** are fuel agency cards to be used to obtain fuel for privately owned vehicles.

(11) **Odometer/Speedometer.** Check that the odometer reading corresponds with that recorded on the drivers' tasking sheet and report any error. Check that the speedometer is working on first moving off if it is not working then it is illegal to proceed with your journey.

(12) **Mirrors and Windows.** Check mirrors are correctly adjusted so that you have a good view to the rear of the vehicle.

(13) **Fire Extinguishers.** When fitted, check the in service date and serviceability of the fire extinguisher, and take the necessary replacement action when applicable. Ensure the vehicle is equipped with the correct quantity and type applicable to the vehicle's size and type of load.

(14) **Load Security and Safety.**

(a) Make sure that your load (including that on a roof rack) is secured safely.

(b) Ensure that the canopy frame is serviceable and that all locking pins are present and located correctly. Ensure that the canopy (when fitted) is secured correctly and that all rope ties and strap assemblies are secure and not trailing.

(15) **Camouflage Nets.** The draping of nets on moving vehicles is not permitted on public roads Camouflage nets or hessian screens must be securely stowed to prevent the following.

(a) Fire occurring by friction from contact with the propeller shaft or by heat from contact with exhaust pipes.

(b) Your ability to control the vehicle.

(c) The obscuring the view of other road users.

(16) **Trailer.** When using a trailer ensure that the towing vehicle is of the correct weight and tow hitch height matches that of the trailer, Apply any relevant checks listed above, and in addition, ensure that the trailer and its connections, are securely attached to the prime mover and all locking devices, including the jockey wheel / legs, are secured. Make sure that, when towing a fixed eye

drawbar trailer, the vehicle towing eye is free to rotate.

(17) **Damage.** Check the body panels and glass for damage, chips or scrapes this is particularly important when taking over or handing back a hire vehicle.

b. **During Use Check.** During use checks should be made to ensure no vehicle faults have developed, including those items checked before use, and that the vehicle remains roadworthy with its load secure and safe.

c. **After Use Check.** After use checks are to be conducted to detect any vehicle faults which may have occurred during use, and require attention before the vehicle can be used again. Defects are to be reported to line management or to the hire company representative as appropriate.

23. **Fault Reporting.** Any fault, which you cannot correct, is to be reported to your Transport Office as soon as possible. If the fault prevents you from continuing, you are to seek advice from your Transport Office regarding completion of the journey.

24. **Route Selection.** If you are given a route by the MT staff, you are to follow it. Departure from that route may only be made in an emergency or when so directed by a superior officer, police officer or traffic warden. If no such route is given you are to use the shortest practical route between your start point and your destination taking note of the sub paragraphs below:

a. You may use the motorways, which may make a route longer in distance but shorter and more practical in time.

b. When driving a high sided vehicle (i.e. one that has an overall height of more than 3 m) you are to ensure that you:

(1) Follow the authorised route given to you; this will take account of low bridges and any other overhead obstructions.

(2) Carry details of the dimensions and weight of the load.

(3) When driving a vehicle fitted with a load height indicator in the cab, you are to reset the apparatus to show the overall travelling height immediately after loading.

c. In the interest of security, you may vary the route.

d. Any unauthorised deviation from your route or use of your vehicle for private purposes is prohibited and may lose you the support of the Department's Claims Handlers.

25. **Reversing.** Many unnecessary vehicle accidents occur whilst reversing. Before you reverse, make sure that there are no pedestrians or obstructions in the road behind you. Be especially careful about the **blind area behind you** - that part of the road, which you cannot see from the driving seat. If you cannot see clearly behind, get a trained person to guide you.

26. **Vehicle Security.** You are responsible for the security of your vehicle and its load. Unless you have authority to do otherwise, the vehicle is to be parked in an authorised MOD vehicle park. If, in the course of your duties or in an emergency, you are obliged to park your vehicle in a public place, you are to ensure that the vehicle is properly locked or immobilised and that any item that identifies civilian livery vehicles as being use by the MOD, is placed out of sight. Wherever you

park, if the load cannot be safeguarded by locking the vehicle, you are to remain with the vehicle until relieved.

27. Responsibility for your Load. You are legally responsible for the vehicle load from the time it is loaded until it is offloaded or you are relieved. To that end you are:

- a. Required to know the maximum permitted load i.e. the gross train weight and the load on each axle, i.e. the axle weight. The driver is legally responsible for ensuring that these limits are not exceeded.
- b. Responsible for ensuring that the load is correctly placed, distributed and secured in position so as to ensure that it is not dangerous, or liable to become so. You are to ensure that all loads are correctly distributed over the cargo area and for securing and restraining loose loads where this is required. The code of practice for the Safety of Loads on Vehicles, issued by the DfT, is to be used for guidance and for compliance whenever possible. When selecting load restraining and securing systems, the adequacy of tie down points on vehicles is always to be taken into account.
- c. Responsible for safeguarding the vehicle and its load whilst on duty. Should you become incapable of completing the task, owing to injury, the responsibility returns to your unit.
- d. Responsible for initiating breakdown and recovery procedures.
- e. To refuse to accept any load when the full details of weight, dimensions or nature of the load is not supplied by the consignor.

BREAKDOWN PROCEDURE

28. Breakdown. In the event of a breakdown, you are to halt the vehicle where it presents minimum hazard to other road users. You should attempt to get the vehicle to a safe place before you stop. If, on a motorway or similar road, you should avoid stopping on the hard shoulder where you, and any passengers, are at risk from being struck by other vehicles. Before calling for assistance, direct your passengers to a place of safety. You are then to carry out simple diagnosis and attempt self help repairs when possible.

- a. **Request for Assistance.** Where simple repairs cannot be carried out, you are to request assistance in accordance with the recovery instructions issued by your unit.
- b. **Telephone Calls.** Military exchanges, other than RMP stations, are not authorised to accept calls on reverse charges except in exceptional circumstances. You are to carry sufficient small change to contact your unit.
- c. **Staying at the Scene.** Once assistance has been requested, you are not to leave the scene until the assisting vehicle has arrived. Where necessary, you must act as a guide. If the fault has been rectified before a recovery vehicle arrives, you are to inform the agency to which the original recovery request was made. If the assisting vehicle cannot be recalled, you are to await its arrival.

29. Changing Wheels. Where wheel changes are carried out, and the appropriate torque wrench is not available, you are to check that the wheel nuts are tight, using the wheel brace of the vehicle. If the wheel brace is not available, tighten with a socket and bar no longer than 500mm (20 inches). The nuts are to be tightened in a diagonally opposing sequence and the nuts should be fully

tightened, before the wheel is lowered to the ground. You are then to recheck wheel nuts for tightness after 30 minutes whether the vehicle has moved or not, OR after the vehicle has travelled between 40 to 80 km (25 to 50 miles). **This is critical.** You are then to ensure, at the earliest opportunity, that the wheel nuts are tightened, using a calibrated torque wrench, in accordance with the vehicle handbook. If you have any doubts, you are to seek advice from the vehicle maintenance section/MT workshop

ACTION FOLLOWING A ROAD TRAFFIC ACCIDENT (RTA)

30. **Safety and First Aid.** You are to take the following action:

- a. If your vehicle is carrying a hazardous cargo (e.g. of a flammable, explosive or environmentally damaging nature), your first priority is to ensure that any risk of fire, explosion, spillage or other danger is minimised. You are to carry out any instructions detailed on the TREMCARD and are to contact the emergency services.
- b. Your next priorities are to take steps to clear the road, warn other traffic so that no further RTA takes place, and to summon first aid to any injured person. You are to take any fire fighting and HAZMAT equipment with you, if it is safe to do so, when you leave the vehicle in order that it is immediately available should you be required to use it.
- c. You are to summon police assistance where there is injury to any person, serious damage to vehicles or to the highway, or any obstruction to the highway which cannot be cleared immediately. You are to ask another person to summon assistance if possible; you are not to leave the scene of the RTA unless there is no other uninjured person present and it is necessary to summon medical aid in order to save life. You are then to contact the recovery agency shown in your instructions.
- d. You are to ensure that some form of traffic control is exercised in any case where the highway is obstructed unless already being provided by the police
- e. You are to take precautions against fire by ensuring that the engine of any vehicle involved is switched off and enforcing "**no smoking**" rules where there has been spillage of fuel or where inflammable or explosive cargo is involved.

31. **Driver's Particulars.** If, owing to the presence of your vehicle, a RTA occurs and injury is caused to any person or damage is caused to any vehicle, animal or property on or near the road you must stop your vehicle. You are to provide any person having reasonable grounds for requiring you to do so, the following information:

- a. Your Rank/Grade, name and service / staff number.
- b. The name and address of the unit to which you belong.
- c. The registration mark of the Service vehicle.

32. **Initiation of the RTA Report.** Instructions on traffic accident reporting procedures are given in F/MT 3-3, which is to be carried within the vehicle.

- a. Before you leave the scene of a RTA, you are to complete, as far as it is practical, the copy of F/MT 3-2. You are to do this whether or not there is any apparent damage to your vehicle. You are to make a sketch plan on the space provided and obtain the full names, addresses and telephone numbers of all witnesses. You are to make a note of the damage caused to any vehicle or other

property involved and of the nature of any injuries to persons or animals.
b. You are to complete the detachable slip of the F/MT 3-3 and hand it to a police officer, if present, or to any other person whose self, property or vehicle is involved.

33. Police, Breathalyser and Statements. If a police officer arrives at the scene of the RTA, the following points are to be observed:

a. **Breathalyser.** If the police officer asks you to take a breathalyser test, you are to comply. Refusal, without reasonable excuse, may make you liable to prosecution.

b. **Statements.** You are to make a statement if required by the police officer. This is to be given to a police officer out of hearing of other witnesses.

c. **Admission of Liability.** No statement is to be made to any person other than a police officer and no admission of liability is to be made.

d. **Removal of your Vehicle.** If the police are present, the service vehicle is not to be removed until they give permission.

34. Report to Unit.

a. If a death occurs, you are to telephone your unit immediately and give full details to the duty officer. You may ask the telephone operator to reverse the telephone charges if necessary.

b. You are to report the RTA to your unit immediately on your return - you must complete the F/MT 3-2 before handing it to the Unit Accident Procedure Manager. If you are unlikely to be back at your unit within 24 hours, you are to telephone your unit immediately and give details of the RTA to the Duty Officer. You are then to fax a copy of the completed form F/MT 3-2 to your Transport Manager.

c. If, for any reason you are unable to make contact with your unit to report an RTA, you should report to the nearest MOD establishment for assistance.

35. Roadworthiness After a RTA. If there is doubt about the roadworthiness of the service vehicle, it is not to be driven until it has been inspected by a competent person. If you are in any doubt, you are to arrange for the recovery of your vehicle as per driver's task sheet.

36. Reporting to the Police. You are to report the RTA to the Police, in person within 24 hours, if it results in injury to another person, domestic animal or property.

FUEL EFFICIENCY

37. You are to drive the Service vehicle in an economic fashion. The following actions will help you to do so:

a. Before driving:

(1) Use the correct seasonal setting for the air filter.

(2) Minimise vehicle weight.

(3) Avoid overfilling the tank when refuelling.

(4) User/self drivers should also:

(a) Plan work to avoid several short trips, when a round trip would do.

(b) Let entitled would be passengers know of travel plans so that economic,

co-ordinated authorised journeys may be undertaken.

(c) Plan routes and times to avoid peak traffic.

b. On the road:

(1) Do not let the engine tick over for a protracted period. Start up only when you are ready to go then drive off taking care you comply with the manufacturers' directions when using a turbo assisted engine.

(2) Accelerate gently and drive in the highest gear possible without the engine labouring.

(3) Anticipate action by other drivers and plan to avoid sudden or harsh braking.

(4) Switch off unnecessary accessories.

(5) Close windows if possible and set heater to minimum.

(6) Switch off engine when held up for periods of more than one minute e.g. at railway crossings or in traffic delays.

(7) Park under cover in preference to the open, to prevent fuel venting from direct sunlight.

(8) Report any excessive exhaust emissions observed whilst driving.

