

<b>LSO TITLE</b>	<b>STANDING ORDERS FOR DRIVERS. (MECHANICAL TRANSPORT ORDERS FOR ALL DRIVERS, COMMANDERS AND USERS)</b>	<b>LSO NUMBER</b>	<b>1</b>
<b>LAST REVISED</b>	<b>DEC 15</b>	<b>SPONSOR</b>	<b>MTWO</b>
<b>JSP 800 Vol 5 Pt 1 (V5.0 - Nov 14)</b>			

### **SPECIFIC ORDERS FOR THE USE OF MOTOR TRANSPORT FOR DRIVERS OF STAFFORDSHIRE & WEST MIDLANDS (NS) ARMY CADET FORCE VEHICLES**

Reference:

- A. JSP 800 Vol 5 Road Transport.
- B. JSP 886 Volume. 6 Part 2.
- C. Cadet Force Manual.

#### **GENERAL**

1. These orders are not a substitute for regulations found in JSP 800 but are designed to bring attention to the most important points concerning MT matters, particularly those relating to drivers and commanders. They apply to all personnel of this county who will at any time drive, command or travel in or on Service Vehicles. Further information can be obtained from the MTWO or the QM. These orders cover the administrative and practical requirements for drivers and commanders.
2. Ignorance of these orders will not be accepted as an excuse for non-compliance. Drivers and Commanders are to ensure that they have read and fully understand the County MT Standing Orders and The Driver Standing Orders from JSP800.
3. Passengers/Vehicle Commanders in Service Vehicles are to ensure that the driver obeys these orders.
4. Officers or adult instructors are not to drive a military/Hire vehicle unless authorised to do so. All requests for vehicles must be submitted on an F/MT 1000 via their relevant CAA's.
5. Before a military vehicle is driven, the driver must ensure that the Authority to use Document (ATUD) is endorsed with his/her name on the reverse side of the form in the column provided and that they sign to confirm their awareness of these orders.
6. All drivers and passengers of military/Hire vehicles are to wear seat belts when fitted.

## **VEHICLES**

7. Before an individual is issued with a military/Hire vehicle, he/she must have successfully completed vehicle conversion training on the vehicle type, which they are being issued with. This should be reflected on their FMT 600 and checked by the person issuing the vehicle. Anyone requesting a White Fleet vehicle fitted with a tow bar must have successfully completed the required training and is to be registered in the county MT register of authorised personnel. The individual **MUST** have the correct licence type for the vehicle allocated and must inform the issuing officer if he/she is unable to drive that vehicle.

## **DOCUMENTS**

8. The following documentation is to be carried in the vehicle:
- a. A valid UK Driving Licence.
  - b. Hazmat Operators Certificate where applicable.
  - c. A valid FMT 600 Driving Permit.
  - d. Emergency Instructions in Writing, for Hazmat loads attracting the regulations.
  - e. The vehicle folder containing:
    - (1) FMT 1001 ATUD (Work Ticket).
    - (2) First/Last Parade sheet.
    - (3) Driver's hour's documentation.
    - (4) Vehicle Route Card (where required).
    - (5) Duty Officer and CAA telephone numbers.
    - (6) RTA procedures FMT 3.
    - (7) Recovery procedures.
    - (8) Carriage of cadets Risk Assessment.
    - (9) MOD Indemnity form.
9. When a driver has completed a detail they are to return their documents holder with the above-mentioned documents (less sub para a, b and c) to the issuing Office (CAA) and detail any faults or issues with the vehicle found in the course of its use. Faults are to be accurately reported using the appropriate fault report form (FMT1005). The CAA is to check the

documentation and confirm that it has been completed correctly. Any errors or omissions are to be rectified asap. Failure to provide the correctly completed documentation may result in the vehicle not being made available until the errors/omissions are rectified. Failure to comply with the regulations on a regular basis may result in the removal of the vehicle from Company locations, back to County HQ.

### **AURTHORITY TO USE DOCUMENT (ATUD)**

10. Drivers are to ensure FMT 1001 (ATUDs) are up to date and correct, including journeys in barracks.

11. ATUDs must be signed by authorised personnel (Commissioned Company Staff or CAAs). Authorising officers or personnel cannot authorise their own journeys.

### **DRIVING LICENCE**

12. All drivers are to be in possession of a valid Driving Licence and FMT 600 endorsed for the vehicle TYPE they are driving.

### **SECURITY**

13. Drivers are not to leave their vehicles unattended unless it is in an authorised barracks or Training area.

14. On completion of each detail, drivers are to ensure a Last Parade is carried out correctly. (this will include washing, cleaning and refuelling) before parking their vehicle and then returning the ATUD, driver documentation and ignition keys to the QMs/CAAs Dept/Office. Keys are not to be kept overnight by the driver. The vehicle keys are to be secured in a suitable office if required next day and the CAA/QM/MTWO is not available.

### **BREAKDOWNS**

15. When a vehicle breaks down the driver is to report by the quickest possible means to their CAA/MTWO with the information as laid down in the Recovery procedure contained in the work ticket wallet and implement the breakdown procedure. If the vehicle is carrying personnel in the rear i.e. minibus, then the personnel should be moved to a safe area and be given a Hi-Vis vest to wear.

16. Drivers are to attempt the repair if safe to do so, (never whilst in the outside lane) and if unsuccessful are to wait for the arrival of the relevant agency if previously called.

17. Wheel changing is only to be conducted if the vehicle is in a secure place and the person is able to do it, if not then they need to call the recovery number specified on the Workticket. If the wheel is changed, the wheel nuts must be checked at a garage as soon as possible.

## REVERSING

18. 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 responsible adult (Banksman) to guide you or the driver is to walk around the external circumference of the vehicle to check for obstructions. When towing, hitching up a trailer or transporting cadets there must be a second adult present.

## TRAFFIC ACCIDENT PROCEDURES

19. All drivers and commanders must be trained in Traffic Accident Procedures; it forms part of the Employment Test for all drivers. The detailed procedures are contained in JSP 800 and or Unit Standing Orders. Copies and advice can be obtained from the MTWO or your CAA. Failure to maintain a vehicle correctly could be a contributing factor to a road traffic accident. The following procedure is to be adopted:

- a. Stop in a safe place and Switch off (anti fire).
- b. Attend to injured (if any).
- c. Take fire precautions (no smoking, mop up petrol etc).
- d. Control of traffic.
- e. Send for any of the following if required:
  - (1) Fire Brigade )
  - (2) Ambulance ) Use co-driver or potential
  - (3) Police ) witnesses to do these things.

**Note.** The exact sequence of action will, of course, be dictated by the circumstances.

- f. When the driver/commander has gained control of the situation the following action is required.
  - (1) Inform the civilian police, if necessary.
  - (2) Inform the Duty Officer/CAA as soon as possible.
  - (3) Should it be necessary to call the police, the driver is to await permission from the police before moving the vehicle or continuing on their journey. If the police ask for a statement, the driver and any other service personnel may make one if they so

wish but only to a Police officer and out of hearing of others.  
**UNDER NO CIRCUMSTANCES IS AN ACCEPTANCE OF  
BLAME FOR AN ACCIDENT OR ADMISSION OF LIABILITY  
TO BE MADE FOR INJURY TO OR DAMAGE OF PROPERTY  
BELONGING TO ANY PERSON INVOLVED IN THE  
ACCIDENT.**

(4) The driver is to complete the FMT 3-2 before they leave the scene of an accident and the driver of each service vehicle involved is to complete, as far as is practical, the copy of the FMT 3-2 that is located in each vehicle. This is to be completed whether or not there is any apparent damage to the vehicle. The driver is to make a sketch plan in the space provided and is to obtain the full names, addresses and telephone number of all witnesses. The driver is to make a note of the apparent damage caused to any vehicle or other property involved and of the nature of any injuries to persons or animals. **If possible take photographs of any damage to vehicles, road signs, road layout etc.**

(5) The detachable slip at the foot of the FMT 3-2 is to be completed and handed to the other driver or police officer if present, along with the completed 'Bump Card' produced by Gallagher Bassett (MOD Claims handlers).

- g. Only give the slip on the FMT 3-3 to the other party (Mainland only) or to the police. If this is not possible the driver in person must report the accident to the Police within 24 hours. If the driver is injured, the QM /MTWO are permitted to report it on behalf of the driver.
- h. DO NOT ADMIT LIABILITY BY WORD OR DEED.
- i. Always give the CHQ address and not home address to Police.
- j. Ask the police permission to move the vehicle.
- k. If the vehicle is damaged ask roadside assistance permission to move the vehicle.
- l. Ask the police permission to leave the scene of the accident.
- m. On return to unit, report to the MTWO/Duty officer or CAA outside normal working hours as soon as possible.
- n. If the driver is unable to report the accident to the unit for any reason they are to make contact with the nearest military unit for assistance.

20. **Action by the Unit MTWO/QM (Defence Road Safety Advisor):**
- a. The MTWO/QM is to ensure that Traffic Accident Procedure is carried out in accordance with JSP 800.
  - b. In the event of a FATALITY, whether service or civilian, you are to follow the procedures as laid down in the JSP 800 and JSP 535, you must also report to 'Claims Commission' by TELEPHONE or SIGNAL/FAX – AT ONCE indicating:
    - (1) Was the driver authorised to drive the vehicle.
    - (2) Was the driver on an authorised route?
    - (3) Was the driver on duty?
  - c. **Immediate notice will also be given to the 'Claims Commission' of any proposed inquest or police proceedings, which may arise from a traffic accident.**
  - d. Under direction of a CAA, the MTWO or the QM the driver is to check the completed FMT 3-2 and sketch.
  - e. The driver is to take notes pertaining to the accident, which they can use when required to give a statement.
  - f. The URSO is to fill in the FMT 3-1 with the driver and ensure it is dispatched to the Claims Commission (within 5 days). They are also to open an Accident File on the case.
    - (1) The first copy of FMT 3-2 and drivers statement.
    - (2) Copies of any witness statements.
    - (3) **THE FMT 3-2 MUST NOT BE DELAYED AWAITING STATEMENTS (statements may follow later).**
  - g. The MTWO is the Unit Investigating Officer and must investigate all traffic accidents, however trivial.
  - h. The second copy of the FMT 3-1 is to be dispatched to the IMPACT Data Cell. The Third copy is to be sent to the Bde MD.
  - i. If no further investigation or inspection is required give workshops permission to go ahead with the repairs. In cases where civilian interests are involved, workshops will send a copy of the estimate of repair to the claims commission.
  - j. Complete disciplinary Administrative action if necessary.

k. When the accident has been investigated and any necessary disciplinary action has been taken a report is made to the higher authority on FMT 3A, this is then sent to the IMPACT Data Cell and to the Claims Commission to close the case.

l. Remedial training must be actioned. This should take the form of: eye tests, DVD (drive alive) re-assessment and or retraining where required.

## DRIVERS CHECKS

21. **First Parade Checks.** The object of the drivers daily check/servicing is to ensure the safety and reliability of their vehicle for the day's details. Each military/Hire vehicle prior to its use must have a 100% first parade servicing as detailed in Driver Standing Orders. The driver is to be issued with a first parade check sheet and is to sign to say that they have carried out all checks pertaining to the vehicle type. Vehicles must not be driven, if any defect is detected:

- a. **Fuel.** Verify that the quantity of fuel in the tank is sufficient to complete your detail.
- b. **Engine Oil, Radiator, Brake Fluid Reservoir, Windscreen Washer Reservoir, Batteries, Power Steering Reservoir.** Check for any leaks – replenish levels if necessary.
- c. **Tyre Pressure and Wear.** Check tyres (including the spare) for damage, irregular or excessive wear and correct pressures; adjust or report as necessary.
- d. **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.
- e. **Lights, Horn, Traffic Indicators, Windscreen Wipers and Washers.** Check that all components are working correctly; report defects.
- f. **Brakes** Test that your brakes function efficiently when you first move off.
- g. **Odometer/Speedometer.** Verify 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 and report defects.
- h. **Mirrors.** Check mirrors are clean and correctly adjusted.

- i. **Fire Extinguishers.** When fitted, check the 'in-service' date and serviceability of the fire extinguisher, and take the necessary replacement action when applicable.
  - j. **Road Wheel Nuts.** Check for security.
  - k. **Load Security and Safety.** Make sure that your load (including that on a roof rack) is secure and safe. Any canopy, camouflage netting or load sheet is also to be securely restrained.
  - l. **Trailer.** On every occasion that a trailer is used, apply the 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 are inserted. Make sure that, when towing a fixed drawbar trailer, the towing eye is free to rotate. All lights should be checked to ensure that they are working. A number plate is to be secured to the rear of the trailer.
  - m. **Emergency Equipment.** Check that the vehicle is carrying its emergency equipment, required for the specific load being carried.
  - n. **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.
22. **During Use Checks.** 'During Use' checks should be made to ensure no vehicle faults have developed, including those checked 'before use' and that the vehicle remains roadworthy and its load secure and safe.
23. **After Use Checks.** '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. These are to be reported to line management or to the hire company representative as appropriate.
24. **Periodic Checks.** Periodic checks are to be carried out as required by one or more of the following; manufacturers instruction, equipment support publications, single-service regulations, or local standing orders.

## **FAULT REPORTING**

25. If a vehicle fault is discovered and you cannot correct it, you are to report it to the CAA as soon as possible. If the fault is not a breakdown, you should seek advice from your Transport rep regarding completion of the journey. Faults are to be reported as soon as possible.
26. All defects are to be entered in the MT faults book (FMT 1005). The driver must report the defect direct to the CAA/MTWO and a signature obtained in the FMT 1005. Basic fault report slips are available in all ATUD dockets.



## VEHICLE CLEANLINESS

27. You are to ensure that your vehicle has:
- a. Clean windows, mirrors, lights, reflectors and number plates.
  - b. A clean and tidy interior. Every article, including the personal property and equipment of the driver and passengers, is to be securely stowed so that it cannot move or interfere with the operation of the vehicle no 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.

## VEHICLE SECURITY

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

## ROAD WHEEL SECURITY

29. Where wheel changes are carried out on the road-side, or elsewhere, and the appropriate torque spanners are not available you are responsible for checking that the wheel nuts are tight, using the vehicles wheel brace. Furthermore, you are responsible for reporting at the next scheduled stop, that a wheel change has taken place without the correct torque value being applied to the nuts. **Note:** Some vehicle manufactures are no longer using wheels with coned nuts and nut seating and instead are using those with a flat rim face with spigot fittings and flat spaced nuts. You should therefore ensure that the correct wheel to vehicle type is fitted and that the securing nuts are for the correct design for that vehicle. If you have any doubts, you must seek advice from the vehicle maintenance section/MT.

## YOUR FITNESS TO DRIVE - (All drivers to complete an F/MT 109)

30. **Alcohol and Non-Prescription Drugs.** You must not be under the influence of alcohol or drugs when reporting for duty or when driving any service vehicle. You are forbidden to use any intoxicating substances whilst on duty or 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. You are reminded that it is not only dangerous but a serious offence to drive or be in charge of a motor vehicle whilst under the influence of alcohol or drugs. You are not to carry any alcoholic drink on your vehicle except as part of an authorised load.

31. **Fatigue.** Tired drivers cause many accidents. When driving you are to stop for breaks and refreshment so as not to fall asleep at the wheel.
- a. As a general guide you are not normally to drive continuously for more than 4 and a half hours without a 45 minute break or rest away from the vehicle, drive for more than 9 hours a day, or be on duty for more than 12 hours in a day. JSP800 Vol 5 refers to Drivers hours for more in depth guidance.
  - b. You are responsible for ensuring you have adequate rest when off duty, so that, when you report for duty, you will be fit for a normal shift of driving duty.
32. **Illness.** If you become unfit to drive due to illness 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.
33. **Long Term Illness.** Some medical conditions may affect your entitlement to hold a driving license for certain categories of vehicles. Advice should be sought from your doctor. The MTWO should be informed if you are advised by your doctor/DVLA that you can no longer drive.
34. **Clothing.** When driving MOD vehicles you must wear regulation uniform unless given specific authority to the contrary.
35. **Footwear.** You must wear suitable footwear when driving. Loose fitting sandals, drill boots or footwear that will stop you from controlling the vehicle safety, are not to be worn when driving.
36. **Drugs or Medicine.** You are not to take drugs or medicines, which may affect your driving ability, except those prescribed by your doctor. If a doctor for illness or injury is treating you and, he/she prescribes drugs or medicine for you to take, you are to ask him to state whether or not they are liable to affect your driving ability. If he says they are liable to do so, you are to request a note to that effect. You must report the facts to your superior/line manager. **Smoking is NOT permitted in any Military/Hire vehicle.**

## VEHICLE SERVICING

37. This is to be carried out as required by local contract; this will be controlled by the MTWO.

## VEHICLE COMMANDERS

38. **Responsibility.** The vehicle commander is responsible for ensuring that their vehicle, driver and any passengers travelling in the vehicle are safe and secure at all times. The vehicles, driver and passengers are the commander's responsibility and they are to control the vehicle accordingly. The vehicle commander is (when carrying cadets) to sit in the rear of the vehicle to ensure good behaviour and discipline is maintained.

39. **Route Selection.** You are required to keep to the route given to you if this is provided for any security reasons. Departure from the route may only be made in an emergency, or if directed by a superior officer, Police officer, or traffic warden. **Any unauthorised deviation from your route or use of your vehicle for private purposes is PROHIBITED and you may lose the support of the MOD Insurers if you were involved in an accident. Disciplinary action will be taken for anyone using Military/Hire transport for any unauthorised journey.**

#### **VEHICLE REPAIRS**

40. Repairs are carried out by local contract agents.

40. Apart from minor A job repairs; drivers are not to attempt to carry out any repairs on their vehicle, which should be carried out by competent authority i.e. mechanic/garage.

#### **SMOKING AND USE OF MOBILE PHONES IN VEHICLES**

41. Smoking and using mobile phones is forbidden in military/hire vehicles by law, this also applies to e-cigarettes.

#### **FUEL ECONOMY**

42. You are required to drive the vehicle in an economic fashion. The following actions will help to reduce fuel consumption:

- a. Before driving:
  - (1) Use the correct seasonal setting for the air filter.
  - (2) Minimise vehicle weight.
  - (3) Avoid overspill when refuelling.
  - (4) User/self drivers should also:
    - (i) Plan work to avoid several short trips, when a round trip would do.
    - (ii) Let entitled 'would be passengers' know your travel plans so that economic, co-coordinated authorised journeys may be undertaken.
    - (iii) Plan route and times to avoid peak traffic.

- b. On the road:
- (1) Start only when you are ready to go then drive off immediately (unless the vehicle is fitted with a turbo charger or airbrakes).
  - (2) Accelerate gently.
  - (3) Drive in the highest gear possible without the engine labouring.
  - (4) Obey speed limits; drive at the optimum for the vehicle even on motorways.
  - (5) Anticipate and plan well ahead to avoid sudden or harsh braking.
  - (6) Switch off unnecessary accessories.
  - (7) Close windows if possible and set heater fan to a safe minimum.
  - (8) Switch off engine when held up for periods of more than one minute e.g.: at railway crossings or in traffic delays.

## REFUELLING

43. Whenever possible all vehicles should be refuelled at the nearest MOD establishment utilising the ERIC key system. If required Fuel cards can be signed out for refuelling vehicles at authorised petrol stations. When refuelling at petrol stations, premium fuel is not to be used, a receipt is to be obtained and any loyalty points are not to be requested. Whenever possible the Diesel Discount card should be used, locations can be found online. Under no circumstances are private vehicles to be refuelled using MoD fuel cards regardless that they may be being used for MOD business.

44. **Agency Card Procedure at a Service Station / Garage.** The agency card is to be produced by the driver at an agency service station for the purchase of specified fuels; no cash is involved in this transaction. Unless specific authority is given the card is not to be used at a service station other than that tied to the current MOD contractor supplying the agency card.

45. The service station or garage attendant is required to issue an agency receipt showing the VRN, amount drawn in litres, mileage and total cost of the fuel supplied. The driver, after checking accuracy of details, including the card serial number, is to sign the agency receipt. The 'customer' copy is to be retained.

46. Before leaving the service station the amount of fuel received and the agency receipt details are to be entered on the VUR / ATUD by the driver or convoy commander. Details on receipts can vary so the hierarchy to be used is as follows:

- a. Last 4 numbers of the Agency Card used in the refuelling transaction.

47. **Agency Cards Refused at the Service Station / Garage.** If a transaction is refused at the checkout, the service station may offer to telephone the contractor for manual authorisation. If this does not happen, the driver should request they do and a number of questions may be asked of the card holder to ensure authenticity prior to authorisation. Alternatively, the driver should request an, 'Intent to Pay' form which will give the unit 7 days to make arrangements for payment.

48. **Overcharging.** In the event that overcharging has occurred, the cashier should be asked to raise a manual credit voucher. This is a 3 part document and every service station that accepts the contractor's fuel card can do this. One copy is to be retained by the service station or garage, another copy will be sent to the contractor and the 3rd copy is to be retained by the driver. In the event that the service station or garage cannot supply this, the driver is to ask for proof in writing from the garage; a copy of which is to be sent to Defence Fuel Groups (DFG) along with a copy of the receipt and a letter describing the incident. DFG will liaise on behalf of the unit until the dispute is settled.

49. **Procedure on Return to Unit.** On return to DMS (W) the driver is to hand the agency card and agency receipt(s) to the unit agency card manager, who records the return of the agency card in the daily issue register. If the return to unit is outside normal working hours, the fuel agency card and all receipts are to be placed within the vehicle pack and pushed through the MT letter box.

50. The agency card manager is to check that the fuel issue details on the agency receipt agree with the entry recorded on the relevant work ticket. The supporting agency receipts are retained to support the MT Account.

51. **Use of Bio Fuels.** Bio Fuels are not manufactured to a standard acceptable to the MOD and should not be used.

## **M6 TOLL CARDS AND OTHER TOLLS**

52. **M6 Toll.** To obtain free passage at the M6 Toll Booths all MOD drivers must be in possession of a valid F/MT 1001 works tickets and a M6 Toll card.

53. On approaching the toll booths, the driver is to report to a manned booth (Little Orange Man above lane). The driver will be required to present the toll card and works ticket to the attendant.

54. At any time the operator may ask the driver to confirm the vehicle registration, name and address of the unit, and produce formal identification.

55. To exit the M6 Toll Road from the unmanned junctions at T3, T4, T5 (southbound) and T6, drivers should contact the M6 Control office by pushing the information button at the barrier and inform the control operator that the

vehicle is an MOD vehicle and therefore exempt. The operator will ask for the VRN, the name and address of "parent unit" MT section, and the serial number on the front of the M6 Toll Card.

56. Any driver who fails to satisfy the toll booth attendant on any of the above requirements will be subject to the following;
- a. Drivers not in possession of a valid F/MT 1001 should pay the fee and reclaim it later under normal T&S arrangements.
  - b. Drivers of private vehicles who are on an authorised journey should pay the tariff and reclaim it later under normal arrangements. Under no circumstances is the F/MT 1001 to be used for private vehicles.
  - c. Under clause 2.2 of the Concession Agreement between Midland Expressway Limited (MEL) and the Secretary of State for the Department of Transport dated 28 Feb 1992, MEL is entitled to receive Tolls from road users "in accordance with the relevant toll order".
  - d. "Toll" is defined as "tariffs to be applied to tolled traffic" and, as such, may be taken to include any applicable tariffs for late or non-payment (i.e. administration charges).
57. The statutory framework for the charging of tolls on the M6 Toll is set out in the following legislation:
- a. The Birmingham Northern Relief Road Toll Order 1998 (the "**BNRR Toll Order**");
  - b. The M6 Toll (Collection of Tolls) Regulations 2003 (the "**M6 Toll Regulations**"); and
  - c. The New Roads and Street Works Act 1991 (the "**NRSWA**").
58. The key sections of the NRSWA relating to refusal or failure to pay tolls are as follows:
- a. A person who without reasonable excuse refuses, or fails to pay, or who attempts to evade payment of, a toll which he is liable to pay by virtue of a toll order commits an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
  - b. Where there remains unpaid (i) a toll ... or (ii) a prescribed charge ... the person authorised to charge tolls may recover from the person liable the amount of the toll or charge together with a reasonable sum to cover administrative expenses.

59. MEL takes the non-payment of tolls very seriously and as a matter of policy will instigate legal proceedings for the recovery of the outstanding debt and administrative charges against M6 Toll Road users who refuse or fail to pay the toll charge(s) due.

60. Any reports of MOD employees failing to comply with these regulations will be referred to the Ministry Defence Police for investigation and appropriate action will be taken as necessary.

61. **Dartford Crossing, Humber Bridge and Severn Bridges.** With effect from 31 Oct 2009 these crossings are free to all MOD Vehicles on duty.

62. MOD fleet vehicles and "Spot Hire" vehicles, being driven on an authorised duty journey are exempt from payment of Road, Tunnel and Bridge Tolls. To claim the exemption, drivers must be in possession of a valid ATUD (F/MT 1001A). On arriving at the toll booth, the driver is to show the appropriate documentation to the 'toll booth operator' and confirm that the vehicle is in the exempt category for free passage under AFA 06. If requested, the driver is to let the 'toll booth operator' record the registration number of the vehicle and provide the name and address of the parent unit.

63. Denial of Free Passage. Where a driver presents documentation to a 'toll booth operator' but free passage is not provided, MOD personnel are not to enter into a debate with the 'toll booth operator' over exemption eligibility but should pay the fee, obtain a receipt and re-claim the charge through unit arrangements. Any such incidents are to be notified through the MTO and in turn to JSC SCM DMTP, SO2 legislation.

64. **Central London Congestion Charge Zone (CLCCZ).** Where ever possible the MT will endeavour to provide a white fleet pool car for travel into central London. The reason behind this is that these vehicles are pre-registered with Transport for London (TfL) and are exempt from the charge. Spot hire vehicles are not exempt from the charge.

65. MOD personnel's private vehicles are not exempt from the charge.

66. **Charges and Penalties.** It remains the driver's responsibility to ensure that the Congestion charge has been paid. If a chargeable vehicle enters the charging zone and the charge is not paid by 2200 hrs on that day or at the double rate by 2359 hrs, TfL will issue a Penalty Charge Notice (PCN). The driver is liable to pay the full PCN, as if it were a 'parking fine' or other motoring offence charge.

67. **Checking Exemption.** Transport units and individual drivers can check before entering the CLCCZ to confirm if the vehicle that they are driving is 'Chargeable' or 'Non-Chargeable' by going onto the TfL website and if the vehicle is 'Chargeable' they can pay at the same time. The website link is: <http://www.tfl.gov.uk/roadusers/congestioncharging/6743.aspx>.

- a. Click on the bottom tab 'Pay the Charge without registering' which takes you to the next screen where you should enter the VRN twice using capital letters with no spaces (once in each box).
- b. Click 'Next' and the next screen will advise that either:
  - (1) 'No vehicle details were found' which means that the vehicle is 'Non-Chargeable' and you can click 'Next' where you will be asked to confirm that the VRN is correct. Put a tick in the box and click 'Next' again. The next screen will state that 'No charge is payable' for VRN together with the date. This page may be printed before you exit proving that TfL are aware that the vehicle is 'Toll Free'.
  - (2) Confirmation of the vehicle 'Colour, Make and Model' will mean that the vehicle is chargeable and you should proceed to the 'Next' screen and pay the appropriate 'Toll Charge'. After payment you may print the screen as a 'Receipt of Charge Payment' for the T&S claim.
- c. Note that there is normally no charge for entering / driving within the zone at weekends, bank holidays and outside the daily charging period of 0700 – 1800 hrs.
- d. Drivers failing to pay the Congestion Charge at the correct time will be liable to pay any extra fines or administration charges incurred later. Only the normal daily charge fee at the pre-payment rate can be reclaimed through the normal MOD expenses procedure.
- e. In the event that a driver confirms that the vehicle is chargeable but has not got the means to pay the Toll Fee on the internet, they should pay before entering the CLCCZ by any of the following methods:
  - (1) Telephone 0845 900 1234.
  - (2) By direct purchase from an authorised vendor (approved retail and petrol station outlets in Greater London, plus Post Offices and Self Service machines in the charging zone).
  - (3) By post to TfL (in advance of the journey).

## **DRIVER HOURS**

68. Fatigue is a killer and taking appropriate breaks will help to reduce the risk of an accident. Although the MOD is exempt from the requirements of EU and UK Drivers' Hours legislation, it still needs to have a system to control the length of time an individual drives or takes adequate breaks. It does this by putting in place a range of schemes, dealing with the various groups of vehicles and type of work being conducted.



## Scheme A

- a. **Applicability.** Scheme A is based on the Working Time Regulations 1998 and EU vocational drivers' hours rules and shall apply to all drivers of MOD vehicles which are under 3.5 tonnes Maximum Authorised Mass (MAM) or those designed with 8 (or less) passenger seats Driver's hours records are not mandatory for occasional drivers under scheme A.
- b. **Application of Drivers' Hours.** The relevant duty times shown in Scheme A (Table 1) are the maximum permitted in a single week. Compensating reductions in subsequent weeks may therefore be required to comply with MOD Working Time Regulations (WTR). Individuals signing the WTR Opt-Out agreement must be made aware that such action would only apply to work related hours not driver's hours.

**Table 1: Scheme A**

Ser	Description	Time	Notes
1	<b>Max Daily Duty Period</b>	<b>13 hrs</b>	Duty time is a combination of driving time, other work and breaks. This may be extended to 15 hrs on no more than 3 times per week. See Note 1.
2	<b>Max Daily Driving Time</b>	<b>9 hrs</b>	Actual time 'behind the wheel'. This may be increased to 10 hrs on two occasions within a week. See Note 1.
3	<b>Max Continuous Driving Period</b>	<b>4.5 hrs</b>	It is recommended not to drive continuously for more than 2 hrs without a break. See Note 2.
4	<b>Min Break after 'Max Continuous Driving Period'</b>	<b>45 min</b>	A max continuous driving period must be followed by a break of at least 45 min. This may be split into two periods. The first period being at least 15 min and the second, which must be taken before, or at the end of, the continuous driving period, of at least 30 min.
5	<b>Min Daily Rest Period</b>	<b>11 hrs</b> (unbroken)	This may be reduced to 9 hours (unbroken) on no more than 3 times a week. Every effort must be made to take at least 8 hours sleep during this rest period. See Note 2.
6	<b>Min Weekly Rest Period</b>	<b>24 hrs</b> (unbroken)	Must be taken after no more than 6 consecutive duty periods following the last weekly rest period.
7	<b>Max Weekly Driving Time</b>	<b>56 hrs</b>	Total driving time between 2 weekly rest periods. It does not however, authorise any overtime requirement and is subject to the application of the MOD WTR and by any 'Opt-Out' agreements.
8	<b>Max Weekly Duty Time</b>	<b>84 hrs</b>	This Figure may exceed individual permitted contracted hours It does not however, authorise any overtime requirement and is subject to the application of the MOD WTR and any 'Opt-Out' agreements.
Notes:			
1. Care must be taken to ensure that weekly maximum driving or duty hours are not exceeded.			
2. See fatigue guidance contained in Group 3 to Part 2 of JSP 800 Vol 5.			

**Scheme B**

c. **Applicability.** This scheme is based on the EU Vocational Drivers' Hours Rules and applies to all drivers of MOD vehicles over 3.5 tonnes MAM or designed with more than 8 passenger seats (including AFVs and other combat vehicles). This scheme also applies to drivers of all MOD vehicles on exercise or on deployed operations not operating under EOS or Operational Schemes. Details of Scheme B are shown in the Table 2 below:

**Table 2: Scheme B**

<b>Ser</b>	<b>Description</b>	<b>Time</b>	<b>Notes</b>
1	<b>Max Daily Duty period</b>	<b>13 hrs</b>	This may be extended to 15 hrs on no more than 3 times per week (applied alongside serial 5). Duty time is a combination of driving time, other work and breaks.
2	<b>Max Daily Driving time</b>	<b>9 hrs</b>	This may be increased to 10 hrs on two occasions within a week.
3	<b>Max Continuous Driving period</b>	<b>4.5 hrs</b>	It is recommended not to drive continuously for more than 2 hrs.*
4	<b>Min Break after 'max continuous driving period'</b>	<b>45 min</b>	A max continuous driving period must be followed by a break of at least 45 min. This may be split into two periods. The first period being of at least 15 mins and the second, which must be taken before, or at the end of, the continuous driving period, must be of at least 30 min.
5	<b>Min Daily Rest period</b>	<b>11 hrs unbroken</b>	This may be reduced to 9 consecutive hours no more than 3 times per week. Every effort must be made to take at least 8 hours Sleep during this Rest period.
6	<b>Min Weekly Rest period</b>	<b>45 hrs</b>	Must be taken after no more than 6 successive periods of 24hrs following the last weekly rest period.
7	<b>Reduced Weekly Rest period</b>	<b>24 hrs</b>	Weekly rests can be reduced to 24 hrs. However, a 45-hr rest period is required in any two consecutive weeks.
8	<b>Max Weekly Driving time</b>	<b>56 hrs</b>	Total driving time between 2 weekly rest periods. It does not however, authorise any overtime requirement.
9	<b>Max Fortnightly driving time</b>	<b>90 hrs</b>	This figure may exceed individuals permitted contracted hours. It does not however, authorise any overtime requirement.
* See fatigue guidance contained in Group 3 to Part 2 of JSP 800 Vol 5			

- d. These definitions are used within the regulations:
- 1) Driver - Any person who has to drive to carry out their duty.
  - 2) Vehicle - Any vehicle owned or on hire to the MOD.
  - 3) Driving Time - Time spent at the wheel of a vehicle with the engine running.
  - 4) Break - Time spent on a break away from the vehicle.
  - 5) Rest - Time in which the driver can freely dispose of his time.
  - 6) Duty - Time in which the driver of the vehicle is not at the wheel of the vehicle, but is carrying out some other task.
- e. **Exceeding Driving Hours in Unforeseen Circumstances.** In cases where drivers have experienced long delays, or have been unable to reach a suitable stopping place, they may exceed their driving period in order to find a suitable rest area. In such circumstances drivers must:
- 1) Ensure they are fit to continue driving.
  - 2) Assess the situation and take the most direct route to the next available rest area.
  - 3) Ensure that adequate rest iaw the relevant driver's hours scheme is taken prior to commencing their journey.
- f. **Emergency Life Saving Situations.** MOD personnel that are driving in a case where the safety and life of personnel may be endangered may exceed NOS until the immediate danger / emergency has passed. The driver must take all reasonable steps to ensure maximum safety is considered.

## **COSHH**

69. All personnel involved in the handling of COSHH are to ensure that they have read and complied with the relevant Safety Data Sheet and that they are wearing the correct PPE. All processes are to be recorded on the relevant COSHH form. All COSHH is to be stored in accordance with the Unit H&S procedures.

## **STANDING DETAILS**

70. The following are authorised Standing Details:
- a. Journeys completed by the QM/CSA/CAA's in order to complete their daily administration tasks.

- b. Journeys completed between Detachment locations to transport ACF personnel to and from Detachment level events.

## MT Organisation and Structure

71. The M.T. appointments are:

Appointment	Responsible	Remarks
Unit Transport Manager	MTWO	
Unit Licencing Officer	MTWO	
Road Safety Advisor	MTWO	
Driving Permits Officer	MTWO	
Accident Procedures Manager	MTWO	

72. **Use of Private Vehicles for MOD Business.** Private cars are normally only authorised for use on MOD business if an MOD vehicle is not available and it is the most cost-effective option of travel. The financial regulations detailing the use of private vehicles are detailed in JSP 7521 and for the Civil Service the appropriate Policy, Rules and Guidance.

- a. **Legal Requirements.** Where an individual chooses to use their own vehicle for MOD business that individual must demonstrate that the vehicle they intend to use is taxed, MoT'd, is fit for purpose and that they hold appropriate insurance.
- b. **Insurance Cover.** MOD personnel using their own vehicle on MOD business shall have occasional business use insurance for the vehicle. In most instances this will involve the inclusion of business cover onto the insurance policy which may be at additional personal cost. Policies for social, domestic and pleasure use tend only to permit work-related travel to the normal place of work i.e. they do not always cover travelling to meetings etc. In addition, claims for damages or injuries remains a personal responsibility. Personnel who do not have business insurance may not claim MMA for duty travel - see JSP 7522.
- c. **Pre-Certification Procedure.** Prior to authorising the use of a private vehicle on MOD business, the line manager shall ensure that Part 3 (Task Rejection) of an F/MT 10003 has been completed to confirm the non-availability of an MOD vehicle and that an F/MT 102 has been completed by the vehicle owner. Line managers are required, under a duty of care, to take reasonable steps to ensure that the vehicle is appropriate for the task i.e. fit for the purpose, and that the driver and vehicle comply with current licensing and road transport legislation. A copy of relevant vehicle and driver documentation may have to be provided to support any claim made for use of a private vehicle through JPA/HMRS.

- d. **Retention of Documentation.** The F/MT 102 is to be retained on file for 24 months from the date of last entry for future reference and audit.
- e. **Annual Recertification.** Individuals shall re-sign the F/MT 102 on an annual basis and inform line management of any changes.
- f. **MT Forms:** F/MT 102: Certificate for Use of Private Vehicles for Duty Purposes.