



## Transport Manual

Date of Issue / Amendment	
18/04/2000	
PSI Amendments should be read in conjunction with this PSO	
03/03/2008	PSI 10/2008 – Use of Official Vehicles by C&R staff New <a href="#">paragraph 5.3.2</a> added to PSO
12/05/2000	PSI 32/2000 – The Transport Manual

**Regime Services Transport Unit 1999**

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## INTRODUCTION

### THE TRANSPORT MANUAL

#### PURPOSE

The purpose of the Transport Manual is to provide a reference book which can be used for day to day transport advice and the management and planning of transport.

#### CONTENTS

This manual is written with mandatory instructions in Italics, and best practice guidance in standard print. It contains information on managing the fleet of vehicles in use throughout the Home Office Departments and Prison Service. There are five main sections in the manual, 1) Policy, 2) Acquisition, 3) Administration, 4) Operation, 5) Disposal.

#### HOW TO USE THE MANUAL

The manual is broadly in historical order, following the life of a vehicle from acquisition to disposal. Should you wish to find information on the compulsory paperwork required for managing your fleet, you should look at the section entitled Administration, where you will find Chapter 7 'Managing Your Vehicle Fleet'. The contents page of that chapter shows paragraph 7.3 to contain the details the compulsory vehicle records. Again, should you need to know about the servicing of vehicles, you should look at the Operations Section, because servicing is more to do with operating the vehicle than administration. Chapter 12 is called 'maintaining the vehicles'. Paragraph 12.6 explains about the drivers vehicle checks.

#### IMPORTANT

Staff at the Transport Unit who can provide further advice and assistance are listed at the foot of every chapter's contents page.

Where you can see this sign e at the end of a paragraph title, more detailed information which is not normally required for the day to day operation of the fleet is available via 'e' mail or fax request. This information will be built on, depending on customer demand.

## **POLICY STATEMENT**

### **The aims and objectives of Transport Unit are:**

- 1 To deliver fleet management services to the highest professional standards.
- 2 To provide a comprehensive range of fleet management and other specialised services to suit our customers needs.

### **Responsibilities**

The Departmental Transport Manager has overall responsibility for the general control and co-ordination of departmental transport matters. The terms of reference of the post are to:

- 1 Advise on and obtain transport requirements to meet the needs of operational users.
- 2 Advise whether the need for transport can best be met by purchase, hire or lease.
- 3 Provide management information based on data obtained from users and other sources.
- 4 Advise users on the most cost effective time to replace their vehicles.
- 5 Review standards, alternative methods and frequency of vehicle maintenance and inspection.
- 6 Monitor non-compliance with the standards in this manual.
- 7 Keep abreast of modern technology in the transport field.

The role of the Departmental Transport Manager does not detract from the responsibility of local management to make regular and detailed assessments of their transport needs, to evaluate alternative ways of meeting those needs, including preparing costings and to ensure that transport arrangements are cost-effective.

## **GUIDING PRINCIPLES FOR OFFICIAL TRAVEL**

### **Propriety.**

- 1 *Official transport must not be used for travel arrangements for private business, or for private journeys.*

### **Efficient use of resources.**

- 2 *No vehicle is to be left unused or under utilised.*
- 3 *Transport fleets must be managed, and the cost of alternative means of transport must be considered.*

### **Security.**

- 4 *Materials of a secure nature must not be left unattended in a vehicle.*
- 5 *Additional security measures must be considered where such material is carried.*

### **Public Presentation.**

- 6 *Staff must be satisfied that their arrangements could be defended in public if challenged.*

## **ENVIRONMENTAL POLICY**

In general terms, vehicular transport is damaging to the environment. In order to limit that damage, *The Home Office vehicle fleet will operate under the following policy.*

### **1 Commitment**

The Home Office is committed to reducing the impact that it's car fleet has on the environment. This policy has been agreed by the Department's Green Minister and the Permanent Secretary.

This policy statement applies to all parts of the Department including Agencies and Non-Departmental Public Bodies. (NDPB's)

### **2 Responsibilities\_**

2.1 Overall responsibility for integrating environmental considerations into the management and procurement of the department's car fleet is taken jointly by the Department's Green Minister and the Permanent Secretary. The day-to-day operational and strategic planning of responsibility is delegated by them on to the Head of Regime's Services, HM Prison Service Transport Unit.

2.2 Once purchased, vehicles are the responsibility of the individual, Governor, or Head of Unit responsible for the particular site or business unit to which the vehicle has been designated. The Governor or Head of Unit for each site with a fleet vehicle must appoint a Transport Co-ordinator. The Transport Co-ordinator must ensure that vehicles are only used by authorised drivers on official business, that fuel consumption is monitored, and corrective action taken when there is an excessive variation in the fuel consumption, and also that vehicles are well maintained and kept in good working order.

2.3 All staff within the Department, it's agencies and NDPB's are required to follow the principles of this policy and related guidance in pursuance of their duties.

### **3 Aims**

3.1 The green car fleet policy aims to help reduce the department's impact on the environment by addressing the following issues;

Fleet size and composition

Fuel type

Fuel monitoring

Vehicle maintenance

Driver training.

### **4 Fleet size and composition**

4.1 The Department, it's agencies and NDPB's will only purchase vehicles where there are sound operational or economic grounds for doing so. Consideration should always be given to alternatives such as public transport, hire cars and taxis. The Transport Unit have the ultimate authority to decide whether the purchase of a vehicle is necessary.

The Department will aim to purchase only those vehicles which meet the Euro 11 standard for exhaust emissions (C O<sup>2</sup>) which are checked in an MOT inspection.



- 4.2 Vehicles purchased by the department should be of the appropriate size and engine capacity for its operational needs. The Transport Unit will decide the most appropriate type of vehicle on the basis of information supplied by the prospective user.
- 4.3 In making the choice, the Transport Unit will take account of fuel consumption, CO<sup>2</sup> emissions and resale value as well as costs. Only vehicles specified by the Transport Unit may be purchased.

## 5 **Fuel type.**

- 5.1 Diesel vehicles will have preference and should use low sulphur fuel where available. Alternative fuel vehicles will be considered where this provides value for money based on whole life costs, and where the availability of the fuel suppliers makes this practical.

## **6 Fuel consumption**

- 6.1 The Transport Unit will set fuel consumption targets for each type of vehicle and this will be monitored on a monthly basis using information supplied by the establishment's. Transport co-ordinator's should compare fuel consumption performance against the target, and consider taking action if performance appears poor. They may for example, require drivers to take extra training, or have the vehicle checked to see if a fault has developed.

## **7 Vehicle maintenance**

- 7.1 Vehicles should be serviced after every 6000 miles or six months whichever is sooner or as recommended by the manufacturer. Service checks must include a CO<sup>2</sup> exhaust emissions check.
- 7.2 Vehicles will be checked by the Regional Fleet Engineers at six-monthly intervals. Any engine fault identified during an inspection that may lead to higher CO<sup>2</sup> emissions must be rectified as soon as possible. If the fault has not been rectified by the next inspection, the vehicle will be deemed to be unroadworthy until it has been repaired.

## **8 Driver training**

- 8.1 Each site that has vehicles that can be used with different drivers, must have a list of authorised drivers and the categories of vehicle which they are allowed to drive. Only drivers on this list should be allowed to drive the vehicle and Transport Co-ordinators must ensure they have passed the relevant category of test.
- 8.2 Should Transport Co-ordinators believe an authorised driver's standard of driving has deteriorated to a level which is likely to increase pollution or running costs, they have the authority to remove any driver from the authorised list, or order them to go for further training.

## **SUMMARY**

### **ACQUISITION SECTION**

#### **CHAPTER 1: PURCHASE AND REPLACEMENT OF OFFICIAL VEHICLES**

Mandatory instructions and advice on the replacement of and suitability of new vehicles, which are purchased by Transport Unit.

#### **CHAPTER 2: SHARED USE VEHICLE SCHEME**

Details of and conditions for the contributory scheme providing vehicles for official and private use.

#### **CHAPTER 3: SELF DRIVE HIRED VEHICLES**

National contracts for 'spot hire' cars and vans.

#### **CHAPTER 4: MECHANICAL HANDLING EQUIPMENT AND DUMPER TRUCKS**

Operational requirements, legal obligations, health and safety requirements, insurance, maintenance, and how to obtain advice on the specification and provision of mechanical handling equipment.

### **ADMINISTRATION SECTION**

#### **CHAPTER 5: USE OF OFFICIAL VEHICLES**

Contains detailed regulations and advice that apply to users of official vehicles.

#### **CHAPTER 6: CROWN INDEMNITY INSURANCE**

The regulations applying to and the operation of the 'Crown Indemnity' scheme replacing commercial insurance.

## **CHAPTER 7: MANAGING YOUR VEHICLE FLEET**

Mandatory instructions and best practice advice on managing your vehicle fleet.

## **CHAPTER 8: DRIVERS, DRIVING AND LICENCES**

Who can drive official vehicles, both full time and occasionally. Drivers responsibilities, driving instructions, drivers hours, parking fines/fixed penalties, excess load, speed limits, seat belts and speed limiters (EC Directive 1992/6). The role of the driving assessor for full and part time drivers.

## **CHAPTER 9: VEHICLE ROAD FUND LICENCES AND DEPARTMENT OF TRANSPORT TESTS**

The issue and care of Crown Ownership Certificates (COC), Road Fund Licences (Tax Disc). Plating and testing of HGVs. Advice on preparing for the HGV test. Other classes of MOT tests.

## **CHAPTER 10: FUEL CONTRACTS AND AGENCY CARDS**

Provision and use of agency cards for buying fuel for official vehicles. Practical advice on fuel economy.

## **CHAPTER 11: OFFICIAL AND SHARED USE VEHICLES GOING ABROAD**

What must be done before taking vehicles abroad.

## **OPERATION SECTION**

### **CHAPTER 12: MAINTAINING THE VEHICLE**

Provides details and advice on the maintenance and repair of official vehicles.

### **CHAPTER 13: TYRES, BATTERIES, EXHAUSTS, ANTI-FREEZE, RADIATOR REPLACEMENT AND WINDSCREENS**

Advises how and where to buy the above items.

### **CHAPTER 14: MOTOR VEHICLE SEAT BELTS, TRAVELLING FIRST AID KITS, FIRE EXTINGUISHERS AND MOBILE PHONES**

Contains regulations and advice on the fitting and use of seat belts, travelling first aid kits, fire extinguishers and mobile phones.

### **CHAPTER 15: USE OF LIGHT TRAILERS**

When and how light trailers can be used.

### **CHAPTER 16: TRAFFIC ACCIDENT PROCEDURE**

Explains what to do in the event of an accident.

## **DISPOSAL SECTION**

### **CHAPTER 17: DISPOSAL OF OFFICIAL AND SHARED USE VEHICLES**

The A in A vote. Procedure for disposal of official vehicles. The purchase of shared use scheme vehicle upon termination of the agreement.

### **CHAPTER 18: INDEX**

Contains a main subject index for cross reference.

## Chapter 1:

- 1. **PURCHASE AND REPLACEMENT OF OFFICIAL VEHICLES**
- 1.1 [TYPE AND STANDARD OF VEHICLE](#)
- 1.2 [SIZE OF CAR](#)
- 1.3 [ESTATE CARS](#)
- 1.4 [OFF ROAD VEHICLES](#)
- 1.5 [PASSENGER CARRYING VEHICLES](#)
- 1.6 [LIGHT VANS AND SMALL COMMERCIAL VEHICLES](#)
- 1.7 [LARGER COMMERCIAL VEHICLES](#)
- 1.8 [FREQUENCY OF USE](#)
- 1.9 [FINANCIAL PROVISIONING NEW VEHICLES, PRISON SERVICE ONLY](#)
- 1.10 [ACQUISITION OF OFFICIAL VEHICLES](#)
- 1.11 [REPLACING VEHICLES](#)
- 1.12 [VEHICLE CONDITION AND MAINTENANCE COST](#)
- 1.13 [ADVICE ON REPLACEMENT VEHICLES](#) **e**
- 1.14 [PLAN YOUR VEHICLE REPLACEMENTS](#)
- 1.15 [VEHICLE WARRANTY TERMS](#) **e**

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## 1. **PURCHASE AND REPLACEMENT OF OFFICIAL VEHICLES**

### 1.1 **Type and Standard of Vehicle**

1.1.1 *Official vehicles must be of a type and standard most suited to the needs of the work that has to be undertaken frequently. The status of the user must not be a deciding factor in the choice of vehicle.*

The model chosen should be one above the base model available, suited to the mileage and number of persons or weight carried. Safety extras such as ABS brakes are recommended.

### 1.2 **Size of Car.**

#### 1.2.1 The benchmark cars

Urban journeys are most economically undertaken in small diesel cars, a typical vehicle would be in the Ford Fiesta class. Most other journeys with part loads may be more economically undertaken in Ford Focus sized cars. The diesel option is normally cost effective over 15000 miles a year.

Longer repetitive motorway journeys more heavily loaded are better undertaken in Ford Mondeo size vehicles. 1800cc turbo diesels should be used where mileage is likely to exceed 20,000 per year. There may be occasions where larger cars are cost effective. Transport Unit will advise.

#### 1.2.2 Cars for escort duties

Internal width should be considered where frequent three in a row escorting is a requirement. There are other comfort factors such as wheel arch and armrest intrusion to be considered. Transport Unit can provide advice on vehicles that are in current use. Hire cars and taxis supplied for escort should be of the same standard as official cars.

**1.3 Estate Cars**

1.3.1 Estate cars should only be used where passengers and a large amount of luggage and/or equipment are carried or when there is a regular need for both a car and a small van and one estate car can replace both.

**1.4 Off Road Vehicles**

1.4.1 *Off road vehicles must be obtained only for work over rough terrain where there are no metalled roads and four-wheel drive is essential.*

When used for carrying passengers they must be fitted with a hard top, and proper seats. When the governing constraint is ground-clearance rather than four-wheel drive facility, a medium sized van must be requested.

**1.5 Passenger Carrying Vehicles**

1.5.1 Passenger carrying vehicles must normally be restricted to mini-buses with forward facing seats. The main benefit of crewbuses with inward facing seats lies in their ability to carry goods or passengers.

*Crewbuses with inward facing seats must only be used for local and short journeys (i.e. up to 1-hour outward journey).*

1.5.2 MPV's are rarely cost effective to operate because they are aimed at the leisure market rather than fleet use and much of the basic cost goes on luxury items. Coaches are very expensive and must only be considered when there is a daily need to carry a large number of passengers.

**1.6 Light Vans and Small Commercial Vehicles**

1.6.1 Light vans and small commercial vehicles must be ordered to manufacturers' standard specification, and expensive modifications avoided. Their size must be matched carefully to the weight and volume of the loads most frequently carried.



**1.7 Larger Commercial Vehicles**

1.7.1 Larger commercial vehicles are delivered from the manufacturer in chassis cab form and separate arrangements made with specialist body-builders for a suitable body to be added. Transport Unit provides a professional specification service to advise on the most suitable size and design of vehicle, based on the type and weight of goods to be carried.

**1.8 Frequency of use**

1.8.1 As a general rule, if a vehicle is not in use for more than 60% of the working week there will be cheaper methods of providing the transport. Occasional or special needs can be met more economically by short-term hire. Further advice is available from the Transport Unit.

**1.9 Financial Provisioning - New Vehicles - Prison Service only**

1.9.1 *Buying Vehicles for HM Prison Service - Mandatory. 'Funding for replacement vehicles now rests with the operational line and will be allocated to establishments by Area Managers. Requests must be submitted to Area Offices through the IPP process or by memorandum prior to the start of the financial year. At the same time Transport Unit will advise Area Managers of their recommendations for vehicle replacement for each financial year. Agreed allocations will be issued through the Directorate FSS.'*

**1.10 Acquisition of Official Vehicles**

1.10.1 *All vehicles must be purchased by Transport Unit. IG 91/1996 refers. Standard production models will normally be purchased direct from the manufacturer at advantageous discounts under the terms of a centrally negotiated contract. Specialist vehicles and body-building services will be acquired by competitive tender.*

1.10.2 *All leased vehicles must be acquired through Transport Unit.*

1.10.3 Transport unit have framework contracts with two companies for the supply of leased cars as in chapter 2.

1.10.4 Leased vehicles will need to be commercially insured either fully comprehensive business class or for full capital loss recompense. Some special conditions apply. *Transport unit must be advised of any insurance taken out on vehicles .*  
There are legal implications which will require case specific advice.

## 1.11 **Replacing Vehicles**

1.11.1 *The need for every vehicle must be reviewed prior to replacement.* Automatic replacement on a like for like basis must be avoided. Due consideration must be given to alternative ways of meeting the need. e.g. Hiring or leasing.

## 1.12 **Vehicle Condition and Maintenance Cost**

All vehicles must be considered for replacement based on their condition and operating costs. As a guide you can expect the following vehicles to cover in miles:

Cars	Petrol engine	85,000 miles
	Diesel engine	120,000 miles
Car derived vans	Petrol engine	90,000 miles
	Diesel engine	120,000 miles
Minibus/Crewbus/Vans		90,000 miles
Lorries	7.5 to 13 tonnes	200,000 miles
	16 to 20 tonnes	400,000 miles
	Articulated 38 tonnes	500,000 miles
Trailers/Demount Bodies		10 years min

1.13 **Advice on Replacement Vehicles**

1.13.1 During January/February of each year Transport Unit will supply advice to each Area Manager and all Home Office divisions and agencies on the replacement of vehicles in the following financial year taking into account the age, mileage, condition and usage of the vehicle.

1.14 **Plan Your Vehicle Replacements**

1.14.1 Vehicles purchased direct from the manufacturer are subject to very high discounts, and manufactured to order. The resulting delay can amount to twelve weeks between order and delivery. To minimise the effect of the delay, user-Divisions must plan their replacement strategy early in the financial year. Transport Unit will advise of the cut off dates for provision within the financial year. As much as 8 months notice may be needed for specialist secure vehicles. A chart of latest possible dates for ordering is at Annex A.

1.15 **Vehicle Warranty Terms**

1.15.1 Select new vehicles with extended warranties wherever possible, full details of manufacturers terms are available from the Transport Unit.

## **Annex A**

### LAST ORDERING DATES FOR STANDARD VEHICLES

STANDARD CARS AND CAR DERIVED VANS  
MOTORBIKES

JAN 30

VANS TO 3500 KGS  
MINIBUS  
CREWBUS  
4X4, LAND ROVER  
CHASSIS CABS FOR LORRIES (NO BODY)

DEC 30

LORRIES WITH A STANDARD BODY BUILD

OCT. 30

CAT B MINIBUS

NOV 30

CAT A MINIBUS

JUNE 30

OTHER HIGHLY SPECIALISED VEHICLES ON QUOTATION PLEASE CONTACT THE  
TRANSPORT UNIT.

## Chapter 2:

### 2. SHARED USE VEHICLE SCHEME

#### CONTENT

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- 2.2 [TO QUALIFY FOR THE SHARED USE SCHEME](#)
- 2.3 [STANDARD OF VEHICLE PERMITTED](#)
- 2.4 [CONTRIBUTION FROM MONTHLY SALARY TOWARDS PRIVATE USE](#)
- 2.5 [FURTHER INFORMATION ON SHARED USE VEHICLE SCHEME](#)

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## 2. **SHARED USE VEHICLE SCHEME**

### 2.1 **What is the Shared Use Vehicle Scheme**

2.1.1 The HM Treasury definition of shared use vehicles is that they are 'Official Vehicles with a contributed Element of Private Use'. Within the text of this Chapter this scheme will be referred to as the Shared Use Scheme.

### 2.2 **To Qualify for the Shared Use Scheme**

2.2.1 *To qualify for the scheme you are required to travel at least 5,000 miles per year on official business. If you are travelling using excess fares or on detached duty you may qualify if it is cost effective to the Department and your budget holder agrees. You also need to expect to be in your post for 3 years.*

### 2.3 **Standard of vehicle permitted for the scheme**

2.3.1 Staff are normally permitted to choose a car one or two up from the base model. *No sports or prestige cars are allowed.* Certain optional extras are permissible such as air conditioning, ABS and metallic paint. The private use element has to cover all extras not considered as standard for business use. e.g. A bicycle rack for private use, or a CD player.

### 2.4 **Contribution from Monthly Salary towards Private Use**

2.4.1 *The employee must contribute monthly from their salary towards the private use of the car.*

The higher the proportion of private to business miles the greater the employees contribution is going to be. If the employee travels between 2500 and 17999 business miles in a year they are taxed on 25% of the list price of the car. If they travel over 18000 miles they are taxed on 15% of the list price. If at the end of the tax year the car is four or more years old the taxable benefit is reduced by 25%.

2.5 **Further Information on Shared Use Vehicle Scheme**

2.5.1 Further information about the Shared Use Vehicle Leasing Scheme, Employee Agreement, Terms and Conditions are available on request from Transport Unit, Corby.

## Chapter 3

### 3. SELF DRIVE HIRED VEHICLES

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- 3.1 CONTRACTORS
- 3.2 INSURANCE COVER
- 3.3 DRIVERS
- 3.4 CLAIMS BY HIRE COMPANY
- 3.5 MAINTENANCE OF HIRED VEHICLES
- 3.6 TRAVELLING FIRST AID KITS
- 3.7 HIRED VEHICLES FOR ESCORT DUTIES

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### 3. **SELF DRIVE HIRED VEHICLES**

#### 3.1 **Contractors**

3.1.1 There are national contracts with Avis, Kenning, Arnold Clark and Smiths self drive, for cars. The last three may also supply minibuses.

3.1.2 Occasional travel requirements can often be more economical by using self drive hired vehicles. Comparing the cost of public transport rate MMA against the full cost of a hire car will give an indication of the best value. Hire cars must not be used for private journeys. See also 5.4.1

3.1.3 An account number is to be obtained from Corby before the initial hire, and the vehicles can then be ordered locally, by phone. Full details can be obtained from Corby.

#### 3.2 **Insurance Cover**

3.2.1 *You must ensure that full comprehensive insurance cover on the vehicle is provided by the hiring company.*

This must include a collision damage waiver, so that no costs may fall on the Home Office/HM Prison Service other than the hire fee, insurance premium, any excess charges agreed in the contract, and the cost of petrol and oil necessary for the journey.

#### 3.3 **Drivers**

3.3.1 *Drivers must be over 21 years old and have held a full driving licence for at least 12 months*

Driver's qualifications are listed in the contract details issued to all users. Each person driving the hire vehicle must be named on the hire form.

3.4 **Claims by Hire Company**

3.4.1 Any claims arising against the Department for the costs of damage/or repairs to hired vehicles must be referred to Transport Unit.

3.5 **Maintenance of Hired Vehicles**

3.5.1 As most hirings will be of short duration, it is not usual for there to be any servicing requirements. If there are, the hirers conditions must be complied with explicitly.

3.6 **Travelling First Aid Kits**

3.6.1 Self drive hired vehicles may not be equipped with a travelling first aid kit. Users may wish to make arrangements to carry a first aid kit during the hire period.

3.7 **Escort duties**

3.7.1 Vehicles hired for escort duties should be of the same standard as official vehicles supplied for similar duties.

3.8 **Fuel**

3.8.1 Fuel agency cards should be used wherever possible to refuel hire cars. Only the actual cost of petrol diesel or oil will be reimbursed if agency cards are not available.

## Chapter 4:

### 4. MECHANICAL HANDLING EQUIPMENT AND DUMPER TRUCKS

#### CONTENT

4.1 LEGAL OBLIGATIONS

4.2 SAFETY AND LEGAL REQUIREMENTS

4.3 MAINTENANCE AND REPAIR

4.4 LIGHTING ON FORK LIFT AND DUMPER TRUCKS ON PUBLIC ROADS

4.5 INSURANCE OF FORK LIFT TRUCKS AND DUMPERS TO TRAVEL ON PUBLIC ROADS

4.6 ADVICE ON MECHANICAL HANDLING EQUIPMENT

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## 4. **MECHANICAL HANDLING EQUIPMENT AND DUMPER TRUCKS**

### 4.1 **Legal Obligations**

4.1.2 This Chapter explains the legal obligations of governors and those who manage mechanical handling equipment (MHE) in establishments and describes the support available from Transport Unit to promote its safe, legal and economical use.

### 4.2 **Safety and Legal Requirements**

4.2.1 *The Governor as accountable officer, must ensure that all MHE in his/her establishment is inspected and maintained properly to ensure that it is safe for use at all times.*

Section 2 of the Health and Safety at Work Act 1974 includes a general requirement that 'any equipment provided for use at work must be maintained in a safe condition'. The Management of Health and Safety at Work Regulations 1992 strengthen and make explicit the implied duties in the 1974 Act.

4.2.2 *'The plate chain on each piece of lifting equipment, including fork trucks, is to be inspected at six monthly intervals by an engineering surveyor'.*

The Factory Act 1961, Part II, Section 26. *The original chain certificates whatever age must be available. If missing, the equipment must be removed from service, and replacement certificates must be obtained.* The Lifting Operation and Equipment Regulations, (LOER) 1998. which applies to all lifting equipment and accessories.

It is advisable to keep one copy of the certificate in the office, and one laminated copy on the wall adjacent to the equipment storage.

### 4.3 **Maintenance and Repairs**

4.3.1 The management, maintenance and repairs of MHE within an establishment must be the responsibility of one person, ideally the same person who deals with the maintenance and repair of vehicles. When requested the RFE's will inspect and advise on MHE.

4.3.2 A single (local) maintenance budget for all MHE is more effective than a fragmented approach.

### 4.4 **Lighting on Fork Lift and Dumper Trucks on Public Roads**

4.4.1 These types of vehicles normally fall within the definition of a works truck, which is defined in The Road Vehicles (Construction and Use) Regulations 1986 as a vehicle used on site or on adjacent sites.

4.4.2 The Road Vehicle Lighting Regulations 1989 (RVLR), as amended, specifies the requirements that vehicles must satisfy with regard to their lighting for use on the public road.

4.4.3 *Assuming that the vehicles have a maximum speed not exceeding 15 mph, then they will only be required to be fitted with:*

*front position lamps;*

*rear position lamps;*

*rear retro-reflectors, and*

*orange beacon*

4.4.4 *If the vehicles can exceed 15 mph, but not 25 mph then in addition they will be required to be fitted with:*

*dipped-beam headlamps;*

*direction indicators;*

*hazard warning signal device, and*

*orange beacon.*

unless they were first used before 1 April 1986, in which case they do not need to comply with these additional requirements.

4.4.5 *If the vehicles can exceed 25 mph then they will also be required to be fitted with:*

*main-beam headlamps;*

*rear fog lamp; and,*

*stop lamps,*

Unless they were first used before 1 April 1986, in which case they do not need to comply with these additional requirements.

#### 4.5 **Insurance of Fork Lift Trucks and Dumpers to Travel on Public Roads**

4.5.1 Where MHE travels on the public road they will be covered by Crown Indemnity Insurance. They are legally required to be fitted with:

*main and dipped beam headlamps;*

*direction indicators;*

*hazard warning signal device;*

*rear retro-reflectors;*

*rear fog lamp; and*

*stop lamps.*

#### 4.6 **Advice on Mechanical Handling Equipment**

4.6.1 Regional Fleet Engineers will continue to offer advice on Mechanical Handling Equipment during routine visits. Their line manager is the Senior Fleet Engineer at Transport Unit, Corby who will also provide advice on maintenance and repair costs. Any queries on Crown Indemnity Insurance must be referred to the Transport Unit.

- 4.6.2 If you require urgent advice requiring a site visit or advice concerning the specification, condition, or usage of Mechanical Handling Equipment you may contact the Technical Services Manager, Corby.

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## **Chapter 5:**

### **5. USE OF OFFICIAL VEHICLES**

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- 5.11 CHARITABLE ACTIVITIES
- 5.12 RESTRICTIONS ON USE, INSURANCE.
- 5.13 JOURNEYS BETWEEN HOME AND PLACE OF WORK AND GARAGING

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## 5. USE OF OFFICIAL VEHICLES

### 5.1 Provision of Official Vehicles.

5.1.1 The principles for the provision of official travel are contained in the 'Guiding Principles for Official Travel' listed on the fifth page of this manual. This section expands and illustrates the practical effects of that directive.

5.1.2 Official vehicles are provided to meet the essential transport needs of the Department and are for the general use of the establishments.  
*Official vehicles must only be used for journeys in the direct furtherance of the business of the Crown. In no circumstances may they be used for private purposes.*

### 5.2 Authority for Use

5.2.1 *Journeys should be authorised before their commencement.*  
This protects the driver and establishment by confirming the journey is 'official' and that Crown Indemnity applies.

### 5.3 Use by Senior Staff

5.3.1 Only grade 1 and 1a Civil Servants and the Directors General of both the Prison and Immigration Service have discretion to use official cars for purposes not otherwise authorised by these rules. This includes journeys to social engagements of an official character, and home to office journeys on the understanding that classified papers are being carried and referred to, with and providing the principles of official travel are not breached. There may be Inland Revenue implications if the use is more than 'merely incidental'.

### 5.3.2 Tactical Response Provision - C&R Staff

To ensure the continual and immediate availability of tactical response provision, Governors have the discretion to authorise any journey undertaken by rostered C&R staff in official vehicles whilst on call, if it is in the direct furtherance of the business of the Crown.

This may include social journeys and home to office travel.

The carrying of any individual not employed by the Crown, and unauthorised passengers in these vehicles is strictly forbidden.

*[Para 5.3.2 added 03/03/08 in accordance with PSI 10-2008]*

### 5.4 Official Business - Hired Vehicles

- 5.4.1 Hired vehicles must not be used for private mileage. There is a temptation to divert from an official route whilst in a hire car because the insurance will remain valid. This is considered improper use of time, fuel and collision risk, and is not permitted.

### 5.5 The Government Car Service (GCS)

- 5.5.1 The Cabinet Office is responsible for the operation and general efficiency of the GCS. They have the authority to refuse any demand which they consider cannot properly be met. Within the Home Office requests to use the GCS must be made to the Operations Room, 0171 217 3820.

### 5.6 Prisoners visitors.

- 5.6.1 The Governor or Immigration Officer in charge may authorise the use of an official vehicle to carry prisoners visitors where the location of the establishment makes public travel difficult, and efforts to provide alternatives commercially have failed. Charges for the service must not be made unless the proper accounting procedures are in place and the driver has a full PCV licence for the vehicle class.

**5.7 Medical emergencies**

5.7.1 Transport may be provided to take home a member of staff who falls ill on duty, whether escort is required or not, when public transport is inadvisable on medical grounds.

**5.8 Elderly or Handicapped Passengers**

5.8.1

If the passengers to be carried have special needs such as the elderly or physically handicapped, the Governor / Unit Manager must satisfy himself that the official vehicle is suitable by liaising with the local authority or other local responsible body.

**5.9 Home Office sports day.**

5.9.1 Governors / Unit Managers may give permission for staff to use an official vehicle for travel to the annual Home Office / HM Prison Service sports day, which is considered a duty event.

**5.10 Social and recreational events**

5.10.1 Crown vehicles are not to be used for members of staff social or recreational events.

**5.11 Charitable activities.**

5.11.1 An individual member of staff must not be allowed to 'borrow' an official vehicle to service the transport needs of a charitable event or organisation, however justifiable the cause may appear, where no wider establishment or departmental involvement exists in terms of commitment of resources or finances in support.

- 5.11.2 In cases where the Governor or Unit Manager has already given permission for official resources to be used in support of a charitable event, the provision of an official vehicle may only be considered provided that;
- a. The cost of providing the transport is a minor part of the financial commitment.
  - b. An approved driver is responsible for and drives the vehicle at all times.
  - c. There is no contravention of the condition 5.1.2.

For example. An establishment which elects to provide a Christmas party for local under privileged children as a charitable event within the community, and commits the use of the staff club / mess, (satisfying 'a' above) may consider the provision of transport. An officer may volunteer to drive the vehicle in an off duty capacity, (satisfying 'b' above). In such a case the use of an official minibus would be more cost effective than hire from public funds.

## 5.12 **Restrictions on Use, Insurance.**

- 5.12.1 It is a requirement of the Crown Exemption from the Compulsory Insurance Requirements of Part VI of the Road Traffic Act 1972, that vehicles are only used for official business. All private use, including commuting, renders the insurance null and void. The purchase of commercial insurance is not normally undertaken (Finance Manual 30.3.1.) and requires prior written authority of the Departmental Transport Manger.

*Commercial insurance must not be purchased because the Crown indemnity would be nullified by the nature of the journey.*

## 5.13 **Journeys between Home and Place of Work and Garaging**

- 5.13.1 An official vehicle may not be garaged or kept at an officer's home for the officer's own convenience.

- 5.13.2 Staff may be allowed to garage an official vehicle at their home overnight when their home is officially recognised as their normal duty station. e.g. In the case of travelling inspectors who work from their house. This may also be allowed when the economy of public funds or saving of official time clearly serves the public interest.
- 5.13.3 Although in these circumstances an official vehicle may be taken home, the Inland Revenue may consider this to be a taxable benefit and the officer may, therefore, incur a tax liability. It is an offence not to inform the Inland Revenue of such arrangement.

## Chapter 6:

### INSURANCE ARRANGEMENTS

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- 6.6 DEFENDING CLAIMS
- 6.7 CONTRACTORS AND CROWN INDEMNITY.

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## 6. **INSURANCE ARRANGEMENTS**

### 6.1 **Crown Indemnity**

6.1.1 *Crown vehicles do not have to be insured in the same way that private vehicles are. Under the provision of the Road Traffic Act 1972 all official vehicles are 'insured' by the Crown.*

6.1.2 *The system is called Crown Indemnity and only applies to official vehicles being used on official journeys and being driven by Crown employees.*

### 6.2 **Administration**

6.2.1 *The system will be exclusively administered by the Transport Unit in Corby. The Transport Unit act in much the same way as an insurance broker would for a private customer. The protection afforded to staff and managers alike is similar to a fully comprehensive insurance policy.*

### 6.3 **Repair Costs for Our Own Vehicles**

6.3.1 Individual departments do not have to pay an insurance premium, but they do pay for the damage caused to their own vehicles in a collision, whether they are liable or responsible for the accident or not. This encourages a responsible management attitude towards the care of the vehicle and its use.

### 6.4 **Other Parties Costs (HM Prison Service Only)**

All other costs, including the damage to third party vehicles, property, personal injury claims, and legal costs are met from a central budget administered by the Transport Unit, Corby.

## 6.5 Other Parties Costs (Home Office Establishments)

6.5.1 Each division or unit must have arrangements in place to manage a budget for the payment of successful claims against them for third party damage, personal injury and legal costs.

## 6.6 Defending Claims

6.6.1 The Transport Unit, Corby will act to manage the defence of any such claims, appointing Treasury solicitors or other legal aid as appropriate. See also Traffic Accident Procedures, Chapter 16.6.

## 6.7 Contractors

6.7.1 Crown Indemnity is not designed nor intended to offer an inexpensive insurance option for private sector contractors carrying out duties for the Home Office and HM Prison Service. Transferring a function or operation to a contractor should include a transfer of the risks.

Private sector companies must provide their own insurance cover.

**NB:** Read Chapter 16 in conjunction with this chapter, particularly for the action required in the event of an accident.



## Chapter 7:

### 7. MANAGING YOUR VEHICLE FLEET

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## 7. **MANAGEMENT OF VEHICLES**

### 7.1 **Nomination of Responsible officers. Transport Co-ordinator.**

7.1.1 *Every Division, Agency, Branch, or Prison Service establishment within the greater Home Office must nominate a staff member as a Transport Co-ordinator. The duties will include ensuring adherence to the policies in this Manual.*

7.1.2 The post shall be set at a level which provides sufficient management support to ensure that the economics of transport are considered alongside the operational demands of the unit. Operational matters may be delegated to suitable officers, but the Transport Co-ordinator must retain overall legal responsibility for the local vehicle fleet

### 7.2 **Local Transport Clerk**

7.2.1 It is common practice for the day to day operational issues of transport to be delegated to a Transport Clerk. A generic job description may be obtained from the Transport Unit. Experience has shown that pooling vehicles is more efficient than allocating them to individuals or sections.

### 7.3 **Compulsory Vehicle Records**

7.3.1 *A vehicle history file must be kept for every vehicle and piece of Mechanical Handling Equipment (MHE) within the establishment or unit.*

A history file will enable fleet composition, usage, maintenance, and costs to be more effectively controlled. In its simplest form the file may contain the Record Book, (7.3.2) Completed log sheets (7.3.3) A copy of the MOT or HGV test certificate. A copy of the chain certificate in the case of MHE, and a copy or summary of the 3130 summary of use return.(7.3.4)

**7.3.2 A Record Book SB 004 must be held for each vehicle.**

The record book provides a convenient method of maintaining essential information about the vehicle. Guidance notes may be found on the third page.

**7.3.3 *Each vehicle must be provided with a book of The Vehicle Log Sheet SB003 (F.1070). They must be completed for each day the vehicle is used.***

**7.3.3.1** The Log Sheet provides proof that the journey is official and authorised, and is often used for legal reasons in defence of road traffic accidents. It protects both driver and managers alike. Crown Indemnity (insurance) cover is dependant on there being an entry for the journey.

**7.3.3.2** Details are to be entered for all journeys including start and finish times, destination, mileage covered, amounts of fuel and oil obtained, and the name of the driver. Driving within a single establishment or 'site journeys' may be aggregated daily. Journeys must be authorised before the start of the journey.

**7.3.3.3** The top copies must be detached at the end of each calendar month and the figures transferred into the Record Book (7.3.2) This may be done at the same time as the 3130 return which will save duplication of effort. Log sheets are to be kept for the following financial year.

**7.3.4 *A copy of the Vehicle Monthly Running Costs (Form 3130) must be completed and sent each month to Fleet Support Section, Transport Unit, Corby.***

These forms are of vital importance as they form the basis of running cost data for the entire Home Office vehicle fleet, and are crucial in demonstrating our adherence to compulsory environmental policy. They are to be completed and returned to the Transport Unit, Corby, within 10 days of the end of each calendar month.

## 7.4 **Tachograph Records**

7.4.1 *Where a tachograph is fitted to a Home Office vehicle, it must be used and maintained in accordance with EC Regulation EC No 3821/85.*

Chapter IV, Article 13 of that regulation places responsibility for the correct functioning of tachographs jointly on employers and drivers. In particular, local Transport Co-ordinators are responsible for arranging the mandatory two yearly inspection of such equipment by an authorised agent. Every 6 years the tachograph must be recalibrated by an authorised agent.

7.4.2 *Drivers must use a fresh chart each day starting from the time they take over the vehicle. All the charts for the current (working) week and the last day of the previous week must be kept in the vehicle in a suitable clean container. Charts must then be sent in weekly batches (eg Sunday - Saturday), to an approved analyst.*

7.4.3 *Discrepancies and infringements reported by the analyst must be brought to the immediate attention of the driver, and his signature obtained on the acknowledgement slip. Charts and analysis records must be kept in proper sequence for a period of 12 months.*

Readable summaries of the EC Regulations are available from certain tachograph analysis agencies. Please contact the Senior Fleet Engineer at Transport Unit HQ for details. Annexes A and B are also relevant.

## 7.5 **Cost Effective Vehicle Management**

7.5.1 *Journeys must be carried out by the most cost-effective means with due regard to operational requirement. The provision of official vehicles must be limited to transport needs that cannot be met more cost-effectively by other means.*

- 7.5.2 Experience has shown that pooling vehicle resources is more efficient than allocating them to single areas or individuals. It helps to reduce idle time, the most wasteful element of fleet costs, and co-ordinates the traffic control of the local fleet.
- 7.5.3 A simple planning chart based on a calendar will enable pre-booking and maximise the resources available. Patterns of use will show up quickly and prevent for example, the booking of hire cars or taxis when pool vehicles are available.
- 7.5.4 Authorising the journey before commencement will enable the Transport co-ordinator or line manager to confirm that the journey is necessary.
- 7.5.5 Journeys in private cars should be minimised, and mechanisms should be in place to prevent the payment of full motor mileage allowance when pool vehicles are available.
- 7.5.6 Transport Co-ordinators must be concerned with the most cost effective method of meeting a transport requirement. They must consider all options including purchase, hire, lease, taxis, freight services etc, and liaise closely with managers responsible for authorising the use of private cars. It is usually less expensive to pay to move the person or the goods, than it is to hire a vehicle to move the person/goods. A full advice service and comparative costing charts based on the pence per mile covered are available from the Transport Unit, Corby.
- 7.5.7 The types of vehicle selected can be critical to an effective operation, and there are both policy and environmental constraints on the choice of vehicle. Both the Transport Unit at Corby and the Regional Fleet Engineers (RFE's) can supply professional advice on local fleet composition. See also chapter 1 Official Vehicles.

- 7.5.8 Trailers may be used to extend the capacity and utilisation of certain light van and minibus vehicles. Advice concerning train weights and speed limits must be obtained from the Senior Fleet Engineer before any trailer is used with a departmental vehicle.
- 7.5.9 Fleet Support Section, Corby will maintain a central cost control and management system based on information supplied by users at monthly intervals. Regular management information reports will be supplied at the time of the RFE's routine visit. This will enable any significant variations to be investigated. A significant amount of management information is available on the cost of operating the fleet, which can be supplied on request to this section.

## **DRIVERS HOURS WITH TACHOGRAPHS**

Home Office/Prison Service drivers operating vehicles fitted with tachographs are subject to the provisions of the EC Drivers Hours Regulations 3820/85 introduced with effect from 29 September 1986. If a driver uses a vehicle with a tachograph for any part of a working week, the regulations in this section apply to the whole week.

The following regulations should therefore be adhered to:

1. **Driving Time**

This is restricted to 9 hours maximum per day although it can be extended to 10 hours maximum not more than twice in any one week.

In any two week period the maximum total driving time is 90 hours.

A week commences at 00.00 hours on Monday and ends at 24.00 hours on Sunday.

2. **Breaks from driving**

After a total of 4½ hours driving a minimum break of 45 minutes must be taken.

This break period can be split into separate breaks of at least 15 minutes each spread over the driving period or immediately following it so that the aggregate is at least 45 minutes. During a break the driver must not carry out any other work. However waiting time and time spent on a passenger seat of a vehicle in motion on a ferry or train, will not be classed as other work.

3. **Rest periods**

In each period of 24 hours a driver must have a daily rest of at least 11 consecutive hours which may be reduced to a minimum of 9 consecutive hours not more than three days a week.

However any reduction in the daily rest must be made up before the end of the following week.

Provided the rest period is not reduced it may be taken in two or three separate periods (minimum 1 hour) during the 24 hours. One of these rest periods must be at least 8 hours in length.

If the daily rest periods are split in this manner, the overall maximum length of the daily rest must be increased to 12 hours.

During each week one daily rest period must be extended into a weekly rest period which total 45 consecutive hours. Reductions to 36 hours are allowed or even 24 if the driver is away from base provided lost time is made up within a specified time period.

A weekly rest period beginning in one week and continuing into the next can be attached to either week, but the driver must not operate for more than six consecutive days without a weekly rest period.



## **DRIVERS HOURS WITHOUT TACHOGRAPHS**

### **Drivers Hours**

- 1 *Home Office/HM Prison Service drivers are subject to the provision of Part VI of the Transport Act 1968. As such they must adhere to the driving time and hours of work for domestic operations, unless a tachograph is fitted. These are generically called 'domestic hours'.*

### **Goods Vehicles**

#### **2. Driving Time**

- a. The time during which the driver is at the controls of the vehicles, whether it is in motion or stationary with the engine running must not exceed 10 hours in a working day. Off road driving for the purpose of agriculture or building work counts as duty rather than driving time.

#### **Working Day**

- b. The total period during which a driver is on duty must not exceed 11 hours. A driver is exempt from the daily duty limit on any working day when he does not drive.
- c. If a driver drives for more than 4 hours on any day during the working week he is subject to the above regulations for the whole of that week. If he drives for less than 4 hours but goes outside a radius of 50kms from base the regulations also apply.

These limitations apply to drivers of all goods vehicles, including car-derived vans, although it is only necessary for drivers of goods vehicles over 3.5 tonnes permissible maximum weight to maintain records of driving and duty hours. Driver's Individual Control Books are available from Branston Store.

### **Passenger Vehicles**

3. *Drivers of passenger vehicles with more than 12 passenger seats are also subject to part VI of the Transport Act 1968.* The regulations for drivers of such vehicles are as follows:

#### **Driving Time**

- a. The time during which the driver is at the controls of the vehicle, whether it is in motion or stationary with the engine running must not exceed 10 hours in a working day.

#### **Maximum Periods of Driving**

- b. A driver may not drive continuously for more than 5½ hours without a rest break of at least half an hour. However, within an 8½ hour period a driver can drive for an aggregate of up to 7¾ hours provided the last of his driving periods marks either the end of the working day or the start of a ½ hour break.

#### **Working Day**

- c. The total period during which a driver of a passenger vehicle is on duty must not exceed 16 hours.

### **Rest Period**

- d. The daily period of rest between successive working days must not be less than 10 hours but this can be reduced to 8½ hours three times a week.

### **Weekly Rest**

- e. A 24 hour weekly rest period must be taken in any period of 2 successive working weeks.
  - f. If a driver's daily driving time exceeds 4 hours on up to 2 days during a working week, he is still exempt from the regulations but on each of the days concerned:
    - all working duties start and finish within the 24 hour period;
    - 10 hours of rest in a row must be taken immediately before the first duty and immediately after the last duty; and the regulations on driving time and length of working day (a - f above) must be obeyed.
    - It is necessary for the drivers of Home Office passenger vehicles to maintain records of their driving and duty hours.
4. The working week is considered to be Monday to Sunday for the purpose of calculating drivers' hours.

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Chapter 8:

DRIVERS, DRIVING AND LICENCES

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## 8. DRIVERS AND DRIVING LICENCES

### 8.1 Official Drivers

**8.1.1 Official Drivers are appointed locally within the complement of the Division/Establishment and in accordance with current policy of the appropriate Personnel Division.**

**8.1.2 Drivers must hold a current driving licence for the class of vehicle to be driven.**

**8.1.3 Drivers must undertake an assessment of driving competence, if appropriate, (see paragraph 8.2.3/4) which should be arranged before confirmation of permanent full time employment.**

8.1.4 *Full time drivers must pass a medical examination to determine their fitness for driving duties.*

8.1.5 Subsequent medical examinations are necessary in accordance with the latest DVLA regulations

8.1.6 Occasional Drivers are not subject to medical examinations other than the DVLA requirements

8.1.7 A list of personnel authorised to drive official vehicles must be kept by the Transport co-ordinator and reviewed annually, at which time the licence must be checked for validity.

**8.1.8 The removal of an officer from occasional driving duties will be at the discretion of the local Transport Co-ordinator.**

**8.2 Local Driving Assessor**

**8.2.1 The Regional Fleet Engineer will instruct and approve a Driving Assessor at each establishment. Details of approved assessors will be kept on record at the Transport Unit. The Driving Assessor will assess drivers at the establishment for vehicles up to 7.49 tonnes.**

**8.2.2 A record must be kept of all approved drivers within an establishment.**

**8.2.3 An assessment is mandatory for all cellular custodial vehicles and category A vehicles irrespective of number of seats, unless the driver holds a full PCV licence.**

**8.2.4 An assessment is mandatory for drivers of any vehicle with nine passenger seats or more, and commercials between 3.5 and 7.5 tonnes gross vehicle weight unless a Department of Transport test on the appropriate class has been passed, LGV licence holders and drivers of cars, car-derived vans, dual purpose and panel type vans will not normally require an assessment.**

**8.2.5 In an emergency situation the Governor / unit manager may authorise staff to drive vehicles providing they have a licence for that type of vehicle. These drivers must be assessed by the establishments Driving Assessor at the earliest possible date.**

**8.3** Inmate Drivers

**8.3.1 Governors may authorise suitably qualified prisoners to drive prison vehicles provided that:**

***Prisoners are either accompanied by an officer and treated as an outside working party, or granted temporary release under the terms of IG36/95.***

Both conditions are considered to be placing unnecessary risk on departmental budgets for maintenance and insurance. For this reason inmates driving official vehicles will be the exception rather than the rule. Inmate drivers are subject to all the rules applying to occasional drivers.

8.3.2 *Issues of security, control, staffing and public relations are matters for judgement by the Governor / unit manager who will be accountable for any security failures or other problems which follow from the use of inmate drivers.*

**8.4 Driving Licences**

8.4.1 If you require general information about driving licences we recommend that you obtain a copy of Driver and Vehicle Licensing Agency leaflet D100, Rev July 1997 entitled 'What you need to know about driving licences' from the Post Office. A chart with the classes of licence is at annexes A and B

**8.5 Driving Instruction**

8.5.1 Authorisation and funding of driving instruction is arranged locally.

8.5.2 Applicants can be assessed for suitability and course length by a training school, and after initial assessment of the officer's aptitude for driving of PCV's and LGV's, the training school should supply a written report and estimate the duration and cost of the training. The fee payable may be met at public expense whether or not a full course of instruction is subsequently approved.

## 8.6 **Parking Fines/Fixed Penalties**

8.6.1 The payment of fines for parking, overloading, and other fixed penalties are the responsibility of the person who was driving at the time of the offence.

8.6.2 Fixed penalty notices will normally be served on the driver personally or by attachment to the vehicle.

8.6.3 *Refusal to pay the fine on time may result in a disciplinary enquiry.*

8.6.4 Where the driver considers that the offence was committed in extenuating circumstances which may warrant an appeal being made to the issuing authority, or the fine being paid from official funds, he must immediately pass the fixed penalty notice to the local Transport Co-ordinator together with a full report of the incident.

8.6.5 Operational convenience is not regarded as extenuating circumstances.

## 8.7 **Overloading Vehicles**

8.7.1 *Under Section 80 of the Road Vehicles Construction and Use Regulations (1986) drivers are responsible for ensuring that the vehicle is not driven on the public highway in an overloaded*



*condition, both in terms of the individual axles and on gross vehicle weight. It is an absolute offence to operate a vehicle with a load in excess of any of the plated weights.*

8.7.2 If a driver is in any doubt about the weight of the vehicle, he must proceed to the nearest public weighbridge for a check before proceeding on his journey. On any occasion when the vehicle is found to be overweight the driver must return to the place of loading for the necessary corrective action to be taken.

8.7.3 Any vehicle on a road found by a DOT vehicle examiner to be overloaded to the extent that it could endanger public safety will be ordered off the road immediately. The necessary powers to enable this step to be taken are included in Section 70 (2) and (3) of the Road Traffic Act 1988.

8.7.4 A prohibition notice, form TE 160, will be issued to the driver of a vehicle found to be overweight and it is the driver's responsibility to remove the excess weight to his own satisfaction and clear the TE 160 before proceeding on his journey. The penalty for ignoring a prohibition notice is a fine of up to £5,000.

## 8.8 **Speed Limits**

8.8.1 Drivers of official vehicles must comply with the statutory speed limits as shown in annex C at all times.

## 8.9 **Seat Belts**

8.9.1 All official vehicles will be fitted with seat belts in accordance with current legislation. See Chapter 14.

**8.10 Drivers' Duties and Responsibilities**

8.10.1 Drivers must be conversant with these guidelines, internal Branch or Division Instructions and the Highway Code.

8.10.2 *Before commencing a journey the driver must ensure that the daily checks have been carried out, and the vehicle is properly road worthy to the best of his knowledge and ability. He must satisfy himself that the vehicle is not overloaded and that any load is adequately secured.*

8.10.3 *If it is suspected that a vehicle is not in a road worthy condition, it must not be used. The fault must be reported to the local Transport Co-ordinator, who will withdraw the vehicle from service until professional technical advice is obtained and any faults rectified.*

8.10.4 The driver must ensure that he is in possession of the current category of licence for the vehicle. He must have a vehicle Log Sheet, a Drivers daily Record Book or Tachograph Records (if LGV) and a traffic accident form.

**VEHICLE CATEGORY DESCRIPTIONS FOR DRIVING TESTS PASSED BEFORE  
1 JANUARY 1997**

All weights refer to Maximum Authorised Mass (MAM) unless stated otherwise.

<b>Description</b>	<b>Category</b>	<b>Old group or class</b>	<b>Minimum age</b>
<b>Motorcycles</b>			
Motorcycles, with or without a side car, and scooters	<b>A</b>	D	17
<b>3 or 4 wheeled light vehicles</b>			
Motor tricycles/quadracycles, 3 or 4 wheeled vehicles with a design speed exceeding 50km per hour and up to 550kg unladen	<b>B1</b>	C	17
<b>Invalid carriages</b>	<b>B1 limited to invalid carriages</b>	J	16
<b>Cars</b>			
Motor cars or light vans with up to 8 passenger seats and up to 3500kg	<b>B</b>	A	17
<b>Automatic cars</b>			
As cars, but with automatic transmission	<b>B</b>	B	17
<b>Medium sized goods vehicles</b>			
Vehicles between 3500kg and 7500kg with a trailer up to 750kg - combined weight up to 8250kg	<b>C1</b>	A	18
<hr/> <b>Large goods vehicles</b>			
Vehicles over 3500kg with a trailer up to 750kg	<b>C</b>	HGV 2 or 3	21
<b>Buses</b>			
Vehicles with between 9 and 16 passenger seats not used for hire or reward	<b>D1</b>	A	21

Any bus with more than 8 passenger seats with a trailer up to 750kg	<b>D</b>	PSV 3	21
Vehicles with between 9 and 16 passenger seats to 16 passenger seats	<b>D limited</b>		21
Vehicles with more than 8 passenger seats but no longer than 5.5m	<b>D not more than 5.5 metres long</b>	PSV 4	21

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### Cars with trailers

Motor cars and light vans with up to 8 passenger seats and up to 3500kg with a trailer over 750kg	<b>B+E</b>	A	17
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### Medium sized goods vehicles with trailers

Vehicles between 3500kg and 7500kg with a trailer over 750kg - combined weight not more than 8250k	<b>C1+E</b>	A	18
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### Large goods vehicles with trailers

Vehicles over 3500kg with a trailer over 750kg. This restricted category applies to drivers who held separate HGV class 2 or 3 licences.	<b>C+E</b>	HGV 2 or 3 limited to drawbar trailers	21
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### Articulated lorries

Articulated lorries and rigid vehicles over 3500kg with a trailer over 750kg	<b>C+E</b>	HGV 1	21
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**Minibuses with trailers**

Vehicles with between 9 and 16 passenger seats not used for hire or reward, with a trailer over 750kg	<b>D1+E</b>	A	21
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**Buses with trailers**

Any bus with more than 8 passenger seats with a trailer over 750kg	<b>D+E</b>	PSV 1 or 2	21
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**Agricultural tractors**

<b>F</b>	F	17
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**Road rollers**

<b>G</b>	G	21
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**Tracked vehicles**

<b>H</b>	H	21
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**Mowing machines or pedestrian controlled vehicles**

<b>K</b>	K	16
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**Electric vehicles**

<b>L</b>	L	17
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**Mopeds**

<b>P</b>	E	16
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**VEHICLE CATEGORY DESCRIPTIONS FOR DRIVING TESTS PASSED AFTER  
1 JANUARY 1997**

All weights refer to Maximum Authorised Mass (MAM) unless stated otherwise.

<b>Description</b>	<b>Category</b>	<b>Minimum Age</b>
<b>Motorcycles</b>		
Light motorcycles with a cubic capacity not exceeding 125cc and of a power output not exceeding 11KW(14.6bhp)	A1	17
Motorcycles up to 25KW(33bhp) and a power to weight ratio not exceeding 0.16KW/kg. Motorcycle combination with a power to weight ratio not exceeding 0.16KW/kg.	A	17
Any size motorcycle with or without a sidecar	A	21
<b>3 or 4 wheeled light vehicles</b>		
Motor tricycles/quadricycles, 3 or 4 wheeled vehicles with a design speed exceeding 50km per hour and up to 550kg unladen	B1	17
<b>Cars</b>		
Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of towing vehicles in Category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	17
<b>Automatic cars</b>	B Automatic	17
As cars, but with automatic transmission		
<b>Car with trailers</b>		
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within Category B	B+E	17

**Medium sized goods vehicles**

	C1	18
Lorries between 3500kg and 7500kg with a trailer up to 750kg		

**Medium sized goods vehicles with trailers**

	C1+E	18
Lorries between 3500kg and 7500kg with a trailer over 750kg - total weight not more than 12000kg		

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**Large goods vehicles**

Vehicles over 3500kg with a trailer up to 750kg	C	21
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**Large goods vehicles with trailers**

Vehicles over 3500kg with a trailer over 750kg	C+E	21
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**Minibuses**

Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg	D1	21
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**Minibuses with trailers**

Combinations of vehicles where the towing vehicle is in sub-category D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	D1+E	21
---	------	----

<b>Buses</b>	D	21
Any bus with more than 8 passenger seats with a trailer up to 750kg		
<b>Buses with trailers</b>		
Any bus with more than 8 passenger seats with a trailer over 750kg		
<b>Agricultural tractors</b>	F	17
<b>Road rollers</b>	G	21
<b>Tracked vehicles</b>	H	21
<b>Mowing machine or vehicle controlled by a pedestrian</b>	K	16
<b>Mopeds</b>	P	16

#### ESCORT VEHICLES

Transport Unit currently have 10 escort vehicle specifications.

*It is compulsory Prison Service policy that the following escort vehicles are driven on specific licences.*

	<b>Driving Licence Category</b>
1. <b>Standard Minibus</b>	<b>D1</b>
For the movement of prisoners up to Category C.	
2. <b>Category B Minibus</b>	<b>D1</b>
For the movement of prisoners up to Category B.	
3. <b>4-Cell Category B Vehicle</b>	<b>D1</b>
For the movement of prisoners up to Category B.	
4. <b>12-Cell Category B Vehicle</b>	<b>D</b>
For the movement of prisoners up to Category B.	
5. <b>Category A Single Cell Vehicle</b>	<b>D1</b>
For the movement of prisoners up to Category A.	



**Driving Licence Category**

- |     |  |           |
|-----|--|-----------|
| 6.  | <b>Category A 2-Cell Vehicle</b>   | <b>D1</b> |
|     | For the movement of prisoners up to Category A.  |           |
| 7.  | <b>Category A HG2 (Open) Vehicle</b>   | <b>D</b>  |
|     | For the movement of prisoners up to High Risk Category A. Will carry up to 4 officers and provides ballistic protection to HG2 level. Is of an open plan design. |           |
| 8.  | <b>Category A HG2 (2-Cell) Vehicle</b>   | <b>D</b>  |
|     | For the movement of prisoners up to Category A. Will carry up to 6 officers and provides ballistic protection to HG2 level.                                      |           |
| 9.  | <b>Category A HG2 (4-Cell) Vehicle</b>   | <b>D</b>  |
|     | For the movement of prisoners up to Category A. Will carry up to 6 officers and provides ballistic protection to HG2 level.                                      |           |
| 10. | <b>Category A RF1 (2-Cell) Vehicle</b>   | <b>D</b>  |
|     | For the movement of prisoners up to Category A. Will carry up to 6 officers and provides ballistic protection to RF1 level                                       |           |

## SPEED LIMITS

All drivers of official vehicles must comply with the statutory speed limits at all times. There are no circumstances where speed limits may be legally exceeded.

### SPEED LIMITS FOR VARIOUS CLASSES OF VEHICLES (IN MPH)

Class of Vehicle	Motorways	Dual Carriageways	Other Roads
Cars, including car derived van and motorcycles	70*	70*	60*
Passenger vehicle, motor caravan, or dual purpose vehicle, over 3.5 tonnes unladen weight <b>or</b> adapted to carry more than 8 passengers: (a) up to 12m in overall length (b) over 12m in overall length	70*  60*	60*  60*	50*  50*
Passenger vehicle, motor caravan†, car-derived van, or dual-purpose vehicle, towing a trailer	60*	60*	50*
Rigid goods vehicle up to 7.5 tonnes gross vehicle weight	70*	60*	50*
Articulated goods vehicle up to 7.5 tonnes maximum laden weight; rigid goods vehicle towing one trailer where the aggregate maximum laden weight of vehicle and trailer is not more than 7.5t	60*	60*	50*
Articulated goods vehicle over 7.5 tonnes gross train weight; rigid goods vehicle over 7.5 tonnes gross vehicle weight, or a goods vehicle towing a trailer the aggregate maximum laden weight of vehicle and trailer is over 7.5t	60*	50*	40*
Goods vehicle towing more than one trailer	40	20	20

\* Provided lower speed limits are not in force or the vehicle is fitted with a speed limiter.

### **Speed limiter requirements for HGVs**

Goods vehicles with a maximum gross weight not exceeding 7.5 tonnes are not required to have a speed limiter fitted and can legally travel at the speeds shown on the preceding table.

Goods vehicles with a maximum gross weight exceeding 7.5 tonnes and up to 12 tonnes are not required to have a speed limiter fitted if they were first used before 1 August 1992. Those first used on or after 1 August 1992 are required to have a speed limiter fitted, calibrated to a set speed of not more than 60pmh, under domestic legislation. It is an offence to use a vehicle with an inoperative or defective speed limiter where it is required.

Goods vehicles over 12 tonnes are not required to have a speed limiter fitted if they were first used before 1 January 1988. Those used on or after 1 January 1988 are required to have a speed limiter fitted, adjusted so that the stabilised speed of the vehicle does not exceed 90kph (56mph). This is a requirement of EC Directive 92/6 which has been written into our national legislation. The maximum speed at which these vehicles can be legally driven under the Road Traffic Regulation Act 1984 remains at 60mph, however, it is an offence to use a vehicle with an inoperative or defective speed limiter where it is required under Regulation 36B of the Road Vehicles (Construction and Use) Regulations 1986, as amended.

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## Chapter 9:

# VEHICLE ROAD FUND LICENCES AND DEPARTMENT OF TRANSPORT TESTS

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- 9.1 CROWN OWNERSHIP CERTIFICATES (COC)
- 9.2 ROAD FUND LICENCES (TAX DISC)
- 9.3 CARE OF CROWN OWNERSHIP CERTIFICATES AND ROAD FUND LICENCES
- 9.4 DAMAGED LICENCE DISCS
- 9.5 DISPOSAL OR TRANSFER OF OFFICIAL VEHICLES
- 9.6 MOT TESTING AND HGV PLATING AND TESTING.

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Mr J Lawrie	(9.5 – 9.6)	229
Mrs F McDevitt	(9.5 – 9.6)	223

## 9 **VEHICLE ROAD FUND LICENCES AND DEPARTMENT OF TRANSPORT TESTS**

### 9.1 **Crown Ownership Certificates (COC)**

9.1.1 The Crown is exempted from the payment of road fund duty. Home Office and HM Prison Service vehicles will normally be issued with Crown exemption certificates in lieu of the standard tax disc.

### 9.2 **Road Fund Licences (Tax Disc)**

9.2.1 In circumstances where vehicles may be used for surveillance, or where for security reasons the vehicle must not be easily identified as a Crown Vehicle, application may be made to the Transport Unit for a normal road fund licence to be issued.

### 9.3 **Care of Crown Ownership Certificates and Road Fund Licences**

9.3.1 *Crown ownership certificates and road fund licences are accountable documents and must be kept securely when they are not affixed to a vehicle.*

### 9.4 **Damaged Licence Discs**

9.4.1 In the event of loss of a certificate or licence a report must be made immediately to Transport Unit and the local police. Faded or damaged licences will be replaced as required on application to the Transport Unit.

### 9.5 **Disposal or Transfer of official vehicles**

9.5.1 Instructions for transfer procedures of Crown ownership certificates and road fund licences on disposal may be found in Chapter 17.3.1

If a vehicle is transferred to another Home Office establishment, the certificate or licence should remain in the vehicle.

#### 9.6. **MOT Testing and HGV Plating and Testing of Vehicles**

*It is the duty of the local Transport Co-ordinator to ensure that vehicles are tested in accordance with the regulations.*

Tests need to be booked in plenty of time, as there is often a waiting list.

MOT certificates and all goods vehicle Plating Certificates issued by the testing station must be kept securely by the local Transport Clerk in the vehicle record file. The Frequency and Class of vehicle tests may be found in annex A

- 9.6.1 Make sure you take your appointment card and the current Plating Certificate and laminated type approval certificate to the station, make sure the vehicle is clean, and arrive punctually. The station may refuse to carry out the test if these conditions are not met

**FREQUENCY AND CLASS OF VEHICLE TESTS (MOT/HGVT)**

<b>Vehicle</b>	<b>Class</b>	<b>Age at first test</b> 9.1.1.1.1.1.1.1.1
Motorbike up to 200cc		
<b>1</b>	<b>39.1.1.1.1.1.1.1.2</b>	
Motorbike over 200cc		
<b>2</b>	<b>39.1.1.1.1.1.1.1.3</b>	
3 wheel vehicles		
<b>3</b>	<b>39.1.1.1.1.1.1.1.4</b>	
Cars up to 8 passenger seats Motor caravans Dual purpose vehicles PSV's up to 8 seats Goods vehicles up to 3 tonnes		
<b>4</b>	<b>39.1.1.1.1.1.1.1.5</b>	
Ambulances Taxis		
<b>4</b>	<b>11.6</b>	
Private passenger vehicles Private ambulances 9 to 12 passenger seats		
<b>4a</b>	<b>19.1.1.1.1.1.1.1.7</b>	
Private passenger vehicles Private ambulances 13 or more passenger seats		
<b>5</b>	<b>19.1.1.1.1.1.1.1.8</b>	
Goods vehicles 3000 kgs to 3500 kgs		
<b>7</b>	<b>39.1.1.1.1.1.1.1.9</b>	
Goods vehicles over 3500 kgs Heavy goods tests		
	<b>19.1.1.1.1.1.1.1.10</b>	





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## Chapter 10:

### 10. FUEL CONTRACTS AND AGENCY CARDS

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- 10.2 AGENCY CARDS
- 10.3 LOST, STOLEN OR DAMAGED CARDS.
- 10.4 CARDHOLDERS
- 10.5 BULK FUEL SUPPLIES
- 10.6 LOCAL GARAGE ACCOUNTS
- 10.7 MANAGING THE USE OF FUEL

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10. **FUEL CONTRACTS AND AGENCY CARDS**

10.1. **Fuel type**

10.1.1 The grade and type of fuel must be as recommended by the manufacturer of the vehicle concerned.

10.1.2 Fuel must be obtained from the most economic source available taking into account the journey distance to collect it. Payment will normally be made by means of a fuel charge card supplied by Transport Unit.

10.2 **Agency Cards**

10.2.1 Agency cards can be obtained on written request from the Transport Unit.

10.3 **Lost, Stolen or Damaged Cards.**

10.3.1 *Fuel cards are to be treated as an accountable document. The card must not be left in an unattended vehicle, and loss or theft of a card must be reported immediately to Transport Unit and the local police by telephone.*

10.3.2 Where a card becomes worn or damaged the request for a replacement must be sent to Transport Unit. Worn cards must be retained until a replacement is received. Damaged cards must be destroyed.

10.3.3 Drivers must NOT regard agency cards as a personal issue. They must only be issued when they are needed either to refill tanks between short runs or for use during long runs. At other times, they must be kept in a locked cupboard or drawer.

10.4 **Cardholders**

10.4.1 A register must be maintained to record the serial number of the cards held, the date and time of issue and receipt, and the signature of the receiving officer. The register must also record the registration number of the vehicle in the charge of staff to whom the cards are issued.

10.5 **Bulk Fuel Supplies**

10.5.1 Bulk fuel will be provided under a central contract negotiated by MOD. A copy of the contract will be sent to each user. To enable the MOD to assess the quantity required under the contract, bulk users will be required to submit an estimate when requested.

10.5.2 *Transport co-ordinators must ensure that adequate records are kept for issues, receipts and stocks of bulk fuel. The stock must be checked monthly.*

10.6 **Local Garage Accounts**

10.6.1 If the nearest agency garage is some distance from the establishment and the establishment does not have a bulk fuel tank, approval may be given for fuel to be purchased on a monthly account basis. A written case should be submitted to Transport Unit including details of any discounts offered, deposits required or service charges to be added.

10.7 **Managing the use of fuel**

10.7.1 It is good management to monitor the use of fuel. Transport Co-ordinators should ensure that they make the most economic use of their transport. Careful forward planning and route selection is the most effective way to save fuel and reduce the number of journeys undertaken. See chapter 12 for Maintenance

10.7.2 All purchases and issues of fuel must be entered in the vehicle log book. See Chapter 7. For compulsory records

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## Chapter 11

### 11. OFFICIAL AND SHARED USE VEHICLES GOING ABROAD

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- 11.1 CONDITIONS OF USE
- 11.2 COMPULSORY COMMERCIAL INSURANCE
- 11.3 INTERNATIONAL VEHICLE RECOVERY
- 11.4 MEDICAL AND TRAVEL COVER
- 11.5 NATIONAL ROAD TRANSPORT STATUTES OF OVERSEAS COUNTRIES

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## 11 **OFFICIAL AND SHARED USE VEHICLES GOING ABROAD**

### 11.1 **Conditions Of Use**

11.1.1 Official vehicles and shared use vehicles may be used for travelling abroad. The usual concerns about the cost effectiveness of the mode of transport apply. Prior permission must be obtained from the Transport Unit, who will advise on obtaining Commercial Motor Vehicle Insurance, Vehicle Recovery, Green Card, Medical and Travel Cover and legal matters.

### 11.2 **Compulsory Commercial Insurance**

11.2.1 It is the provisions of the Road Traffic Act 1972 which empowers the Crown to indemnify vehicles whilst 'being used in the public service of the Crown' in this country. This does not extend abroad where we must abide by local law.

All official Vehicles must be covered by the appropriate Commercial Motor Vehicle Insurance when travelling abroad.

### 11.3 ***International Vehicle Recovery***

The official vehicle must be covered for vehicle breakdown and recovery whilst it is abroad. It may be considered necessary for an immobile official vehicle to be returned to the UK.

### 11.4 **Medical and Travel Cover**

11.4.1 Arrangements must be made for Medical and Travel cover for each member of the group before going abroad.

11.5 **National Road Transport Statutes of Overseas Countries**

11.5.1 The official driver must ensure that he and his vehicle comply with the national road transport statutes of the countries to be visited (e.g. warning triangles, first aid kits, etc. to be carried as required).

## Chapter 12

### MAINTAINING THE VEHICLES

#### CONTENT

- 12.1 TRANSPORT CO-ORDINATORS RESPONSIBILITIES
- 12.2 RECEIVING A NEW VEHICLE
- 12.3 PLANNING MAINTENANCE
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- 12.5 WARRANTY PERIOD
- 12.6 DRIVERS DAILY CHECKS
- 12.7 SPECIAL ARRANGEMENTS FOR SECURE VEHICLES
- 12.8 REGIONAL FLEET ENGINEERS
- 12.9 PLACING ORDERS FOR MAINTENANCE AND SERVICING
- 12.10 BREAKDOWN AND RECOVERY SERVICE
- 12.11 TYRES, BATTERIES, EXHAUSTS, GLASS.
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## 12 MAINTAINING THE VEHICLES

### 12.1 Transport Co-ordinators Responsibilities

Transport co-ordinators are responsible for arranging the servicing of all MOTs and HGV testing of vehicles in their care. They are responsible for the condition of the vehicle in which they ask members of staff to work, under the Health and Safety at Work Act. The responsibilities may not be devolved, though the duties may be formally delegated.

### 12.2 Receiving a New Vehicle

When a new vehicle is received, the details in the vehicle record book must be checked against the vehicle and completed, if that has not already been done by the supplier. It is a good idea to record the number of the keys for the vehicle and the radio security code at this time.

### 12.3 Planning Your Maintenance

12.3.1 *Vehicles must be maintained in accordance with the Manufacturer's stated schedules.*

12.3.2 A simple year planner can be a very effective at method of planning your vehicle maintenance and vehicle test dates. Scheduled service periods or mileage's are noted in the manufacturer's handbook which is provided with the vehicle. These can be transferred to the year planner, which can usefully double as a 'booking sheet' to monitor the use of the vehicle.

Contact the Senior Fleet Engineer at the Transport Unit for more guidance.

### 12.4 Selecting a Garage

12.4.1 During the warranty period, a recognised dealer should be used to maintain the vehicle. This may be a requirement under the terms of the warranty, and will enable any warranty work to be undertaken with a minimum of disruption.

12.4.2 In cases where a recognised dealer is an unreasonable travelling distance from the establishment, the Senior Fleet Engineer and the Transport Unit, Corby, will assist in making arrangements, wherever possible, for maintenance work to be carried out locally without invalidating the vehicle warranty.

Regional Fleet engineers are available to assist in technical selection of a suitable repair agent

12.4.3 Labour charges should be compared on a regular basis to ensure that best value for money is being obtained. Labour rates for alternative garages in the area should be checked at least on an annual basis .



## 12.5 **Warranty Period**

- 12.5.1 The Transport Unit have been able to obtain extended warranty on certain makes and types of vehicle, the warranty period should be entered into the record book.

## 12.6 **Drivers Daily Checks**

- 12.6.1 Drivers are responsible for carrying out daily checks on the vehicle. It is good practice to ensure that first person to drive a vehicle each day is made responsible for checking that it has sufficient oil and water, screen washer fluid, and that the tyres appear to be sound. A full list of checks and the drivers responsibilities will be found in the driver's handbook

## 12.7 **Special Arrangements for Security Vehicles Category A**

- 12.7.1 Special arrangements exist for servicing and maintaining secure vehicles. Please refer to the Security manual in conjunction with this chapter.
- 12.7.2 Cat A vehicles may be serviced by Police garages without any specific security action. Where police garages are not available, other public body sources may be considered, such as Ambulance workshops, Local Council garages, and Fire Brigade maintenance depots.  
Instructions in the security manual should be followed before approving any of these units. The Regional Fleet Engineers will give assistance in assessing the suitability of these public body units for maintaining the Prison Service fleet from an engineering standpoint.
- 12.7.3 There will be occasions where secure vehicles will have to be repaired in a normal garage. Under these circumstances arrangements must be made with the dealer to ensure that the vehicle is locked inside a closed building at night.
- 12.7.4 The emergency service radio is to be disabled. If the staff in the garage have not been positively vetted, a member of the Prison Service staff must remain with the vehicle whilst it is being repaired.
- 12.7.5 Exceptionally, where the dealer is well known to the security staff and they consider it safe to do so, the vehicle can be left without direct supervision. In these circumstances, the vehicle must be checked thoroughly for breaches of security.

## 12.8 **Regional Fleet Engineers**

12.8.1 The Regional Fleet Engineer's are part of the Transport Management Service provided by the Transport Unit, Corby. They are qualified and professional vehicle engineers. Their role is to ensure that the Home Office vehicle fleet is maintained in a safe and efficient manner. They provide local units and establishments with practical, technical, and management advice in operating vehicles.

12.8.2 They also provide the following service.

12.8.2.1 A fax back service for assessing estimates and checking invoices

12.8.2.2 Advice on the suitability of vehicles for specific tasks

12.8.2.3 Engineering support for every aspect of vehicle management.

12.8.2.4 An inspection service with report bi-annually, and estimate of the expected life span of the vehicle.

12.8.3 Transport co-ordinators must ensure that vehicles are available for inspection bi-annually, and by mutual appointment with the Regional Fleet Engineer. The inspections are mandatory.

## 12.9 **Placing Orders for Maintenance and Servicing**

12.9.1 It should be made clear to your repairing garage that no work is to be undertaken without a specific written order having been issued.

12.9.2 All orders should be specific and should avoid general statements like 'repair as necessary'. It is frequently the case that some investigation work needs to be done before a garage can supply an estimate for repairs. In this case the order should clearly state that the Transport co-ordinator must be contacted with an estimate before any further work is agreed or undertaken.

12.9.3 *Transport co-ordinators must set a financial limit for vehicle repairs, above which confirmation that value for money is being achieved is to be sought from either the Regional Fleet Engineer or Transport Unit Corby.*  
In practice a limit of £300 should be sufficient for most purposes.

## 12.10 **Breakdown and Recovery Service.**

12.10.1 There is a service agreement in place with Messrs Autohome Limited for the recovery of vehicles which have broken down. There is a sticker placed inside the windscreen of every new vehicle. The freephone number is 0800 622166. You must quote the contract number RS350/26.  
This is a nation-wide service, and you may find it more economical to arrange for short distance local recoveries to be free of charge by your normal repairing agent.

12.11 **Tyres, Batteries, Exhausts, Glass**

12.11.1 Tyres, Batteries, exhausts, and the glass in a vehicle can be replaced less expensively by specialist suppliers. See Chapter 13 for details.

12.12 **General Condition**

12.12.1 Whilst it is impractical to dictate the condition and cleanliness of official vehicles, there is no doubt that a clean and well cared for vehicle provides a better service in the long term, and a better image to the public. Arrangements should be made for vehicles to be cleaned inside and out on a regular basis.

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## Chapter 13

### **TYRES, BATTERIES, EXHAUSTS, ANTI-FREEZE, RADIATOR REPLACEMENT AND WINDSCREENS**

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- 13.11 WINDSCREENS

ANNEX A: TYRES, BATTERIES, EXHAUSTS - SUPPLIERS AND DISCOUNTS.

ANNEX B: REPLACEMENT WINDSCREENS, SUPPLIERS AND DISCOUNTS.

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## 13. TYRES, BATTERIES, EXHAUSTS, ANTI-FREEZE, RADIATOR REPLACEMENT AND WINDSCREENS

### 13.1 Tyres (Distributors for Supply of Tyres)

13.1.1 Arrangements have been made with a number of distributors for the supply of tyres. Details of the companies together with typical discounts offered are shown in Annex A . Tyre prices fluctuate considerably. It is often possible to obtain a better price locally than by national agreement. Local sources should be asked to quote for the supply of tyres, batteries and exhaust systems.

13.1.2 It should be noted that all the companies shown offer other services which include puncture repair service, wheel balancing, alignment checking and technical advice. These arrangements apply to road vehicles only. Other arrangements exist for farms and gardens vehicles, such as tractors and items of plant.

### 13.2 Roadside Tyre Repair Service

13.2.1 Arrangements have been made with a number of companies as shown at Annex A to provide a roadside tyre repair service.

### 13.3 Recommended Tyre Manufacturers and Use of regroovable Tyres

13.3.1 It is strongly recommended that tyres are replaced on a like for like basis. The use of remoulded or non brand name tyres is not cost effective, and not permitted on safety grounds.

### 13.4 Large Goods Vehicles Tyres

13.4.1 Where regroovable tyres are fitted to commercial vehicles a full recyclable life and substantial savings are available. Contact your Goodyear or Michelin dealer.

### 13.5 Statutory Conditions, Tyre Use.

13.5.1 *It is illegal to use on the road a tyre which:*

- a. is not correctly inflated;
- b. has a break in its fabric or a cut in excess of 25 millimetres or 10% of the section width of the tyre, whichever is the greater, measured in any direction on the outside of the tyre and deep enough to reach the body ply or cord;
- c. has any internal or external lump, bulge or tear caused by the separation or partial failure of its structure; or
- d. has any proportion of the ply or cord exposed internally or externally;
- e. the base of any groove which showed in the original tread pattern of the tyre must be clearly visible;
- f. the grooves of the original tread pattern of the tyre must be of a depth of at least 2 millimetres across the full breadth of tread and round the entire outer circumference of the tyre;

g. if the tyre has been repaired, it must have been properly repaired.

### 13.6 **Daily Tyre Check Procedure**

13.6.1 *As part of daily check procedure, it is the responsibility of the driver to examine each wheel (including inner twins where appropriate) daily for incorrect tyre pressures, cuts, blisters, wear, stones etc and to take remedial action before the vehicle is used again.*

13.6.2 Transport Liaison Officers must satisfy themselves that all drivers are aware of this responsibility and that these checks are carried out.

### 13.7 **Wheel Changes - Commercial Vehicles**

13.7.1 *In the interest of safety, all wheel changes on a commercial vehicle must be checked on return to the establishment. The wheel nuts must also be re-checked for the correct torque approximately 1,000 miles after the vehicle is returned to service.*

13.7.2 Warning labels must be displayed in the cab to remind drivers of the need to check the wheel nuts at the appropriate time.

### 13.8 **Batteries and Exhausts**

13.8.1 Arrangements have been made with the distributors shown in Annexes A for the supply of batteries and exhausts.

### 13.9 **Radiator Replacement**

13.9.1 Arrangements have been made with Serck Services and Marston Radiator Services for the provision of replacement vehicle radiators at a discount of 40% off their recommended exchange retail price list. Dealers may be found in the Yellow pages.

### 13.10 **Anti-Freeze**

13.10.1 Anti-freeze now also contains a corrosion inhibitor and must be maintained all year round. It must be added to the coolant in the recommended proportions shown in the manufacturer's handbook.

13.10.2 Care must be taken when topping up the coolant level to ensure that the correct proportion of anti-freeze is maintained. Supplies of anti-freeze must be obtained by local purchase. Take care not to scald yourself with boiling radiator water and steam.

## 13.11 **Windscreens**

- 13.11.1 Arrangements have been made with a number of distributors for the supply of replacement windscreens. Each of the distributors offer a 7 day, 24 hours mobile service with special discounts for fleet cars and commercial vehicles.
- 13.11.2 The type of windscreen provided will be similar to the original fitment.
- 13.11.3 *Contact with the distributor must be made direct by using the free telephone number. Contact must not be made through a third party such as garage or motorway service station.*
- 13.11.4 Windscreen stickers showing the telephone number will be attached to every new vehicle. Replacements can be provided by Transport Unit.
- 13.11.5 When a call is made during the working day, the distributor will ring the user division/establishment to confirm that the vehicle is held by the Home Office.
- 13.11.6 *After hours requests will be taken on trust but the driver must produce means of identity such as log book or official pass. These must include the drivers name, make, model, registration number and location of the vehicle and also the name of the establishment to which it belongs.*
- 13.11.7 An official demand confirming the order must be despatched as soon as possible.
- 13.11.8 Details of target prices, conditions and telephone numbers are shown in Annex B.

## TYRES, BATTERIES, EXHAUST SYSTEMS, AND WINDSCREEN SUPPLIERS CAN BE FOUND IN THE YELLOW PAGES

Target prices and discounts

	Car/Light Van Tyres	Truck Tyres	Exhausts	Batteries
ATS. Tyres, all makes, cars/vans	ATS price list (less 7.5% than retail price)			
Dunlop Goodyear		25% off retail price Manufacturers list price 52% off retail price Manufacturers list		
ALL TYRE COMPANIES DO CALL OUT REPAIRS	TYPICAL CALL OUT FEE £35 TO £50 ON MOTORWAYS	EXTRA FOR OUT OF HOURS CALLS		
MOTORWAY TYRES Michelin Dunlop	60% of retail list 20% “ “ “	12% off list 33% “ “	50% off list Timax	50% off list exide
Hi-Q (tyre services Great Britain)  Uniroyal		53% off list	57% off list TI Bainbridge	35% off list Varta



**ANNEX B  
 AUTOGLASS WINDSCREENS - HOME OFFICE PRICES 1999/2000**

		<b>WINDSCREEN</b>							
<b>MAKE</b>	<b>MODEL</b>	<b>HT</b>	<b>CLEAR</b>	<b>TINT</b>	<b>TOP TINT</b>	<b>CLEAR HEATED</b>	<b>TINT HEATED</b>	<b>NOTES</b>	
<b>Peugeot</b>	406	6525	159.30	117.69	-	-	-		
	406	6525	-	130.54	-	-	-	With Rain Sensor	
	Boxer	6523	265.92	-	-	-	-	Anti-Bandit	
<b>Vauxhall</b>	Astra	1102	127.46	-	132.03	-	-		
<b>Renault</b>	Laguna	7327	-	-	175.43	-	312.79		
<b>Ford</b>	Mondeo	1154	-	147.50	-	-	231.16		
	Escort	1077	106.54	110.70	-	-	185.11		
	Transit	883	100.00	154.68	-	257.29	244.67		
<b>Leyland/DAF</b>	FA45	852	146.12	-	-	-	-	Securiflex	
<b>LDV</b>	400 Series	819	143.96	-	-	-	-		
	Convoy	4628	126.54	-	-	-	-	Without	

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							Mirror
Convoy	4628	154.98	-	-	-	-	With Mirror

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## Chapter 14

### 14. MOTOR VEHICLE SEAT BELTS, TRAVELLING FIRST AID KITS, FIRE EXTINGUISHERS AND MOBILE PHONES

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- 14.1 OFFICIAL VEHICLES FITTED WITH SEAT BELTS
- 14.2 RESPONSIBILITY FOR WEARING SEAT BELTS
- 14.3 WEARING OF SEAT BELTS BY CHILDREN
- 14.4 MAINTENANCE OF SEAT BELTS
- 14.5 TRAVELLING FIRST AID KITS
- 14.6 CARRYING AND CARE OF FIRST AID KITS IN VEHICLES
- 14.7 FIRE EXTINGUISHERS
- 14.8 MOBILE PHONES IN OFFICIAL, SHARED USE AND LEASED VEHICLES

ANNEX A: WEARING OF SEAT BELTS REGULATIONS AND EXEMPTIONS

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14. **MOTOR VEHICLE SEAT BELTS, TRAVELLING FIRST AID KITS AND FIRE EXTINGUISHERS**

14.1 **Official vehicles fitted with seat belts**

*All official vehicles must be fitted with seat belts in accordance with current legislation. The Road Vehicles (Construction and Use) Regulations 1986 (SI 1986 No 1078, as amended). Regulations 46, 47, 48 and 48A refer.*

See Annex A, a summary of the seat belt regulations.

14.2 **Responsibility for Wearing Seat Belts**

14.2.1 The responsibility for wearing seat belts rests with the person sitting in the seat for which the belt is provided, except for children under 14, where the driver is responsible.

14.3 **Wearing of Seat Belts by Children**

14.3.1 *If the vehicle is used for carrying a child you must obtain the appropriate equipment i.e. baby restraints, baby chair etc., which should be held in place with the normal seat belts or proper fittings. Children of 12 years of age or 1.5 metres tall can be restrained by an adult belt.*

14.4 **Maintenance of Seat Belts**

14.4.1 *The belts must be maintained in a fit and serviceable condition and kept free from any obstruction which would prevent them being used.*

14.4.2 Failure to comply with these requirements is an offence and can lead to failure of the MOT test.

14.4.3 Further advice can be obtained from Transport Unit Corby.

14.5 **Travelling First Aid Kits** - As per HON 94/1995 and Safety Notice No 33 (Revised 1995) and Instructions to Governors, Issue Number IG 32/1996

14.5.1 *Travelling first-aid kits must be provided for all official vehicles by the establishment at which they are located.*

Kits should be based on the maximum number of passengers that the vehicle is designed to carry. Staff working away from their parent establishments will also need to carry travelling kits if the locations at which they work are isolated and if they use potentially dangerous tools or machinery, unless there are first-aid facilities on site. The same criteria applies to the provision of kits in vehicles hired or leased for staff use.

14.5.2 Travelling kits may vary in their contents according to the circumstances in which they are to be used, but the following must be included:

- a. 1 guidance card (see Annex to the Code of Practice)

- b. 6 individually wrapped sterile adhesive dressings
- c. 1 large sterile unmedicated dressing
- d. 2 triangular bandages (sterile if possible), if not, a sterile covering for serious wounds should also be included)
- e. 2 safety pins
- f. 5 individually wrapped moist cleansing wipes

NB: Travelling first aid kits should contain only the type of items listed above, and nothing else. Drugs, such as aspirin, codeine etc. should not be held as first aid items. These are potentially dangerous for certain medical conditions. Their dispensation by first aiders could leave them and the Service open to a claim for damages should the patient suffer harm. Larger kits may be required for passenger-carrying vehicles in accordance with the number of passengers.

14.5.3 HM Prison Service establishments should order form HK 001 from Enterprise and Supply Services, Corby on form S&T 445.

14.5.4 To ensure longevity and adequate protection of the contents, a rigid plastic case of the polypropylene type should be used. The soft pouch type containers are not considered robust enough for fleet use.

#### 14.6 **Carrying and care of First Aid Kits in vehicles**

14.6.1 The kits should not be carried loose in a vehicle. In order to protect the first aid box from unnecessary damage and dirt, it must be mounted in a suitable holder fixed permanently to the vehicle. The only exceptions may be where a lidded glove locker is large enough to store the kit securely. Fitting of the holder should be undertaken by a competent garage to prevent, for example, damage to hidden pipes and wiring. The Regional Fleet Engineers will give advice on location if required.

#### 14.7 **Fire Extinguishers**

14.7.1 All official vehicles must be fitted with a 1.5 kg type fire extinguisher.

#### 14.8 **Mobile Phones in Official, Shared Use and Leased Vehicles.**

14.8.1 The fitting and removal of a mobile phone in an official vehicle must be undertaken by an authorised Dealer. Aerials must be mounted on rear windscreen of leased vehicles. Before the vehicle is returned to the lease company any damage must be made good.

14.8.2 *The hand held mobile phone must not be used whilst the vehicle is in motion.. A hands free mobile phone kit must be used if you need to use the phone whilst moving. It is strongly recommended that the vehicle is halted safely before using the phone.*

**WEARING OF SEAT BELTS REGULATIONS AND EXEMPTIONS**

1. *The Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) Regulations 1993 and The Motor Vehicles (Wearing of Seat Belts) Regulations 1993 came into operation on 2 February 1993. It is a legal requirement for drivers and passengers to wear seat belts if they are available, except where exemptions apply.*
2. Manufacturers must by law fit seat belts in the following types of vehicle:
  - a. A passenger car which has less than 8 passenger seats and does not carry standing passengers.
  - b. A "light goods vehicle", meaning a goods vehicle which has (a) four or more wheels; (b) has a maximum design speed exceeding 25 kilometres per hour; (c) has a maximum laden weight not exceeding 3.5 tonnes.
  - c. A "small bus", meaning a motor vehicle which is (a) constructed or adapted for use for the carriage of passengers and is not a goods vehicle; (b) has more than 8 seats in addition to the driver's seat; (c) has four or more wheels; (d) has a maximum design speed exceeding 25 kilometres per hour; (e) has a maximum laden weight not exceeding 3.5 tonnes; and (f) is not constructed or adapted for the carriage of standing passengers.
3. Drivers and passengers in the vehicles covered by the Regulations are required to wear seat belts except in the situations listed in paragraph 4 below. It is the responsibility of each individual to wear the seat belts except that where a passenger is a child under 14 it is the driver's responsibility to ensure that the child is wearing a seat belt.
4. Exemptions may be found in the Highway Code or the full regulations quoted below. Three exemptions are of particular interest to Prison officers and H M Prison service transport. Simplified, they are:
  - a. a disabled person who is wearing a disabled person's belt;
  - b. a person riding in a vehicle while it is taking part in a procession (for the Crown);
  - c. a person being detained in custody or the supervising officer of that detainee.

SI 993 No 31, The Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) Regulations 1993 and SI 1993 No 176, The Motor Vehicles (Wearing of Seat Belts) Regulations 1993 refer.

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## Chapter 15

### 15. USE OF LIGHT TRAILERS

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- 15.2 [GROSS WEIGHTS](#)
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- 15.4 [STABILITY ON TOW](#)
- 15.5 [BRAKING](#)
- 15.6 [TOWING EQUIPMENT](#)
- 15.7 [SPEED LIMITS](#)

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## 15. USE OF LIGHT TRAILERS

### 15.1 Legal Restrictions

15.1.1 The use of trailers is restricted by the weights of not only the trailer, but also combinations of weights involving the towing vehicle. Construction and Use regulations SI no 1078 refer. The following restrictions must be observed.

### 15.2 Gross Weights

#### 15.2.1 Gross Train Weight (GTW)

This is the maximum combined weight at which the motor vehicle, trailer, all goods and persons carried can be used on the road legally. Details of this weight can be found in the manufacturer's plate or ministry plate fitted to the motor vehicle.

#### 15.2.2 Gross Vehicle Weight (GVW)

This is the maximum weight at which the vehicle with all goods and persons carried can be used on the road legally. It should be noted that adding a trailer transfers part of the trailer weight to the motor vehicle via the towing hitch, thereby adding to the gross vehicle weight. Details of the GVW will be found on the manufacturer's plate attached to the motor vehicle.

#### 15.2.3 Gross Trailer Weight

This is the maximum weight at which the fully loaded trailer can be used, weighed free standing and not attached to a motor vehicle. A manufacturer's plate is attached to the trailer showing the legal limits.

### 15.3 Weight Calculations of Trailer Loads

15.3.1 The weight of goods that can be carried in the trailer is calculated by subtracting the unladen trailer weight from the plated or notional gross trailer weight. Care should be taken to ensure that neither the Gross Train Weight nor the Gross Motor Vehicle Weight has been exceeded once the trailer has been attached.

### 15.4 Stability on Tow

15.4.1 For practical stability trailers should not be loaded to a gross weight exceeding 80% of the actual weight of the towing vehicle.



15.4.2 It is a requirement of the Construction and Use Regulations that trailers must be safely and securely loaded:

- a. so as not to cause any danger; and
- b. to avoid a nuisance - e.g. as a result of loose material falling or being blown from a trailer.

Trailers are notoriously unstable, and great care should be taken to produce an even load and a nose weight in accordance with the vehicle makers recommendations. This is usually 50 kgs. Never assume your trailer is stable, try it with caution first.

## 15.5 **Braking**

15.5.1 Trailers under 750 kgs gross weight do not require brakes unless that gross weight is more than half the unladen weight of the towing motor vehicle. For example, a trailer with a plated or notional gross weight of 600 kgs towed by a motor vehicle with an unladen weight of 1000 kgs will require brakes.

15.5.2 All trailers over 750 kgs gross require brakes which operate automatically, with a damped overrun coupling. Emergency brakes are also required, normally operated by a wire cable attached to the hand brake.

## 15.6 **Towing Equipment**

15.6.1 Only proprietary towing equipment as approved by the motor vehicle manufacturer may be fitted to the vehicle.

## 15.7 **Speed Limits**

15.7.1 Speed limits change once you attach a trailer. See Chapter 8 Annex D

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## Chapter 16

### TRAFFIC ACCIDENT PROCEDURES

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- 16.2 [AT THE SCENE](#)
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ANNEX A: [EXCHANGE OF INSURANCE PARTICULARS \(FORM\)](#)

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Mr J Lawrie	(16.3 -16.5.)	229

## 16 **TRAFFIC ACCIDENT PROCEDURES**

### 16.1 **Explanatory Note**

16.1.1 In today's litigative society, the actions that staff take in the immediate aftermath of an accident are of critical importance.

16.1.2 The most productive way of limiting the cost of claims from third parties is to act swiftly. Don't wait until the following day to report or send an accident form, do it now.

All claims are managed by the Transport Unit at Corby, and it is essential that communication links between the establishment or unit involved, and the claims handling team in Corby are clear, concise, and immediate. All the regulations and advice within this chapter are designed to minimise the costs of road traffic accidents to the service.

For a full explanation of how the Crown Indemnity insurance system operates within the Home Office please refer to Chapter 6.

### 16.2 **At the Scene**

16.2.1 In the immediate aftermath of an accident at the most important issues are:

16.2.2 It is an offence not to stop or to leave the scene of accident without providing your name and address and your insurance details. H M Prison Service is not exempt from the law in this respect. If there are reasons of national security preventing you from stopping at the scene of an accident, you must instantly report to your base, who will notify the police of the incident, time and place immediately. Even under these circumstances you are liable to prosecution for leaving the scene of accident and if the police later suspect a crime has been committed.

16.2.3 Determine whether anyone has sustained injury, and obtain medical assistance for them if that is the case. Call for the police if personal injury has been sustained. In the case where the Police are unable to attend, it is a legal requirement to report the accident to the Police within 24 hours.

16.2.4 Maintain a calm and collected manner at all times when dealing with members of the public. Many insurance claims have been lost due to staff acting in an aggressive manner at the scene of an accident.

16.2.5 Do not discuss liability for the accident with any party at the scene. The facts may be presented as understood to Police officers that attend the accident.

16.2.6 Exchange insurance details with other parties.  
Details of the insurance cover must be provided to anyone who has suffered personal injury, or whose vehicle, or any property has been damaged as a result of an accident involving a Home Office or HM Prison Service vehicle. Use the tear of strip at the bottom of the traffic accident form F1112 to exchange information. Annex A provides the necessary insurance details. The Transport Co-ordinator must insure that a copy of Annex A is carried in all official vehicles. These details may be used as evidence of insurance cover if required by the police.

Do not leave the scene without the third parties name, address, insurance company details, vehicle type, and registration number. Use of the accident report form carried in every vehicle will act as an aide memoire for these details.

16.2.7 If the other vehicle leaves the scene of the accident without exchanging these details, write down a description of the vehicle with as much of the registration number as you can, and report the incident to the police

### 16.3 **Recovery**

16.3.1 Once these details have been exchanged and if the vehicle is still in a roadworthy condition, you may proceed on your journey in the usual way.

16.3.2 If you suspect for any reason that the vehicle is not roadworthy, you should call the recovery service 'Autohome' to move the vehicle to your unit, establishment, or a repairing agent. The freephone number is 0800 622166, and you must quote the contract number RS350/26.

### 16.4 **Reporting Procedures**

16.4.1 The accident should be reported to your base unit or establishment Transport co-ordinator without delay.

*A traffic Accident Report form F 1112 must be completed by the driver, or on his behalf if injury prevents him or her from doing so, before the end of that day's duty shift.*

A copy should be kept, and the original sent to the Transport Unit Corby within 24 hours of the accident.

## 16.5 **Managing the Repair**

- 16.5.1 There is no delegated financial authority for establishments to undertake accident repair work.
- 16.5.2 Competitive estimates must be obtained and referred to the Senior Fleet Engineer at the Transport Unit Corby for formal approval, even though departments fund these repairs from their own maintenance budgets. This allows for more cost-effective claims management, and allows us to comply with certain commercial requirements if either party requires additional technical accident damage inspections.
- 16.5.3 Authorisation will be given in writing by the Senior Fleet Engineer at for the repairs to be carried out.
- 16.5.4 *Accident invoices must be approved by the Senior Fleet Engineer before payment.* One copy of the invoice is sufficient, it will be copied to the insurance claims section internally. Promptness is paramount. The insurance claims team cannot make a claim without an invoice.

## 16.6 **Managing the Claim**

- 16.6.1 All correspondence received in connection with a traffic accident involving a Home Office or HM Prison Service must be forwarded to the Transport Unit without delay. No reply should be made to correspondence, beyond a formal acknowledgement and intimation that all further correspondence should be addressed to the Transport Unit at Corby.

## 16.7 **Legal Proceedings**

- 16.7.1 It is imperative that immediate notice with full details of any proposed Police proceedings or inquests arising as a result of a traffic accident must be notified and sent to the Transport Unit.
- 16.7.2 In Police proceedings arrangements may be made in approved cases for the legal representation of the department's driver at public expense. These may include inquests, formal inquiries, and all police proceedings arising out of an accident involving departmental vehicles. All cases are considered on their merits. Where it is decided that the Department driver may be defended at public expense, the Treasury Solicitor's Department will be instructed. Staff may choose private representation in proceedings against their person.
- 16.7.3 In civil proceedings the interest of the Crown and the driver or the Crown servants would generally be the same, and the Treasury solicitor's Department will normally be instructed to act on behalf of the staff involved. Staff may choose private representation in proceeding against their person.

16.7.4 In the event that a member of staff does instruct his own legal representatives, the department will not accept any further liability for damages or costs awarded against that member of staff.

**ANNEX A**

**EXCHANGE OF INSURANCE PARTICULARS WITH THIRD PARTIES**

Where insurance particulars are required to be exchanged the following formula should be employed:

**Home Office Vehicle Reg No**

.....

Part VI of the Road Traffic Act 1972 does not apply to the Crown and, consequently, a vehicle owned, controlled or used by a non-insuring Government Department does not require a policy of insurance or other security in respect of third party risks.

The Home Office carries its own insurance in respect of this vehicle and all claims relating to any damage or personal injury arising from the involvement of this vehicle should be addressed to The Departmental Transport Manager, Room 705, HM Prison Service, Regime Services, Transport Unit, Crown House, 52 Elizabeth Street, CORBY, Northants NN17 1PJ.

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## Chapter 17

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Mrs K Miller (17.1 - 17.4)	313
Mrs E Gamble (17.5)	244
Mrs C Spauwen (17.5)	225
Mrs V Tomlin (17.5)	336



## 17 **DISPOSAL OF OFFICIAL AND SHARED USE VEHICLES**

### 17.1 **Disposal of Official Vehicles**

17.1.1 *All vehicle disposals must be arranged through and by the Transport Unit.*

17.1.2 Fleet Support will issue specific instructions on the disposal of vehicles as and when the occasion arises. Vehicles are disposed of mainly via selected auction companies in accordance with Government Accounting procedures.

### 17.2 **Cost Effective Disposal Timing**

17.2.1 It is important that actual running costs are kept under regular review, extending vehicle life is not always cost effective in the long term. The Transport Unit can advise on appropriate disposal timing for any vehicle in service.

### 17.3 **Return Official Vehicles for Disposal to Fleet Engineering Workshop, Branston**

17.3.1 Vehicles due for disposal or no longer required must be returned by the user establishment or division to Fleet Engineering Workshop, Branston. Vehicle Records Books, Crown Ownership Certificates, Road Fund Licences and a capital asset transfer form must accompany the vehicle, whether it is for disposal or transfer to other parts of the Department. As far as possible, disposal will be arranged to coincide with the issue of the replacement vehicle.

### 17.4 **Direct Transfer to Another Establishment or Unit**

17.4.1 *In order to maintain the legal requirement for keeping location records, Inter Area transfers must be arranged through the Transport Unit, and transfers within an area must be notified to the Transport Unit.*

17.5 **Leased 'Shared Use Scheme' Vehicle Disposal**

17.5.1 Disposal is the responsibility of the lease company, who will arrange collection.

17.5.2 Where the lessee wishes to purchase the vehicle, contractual arrangements are in place. Details of the scheme are contained within the terms and conditions of lease supplied with every lease contract. See also chapter two

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## Chapter 18

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