

ALL ENTRIES ARE TO BE MADE IN BLOCK CAPITALS

FMT 1 001 A (Manual) Mar 01

[illegible]

* Delete inappropriate distance measurement

Sheet No. 1 of 1

JSP 341 Ch 1 1 (Rev 2005)

7 Authorised Drivers (Must be completed on change of driver)

[illegible]

Note 1 The driver, by signing, confirms awareness of his/her duties as laid down in Standing Orders for Drivers

8. Authorised Passengers

Date	Name of Passenger	Authorising Signature	Date	Name of Passenger	Authorising Signature

9. Record of Fuel Drawn / Withdrawn

[illegible]

Note 2: Agency Card – insert Receipt Serial Number

Fuel Point – insert UIN of fuel point

Fuel tank is to be refilled at end of period

10. Fuel Utilization (to be completed by MT staff at the end of each period)

Last odometer Reading (A)					Fuel in Tank at start of period plus total fuel drawn (D)		Total unused fuel (G) (E+F= G)
Initial odometer reading (B)					Total fuel withdrawn (E)		Total fuel used (H) (D-G =H)
Distance travelled (C)					Fuel in tank at end of period (F)		Average fuel consumption During the period (C ÷H)
Calculation carried out by					Name		Signature

MOD VEHICLE - INITIAL ACCIDENT REPORT FORM

THIS FORM IS INADMISSIBLE AS EVIDENCE IN ANY DISCIPLINARY PROCEEDINGS


FMT 3
(Revised 10/01)

Date of Accident	<input type="text"/>	Authorised Driver	Yes <input type="checkbox"/> No <input type="checkbox"/>	MOD Vehicle Registration No	<input type="text"/>
Time of Accident	<input type="text"/>	Authorised Journey	Yes <input type="checkbox"/> No <input type="checkbox"/>	MOD Vehicle Description	<input type="text"/>
Vehicle Holders UIN	<input type="text"/>	Authorised Route	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Vehicle MOD Owned	<input type="checkbox"/> Leased <input type="checkbox"/> Hired <input type="checkbox"/>
Unit Title/Address	<input type="text"/>		Place of Accident	<input type="text"/>	
Unit Telephone No	<input type="text"/>		Country	<input type="text"/>	
Drivers Rank	<input type="text"/>		Exercise/Operation Name	<input type="text"/>	
Drivers Name	<input type="text"/>		Did the Accident Occur on MOD Property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Service / Staff No	<input type="text"/>		Details of Damage to MOD Vehicle		
Drivers UIN	<input type="text"/>	if different from vehicle holders UIN			

Details of Injured Persons	Fatal	Serious	Slight	Age
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Other Vehicle / Object Details	Drivers Name and Address	Owners Name and Address if different from drivers details
Make:		
Registration:		
Insurance Company:		
Policy No (if known):		

Details of Damage to Other Vehicle / Object

Drivers Summary of Events						
Rank	<input type="text"/>	Date	<input type="text"/>	 See JSP 341, Chap 12, Annex B, Para 15	Signature	<input type="text"/>
Name	<input type="text"/>					

Comments by UAPM					
Rank	<input type="text"/>	Post	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>				

MOD VEHICLE - ACCIDENT REPORT FORM AT SCENE DETAILS

THIS FORM IS INADMISSIBLE AS EVIDENCE IN ANY DISCIPLINARY PROCEEDINGS

F MT 3-2
(Revised 10/01)


B	Date of Accident:	Place of Accident	Policeman at Scene:
	<input type="text"/>	County: <input type="text"/>	Civil <input type="checkbox"/> Military <input type="checkbox"/>
	<input type="text"/>	Country: <input type="text"/>	No./Rank: <input type="text"/>
	Time of Accident	Ex/Op Name: <input type="text"/>	Name: <input type="text"/>
	<input type="text"/> hrs	Map Sheet: <input type="text"/>	Station/Unit: <input type="text"/>
	Grid Ref.: <input type="text"/>	Force: <input type="text"/>	Contact
		Tel No.: <input type="text"/>	

C	Names of Witnesses	Address of Witness	Tel No:	Position at Accident
				in MOD vehicle <input type="checkbox"/> in other vehicle <input type="checkbox"/> Elsewhere <input type="checkbox"/>
				in MOD vehicle <input type="checkbox"/> in other vehicle <input type="checkbox"/> Elsewhere <input type="checkbox"/>

D	Details of Injured Persons	Nos Injured: MOD <input type="checkbox"/> Fatal <input type="checkbox"/> Serious <input type="checkbox"/> Slight <input type="checkbox"/>	Details of additional injured personnel are to be entered onto a separate sheet.	
		Nos Injured: Civilian <input type="checkbox"/> Fatal <input type="checkbox"/> Serious <input type="checkbox"/> Slight <input type="checkbox"/>		
	Names	Address	Age	Injury
				Slight <input type="checkbox"/> Serious <input type="checkbox"/> Fatal <input type="checkbox"/>
	Type of Injury	Head <input type="checkbox"/> Back/Neck <input type="checkbox"/> Chest <input type="checkbox"/> Arm <input type="checkbox"/> Leg <input type="checkbox"/> Abdomen <input type="checkbox"/>	Hospital <input type="checkbox"/>	Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Elsewhere <input type="checkbox"/>
				Slight <input type="checkbox"/> Serious <input type="checkbox"/> Fatal <input type="checkbox"/>
	Type of Injury	Head <input type="checkbox"/> Back/Neck <input type="checkbox"/> Chest <input type="checkbox"/> Arm <input type="checkbox"/> Leg <input type="checkbox"/> Abdomen <input type="checkbox"/>	Hospital <input type="checkbox"/>	Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Elsewhere <input type="checkbox"/>
				Slight <input type="checkbox"/> Serious <input type="checkbox"/> Fatal <input type="checkbox"/>

E	Other Vehicle / Object Details	Moving Vehicle <input type="checkbox"/> Stationary Object/Property <input type="checkbox"/> Pedestrian <input type="checkbox"/> Aircraft <input type="checkbox"/> Not Known <input type="checkbox"/>
	Is there civil interest	Yes <input type="checkbox"/> No <input type="checkbox"/> Stationary Vehicle <input type="checkbox"/> Motorcycle/Bicycle <input type="checkbox"/> Animal <input type="checkbox"/> Trailer <input type="checkbox"/> Other <input type="checkbox"/>

F	Copy from Road fund licence	Drivers Name & Address	Owners Name & Address
	Make <input type="text"/>	<input type="text"/>	<input type="text"/>
	Registration <input type="text"/>	<input type="text"/>	<input type="text"/>
	Insurance Company <input type="text"/>	<input type="text"/>	<input type="text"/>
	Policy No. (if known) <input type="text"/>	Tel No. <input type="text"/>	Tel No. <input type="text"/>

G	Point of Impact (indicate by an arrow)	Nature of Damage (in fullest detail - noting any previous damage)
		<input type="text"/>

H	Signals Made By:	To Show:	Lights:	Brake Lights:
	Hand <input type="checkbox"/> Horn <input type="checkbox"/> Indicator <input type="checkbox"/> Nil <input type="checkbox"/>	Turning Left <input type="checkbox"/> Turning Right <input type="checkbox"/> Slowing or stopping <input type="checkbox"/> Overtaking <input type="checkbox"/> Hazard <input type="checkbox"/>	Nil <input type="checkbox"/> Tail & Side <input type="checkbox"/> Dipped Headlight <input type="checkbox"/> Main Beam <input type="checkbox"/> Fog <input type="checkbox"/> Convoy <input type="checkbox"/>	On <input type="checkbox"/> Off <input type="checkbox"/>

I	Seat Belts:	Fitted	Worn	Not Worn	Not Fitted	Casualty
	Front Driver <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Front Passenger <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rear No <input type="checkbox"/>	Passenger <input type="checkbox"/> No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

MOD VEHICLE/DRIVER DETAILS	MOD Vehicle Details	VRN <input type="text"/>
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M	Road Configuration	Weather	Road Surface	Street Lights
	Straight Road <input type="checkbox"/> Bend <input type="checkbox"/> Junction <input type="checkbox"/> Cross Roads <input type="checkbox"/> Roundabout <input type="checkbox"/>	Road Narrows <input type="checkbox"/> Parking Area <input type="checkbox"/> Cross Country <input type="checkbox"/> Airfield <input type="checkbox"/> Docks Area <input type="checkbox"/>	Clear <input type="checkbox"/> Fog/Smoke <input type="checkbox"/> Rain/Hail <input type="checkbox"/> Snow/Sleet <input type="checkbox"/> Strong Wind <input type="checkbox"/> Other <input type="checkbox"/>	Concrete <input type="checkbox"/> Tarmac <input type="checkbox"/> Cobbles/Setts/ Wood Blocks <input type="checkbox"/> Earth/Gravel <input type="checkbox"/>
	Traffic	Road Conditions	Gradient	Period of Day
	None <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Dense <input type="checkbox"/>	Dry <input type="checkbox"/> Wet <input type="checkbox"/> Icy <input type="checkbox"/> Muddy <input type="checkbox"/>	Level <input type="checkbox"/> MOD Vehicle facing uphill <input type="checkbox"/> MOD Vehicle facing downhill <input type="checkbox"/>	Dawn <input type="checkbox"/> Daylight <input type="checkbox"/> Dusk <input type="checkbox"/> Night <input type="checkbox"/>
			Type of Carriageway	
			One Way Street <input type="checkbox"/> Two Way Street <input type="checkbox"/> Dual Carriageway <input type="checkbox"/> Motorway <input type="checkbox"/>	

MOD VEHICLE - ACCIDENT REPORTING PROCEDURES GUIDE**Accident Type:**

To be entered at Part V of the F/MT 3-1, use both a letter prefix and analysis code no.

Prefix:

- R - RTA (as defined in JSP 341 Pt IV Chapter 12.005).
- M - Accident involves more than 1 MOD vehicle.
- S - Vehicle skids prior to accident.
- A - An alleged accident (3rd Party blaming MOD).
- F - Accident caused by equipment failure.
- E - Accident involving MOD Horse (Equine).
- C - Vehicle under command.

Analysis:

- 01 - Head on Collision.
- 02 - Glancing Collision, other vehicle heading same way.
- 03 - Glancing Collision, vehicles heading opposite ways.
- 04 - Glancing Collision, while turning right.
- 05 - Glancing Collision, while turning left.
- 06 - Right angle collision with other vehicle on left.
- 07 - Right angle collision with other vehicle on right.
- 08 - Hit other vehicle in rear, travelling in same direction.
- 09 - Hit in rear by other vehicle, travelling in same direction.
- 10 - Reversed into other vehicle in traffic.
- 11 - Other vehicle reversing.
- 12 - Going forward hit static object/parked vehicle.
- 13 - Reversing hit static object/parked vehicle.
- 14 - Parked and hit by another vehicle.
- 15 - Parked and rolled away.
- 16 - Ran off road without overturning.
- 17 - Overturned (without first colliding).
- 18 - Part of vehicle came off.
- 19 - Part of load fell off.
- 20 - Vehicle or load fire.
- 21 - Hit by flying/falling object.
- 22 - Hit pedal cyclist.
- 23 - Hit a pedestrian.
- 24 - Hit an animal.
- 25 - Trailer became detached.
- 26 - Trailer jack-knifed.
- 27 - Collided with aircraft.
- 28 - Damaged in unknown circumstances.
- 29 - Other type of accident.
- 30 - Individual fell from vehicle.

MOD Vehicle Types. Enter at Part K of the F/MT 3-1.

A	TUL/TUM	N	Plant Vehicles
B	TUM (HD)	O	Misc Trials Vehicles
C	TUH (1 ton)	P	Fire Fighting Vehicles
D	4 Tonne	Q	Lt A Tptr/Low Loader
E	8 Tonne	R	Tk Tptr/HET
F	14 Tonne	S	Motorcycle
G	Other Cargo Vehicle	T	BV 206
H	DROPS MMLC	U	Wheeled A Vehicle
I	Ambulance	V	Car
J	DROPS IMMLC	W	Motor Coach
K	Recovery Vehicle	X	Minibus
L	TTF	Y	Vans
M	Tracked	Z	Other/Specialist Veh

Regt/Corps Codes. Enter at Part S (F/MT 3-1 & 3-3).

01	RN	08		15	AAC	22
02	RM	09	RAMC	16		23
03	RAC	10		17	Civilian	24
04	RA	11	REME	18	RAF	25
05	RE	12	RMP	19	Other	26
06	R Signals	13	INT	20	RLC	27
07	INF	14		21	AGC	28

Country Codes. Enter at Part O (F/MT 3-1 & 3-2).

01	Belguim	08	Germany	15	USA	22
02	Belize	09	Gibraltar	16	Other	23
03		10	Great Britain	17		24
04	Canada	11	Holland	18		25
05	Cyprus	12		19	Balkans	26
06	Denmark	13	N Ireland	20	BFFI	27
07	France	14	Norway	21	Poland	28

FOR UK ACCIDENTS ONLY. (All commands are to reproduce a local equivalent.)

All correspondence concerning this accident should include all the particulars set out on the other side of this slip and must be addressed to:

AXA Corporate Solutions Ltd, London Market, PO Box 43, Civic Drive, IPSWICH, Suffolk, IP1 2LG.

In the case of persons sustaining injury full particulars should be included.

In the case of vehicle damage the following information is required:

The name and address of your Insurance Company

The Policy Number

Details of Cover held. (Third Party, Fully Comprehensive etc).

The amount of excess (if any).

MOD VEHICLE - ACCIDENT REPORTING PROCEDURES GUIDE**Instructions** – if you are involved in an accident.

Ensure that there is no risk of fire, explosion and that other dangers are minimised, inform the Police, Fire and Ambulance Services as required. Take steps to warn other traffic and administer first aid. If there are injured persons do not move any vehicle until the Police have given clearance. Inform your unit of the accident and contact the vehicle recovery service if necessary.

DO NOT admit liability or discuss the question of blame with anyone.

DO NOT become aggressive, try to keep calm and be polite.

If your accident has resulted in an injury to any other person, vehicle, animal or property, you must stop and give your details to any person having reasonable grounds for requiring them. You are to do this using the tear off strip at the base of this document. If you are unable to do so you must report the accident and produce the tear off slip to a police station, as soon as reasonably practicable, and in any case within 24 hrs. A record of who the tear off slip was given to must be recorded on the F/MT 3-2 in the space provided.

Complete the remainder of the F/MT 3-2 in full before leaving the scene of the accident, including the sketch map. Immediately on return to your unit transfer the details from the F/MT 3-2 onto the F/MT 3-1 and complete the remainder of the form as necessary.

The F/MT 3-1 must be forwarded to the appropriate authorities, as shown, within 5 days.

NOTES:

All Road Traffic Accidents (RTA) are to be reported, regardless of damage caused, to the MOD's Claim Handlers/Area Claims Office and the IMPACT Data Cell within 5 days. Immediate notice must be sent to the MOD's Claim Handlers/Area Claims Office, copied to the IMPACT Data Cell of every RTA which results in a fatality, police proceeding or inquest.

There are eight forms in the F/MT 3 series that are used in MOD traffic accident reporting and post accident administrative procedures. These are:

F/MT 3 MOD Vehicle - Initial Accident Report Form.

F/MT 3-1 MOD Vehicle - Accident Report Form. Completed by the unit/establishment.

F/MT 3-2 MOD Vehicle - Accident Report Form at Scene Details. Prepared by the driver at the scene of the accident. Used to provide the necessary information for completion of the F/MT 3-1.

F/MT 3-3 MOD Vehicle - Accident Procedures Guide. Used in compilation of F/MT 3-2. Contains the tear off slip.

F/MT 3-4 MOD Vehicle - Incident Report Form. Completed by the unit/establishment.

F/MT 3 A Report on Post Accident Procedures. Generated by IMPACT Data Cell.

F/MT 3 B Quarterly Return of Vehicle Mileage. Generated by IMPACT Data Cell.

F/MT 928 Unit Accident Register. (May be recorded using an electronic data base.)

See also JSP 341, Chap 12, Annex B, Para 15.

DETAILS OF ACCIDENT

Date Time

Location

DETAILS OF MOD DRIVER





Service/Staff No. Rank/Status Name Initials

Vehicle Registration No. Unit Contact Tel No.

MOD VEHICLE - INCIDENT REPORT FORM

THIS FORM IS INADMISSIBLE AS EVIDENCE IN ANY DISCIPLINARY PROCEEDINGS

FMT 3-4
(Revised 10/04)

Date of Incident	<input type="text"/>	Authorised Driver Yes <input type="checkbox"/> No <input type="checkbox"/>	Vehicle Registration No
Time of Incident	<input type="text"/>	Authorised Journey Yes <input type="checkbox"/> No <input type="checkbox"/>	MOD Vehicle Type
Drivers UIN	<input type="text"/>	Authorised Route Yes <input type="checkbox"/> No <input type="checkbox"/>	Vehicle Asset Code No
Vehicle UIN	<input type="text"/>	Reporting UIN	
Unit Title/Address	<input type="text"/>		
Unit Telephone No	<input type="text"/>		
File Reference No	<input type="text"/>		
Dist / Cmd / Theatre	<input type="text"/>		
Regt / Corp / Service	<input type="text"/>		
Drivers Rank	<input type="text"/>		
Drivers Name	<input type="text"/>		
Service / Staff No	<input type="text"/>		
Drivers Age (years only)	<input type="text"/>		
Place of Incident		<input type="text"/>	
Country		<input type="text"/>	
Exercise/Operation Name		<input type="text"/>	
Indicate by arrow point of impact		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> MOD Owned <input type="checkbox"/> Hired <input type="checkbox"/> Leased </div> <div style="text-align: center;">     </div> </div>	
Drivers Position LH <input type="checkbox"/> RH <input type="checkbox"/> Centre <input type="checkbox"/> Other <input type="checkbox"/>		Details of Damage	

Other MOD Vehicle / Object Details

Driving Experience	Years	Months
MOD	<input type="text"/>	<input type="text"/>
Civilian	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Has driver ever received Advanced / Defensive Driver Training? Yes ☐ No ☐

Did the driver receive familiarisation training on the vehicle type prior to driving the vehicle? Yes ☐ No ☐

Did the Incident Occur on MOD Property? Yes ☐ No ☐

Driver Category	
Navy / Army Primary Trade <input type="checkbox"/> Secondary Trade <input type="checkbox"/> User Driver <input type="checkbox"/> Self Driver <input type="checkbox"/> Other <input type="checkbox"/> Contractor <input type="checkbox"/>	RAF A Class <input type="checkbox"/> Tradesman <input type="checkbox"/> B Class <input type="checkbox"/> C Class <input type="checkbox"/> Other <input type="checkbox"/> Civilian <input type="checkbox"/>

No of Accidents / Incidents in the last 2 years	DNTB	DTB	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Driving before Incident	HRS	MINS	MILES
Total for Day of Incident	<input type="text"/>	<input type="text"/>	<input type="text"/>
Since Last Rest of 15 Mins	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total on Duty Since Last Sleep of 8 Hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Training	A	B	BE	C1	C1E	C	CE	D1	D1E	D	DE	G	H
Service School:Service/MOD Inst	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service School:Contracted Inst	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Unit:Contracted Inst	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Privately Acquired	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Was Driver undergoing Instruction/Test

No ☐

Driving Test ☐

Familiarisation Training ☐

Specialist/Trade Training ☐


MC CBT Training ☐

MC CBT Element E ☐

Provisional Driver Training ☐

Sketch of Scene of Incident

Incident Summary by Driver

Rank	<input type="text"/>	Date	<input type="text"/>	 See JSP 341, Chap 12, Annex B, Para 15	Signature	<input type="text"/>
Name	<input type="text"/>					

Comments by MTO

Rank	<input type="text"/>	Name	<input type="text"/>	Signature	<input type="text"/>
Post	<input type="text"/>	Date	<input type="text"/>		
Type of Incident. See Accident Type on F/MT3-3.	<input type="text"/>	Precipitating Factor See JSP 341 Chapter 12 Annex H.	<input type="text"/>	Contributory Factor. See JSP 341 Chapter 12 Annex H.	<input type="text"/>
Was a certificate of waiver from normal operating standards in place for this vehicle at the time of this incident (JSP 341, Chapter 9, Annex C). Yes <input type="checkbox"/> No <input type="checkbox"/> BER Yes <input type="checkbox"/> No <input type="checkbox"/>					
Estimated Costs of Repairs					£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Distribution: Copy to: IMPACT Data Cell (IDC) / Higher Authority / Unit Copy

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.

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. 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 and seat belts are worn by children.
 - h. **Load.** Ensure that the vehicle is not overloaded and that the load is correctly distributed and secured

¹ Highway Code Revised 1999

- i. **Traffic Accidents.** Stop 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

YOUR FITNESS TO DRIVE

3. **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 drive for more than 9 hours in a day, or be on duty for more than 11 hours in a day, unless this has been authorised by your Commanding Officer. 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.

4. **Driving When Tired.** 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.** To further minimise the risk of an accident:

- a. Do not undertake long journeys (i.e. of more than an hour) if you feel tired.
- b. Avoid undertaking long journeys between 14.00 to 16.00 hours and between 23.59 to 06.00 hours when your natural alertness is at its lowest.
- c. Plan your journey to take sufficient breaks. A minimum break of 15 minutes every 2 hours is recommended. When the vehicle is stationary, you are to take fresh air and exercise.
- d. Keep the vehicle well ventilated and not over warm.
- e. If accompanied by passengers tell them to assist you in keeping awake by maintaining conversation. If you are alone switch on the radio and play music but not so loudly as to drown out normal road sounds such as the horn.
- f. If you have a short way to go (i.e. less than one hour), you may obtain temporary relief by first drinking 2 cups of strong coffee (not decaffeinated) then by taking a short nap of 10 – 15 minutes.

5. **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. You are not to carry any alcoholic drink on your vehicle except as part of an authorised load.

6. **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.

7. **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.

8. **Long Term Illness.** 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 from the DVLA Enquiries Section (Tel No 01792 772151).

DOCUMENTS TO BE CARRIED WHEN DRIVING SERVICE VEHICLES

9. **Driving Licence and MT Driver's Permit.** You are to be in possession of your EU pattern driving licence (and MT Driver's Permit when issued) when driving a service vehicle. 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 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 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 of 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, you are to ensure that they either wear adult seat belts (ages 12 and 13 or younger child over 1.5 m in height) or, if under the age of 12 or 1.5 m in height, sit in an approved and serviceable child restraint (child seat, booster cushion etc) appropriate to the children weight and size.

15. **Smoking in Vehicles.** You are not to smoke whilst driving. Smoking by passengers is to be discouraged. Smoking is strictly prohibited when :

- a. The vehicle is carrying a dangerous cargo, e.g. petrol, empty petrol cans, ammunition or flammable stores
- b. There is a risk of fire present from a previous load, i.e. petrol vapour.
- c. The vehicle 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. Contact lens wearers are also to carry a spare pair of lenses or spectacles.

17. **Use of Personal Earphones/Headphones.** The wearing of personal audio system headphones whilst driving 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 whilst driving, refuelling or within 4.25m of a refuelling point.

19. **Passengers.**

- a. Pillion passengers are not to be carried on motorcycles.
- b. You are forbidden to carry unauthorised passengers in other 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.

VEHICLE SAFETY

20. **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.

21. **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 action detailed below.

a. **"Before Use" Checks.** 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 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 28 below.

(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.

(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.

(11) **Odometer/Speedometer.** Check that the odometer reading corresponds with that recorded on the Driver's 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.

(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” Checks.** “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” 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. Defects are to be reported to line management or to the hire company representative as appropriate.

22. **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.

23. **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 a-d 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 metres) 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.

24. **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.

25. **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 used 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.

26. **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 DETR, 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

27. **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 in 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.

28. **Changing Tyres.** Where wheel changes are carried out on the roadside, or elsewhere, and the appropriate torque spanners are **not** available, you are to check that the wheel nuts are tight, using the wheel brace of the vehicle. You are then to stop after 30 minutes and ensure that the nuts remain tight. You are then to ensure, at the earliest opportunity, that the wheel nuts are tightened, using a torque wrench, in accordance with the vehicle handbook. If you have any doubts, you must seek advice from the vehicle maintenance section / MT Workshop.

ACTION FOLLOWING A ROAD TRAFFIC ACCIDENT (RTA)

29. **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 or explosive nature), your first priority is to ensure that any risk of fire, explosion or other danger is minimised and that the fire and police authorities are warned.
- 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 then to contact the recovery agency shown in your instructions.
- c. You are to summon police assistance where there is injury to persons, 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.
- 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 petrol or where inflammable or explosive cargo is involved.
- f. You are to take any fire fighting equipment with you when you leave the vehicle in order that you may use it should a fire break out.

30. **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 ground 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.

31. **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.

32. **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.

33. **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.

34. **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.

35. **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.

35. **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

36. 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.
- (8) Report any excessive exhaust emissions observed whilst driving.

VEHICLE FAULT REPORT**Part 1 – Report By Driver**

VRN

Odometer Reading

Unit Title

Issuing Unit UIN

Location of Fault(s) (Tick appropriate box(es))

Steering	<input type="checkbox"/>	Brakes	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Wheels/ Tyres	<input type="checkbox"/>
Fuel / oil leaks	<input type="checkbox"/>	Lights / reflectors	<input type="checkbox"/>	Chassis / Cab / Body	<input type="checkbox"/>	Engine	<input type="checkbox"/>
Electrics	<input type="checkbox"/>	Transmission	<input type="checkbox"/>	Clutch	<input type="checkbox"/>	Cooling System	<input type="checkbox"/>
Ancillary Equipment	<input type="checkbox"/>	Other (specify) <input type="text"/>					

Symptoms of Fault(s)

Continued on reverse (NO / YES)

Reported By

Name	<input type="text"/>
Signature	<input type="text"/>

Date and Time	<input type="text"/>
Contact Tel No	<input type="text"/>

Part 2 – Subsequent Action By MT Staff**Sentence** (Tick appropriate box)Serviceable ☐Fault Rectified ☐Carried fault
(To be repaired at
next Scheduled
Servicing)☐Unserviceable
(To be repaired
immediately)☐**Referred to Repair organisation** (D 412A / AFG 1045 / AFA 1084A No)**Action taken by:**

Name	<input type="text"/>
Signature	<input type="text"/>
Appointment	<input type="text"/>

Date and Time	<input type="text"/>
Contact Tel No	<input type="text"/>
Unit Ref No	<input type="text"/>

Nature of Fault and action taken to repair (to be inserted once repair has been completed)

--

Symptoms of Faults (Continued)

[illegible]

TRAFFIC ACCIDENT STATEMENT FORM

No: Rank: Surname:

DoB: Christian Name: Corps:

Statement:

Sir, at Hrs on, I was travelling/driving on an
authorised journey in VRN from
to

(Enter description of events below)

This statement is true to the best of my knowledge.

Signature

Date

Driver's Detail: No: _____ Rank / Title: _____ Name: _____

Unit: _____

To be completed at the start of a Duty period by all Reserve Forces Personnel who may drive any MOD vehicle

1. Are you a vocational driver (i.e. you drive either a Goods Vehicle over 3.5 tonnes or a Passenger Carrying Vehicle) as part of your Civilian occupation (Yes/No): (if "Yes" go to question 2 - if "No" go to question 3).
2. If you answered "Yes" to question 1, you must now declare
 - a. Number of hours driven during the previous 14 days (max permitted is 90 hours) _____
 - b. Number of hours driven during the previous 7 days (max permitted is 56 hours) _____
 - c. Date and time that you will re-commence your civilian vocational driving. _____
3.
 - a. Number of hours driven from home to place of Duty _____
 - b. Date and time that you will re-commence your civilian employment. _____
4. Declare any reason why you may not be fit for driving duties (e.g. illness, fatigue, ect) _____

Signed _____ Date _____ OCs Signature _____ Date _____

FALSIFICATION OF THIS DECLARATION COULD LEAVE YOU LIABLE TO DISCIPLINARY ACTION OR PROSECUTION

This form covers the following period:

Start:

Date: _____ Time _____

Finish:

Date: _____ Time _____

DUTY PERIOD DRIVING AND WORK RECORD

Day on which duty commenced	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty	Driver's Signature
(a)	(d)	(e)	(f)	(g)	(h)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Certification by Officer Commanding: I have examined the entries on this form and certify that, to the best of my knowledge, they are correct.

Signature: _____ Name: _____ Appointment: _____ Date: _____

ONE COPY OF THIS FORM IS TO BE HANDED TO THE DRIVER AND THE OTHER RETAINED BY THE UNIT OR CENTRAL ADMIN OFFICE FOR 12 MONTHS.

EMPLOYERS OF RESERVE FORCES PERSONNEL SHOULD NOTE THAT DRIVING DUTIES UNDERTAKEN WHILST SERVING WITH THE ARMED FORCES DO NOT COUNT TOWARDS "DRIVERS HOURS" UNDER EU/UK REGULATIONS

9C3-1

DRIVERS EAT AND SLEEP RECORD

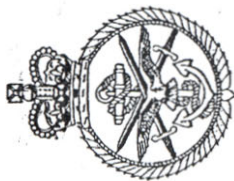
Day	Hours (2)																								Meals (3)		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	B	L	D
Monday																											
Tuesday																											
Wednesday																											
Thursday																											
Friday																											
Saturday																											
Sunday																											

Activity Codes: D = Driving W = Waiting in Cab S = Sleep G = Guard/Sentry E = Eating O = Other

Instructions to Drivers:

- You are to ensure that the record sheet is completed accurately during your duty.
- You are to enter the appropriate activity code letter for each hour of every day and, on the completion of the days duties you are to complete Part 1 overleaf.
- For military personnel. You are to obtain the initials of an NCO for each meal taken in any location during exercise periods.
- You are to retain the current and preceding weeks Record Sheets with you at all times whilst on driving duties.
- The Record Sheet is to be checked and signed by your Line Manager (TCO, MTO, Tp Comd, TCWO, MT Foreman).
- Record Sheets are to be retained by your Line Manager.

DRIVER'S FATIGUE



AIDE MEMOIRE

Annex J to Ch 9 JSP 341 2001 Revise (AL1 11/02)

NORMAL OPERATING STANDARDS

	TIME
Maximum unbroken driving period	4½ hrs
Maximum daily driving time	9 hrs
Maximum daily driving time on 2 occasions per week	10 hrs
Minimum break after 4½ hrs driving or breaks of at least 15 minutes, within or immediately after 4½ hrs driving, that together total not less than	45 Mins
maximum daily duty period (except duty drivers)	12 Hrs
Daily rest periods (including one uninterrupted period of at least 8 hours)	11 hrs
Maximum driving hours per week	56 hrs
Weekly rest period.	45 hrs
Maximum driving hours per fortnight	90 hrs

Up to 30% of crashes on high speed roads are caused by drivers falling asleep at the wheel. If you feel tired **STOP!**

There is no excuse for falling asleep while driving. If you feel drowsy, start to rub your eyes, sing loudly to aid your concentration, fidget in your seat, scratch your head continuously, yawn uncontrollably, or can't remember the last few seconds of your journey...you are getting tired and you must **STOP!**

It is not usual to fall asleep instantly, it is a gradual build up. You are always aware that you are becoming sleepy. Do not ignore it! You must pull over in a safe place as soon as possible.

Remember: Drugs (including some medicines) and alcohol greatly reduce your ability to stay awake.

It is impossible to force yourself to stay awake – **DO NOT TRY!**

TAKE REGULAR BREAKS FROM DRIVING

DESCRIPTION	EXERCISE	OOTW	COMMENTS
Maximum unbroken driving period	4½ hrs	4½ hrs	To be reduced when cumulative sleep loss is a factor.
Maximum total daily driving time	12 hrs	16 hrs	
Minimum daily unbroken sleep	6 hrs	4 hrs	
Weekly Rest Period	24 hrs	24 hrs	Cumulative sleep loss can seriously affect concentration and judgement. A weekly rest period must be taken.

(The above times will not apply when a CO's Waiver is in force)

Plan your journey to include a break of at least 15 minutes every 2 hours and a break of 45 minutes every 4½ hours.

The best solution is not to continue your journey until you have had proper rest.

Commanders must not expect you to drive when tired... But you must let them know if you are tired.

If you have a short way to go you may get temporary relief by... **FIRST** drinking two cups of coffee (not de-caffeinated). **THEN** taking a short nap - 10 15 minutes only

any longer may make you even more sleepy!

The last 10 miles of a journey could be the most dangerous if **YOU** feel tired.... **STOP!** Do not be tempted to push on.... it could be **FATAL!**

NOTES:

- 1. Driving** - the time spent at the driving controls of a vehicle with the engine running.
- 2. Maximum Daily Duty Period** - the total time covers all time spent on duty actually driving or servicing vehicles, loading, unloading or carrying out other work or "on duty" activity (e.g. sports & adventurous training.)
- 2. Break** - means any uninterrupted period during a duty period, which the driver does not count towards the calculation of the maximum daily duty period.
- 3. Rest Period** - an uninterrupted period, of at least one hour, during which the driver "may freely dispose of his time". During these periods the driver must obtain adequate sleep.
- 4. Duty Drivers** - where a duty driver is employed for a 24 hour period, the driver is to be provided with a place for uninterrupted sleep. During the duty period, the driver is not to drive for more than 9 hours in total and driving tasks are to be restricted to local journeys.

LANDROVER HS FIRST PARADE CHECK SHEET

DATE:.....

ANNEX B
APPENDIX 3 TO PART 2
29 REGT RLC
UECD

VIN..... SPEEDOMETER..... DRIVER.....

SER	CHECK	OK	DEFECT
1.	EXAMINE THE VEHICLE FOR OBVIOUS SIGNS OF DAMAGE		
2.	ENSURE THAT THE VEHICLE HAS SUFFICIENT FUEL, OIL AND COOLANT FOR THE JOURNEY OR TASK.		
3.	DOORS, LOCKS, SAFETY CATCHES AND BONNET CATCHES: EXAMINE AND OPERATE.		
4.	WINDOWS AND WINDSCREEN: EXAMINE AND OPERATE.		
5.	REAR VIEW MIRRORS: EXAMINE FOR ANY CRACKS AND DETERIORATION OF REFLECTIVE SURFACES.		
6.	SEAT BELTS AND ATTACHMENTS: EXAMINE AND OPERATE.		
7.	LAMPS, HORN, WINDSCREEN WIPERS AND WASHERS, DIRECTIONAL INDICATORS, HAZARD WARNING LAMPS, HEATERS, DEMISTERS, INSTRUMENTS AND GAUGES: ENSURE CORRECT OPERATION.		
8.	OBLIGATORY FRONT AND REAR LIGHTS AND HEADLAMPS: EXAMINE FOR DAMAGE AND OPERATION.		
9.	WINDSCREEN WASHER RESERVOIR: CHECK LEVEL AND REPLENISH AS NECESSARY.		
10.	SPARE WHEEL CARRIER/STOWAGE: EXAMINE FOR SECURITY OF ATTACHMENT AND DAMAGE.		
11.	TYRES (INCLUDING SPARE WHEEL): EXAMINE FOR CUTS AND OTHER DAMAGE, CHECK TREAD DEPTH AND CHECK TYRE PRESSURES.		
12.	WHEELS: VISUALLY EXAMINE FOR SECURITY.		
13.	REGISTRATION MARKER AND LEGAL PLATES: EXAMINE.		
14.	REFLECTORS: EXAMINE FOR DAMAGE AND SECURITY OF ATTACHMENT.		
15.	TOWING PINTEL: EXAMINE AND ENSURE THAT LOCKING LATCH IS FREE, LOCKING PINS ARE IN PLACE AND ATTACHED BY SECURING CHAINS.		
16.	BRAKES AND STEERING: ENSURE CORRECT OPERATION.		
17.	ALTERNATOR DRIVE BELTS: EXAMINE FOR FRAYING AND CORRECT TENSION.		
18.	POWER STEERING RESERVOIR: CHECK LEVEL AND REPLENISH AS NECESSARY.		
19.	POWER STEERING DRIVE BELT: EXAMINE FOR FRAYING AND CORRECT TENSION.		
20.	BRAKE AND CLUTCH RESERVOIR: CHECK LEVELS AND REPLENISH AS NECESSARY.		
21.	BATTERIES: EXAMINE, CHECK ELECTROLYTE LEVEL AND REPLENISH AS NECESSARY.		
22.	VEHICLE: VISUALLY EXAMINE FOR OBVIOUS DAMAGE, OIL LEAKS, FUEL LEAKS AND DEFECTS.		
REPORT ALL DEFECTS			

DRIVERS TO BE IN POSSESSION OF THE FOLLOWING DOCUMENTS:

1. ID CARD
2. DRIVING LICENCES
3. HAZMAT IF REQ
4. FMT 600
5. VEH WORK TICKET HOLDER CONTAINING:
 - a. FMT 3
 - b. FMT 3-2
 - c. FMT 3-3
 - d. RECOVERY INSTRUCTIONS
 - e. STANDING ORDERS FOR DRIVERS ANNEX A TO CHAPTER 10 TO JSP 341 PART IV
 - f. WINDSCREEEN + BODY GLASS REPAIR INSTRUCTIONS
6. FMT 1001(A) VEHICLE UTILISATION RECORD VUR/PLANT CARD WITH A VALID CONTROL NUMBER FOR JOURNEY
7. VEHICLE/PLANT KEYS
8. FUEL SYSTEM ERIC KEY x 1

THIS IS TO CERTIFY THAT I HAVE READ AND UNDERSTOOD STANDING ORDERS FOR DRIVERS ANNEX A TO CHAPTER 10 JSP 341 PART IV

VEH REG. _____ VEH KEY/S YES / NO FUEL ERIC KEY YES / NO DATE: _____

DVR NAME: _____ RANK: _____ DVR SIGNATURE: _____

* THIS DOCUMENT IS TO BE USED IN CONJUNCTION WITH THE APPROPRIATE AESP 601

LANDROVER HS WEEKLY PARADE SERVICING

DATE:.....

VRN:.....

SPEEDOMETER:.....

DRIVER:.....


SER	CHECK	OK	DEFECT
1	Alternator drive belts: Examine for fraying and correct tension		
2	Power steering reservoir: Check level and replenish as necessary OX75		
3	Power steering drive belt: Examine for fraying and correct tension		
4	Wheel nuts: Check torque loading		
5	Carry out static function test of the vehicle in order to confirm the serviceability of all functions such as door locks, window winders, seat adjusters, seat belts, lights and accessories.		
6	Carry out a short mobile functional test in order to confirm the serviceability of all functions of starting, driving through the gears and stopping.		
7	Air filter restriction indicator: Renew filter element when the indicator shows red.		

DVR NAME: _____ RANK: _____ DVR SIGNATURE: _____

Record of Vehicle Familiarisation. Driving is restricted to the types of vehicles listed below, upon which familiarisation training has been completed. (To be completed using BLOCK CAPITALS)

Permit Serial No:		F/MT 600 (Revised 3/00)
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FULL PERMIT	LIMITED PERMIT
LIMITED PROVISIONAL PERMIT	

Service/Staff No:		Signature: 
Rank & Surname:		
Unit:		

The person named above is authorised to drive Service vehicles in accordance with JSP 341. This permit is not valid on Service airfields unless supported by a valid F/MT 600A.

Name:	<i>Drake</i>	29 REGIMENT RLV
Rank:	<i>MAJ</i>	
Signature:	<i>[Signature]</i>	MT OFFICE Unit Date Stamp

The Driver is to inform the issuer of this permit of any changes to their DVLA licence, including penalty points awarded or withdrawn.