



## APPENDIX 15 TO SEA CADET REGULATIONS

# ROAD TRANSPORT REGULATIONS

(ASCR 15)

2007 EDITION

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# ROAD TRANSPORT REGULATIONS

## LIST OF CONTENTS

- Chapter 1 Introduction
  
- Chapter 2 General
  - Annex A Duties of Sea Cadets' Motor Transport Officer
  
- Chapter 3 Regulations for non-MOD vehicles
  - Annex A Guidance to drivers of non-MOD vehicles
  
- Chapter 4 Use of Ministry of Defence vehicles
  - Annex A Standing Orders for drivers
  - Annex B Vehicle daily inspection
  - Annex C Contents of Drivers pack

### RECORD OF CHANGES

<b>Change No</b>	<b>Date</b>	<b>Date inserted</b>	<b>Signature</b>	<b>Name</b>	<b>Rank</b>
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# CHAPTER 1

## INTRODUCTION

### AIM

0101 The aim of this Appendix to SCR is to provide regulations and guidance on safe and legal use of Road Transport in the Sea Cadets.

0102 Travel by road is an essential part of modern life and of cadet training. It is a field where familiarity can easily dull awareness of the very significant hazards involved. The speed of which a motor vehicle is capable can make a minor lapse of concentration result in a fatal accident. Our Duty of Care to our staff, to our cadets and to others requires that the highest practicable standards of responsible behaviour are maintained on the road just as they are during the training of cadets itself.

### SCOPE

0103 These regulations and guidance govern all Road Transport connected with Sea Cadets activity (see paragraph 0105) in any vehicle, including privately owned, privately hired, MOD owned and MOD hire vehicles.

0104 These regulations apply to MSSC Employees including RN personnel seconded to the Sea Cadets, to adult volunteers in the Sea Cadets, both civilian and uniformed, and to cadets.

### DEFINITION OF SEA CADETS ACTIVITY

0105 For the purpose of these regulations, Sea Cadets activity is defined as any activity necessary in connection with the training and administration of Sea Cadets, and authorised by MSSCHQ, Area Staff, District Staff, Unit Chairmen or Commanding Officers, or by Superintendents of Sea Cadet Training Centres and Officers in Charge of Sea Cadet camps, competitions and of other events organised by the Sea Cadets.

0106 These regulations are based on statute law and road traffic regulations, and on the MOD regulations which govern use of MOD owned and hired vehicles. The regulations in this Appendix to SCR are subordinate to statute law, road traffic regulations and to MOD regulations, which are to be treated as definitive in any case of conflict with anything in this Appendix.

0107 These regulations cannot contain all regulations relevant to all use of road transport in the Sea Cadets. In particular they cannot contain the whole body of national road traffic regulations. They aim to refer to those of particular importance to the Sea Cadets, concentrating particularly on the field of driving cadets around in private cars and minibuses, with internal and external loads and trailers.

0108 When new national regulations are introduced which particularly affect the Sea Cadets, they will be announced in the Monthly Bulletins on the Training & Admin website. Such bulletins will not generally be included in this ASCR unless the new regulations substantively change anything in them.

0108 References The field of Road and Motor Transport is extensively regulated and documented. The following references provide further guidance:

The Highway Code (current edition)\*

Defence Movement and Transportation Regulations, JSP 800, Volume 5 Road Traffic Regulations\*

UK White Fleet Contract Vehicle Rental Service Handbook Version 2 Jul 2006\*

UK White Fleet Standard Operating Procedures version 4\*

Cadet Training Safety Precautions, JSP 535

Sea Cadet Training Instructions, ASCR 1

Sea Cadets Health and Safety Manual, ASCR 5

Sea Cadets weapon security regulations, ASCR 6

DVLA website: [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)

\* Copies of these publications are to be held by MTOs

## CHAPTER 2

### GENERAL AND SAFETY

#### AUTHORISATION

0201 It is a fundamental feature of all Sea Cadet activities that in order to be classed as Sea Cadet activities at all, they are to be **under the control of Sea Cadets Staff**, and **properly authorised**. All use of Road Transport in the Sea Cadets is, therefore, to be properly authorised. In general, the following are permitted to authorise Sea Cadets use of transport

##### MSSCHQ:

- Directors and Deputy Directors
- Offshore Commander and Head of Operations & Personnel
- Chief of Staff
- Events Manager
- Motor Transport Officer
- Staff Royal Marines Officer
- Uniformed HQ staff volunteers of CPO rank and higher

##### Area Offices:

- Area Officer and Deputy Area Officer
- Business & Management Director
- Office Manager
- MT Officer
- Area Logistics Officers
- Uniformed Area staff volunteers of CPO rank and higher

##### Districts:

- District Officer, Deputy District Officer, Assistant District Officers
- District Staff of CPO rank and higher

##### Units:

- UMC members
- Commanding Officer or Officer in Charge
- First Lieutenant
- Member of staff of CPO rank and higher
- Civilian Staff specifically permitted by CO to authorise transport.

0202 Authorisation need not be a formal process, and may be exercised by such means as control of vehicle keys, by designating drivers in Unit standing orders, or in the written or verbal orders for training or events.

0203 The duties of the authorising officer are to:

- ensure that the journey is connected solely with Sea Cadets business
- ensure that the driver is qualified, licensed and briefed for the journey.
- ensure that the driver understands the responsibilities of the role.
- sign the Authorising Officer's Details (columns g and h) section of F/MT 1001A for travel by MOD vehicle

0204 It is an important control principle that no driver is to “self authorise” except in emergency.

0205 Detailed regulations and guidance on the management of MT are in Chapters 3 and 4 of this ASCR.

## **GENERAL AND SAFETY RESPONSIBILITY**

0206 All levels of the chain of command have roles to play in delivering safe road use. MSSCHQ must set and promulgate reasonable, up to date and comprehensive policy, regulations and guidance. Area, District, and Unit staff are to make themselves aware of how the regulations are being applied in every vehicle used by Sea Cadets, are to help reinforce MSSCHQ’s safety message downward, and are to represent upward any flaws detected in the system, and examples of good and bad practice.

## **MOTOR TRANSPORT OFFICERS**

0207 Motor Transport Officers (MTO) will be nominated at MSSCHQ, and in Offshore and Area Offices. Some Training Centres which operate several MOD or White Fleet vehicles will also designate an MTO. Larger Camps and events may have a temporary MTO designated for the camp or event only. The duties of the MTO are listed in Annexe A to this Chapter.

## **DRIVERS AND PASSENGERS**

0208 The driver is the single most important factor in road safety. The highest standard of alertness is needed to drive safely. Courteous and competent driving are to be praised, slipshod and cavalier attitudes and behaviour behind the wheel are to be censured by any means up to and including disciplinary action.

0208 Even though the driver is personally responsible in law for all the passengers and cargo in the vehicle, the driver of a vehicle larger than a car should not if possible be acting as the supervisor in charge of cadets in the vehicle. Another competent adult should be in the vehicle to ensure that the cadets do not distract the driver or compromise their own safety, for example by not wearing their seatbelts properly.

0209 – 0220 Spare.

## **DRIVER TRAINING**

0221 It is the responsibility both of Commanding Officers and line managers that all their subordinate drivers are competent to drive the vehicles assigned to them. It is equally the responsibility of the individual driver that he is competent to drive the vehicle he is asked to. At the very least this responsibility may be discharged by having every new driver, and every driver in a vehicle different from those with which he is familiar, complete a familiarisation drive, of at least 20 minutes including driving

in general traffic conditions, accompanied by an experienced driver and without other passengers.

0222 – 0225 Spare.

## **PASSENGERS**

0226 Cadets should not travel in the front seats of vehicles if other seats, fitted with seat belts, are available.

0227 – 0230 Spare.

## **VEHICLES**

0231 The best guidance on capabilities, limitations and maintenance of individual vehicles, within which they must by law be operated, is usually in the vehicle's user handbook. In some cases relevant details are marked on the vehicle. Operators of vehicles whose user handbooks have been lost should obtain copies from the vehicle manufacturer, or at least find out the following details:

- Maximum passenger capacity
- Maximum internal load
- Maximum roof load
- Maximum trailer weight
- Servicing requirements and intervals, tyre pressures etc.

0232 Seats in any vehicle to be used for carrying cadets are to be fitted with seat belts. Seats not so fitted are not to be used for carrying cadets.

0233 Vehicles are to be loaded within their designed capacities. When planning carrying of loads, the method of loading and unloading is to be considered and if necessary, a risk assessment carried out. All loads including the personal effects of the driver and passengers are to be secured so that they cannot move, hinder the operation of the vehicle, nor form a hazard in the event of an accident.

0234 Use of roof racks is discouraged, but when used, they are to be loaded within the lesser of the vehicle's roof loading and their own load limits. When used, the driver is to know the load limits of both roof rack and vehicle roof, and is to check daily both that the roof rack remains securely fastened to the vehicle, and that the load is securely fastened to either roof rack or vehicle.

0235 – 0240 Spare.

## **DRIVING BY CADETS**

0241 Cadets who have passed the driving test and who hold the necessary driving licence and insurance may, with their parents' or guardians' **and** Commanding Officer's express consent, drive themselves to and from Sea Cadet training and events. They **may not drive any other cadet** without that cadet's parent's or guardian's express written consent. They may not drive themselves during training

and events, and steps such as taking temporary custody of the keys are to be taken to ensure that they do not drive their car or motorbike until the training or event is over.

0242 – 0250 Spare.

## **RISK ASSESSMENT**

0251 Every Unit is to include in its risk assessment process risk assessment of all aspects of transport which affect the Unit. Even Units which do not operate their own vehicles are to carry out risk assessments of the transport activities in which they do get involved, including use of private vehicles, hire vehicles, borrowed vehicles, and the Unit Site Transport risk assessment as described in paragraph 0256 below.

0252 – 0255 Spare.

## **SITE TRANSPORT MANAGEMENT**

0256 Every Unit is to have a risk assessment and plan to address the issue of safety of traffic and pedestrians on the Unit site. The risk assessment is to address:

- Blind spots,
- Access ways into traffic pathways
- Those with disabilities and sight problems
- Pedestrian / vehicle segregation
- Vehicle exhaust
- Road markings and road signs
- Lighting
- Traffic conflict
- Pedestrian protection
- Training in road safety for cadets
- Vehicle security

The effectiveness of Unit transport management arrangements will be checked during the Unit Review process.

## **FURTHER ADVICE**

0257 Further guidance may be obtained from Area MT Officers in Offshore and Area Offices, and from the Motor Transport Officer (MTO) in MSSCHQ.

Annexe:

A. Duties of Motor Transport Officers (MTO)

## **DUTIES OF SEA CADETS MOTOR TRANSPORT OFFICERS (MTO)**

1. The MTOs in MSSCHQ, in Offshore and Area Offices, and in Training Centres charged with operating White Fleet vehicles are successfully to complete the RNMTS course as soon as possible after taking up their post. The MTO is to arrange this training for his/her relief as soon as possible after they join, by contacting FLEET N4-LOGS LAND TPT RN CPO, whose details are at paragraph 3 of this Annexe. In addition, any personnel who are charged with operating Green Fleet vehicles are to successfully complete the Defence Transport Manager's (DTM) course, at the Defence School of Transport, which should be arranged in the same manner.

2. MTO are to:

- Adhere to all aspects of UK and International Road Transport legislation and the regulations laid down in JSP 800.
- Efficiently coordinate the use of service transport and manage an official transport request procedure.
- Be fully conversant with their responsibilities regarding Road Traffic Accidents (RTA) and ensure the associated documentation is completed and distributed correctly.
- Establish and routinely monitor the F/MT 600 (MOD MT Driver's Permit) system. In addition he/she will organise licence acquisition training and conduct regular checks of licences held by all drivers of service vehicles.
- Organise Matrix and Check Testing as necessary.
- Utilise and manage the use of official MOD MT forms, including the F/MT 1000 and F/MT 3 series.
- Make drivers fully aware of all their duties and responsibilities and ensure that all the conditions relating to 'fitness to drive' are adhered to.
- Manage both driver and vehicle documentation, including the use of fuel agency cards.
- Promote road safety actively.
- Be aware of and practice all associated HAZMAT procedures as they apply to Sea Cadets MT.
- Be aware of all aspects of the White Fleet Contract and Standard Operating Procedures.

3. FLEET N4-LOGS LAND TPT RN CPO may be contacted on: 02392 625567, email [rob.strutt111@mod-uk](mailto:rob.strutt111@mod-uk).

## **CHAPTER 3**

### **REGULATIONS FOR NON - MOD VEHICLES**

#### **DEFINITION OF PRIVATE VEHICLE**

0301 For the purpose of these regulations, a private vehicle is defined as any vehicle not owned by MOD nor hired through the VT land vehicle rental system. This definition therefore includes vehicles owned by the MSSC, by Units, by individual members of the Sea Cadets and by organisations and persons unconnected with the Sea Cadets. It also includes vehicles hired from vehicle rental companies other than through the MOD VT Land arrangements.

#### **GENERAL PRINCIPLES**

0302 Vehicles are to be operated in accordance with the statutes and regulations relevant to their type and use.

0303 All drivers are to be qualified and licensed to drive the vehicle.

0304 The driver is to be physically and mentally fit to drive, and not suffering the effects of fatigue, illness, drugs or alcohol which temporarily impair his fitness to drive. The driver is to be properly clothed with particular attention to the footwear worn.

0305 Vehicle and driver are to be covered by in-date insurance as required by the law.

0306 The vehicle excise license is to have been paid, and the tax disc correctly displayed.

0307 The vehicle is to be materially safe to use, and any mandatory periodic test (EG the MOT Test) is to be in date.

0308 The vehicle is to be loaded within its designed loading limit.

0309 Road speed limits and traffic instructions are to be observed.

0310 Any additional requirements occasioned by the vehicle's size or type (EG Tachograph requirements) are to be observed.

#### **SMALL BUS (MINIBUS) PERMITS AND DISCS**

Reference: SCRs 11.11

0311 Under Section 19 of the Transport Act 1985, non-profit organisations may make a charge to passengers for providing transport without the need to obtain a

PSV Operator's Licence and, in most cases, without having to comply with PCV driver licensing requirements. However, a Section 19 permit cannot be used to provide services to the general public or on journeys outside the UK.

0312 Sea Cadet Units, as registered charities, qualify as non-profit organisations and as such, MSSC Headquarters acts as an agency for the Department of Transport in the issuing of Small Bus (Minibus) permits. Small Bus permits are issued for small buses (i.e. minibuses) that can carry 9 – 16 passengers excluding the driver.

0313 To apply for a Small Bus Permit and Disc contact MSSC Headquarters (Administration and Personnel Officer) who will send you an application form. The application form is to be completed and returned with a cheque, made payable to The Marine Society & Sea Cadets, in the sum of £3.40 for each permit and disc. No charge is made for administration and postage. (SCRs 1319.1)

0314 With each permit a disc will be issued and when the vehicle is being used under the permit, the disc must be fixed to the inside of the windscreen so that it can be easily seen from outside the vehicle but does not obstruct the driver's view of the road.

0315 All permit bus drivers are to be 21 or over.

0316 Drivers who obtained their licence (category B) test before 1 January 1997 were automatically granted additional entitlement to drive minibuses with 9 - 16 passenger seats (category D1), not used for hire or reward. For as long as they hold D1 (not for hire or reward) entitlement, these drivers may drive a 9 - 16 passenger seat minibus of any weight used under a permit. On expiry of the licence the D1 (not for hire or reward) entitlement may be renewed provided the driver can meet the necessary standards of health (this involves a compulsory medical examination). Any driver who does not renew the D1 (not for hire or reward) entitlement at age 70 but retains car (category B) entitlement, may still drive a 9 – 16 passenger seat minibus provided the conditions in paragraph 0316 below are met. Minibuses being driven under permit may tow a trailer up to the maximum authorised mass (MAM) by drivers with a licence that was obtained before 1 January 1997.

0317 Drivers who obtained their licence on or after 1 January 1997 are no longer granted D1 (not for hire or reward) entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9-16 passenger seat minibus **under permit**, provided the following conditions are met:

- a. The driver has held the category B licence for at least 2 years.
- b. The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.
- c. The minibus has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers) Change 1
- d. In the case of drivers aged 70 or over, they must be able to pass the medical examination referred to in paragraph (a) above.

0318 Minibuses being driven under Permit may NOT tow a trailer if the driver has a licence obtained on or after 1 January 1997. Licences obtained after this date indicate only Category B vehicles may be driven. Therefore although holders of such a licence can drive a minibus under Permit, they are **not permitted to tow any type of trailer** unless they take an additional driving test in order to gain entitlement to category D1/D1+E.

0319 For further information see - Vehicle & Operator Services Agency Publication: Passenger Transport Provided by Voluntary Groups under the Section 19 or 22 Permit System – Guide for Operators at:

[www.vosa.gov.uk/vosacorp/repository/Passenger%20Transport%20In%20the%20Voluntary%20Sector%20July%202005%20\(PSV%20385\).pdf](http://www.vosa.gov.uk/vosacorp/repository/Passenger%20Transport%20In%20the%20Voluntary%20Sector%20July%202005%20(PSV%20385).pdf)

0320 – 0321 Spare

### MANAGEMENT OF VEHICLES

0322 Unit vehicles are to be systematically maintained so as to maintain them in a sound, roadworthy condition. Records are to be retained to prove that this has been done. Whenever they are used, vehicles are to be in date for statutory inspections (MOT Test), with in date road fund licence disc properly displayed, and properly insured.

0323 User checks of:

- brakes
- lights
- steering
- lubricants and fluids
- seat belts
- windows
- number plates
- first-aid kit
- valid tax disc
- fire extinguisher
- horn
- fuel
- wipers
- warning devices
- tyres (damage, wear and pressure)

are to be carried out by the driver before use and daily thereafter during use. The checklist at Annexe B to Chapter 4 may be issued to drivers with drivers' packs.

0324 Monthly checks are to be carried out and recorded in the Unit MT log. The checks are as for user checks, plus:

- auxiliaries drive belt
- brake fluid
- battery

- exhaust
- pedal movements
- bodywork
- interior
- interior lights
- first aid box
- tax disc
- security of doors and seats.

0325 – 0330 Spare

## **UNIT MOTOR TRANSPORT LOG**

0331 Every Unit which operates its own Road Transport is to keep an MT log. A suggested format for the Unit Transport Log is at Annex B to this Chapter. The MT log will be liable to inspection during the RNUR process. Units which have implemented Project Westminster are to use Westminster's transport management function, and will only need to maintain the record of sighting of drivers' licences in the paper MT log.

0332. All Unit drivers are to sign the sheet in the Unit MT log annually to confirm their recent familiarity with this Appendix to SCR.

0333 Unit transport is to be listed in the MT log or in Project Westminster with details of the routine maintenance and defect repairs that are carried out on it, so as to demonstrate systematic attention to proper maintenance of the vehicle.

0334 – 0340 Spare

## **CHECKING OF DRIVERS' LICENCES**

0341 The Chairman of the UMC is to ensure that all drivers in the Unit are listed in the MT log, that their driving licences are inspected by a member of the UMC or by the Commanding Officer annually, and that details are recorded in the MT log. Similar arrangements are to be made by MTOs at Offshore and Area Offices and in MSSCHQ for drivers of Area and HQ transport. Where a licence holds more than 6 penalty points the Unit is to consult the MTO on whether the licence holder should be allowed to drive cadets. Drivers of Area and HQ vehicles not attached to Units are to submit photocopies of their licenses whenever requesting transport.

## **STANDING ORDERS FOR DRIVERS**

0342 All drivers are to read and be familiar with this ASCR, and particularly with the Guidance for Drivers at Annexe A to this chapter, and are to sign Unit MT logs annually to confirm that they have done so. Drivers not attached to Units are to confirm to Area / Offshore HQ MTO that they have done so when requesting booking of transport.

0343 - 0350 Spare.

## **RESPONSIBILITIES OF THE DRIVER**

0351 Full Guidance for drivers of private vehicles are in Annexe A to this Chapter. This should be issued to drivers with the Vehicle Daily Check List and Drivers' Packs, as described in Chapter 4.

0352 If charged with an offence, it is no defence to plead ignorance nor to claim to be obeying the orders of a superior.

0353 – 0360 Spare.

## **SEA CADETS ADDITIONAL REGULATIONS**

0361 No cadet or other person of less than 18 years of age is to be driven in any motor vehicle by anyone of less than 21 years of age on Sea Cadets activities. Even when a driver of less than 21 is insured to drive a particular vehicle, this regulation prevents him or her carrying cadets as passengers on Sea Cadet activities.

0362 The regulations contained in Chapter 8 of the current edition of Cadet Training Safety Precautions, JSP 535, are to be obeyed. Note that JSP 341 (the MOD source document quoted in JSP 535) has now been superseded by Volume 5 of JSP 800.

0363 – 0370 Spare.

## **CARRYING CAPACITIES**

0371 The carrying capacity of cars and minibuses is generally the number of seats with which they are fitted, and may be limited in the case of minibuses by the Maximum Authorised Mass (MAM) of the vehicle.

## **INSURANCE REQUIREMENTS**

0372 All owners of privately owned vehicles used for MSSC purposes must notify their Insurers that their vehicle is used for this purpose under their own policy.

0373 Privately owned vehicles are not insured, by the MSSC, to tow Unit owned trailers, Unit craft on privately owned trailers or privately owned craft on Unit trailers.

Annexe:

- A. Guidance for Drivers of Non – MOD vehicles
- B. Format for Unit Transport log



## **GUIDANCE TO DRIVERS OF NON-MOD VEHICLES**

Drivers are to:

- be legally qualified
- hold the appropriate licence
- be insured to carry out the duties of driving
- be over 23 years and less than 75 years of age
- have held a full car licence for more than three years
- have no conviction for a serious motoring offence in the last five years
- be free from disease, physical or mental infirmity which could impair ability to drive
- not consume alcohol within eight hours before driving
- not participate in heavy drinking of alcohol within fourteen hours before driving
- not consume alcohol whilst on driving duties
- be free from recreational drugs
- if on medication, receive confirmation that the medication will not make the driver unfit to drive
- have a full night's sleep the night before a long drive
- only commence a long trip following sufficient rest
- avoid long distance driving after a day's work
- wear prescription spectacles where prescribed
- not be distracted by unrelated activities such as smoking, eating, phoning
- avoid long distance continuous driving between 2300 and 0600
- share the driving wherever possible
- break the driving with at least a 15-minute stop every 90 minutes
- take breaks in a safe area. Drivers are advised, during the break, to drink one or two cups of coffee and take a short nap
- recognise fatigue onset and act to cease driving.
- Compliance with all relevant law and regulations
- Loading of vehicle, with regard to the weight, volume, properties, effect on centre of gravity of load
- Carriage and restraint of equipment for the protection of personnel,
- Towing trailers
- Emergency measures, egress, collision consequences
- Travel plan
- Rest and refreshment stops
- Communications
- Driving as required by weather, traffic, and road conditions
- On board safety equipment.

In addition, JSP 535 Chapter 8 requires that:

all drivers are to have a rest period of 11 consecutive hours in any 24 hour period, and imposes a daily driving limit of 9 hours. A rest period is an uninterrupted period during which the driver is neither driving nor doing any other work, whether on Cadet Force duty or during usual civilian employment.

Drivers must take a break of 45 minutes after any 4 ½ hours of accumulated driving. During this break, drivers may not carry out any other work.

The speed limit for cars is 60 MPH on normal roads and 70 MPH on dual carriageways and motorways. Vehicles with more than 7 but less than 30 seats are limited to 50 MPH on normal roads and 60 MPH on dual carriageways and motorways. Limits for other common military vehicle types are given in the same chapter.

Seat belts are to be worn when fitted.

## **UNIT MOTOR TRANSPORT LOG**

### **NOTES ON COMPLETION OF THIS LOG**

1. The purpose of this log is to record Units' management of their transport.
2. Units which have implemented Project Westminster may use the Westminster vehicle management function rather than this log to record the management of their transport. Units which use Project Westminster will still need to maintain the first tables in this log, the record of confirmation by drivers of familiarity with ASCR 15, and of annual sighting of driving licences.





**DETAILS OF UNIT TRANSPORT**

Make:

Model:

Registration Number:

Date first used:

Date due MOT:

Date insurance to be renewed:

Mileage next service due:





## CHAPTER 4

### USE OF MINISTRY OF DEFENCE VEHICLES

0401 The Sea Cadets are privileged under the Memorandum of Agreement between MOD and the Marine Society & Sea Cadets to use MOD owned vehicles, and vehicles hired under the VT Land arrangements for travel in connection with the business of the Sea Cadets. Such use is to be under regulations as nearly as possible the same as those which apply to MOD employees. There is a considerable cost advantage to the Sea Cadets in using MOD owned and hired vehicles, and misuse and abuse of the privilege will be considered a serious disciplinary offence.

0402 The MOD makes a charge for use of MOD and VT Land hired vehicles, by deduction of their cost from the annual Grant in Aid to the MSSC. The principle of maximum economy in use of this transport is therefore to be followed.

0403 The regulations in this Chapter are drawn from JSP 800, Defence Movements and Transportation Regulations, Volume 5, Road Transport. The regulations in this Chapter are necessarily extracts and abridgements only, and if in any doubt, the advice of the Area Office MT Officer or MTO at MSSCHQ, who hold JSP 800, is to be sought.

### INSURANCE OF MOD VEHICLES

0404 MOD vehicles and those hired under MOD VT Land arrangements carry third party insurance only. Drivers of MOD and MOD hire vehicles operated in accordance with this ASCR are covered against injury to any third party and against damage to the property of any third party. The cost of repair of damage to the hire vehicle itself is not covered, and will be recovered by MOD from the Sea Cadets' annual grant-in-aid. It has been decided by the MS&SC that the cost of insuring against damage to MOD hire vehicles is greater than the cost of repairing damaged vehicles, and so no such insurance is provided. The drivers of MOD and MOD hire vehicles, operated in accordance with this ASCR, will not be liable for damage to the vehicles they are driving. The cost of repair of damage to vehicles hired by Areas will be deducted from the Area's annual Training grant from MS&SC. MOD insurance does not cover use of MOD vehicles other than in accordance with this ASCR. Such use is therefore uninsured. Any driver using an uninsured vehicle is committing a criminal offence and is liable to prosecution, to Sea Cadet disciplinary action, and personally liable for any damage to the hire vehicle and for injury to any third party and damage to property.

0405 Spare

## **AUTHORITY TO USE MOD TRANSPORT**

0406 MSSC employees, MOD employees seconded to the MSSC, Sea Cadets adult staff, and members of Unit Management Committees may be authorised to use MOD vehicles at public expense in connection with the business of the Sea Cadets **only**. Guidance on what can be considered as constituting Sea Cadets business is in Chapter 1 of this ASCR, Article 0105.

0407 The type of transport used will depend on its intended use, but in all cases the principle to be applied is to obtain the maximum economy, consistent with considerations of safety, in use of MOD transport.

0408 – 0410 Spare

## **AUTHORISATION**

0411 All use of MOD transport must be properly authorised. In the Sea Cadets, the following may authorise use of MOD transport:

### **MSSCHQ:**

- Directors and Deputy Directors
- Offshore Commander and Head of Operations & Personnel
- Chief of Staff
- Events Manager
- Onshore Training Officer
- Motor Transport Officer
- Staff Royal Marines Officer

### **Area Offices:**

- Area Officer and Deputy Area Officer
- Business & Management Director
- Office Manager
- MT Officer
- Area Logistics Officers

### **Districts:**

- District Officer, Deputy District Officer, Assistant District Officers

### **Units:**

- UMC members as detailed by UMC Chairman
- Commanding Officer or Officer in Charge
- First Lieutenant

0412 The duties of the authorising officer for MOD transport are as in Article 0203, and in addition, to:

- ensure that the transport is to be used in connection with Sea Cadets business only,
- ensure that the class of vehicle is correct for the job,

- specify all points on every journey
- ensure that the driver's name is entered in the 'AUTHORISED DRIVER' box on the F/MT 1001A and then to sign for each approved journey in boxes g & h marked 'Authorising Officer's Details'

0413 The process of authorisation of use of MOD vehicles is initiated by whoever wants the transport applying for budgetary approval, either using the T17 process or as laid down in this paragraph. The budgetary authorisation for training will normally include authorisation for MOD transport where requested on the T17. When no T17 is raised (EG within MSSCHQ for National courses and events), the person seeking authorisation is to use the Form FMT 1001A which is to be taken by the driver on the journey.

## **DEMANDING VT LAND HIRE VEHICLES**

0414 Only Authorised Demanding Officers (ADO) may demand VT Land hire vehicles. The ADOs in the Sea cadets are the MTOs at MSSCHQ and in Offshore and Area Offices. Within MSSCHQ, Offshore and Area Offices, alternative ADOs will be authorised by DoP, OC or BMD so that there is always an ADO available in each office during working hours. Exceptionally, for some large events and camps, event ADOs may be appointed, and authorised to demand VT Land hire vehicles for their particular event only.

0415 The ADO will demand VT Land hire vehicles using form F/MT 1010 in response to budgetary approval requests on form T 17 or form FMT 1001A, properly completed and signed by an Authorising Officer as listed in paragraph 0411.

0416 Blank demand forms (FMT1010) are to be kept under effective control and may be used by ADOs only.

0417 ADOs will inform the users of the outcome of demands for transport.

0418 - 0420 Spare.

## **DOCUMENTATION**

### **VEHICLE USAGE RECORD**

0421 Form F/MT 1001A Vehicle Usage Record (VUR) is to be completed by every driver on every journey in a MOD, White Fleet and VT Land hire vehicle. It is the responsibility of the drivers listed on the FMT 1000 (booking form) to ensure that this is correctly completed by all drivers, and not to allow the vehicle to be driven by other drivers if it is not done. Blank FMT 1001A with instructions on its completion are to be included in vehicle drivers' packs.

0422 The F/MT 1001A (VUR) is an auditable document and must be correctly filled in. It must be correctly closed down at the end of each month and a new one raised, the old one is to be returned to the Area / MSSCHQ MTO immediately.

### **VEHICLE CHECK SHEET**

0423 A vehicle check sheet (example at Annexe B to this Chapter) is to be completed for all MOD and Unit vehicles at the start of every day they are used. Vehicle check sheets are to be provided in Drivers' packs.

### **ACCIDENT REPORT FORM**

0424 Every MOD and White Fleet vehicle is to carry blank accident report forms FMT 3 for completion in case of accident. VT Land hire vehicles will be delivered with the vehicle hire company's accident report form, but where this is not the case, drivers are to take blank accident report forms FMT 3 in the vehicle with them. Blank FMT 3 are to be included in vehicle drivers' packs.

0425 An accident report form is to be completed for any accident involving a MOD, White Fleet or VT Land Hire vehicle, whether or not the accident involves any other person or property. Completed accident report forms are to be returned to the Area / MSSCHQ MTO as appropriate without delay.

### **COMPLETED FORMS FROM DRIVERS' PACKS**

0426 Completed VURs, and vehicle check sheets from use of White Fleet vehicles on long term loan are to be retained for 2 years by the MTO. 0427 Completed VURs and vehicle check sheets from VT Land Hire vehicles are to be returned to MSSCHQ / Offshore Office / Area Office (as appropriate) with the completed claim forms for fuel and any other expenses. In cases where expenses are claimed on electronic forms (T 17), the T 17s will not be processed until the completed VURs and Check Sheets are received.

0428 When accidents occur, the accident report form is to be completed as soon as possible and forwarded to MSSCHQ / Offshore Office / Area Office (as appropriate). This form is not to be delayed while the T 17 is completed.

0429 – 0430 Spare

### **MOD DRIVERS PERMITS**

0431 MOD Drivers Permits (F/MT 600) are not required in the Sea Cadets when driving 4 wheeled cars (Class B on civilian driving licences) with two wheel drive. They are required for driving 4 wheel drive vehicles and for vehicles other than cars. When they are used, local arrangements will be made to test drivers' competence before issue of an F/MT 600.

## STANDING ORDERS FOR DRIVERS

0432 All drivers are to read and be familiar with Standing Orders For Drivers at annexe A to this chapter, and are to sign Unit MT logs annually to confirm that they have done so. Drivers not attached to Units are to confirm to Area / Offshore HQ MTO that they have done so when requesting booking of transport.

## DUTIES OF DRIVERS OF MOD VEHICLES

0433 In addition to the duties of drivers of all vehicles described in Annexe A to Chapter 3 of this ASCR, drivers of MOD vehicles are responsible for:

- ensuring that they have the correct documents with them in the vehicle as listed in articles 0421 to 0424 of this ASCR.
- Completing the Vehicle Usage Record (VUR) FMT 1001A by entering:
  - their name and the date when they take over as driver,
  - At departure and at every authorised point on the journey the odometer reading, the point and the times of arrival and departure at the point,
  - Details of all fuel taken on.
- Returning the completed VUR of hire vehicles to the MTO on completion of the hire period.

0434 When MOD transport is being used, **journeys are to be by the most direct route between point of departure, other specified points on the route, and point of arrival.** The only deviations permitted from this principle are in emergency (affecting health, safety or welfare) and when road diversions are set up by road traffic authorities because of roadworks or accidents. Drivers are to be aware that **if they deviate for any other reason deliberately from the most direct route for their authorised journey, they will be driving without cover of MOD indemnity, (which might mean that they are personally liable for injury or damage to property, including to the hire car, in case of accident). Deliberate misuse of MOD transport constitutes the criminal offence of misuse of public funds.**

0435 MOD and long term hire White Fleet vehicles are not normally to be kept overnight at drivers' home addresses. In certain cases, however, when secure parking is not available, or for operational reasons, this rule may be waived by the MTO.

0436 VT Land hire vehicles may be delivered to and collected from Drivers' home addresses where this is necessary for operational reasons or in the interest of greater economy.

0437 VT Land hire vehicles used over several days for different journeys may be authorised to be kept overnight at drivers' home addresses for operational

reasons or in the interest of economy. In such cases the driver's home address should be listed as a point of the authorised journey.

0438 Just as MOD vehicles may only be used on properly authorised journeys, they may only be use for carrying authorised passengers and loads. Only passengers and loads directly connected with the Sea Cadets may be carried in MOD, White Fleet and VT Land Hire vehicles.

0439 Drivers of MOD and VT Land vehicles may use the Birmingham Northern Relief Road (M6 Toll Road) free of tolls, on presentation to the toll booth of a completed FMT 1001A Vehicle Utilisation Record for the journey. If the toll booth operator demands payment of the toll, a receipt is to be obtained and the toll may be reclaimed from MSSC.

0440 Drivers of MOD and VT Land Vehicles are to buy all fuel needed by the vehicle, either using the MOD fuel card provided, a MSSC credit card, or by paying for it themselves. When drivers have to pay themselves, the cost may be reclaimed from the MSSC, against receipts, in the normal way. Ferry, bridge, and road toll charges may be reclaimed in the same way where these represent less cost than driving longer distances by non-toll roads. Where Congestion Charging is in force, and where entry into the congestion charging zone is unavoidable, or where greater expense would be incurred by avoiding the zone, and where the driver has to pay the charge, it may be reclaimed from the MSSC.

0441 Drivers of VT Land hire vehicles are to ensure that when they have finished with the vehicle, it is left with the fuel tank as nearly full as possible. The hire car company will charge MOD at a rate considerably in excess of the cost of fuel alone for filling up VT Land rental vehicles returned needing fuel. MOD will pass these charges back to the MSSC by deduction from the Grant in Aid.

Annexes:

- A. Standing Orders for Drivers of MOD vehicles
- B. Vehicle daily check sheet
- C. Contents of Drivers' Packs

## STANDING ORDERS FOR DRIVERS

These orders provide a core set of standing orders applicable to drivers of all MOD vehicles, including self-drive and hired vehicles.

### DOCUMENTATION.

Before taking over a vehicle, drivers are to obtain the following documentation:

- Standing Orders for Drivers
- Vehicle daily check sheet (Annexe B to this Chapter)
- F/MT 1001A (Vehicle Usage Record (VUR))
- FMT 2/3 Accident Report Forms x3
- Accident Statement Forms x3.
- Recovery instructions

Blanks of these forms are available for download on the Sea Cadets Training & Admin website. These forms are to be taken in the vehicle by the driver, in a Drivers' Pack.

### YOUR OBLIGATIONS AS A DRIVER

1. Compliance with the law. When you are driving a Service vehicle, you are to obey all laws and regulations appropriate to driving vehicles on the public roads. Failure to comply with the law may render you liable to prosecution by the police and, if issued with a fixed penalty notice or convicted of a civil offence, you will have to pay, out of your own pocket, any fine imposed by the courts. You may also lose your driving licence or have it endorsed. You should pay particular attention to the following:

- a. Speed Limits. Comply with all civil speed limits and also with the maximum Service speed limit for your vehicle.
- b. Traffic Signs. Comply with all traffic signs, signals and orders given by police Officers or traffic wardens.
- c. Traffic Regulations. Comply with the Highway Code in all respects.
- d. Parking. Comply with all parking regulations when parking a Service vehicle in a public place.
- e. Lighting Regulations. Conform to the advice given in the Highway Code.
- f. Condition of Vehicle. The driver of a vehicle is held personally responsible, by law, for the roadworthiness of his vehicle. Check your vehicle every day as instructed in Paragraph 5 of these orders.

g. Passengers and Load. Ensure that the load is correctly distributed and restrained throughout the vehicle. Carry no unauthorized passengers and ensure that those you are authorized to carry are correctly seated and that all doors etc are closed before you start.

h. Road Traffic Accidents. If you are involved in a road traffic accident (RTA), you are required to:

1) Stop and give particulars to anyone requiring them, or, if particulars cannot be given, report to the civil police, as soon as is practicable (within 24 hours). Any injury or damage to any person, animal, vehicle or roadside property, other than injury to yourself or an animal in your vehicle or damage to your vehicle or load, must be reported to the police.

2. Seat Belts. When driving, you are to wear a seat belt if one is fitted to your vehicle. You are also to ensure your passengers do the same, assisting with the fitting and adjusting of their seat belts where necessary.

3. Route Selection. You are required to keep to the route given to you by your authorising officer, or if no such route is given, to the shortest practical route between your point of departure and your destination. Departure from that route may only be made in an emergency, or if directed by a superior officer, policeman (civil or military) or traffic warden. Additionally, use may be made of motorways which may make a route longer in distance but shorter and more practical in time. Any unauthorised deviation from your route or use of your vehicle for private purposes is prohibited and may lose you the support of the Department's Insurers.

4. Daily Vehicle Checks. You are to check that certain items on your vehicle daily before use and take remedial action if necessary, (these checks are to be done alongside those laid down in maintenance schedules relevant to the vehicle being checked). These checks include:

a. Fuel. Verify that the quantity of fuel in the tank is sufficient to commence your journey; refuel if necessary.

b. Fluids. Engine oil, Radiator, Brake Fluid Reservoir, Windscreen Washer Reservoir, Batteries. Check fluid levels; replenish if necessary.

c. Tyre Pressures. Check tyres for correct pressures; adjust if necessary.

d. Tyre Wear. Inspect tyres for damage, irregular or excessive wear; report defects.

e. Lights, Horn, Traffic Indicators, Windscreen Wipers and

Washers. Check that all components are working correctly; report defects.

f. Brakes. Test that your brakes function efficiently when you first move off.

g. Speedometer/Odometer. Verify that the odometer reading corresponds with the vehicle worksheet and report any discrepancies. Check that the odometer is working on first moving off. Report defects asap.

h. Fire Extinguishers. When fitted, check the in-Service date and serviceability of the fire extinguisher, and take the necessary. Replacement action when applicable.

j. Road Wheel Nuts. To be checked for security (see also Paragraph 8).

k. Road Security. Make sure that your load (including that on a roof rack) is secure.

l. Trailer. On every occasion that a trailer is used, apply the relevant checks listed above, and in addition, ensure that the trailer and its connections are securely attached to the prime mover and all locking devices are inserted. Make sure that on a fixed drawbar trailer, the towing eye is free to rotate.

5. Vehicle Cleanliness. You are to ensure that your vehicle has:

a. Clean windows, mirrors, lights, reflectors and number plates.

b. A clean and tidy interior.

b. A standard of exterior cleanliness appropriate to the type and usage of the vehicle.

6. Vehicle Security. You are responsible for the security of your vehicle and its load. If, in the course of your duties, or in an emergency, you are obliged to park your vehicle in a public place, you are to ensure that the vehicle is properly locked or immobilised.

7. Road Wheel Security. If you have to carry out a wheel change you are to use the vehicle's wheel brace. Wheel security checking procedures are as follows:

a. Where a wheel change is carried out in the unit and before the vehicle is taken into use, the wheel nuts must to be checked by a competent tradesman (or suitably trained driver) using an appropriately rated torque spanner set to the specified torque.

b. Where wheel changes are carried out on the roadside or elsewhere and torque spanners are not available, the driver is responsible for reporting the fact at the next scheduled stop so that road wheel security including torque setting of the wheel nuts is checked. If a torque spanner is not available, the driver is to check security of the road wheel using the vehicle's wheel brace to ensure the wheel nuts are tight. In all. Such cases it remains the driver's responsibility to ensure the wheel nuts are checked for correct torque setting at the earliest opportunity.

*Note: Some vehicle manufacturers are no longer using wheels with coned nuts and nut seatings and instead are using those with a flat rim face with spigot fittings and flat faced nuts. You should therefore ensure that the correct wheel to vehicle type is fitted and that the securing nuts are of the correct design for that vehicle.*

8. **Breakdown.** In the event of a breakdown, you are to act in accordance with the vehicle recovery instructions carried with your vehicle documents or such other instructions issued by your unit.

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

## **YOUR FITNESS TO DRIVE**

10. **Alcohol.** You must not be under the influence of alcohol when reporting for duty or when driving any Service vehicle. You are forbidden to drink any intoxicating liquors whilst on duty or when driving any Service vehicle. This includes any period during which you are on standby duty and liable to drive your vehicle at short notice. You are reminded that it is not only dangerous, but a serious offence to drive or be in charge of a motor vehicle whilst under the influence of alcohol. You are not to carry any alcoholic drink on your vehicle except as part of an authorized load. The consumption of even a small amount of alcohol may affect your ability to drive for many hours.

11. **Fatigue.** Many accidents are caused by tired drivers. When on a long journey you are to stop for rest and refreshment at reasonable intervals so as not to fall asleep at the wheel. You are not normally to drive continuously for more than four and a half hours without rest or relief. You are also responsible for ensuring that you have adequate rest when off duty so that, when reporting, you will be completely fit for a normal shift of driving duty.

12. **Injury or Illness.** If you suffer from any injury or illness, which may affect your driving ability, you are to report the facts to your superior at once. If you become unfit to drive due to illness whilst on a journey, stop your vehicle as soon as it is safe to do so, secure the vehicle and report to your unit by telephone. Seek the assistance of the civil police if necessary.

13. Drugs or Medicine. You are not to take drugs or medicines, which may affect your driving ability. When given drugs or medicine on a doctor's prescription, you should enquire at the time of issue whether it is safe to drive whilst taking such medication. If you are taking prescription drugs which may affect your driving ability, you may not drive.

14. Doctor's Prescriptions. If you are being treated by a doctor for illness or injury, and he prescribes drugs or medicine for you to take, you are to ask him whether or not these drugs or medicines are liable to affect your driving ability. If they are liable to affect your ability to drive, you are to request a note to that effect. You must report the facts to your superior asap.

15. Clothing. When driving, you must wear clothing appropriate to the task of driving.

16. Footwear. You must wear footwear suitable for driving. The following types of footwear are forbidden:

- a. Iron shod or metal studded boots.
- b. Wellington boots or waders (except when driving or operating plant on building or similar sites).
- c. Shoes with high heels or platform soles.
- d. Flip-flops or sandals.

17. Documentation. The following documents must be in your possession when driving a Service vehicle:

- a. Your civilian driving licence(s).
- b. The vehicle worksheet or transport operations record for your vehicle with authorization for the journey.
- c. A Traffic Accident Report form (FMT 3-2 and 3-3).
- d. Vehicle recovery instructions.

Other documents as directed by your unit.

18. Civil Driving Licence. You are not permitted to drive on public roads in the UK, if your civil driving licence has lapsed or been suspended.

19. Vehicle Worksheet. Documentation procedures vary but you are required to maintain a clear record of all particulars of each journey, or leg of each journey, including timings and fuel issues, on the vehicle worksheet provided by your controlling office and in accordance with any instructions given to you.

20. Traffic Accident Report Form (FMT 3-2). This must be completed at the scene of an accident and follow-up procedure carried out in accordance with Chapter 12 of JSP 800 Vol 5.

21. Self-Drive Vehicles. Certain vehicles are allocated to individuals or vehicle pools for use on a self-drive basis. The following regulations in particular apply to the drivers of such vehicles:

a. Documentation. The driver is responsible for keeping full records on the vehicle work sheet of the use of your vehicle and for submitting the work sheets for audit at the correct time as instructed by your MT office.

b. Vehicle Checks. The driver is responsible for ensuring that the vehicle checks at Paragraph 5 are carried out daily. The driver of the vehicle is personally liable under British civil law if the vehicle is used on public roads in an unroadworthy condition e.g. with defective lights, tyres, etc.

c. Cleaning and Servicing. The driver is responsible for ensuring that proper arrangements have been made for regular cleaning and servicing, and for making the vehicle available for these purposes when required.

d. Parking. When the vehicle is not in use, the vehicle is normally to be parked in a MOD vehicle park. It may be parked at a place of residence subject to prior permission being given by the authorising officer.

e. Private Use. MOD owned and hired vehicles may not be used for private purposes or recreational journeys.

22. Smoking in Vehicles. The driver may not smoke whilst driving. Smoking by passengers is not permitted, but in any event, the driver, or an officer or NCO in charge, is to ensure that no smoking takes place when:

a. The vehicle is carrying a dangerous cargo, i.e. petrol, empty, petrol cans, ammunition or flammable stores.

b. There is a risk of fire present from a previous load, i.e. petrol vapour.

c. The vehicle is being refuelled.

**d. No mobile phones are to be taken whilst transporting dangerous goods.**

23. Mobile Telephones.

Drivers are not to make or receive (or cause or permit to be made or received) any call on a hand held mobile phone unless the vehicle is parked in a safe place with the engine switched off. Contravention of this will be regarded as a breach of the Code of Conduct as well as a breach of law, and may result in disciplinary action.

## VEHICLE DAILY CHECK SHEET

Daily inspections are to be carried out by the first driver of the day.

The following areas are to be checked on the inspection, and this form signed on completion:

1. Visual inspection of the engine.
2. Engine oil level.
3. Windscreen wipers and wash bottle.
4. Visual inspection of the tyres, (tread and walls)
5. Visual inspection of the tyre pressures.
6. Mirrors.
7. All light lens for damage.
8. All lights operate correctly. (internal and external)
9. Seat belts.
10. Valid Tax Tax
11. First Aid Box
12. Handbrake.
13. Fire extinguisher, (if fitted)
14. General look round the whole vehicle for damage.
15. Sufficient fuel for the journey.

Signed:

Name:

Rank:

Date:

### **CONTENTS OF DRIVERS PACK**

The Drivers pack to be taken on all journeys by the driver of any MOD, White Fleet or VT Land Hire vehicle is to consist of :

- Standing Orders for Drivers
- Vehicle daily check sheet
- F/MT 1001A (Vehicle Usage Record (VUR))
- FMT 2/3 Accident Report Forms x3
- Accident Statement Forms x3.
- Recovery instructions

Blank copies of these forms are available on the Sea Cadets Training and Admin Website. ([www.sccheadquarters.com](http://www.sccheadquarters.com)), except for the F/MT 1001A, which may only be obtained from the Authorising Officer