Central Operations SOP (Standard Operating Procedure)

Central Operations SOP : Police Driver and Vehicle - Vehicle and Equipment SOP

Title: Police Driver & Vehicle - Vehicles & Equipment SOP

Version: Version 1.7

Summary: This SOP provides guidance to staff on the use of vehicles and equipment used by the MPS

Branch/ OCU: Roads Policing Strategic Committee

Review date: September 2013

Notice reference/ date: Item 5, 38/10 of 15th September 2010

Introduction

This SOP provides guidance to officers on the use of vehicles and equipment provided by the MPS and supports safe driving within the MPS by its staff.

Application

This Standard Operating Procedure applies with immediate effect.

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor’s Office for Policing and Crime (MOPAC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

However, this SOP applies in particular to officers and staff in the following roles:

- Police Officers, Metropolitan Special Constabulary and police staff who are either currently, or wish to become, authorised drivers
- Supervising officers of any of the above
- Heads of units or BOCU commanders
- Fleet managers
- Safe Driving Managers
- Members of the MPS Volunteers Programme
N.B. This list is not intended to be exhaustive

Vehicles and Equipment

CONTENTS

Section 1 - Use of Vehicles and Equipment
- General
- Fleet numbers
- Manufacturers vehicle handbook
- Logbooks
- Daily inspection – pre driving checks
- Post drive checks
- Defects found
- Run flat tyres
- Punctures and wheel changes
- New / Replacement tyres
- Maintenance/repairs/breakdowns/servicing
- Vehicles returned from Maintenance / Servicing / Repairs
- Search of vehicle
- Cleanliness and tidiness
- Soiled / Contaminated vehicles
- Doors
- Vehicle stability and traction control systems
- Vehicle payload
- Vehicle specification
- Vehicle livery
- Use of vehicles outside of MPD
- Vehicle use (excluding off road motorcycles)
- Motorcycles
- Motorcycle clothing
- Off-road motorcycles
- Off road definition (Motorcycles)
- Use of Pressure Washers on MPS motorcycles
- Hired vehicles
- Sponsored / donated vehicles / partnership/loaned vehicles
- Using privately owned vehicles
- Driving Members of the publics vehicles, including prisoners
- Incident Data Recorders (IDRs)
- Seat Belts
- Smoking
- First aid kits
- Refuelling
- Incorrect fuelling action
- Towing
- Use of MPS vehicles for Work to Home - Home to Work
- Work -Home- Work (WHW)
- Garaging vehicles
- Parking outside MPS premises
- Parking on MPS premises
- Transport prisoners / detained persons
- Carrying passengers - all cases
- Carrying passengers - MPS employees
- Carrying passengers - non-pre planned
- Carrying passengers - pre planned
- Carrying passengers if person is ill or injured
- Carrying of police dogs
- Legal exemption for vehicles being used for a police purpose
- Warning equipment - blue lights / sirens / headlamp flash
- Crossing junctions controlled by traffic lights (ATS) when red
- Use of hard shoulders on motorways
- Progress through road-works
- GPS use
- Portable satellite navigation systems
- Vehicle Technology use MDT, ANPR and Provida systems.
- Radio use
- Mobile phone use
- Escorting / piloting of vehicles and fast runs, including ambulance escorts
- Escorting abnormal, indivisible loads
- Escorts being undertaken by Special Escorts Groups

Section 2 - Stopping of Vehicles
- General
- Location
- Use of warning equipment
- Unmarked cars
- Safety considerations

Section 3 - Pedal Cycles
- Nominated supervisor
- How to become a police pedal cyclist
- Safety equipment
- Clothing
- Record of use
- Daily inspection
- Cycle security and safety
- Cycle left unattended
- Repairs and supplies
- Sponsorship
- Cycles involved in collisions
- Examination of Pedal Cycles

Section 1

Use of vehicles and Equipment

1.1 General

Vehicles and associated equipment require considerable ongoing investment by the Metropolitan Police Service (MPS) and all drivers are responsible for ensuring that they are looked after correctly and used safely.

When using the vehicle there is a requirement by the MPS that officers/staff will
operate the vehicle safely, in the manner they have been trained or authorised to, complying with the Police Driver and Vehicle Policy and associated SOPs.

Failure to do so may leave the driver personally responsible for criminal offences, internal discipline and misconduct proceedings or sanctions under the Police Driver & Vehicle Regulations (PDVR).

There are corporate risk assessments relating to the use of vehicles and drivers and supervisors should be aware of these assessments and ensure compliance.

Vehicles must only be used for official, authorised purposes.

The MPS uses a mixture of owned / hired / sponsored and donated vehicles and the following sections relate to all these vehicles (apart from specific additional instructions for specific groups).

All members of the MPS can be authorised to drive MPS vehicles and the following sections relate to all employees of the MPS (apart from specific additional instructions for certain groups).

Any reference to driver will also apply to riders of motorcycles, unless there is specific exemption.

1.2 Fleet number
All MPS vehicles are issued with a fleet number (permanent or temporary), which should be used to identify the vehicle in all forms of correspondence regarding the vehicle.

1.3 Manufactures vehicle handbook
The handbook contains significant information, which is important for the safe and correct operation of the vehicle. It is the responsibility of each driver to familiarise themselves with the handbook when they drive a new type / model of vehicle for the first time, as it will help with identifying the correct use of the vehicles systems and controls.

In the event that the handbook is missing and that there is no other vehicle of the same type readily available, Transport Services Department (TSD) can provide duplicates if requested.

1.4 Logbooks
Every MPS vehicle is provided with a logbook, which must be carried on the vehicle whilst it is in use.

It is the driver's responsibility to check the log-book at the commencement of the tour of duty / working day to ensure:

- All recorded mileage is accounted for and signed
- That any damage or defects have been recorded correctly (so that a vehicle that has been taken out of service is not used)
- The fuel card is present
- That the vehicle is not over mileage or time for a scheduled service, brake fluid change or MOT test

Any damage found must be correctly reported as per Police Driver & Vehicle -
Polcolls & Driving Standards SOP.

Any mileage unaccounted for must be reported to a local supervisor who will make enquiries to trace the driver responsible for the missing mileage.

Missing fuel cards must be reported. Missing fuel cards for Black, Red and Green log books should be reported to VT. For further information, please contact the

Missing fuel cards for Blue, Brown and Yellow log books should be reported to the Service Desk, Transport Services. Further details can be found on the 8 The card from another vehicle must not be used to obtain fuel.

If it is established by the driver or BOCU fleet manager that a vehicle is overdue a service, brake fluid check or MOT, it must be withdrawn from service and arrangements made for the required work to be carried out. For further information, please contact 11 for vehicles with Black, Red and Green logbooks for Blue, Yellow and Brown log books contact the 12

The driver must complete the following fields in the logbook before commencing any journey:

- Date of the journey
- Duty on which employed, e.g. call sign of vehicle
- Time of departure
- Driver's name printed legibly in block letters

On completion of the journey, the following fields must be completed:

- Time of return
- Speedometer reading
- Number of miles driven
- Any fuel obtained and the location
- Any defects
- Signature and divisional or pay number if applicable

Both individuals and the MPS commit offences if a vehicle requiring a test certificate is used without one, except where the vehicle is being driven to an authorised testing station for a pre-arranged test.

(B)OCU Commanders / Heads of Branches are responsible for ensuring that vehicle logbooks are inspected regularly by line managers to ensure compliance with the above requirements and to prevent vehicles being used for unauthorised purposes or people and are in a safe condition for use.

Local records should be kept to identify when such checks have been carried out.

Line managers should carry out regular spot checks on vehicles and sign and date the logbook. They must ensure that their officers and staff carry out and understand the importance of such checks.
The loss of a vehicle logbook must be reported immediately. Vehicle log books for Black and Red covers should be reported to 15. Vehicle log books with a Green cover should be reported to 16. Missing vehicle log books for Blue, Brown and Yellow covers should be reported to the Service Desk, 18.

1.5 Daily Inspection – pre driving checks
Before using an MPS vehicle all drivers must conduct a daily inspection.

In very limited circumstances, there may be an urgent need to use the vehicle without carrying out a daily inspection (e.g. urgent assistance, a person’s life in danger, etc.). In such circumstances, once the initial threat has been dealt with, the daily inspection must be carried out before any further use of the vehicle.

The purpose of the daily inspection is to ensure that the vehicle is in a safe condition to drive and that any unreported damage is recorded. It is an individual’s responsibility as the driver of the vehicle to carry out the checks.

Damage to bodywork -
Conduct a visual examination of the exterior for damage and defects.

Underside damage –
The surface below the vehicle should be checked for any signs of fluid leaks which could indicate a serious safety related defect. The underneath of the front and rear bumpers should be checked for any damage, which may indicate the vehicle, has suffered a grounding, which may give rise to safety related defects.

Tyres –
All tyres fitted to a vehicle must be identical in specification in terms of the manufacturer, the model, and tread pattern. Motorcycle tyres must be a correctly matched pairing of identical make and model.

As well as checking the above, each tyre must be carefully checked for:
- Damage to the sidewalls and tread area
- Cuts & bulges
- Embedded objects
- Tread depth

The minimum acceptable tyre-tread depth for MPS use is:
- Motor-cars and vans – 2mm
- Motorcycles – 2mm front tyre
- Motorcycles – 3mm rear tyre

Tyre Pressures
The required tyre pressures are stated in the vehicle logbook. Certain duties where the vehicles are operated close to maximum payload (i.e. Traffic and ARV vehicles) will usually be specified to operate on full-load tyre pressures. Tyre pressures must be checked and adjusted when the tyres are cold. If the vehicle has recently been driven the tyre pressures may have increased due to heat. Therefore, pressures must not be checked or adjusted until the tyres have cooled as reducing the pressures when the tyre is hot could result in under-inflation.
Running a tyre under-inflated will cause it to overheat, affecting the handling characteristics of the vehicle, and may result in irreversible structural damage to the tyre.

It may not be possible to check the tyre pressure of vehicles that are in 24/7 use at the start of every tour of duty. In these circumstances, if the tyres are not cold, a visual check should be made before the vehicle is used for any sign of under/over inflation. If an opportunity arises during a tour of duty to check the tyre pressures when the tyres are cold, this must be taken.

In the above circumstances, if any handling problems arise whilst the vehicle is being driven it must be taken out of service immediately, until the tyres are cold and the pressures checked and adjusted properly. If the handling is not corrected by this process the vehicle must remain out of service and the defect reported.

Always replace the valve caps having checked the tyre pressures.

Wheels -
Check condition of the wheels, looking for any damage. Damage to wheels may indicate hidden damage to steering or suspension components.

Check wheel nuts are present and secure: if there are any concerns, call for a qualified garage hand or inform.

Brakes -
Make a visual check of the brake fluid level (if the level is low it may indicate brake pad wear or a leak – it must not be topped up – the vehicle must be taken out of service for a brake safety check).

Check handbrake holds vehicle and is adjusted correctly.

Check brake pedal pressure and ensure there are no obstructions in the foot well of the car.

Electrics -
Check operation of all electrical equipment, (i.e. lights, direction indicators, horn and emergency warning systems and windscreen wipers).

Oil -
Check engine oil level with the engine switched off. If low, it must only be topped up by workshop staff or a garage-hand (this is due to several types of oil being available and to avoid engine damage / warranty issues only the correct type must be used).

Water -
Check engine coolant level. Check windscreen washer reservoir (top up if required using appropriate mix of water and washer fluid to prevent legionella implications).

Seatbelts -
Check for wear and free running.

Additional checks to above for motorcycles.
Cables -
Check condition and correct routing. Riders must ensure that the cables do not get trapped.

Final drive –
Chains - Check adjustment, lubrication, split pin and security of fittings.

Shaft – ensure no oil leaks visible.

Motorcycle riders must not adjust chains – authorised MPS vehicle contractors must carry out any adjustment.

If defects are found with a vehicle, it must be withdrawn from service until suitable repairs / maintenance is carried out by authorised persons.

The vehicle logbook must be checked for reported damage/defects before the vehicle is driven.

Secure Area of Vans / Detainee Transport
Drivers are responsible for ensuring that the secure area of any vehicle, used for the transportation of detainees, is checked for damage, defects or wear which may present a danger to any person.

In particular, drivers should look for any defects or damage, which could lead to the formation of ligature points, i.e. broken Perspex, defective hinges, bent metal from the cage etc.

The MPS Custody Policy - Standard Operating Procedures defines a ligature and 'ligature point' as:

A ligature is anything made or adapted to tie or bind, such as a belt, laces, clothing or blankets, and a ligature point is anything to which a ligature may be affixed in order to cause self-strangulation. The most innocuous fixture, fitting or space can provide a ligature point for a person intending to self-harm or commit suicide.

The above list of checks is not intended to be exhaustive, and drivers must ensure that they consider whether there are any potential hazards or risks to occupants of the secure area. The TP Emerald Custody Intranet Site contains further guidance on ligature points and prisoner safety considerations.

If any damage is found which is likely to present a risk to any occupant, the vehicle must be removed from service and repairs arranged. If applicable, a Near Miss report (Form 370) must also be completed.

Equally, should a detainee deliberately self-harm or attempt to do so, within the secure area, a Form 370 should be submitted. This will provide an appropriate reporting mechanism for such incidents and the data may assist when considering future vehicle design.

Further information and advice on this topic may be obtained from the Custody Directorate.

1.6 Post drive checks -
Drivers are required to conduct a visual examination of the exterior of the vehicle at the end of their tour of duty to ensure no damage has been sustained whilst the vehicle has been parked and unattended.

Defects found by the next driver, which are judged to be obvious and self-evident and which should have been found during the daily inspection or post drive check, may result in the award of penalty points against the previous driver for not conducting adequate inspections and checks as specified.

All line managers have a responsibility to ensure that their staff properly carry out pre and post drive checks.

1.7 Defects found
A driver who becomes aware of any defect to a vehicle, no matter how trivial, must report the matter, enter it in the repair section of the logbook and remove the vehicle from service if necessary.

Where minor non-safety related defects occur, a supervising officer may authorise the continued use of the vehicle if appropriate. The supervisor will sign and date the logbook.

1.8 Run-flat tyres
Run-flat tyres are fitted to some MPS vehicles and incorporate a tyre pressure monitoring system, which will inform the driver if there is a loss of pressure. With a tyre deflated the vehicles handling properties will change including reduced stability during braking and longer braking distances. Vehicles that have run-flat tyres will not usually have a spare wheel supplied.

Following a puncture on a run-flat tyre the vehicle may be driven to a workshop or another location where it will await repair, though this must be strictly in accordance with the restrictions on maximum speed and distance detailed in the vehicle manufacturer's handbook. However, before continuing to drive the vehicle the affected tyre must first be visually inspected for damage. If structural damage to the tyre is apparent, or if the puncture was caused by a collision, the vehicle must not be driven and will have to be recovered.

A vehicle with a puncture to a run-flat tyre must not be used in any operational capacity until the tyre is replaced.

Under no circumstances should normal tyres be mixed with Run-flat versions, even if the tread patterns appear similar. Therefore, wheels must never be transferred from one vehicle to another.

1.9 Punctures and wheel changing
Puncture repairs must not be carried out to any tyre or inner tube. This also prohibits the use of any form of after-market puncture sealant (unless the tyre puncture sealant was issued with the vehicle by TSD together with instructions for use).

Punctured tyres must only be removed / changed by authorised personnel.

Authorised Personnel are defined as:
- Suitably qualified TSD employees and TSD Contractors
Suitably trained Fleet Resource Assistants (formerly garage Hands) and
Certain staff within specialist departments who have received written
authorisation and have been trained by TSD.

Trained garage-hands may remove a punctured wheel and replace it with the
allocated spare (the one supplied to that vehicle) on cars and car-derived vans
only.

**Impacts resulting in tyre deflation or wheel damage**

Any vehicle sustaining or found to have apparent impact damage to the tyre or
wheel resulting in tyre deflation, MUST be inspected by the relevant maintainer
before it can be returned to operational service.

If the tyre or wheel has been damaged but has not resulted in deflation, the driver
can request the relevant maintainer to undertake a vehicle inspection if they have
concerns over the vehicle’s condition and want reassurance that it remains safe
to continue in service.

All requests for repairs or inspections made by MPS officers and staff must be
arranged through the relevant maintainer, i.e. Black, Red and Green logbooks -
Blue, Brown and Yellow logbooks

Please see Transport Services intranet site for full details on logbook colours and
contacts

**1.10 New / Replaced tyres**

Tyre and Vehicle Manufacturers, although varying in distance, suggest that when
new tyres are fitted care should be taken for the initial miles covered, as grip and
braking levels may not be as expected.

As part of the daily inspection the vehicle logbook must be checked and if tyres
have been fitted to an MPS vehicle within the last 200 miles, the above advice
should be noted and hard braking and harsh acceleration avoided where
possible.

When a new pair of tyres is fitted to a 4-wheel vehicle (e.g. car, van, etc.) the
tyres must always be fitted to the rear axle. If the old tyres being replaced are the
front pair, they should be rotated (or swapped around) so that the newest tyres
are put on the rear axle.

**1.11 Maintenance / Servicing / Repairs / Breakdowns**

In the event of an MPS vehicle (VT maintained) requiring service / repair /
recovery,

**Telephone:**

**Fax:**

**E-mail:**

The following maintenance items / requirements may be carried out by the driver
of the vehicle.

- Fill up windscreen washer fluid bottles
- Adjust tyre pressures
- Change bulbs (not halogen or xenon)
- Motorcycle suspension – Pre-load only on rear suspension to cater for weight of rider / load (motorcycle handbook guidance to be followed)
- Motorcycle screens
- Motorcycle seat heights
- Lubricate final drive chains on motorcycles
- Fitment of tank bags / soft luggage to surveillance solos

No other repair or maintenance functions will be undertaken.

The MPS maintenance contractor will carry out all other repairs (not hire cars and some sponsored or donated vehicles).

For details on hire cars and some sponsored or donated vehicles contact

The vehicle logbook must accompany vehicles going for repair.

All ancillary / loose equipment (first aid kits, cones, etc.) must be removed and stored at the relevant (B)OCU.

Broken down vehicles must not be left unattended if not on MPS premises.

Cosmetic bodywork repairs (e.g. scratches, small dents, etc.) must not be authorised locally. Contact should be made with by e-mail or by phone on who will assess the need to carry out such repairs at that time.

1.12 Vehicles returned from Maintenance / Servicing / Repairs
When vehicles are returned to or picked up from MPS contractors or repair sites after having been serviced or repaired the receiving person must carry out an inspection of the vehicle to ensure that there is no unreported damage on the vehicle.

The vehicle should not be signed for until this check is carried out.

1.13 Search of vehicle
Vehicles must be searched at the start of, and following, a tour of duty to ensure that no lost, stolen, dangerous or illegal items have been hidden or left in the vehicle. In very limited circumstances, there maybe an urgent need to use the vehicles without carrying out a search (e.g. urgent assistance, a person's life in danger etc.). In such circumstances, once the initial threat has been dealt with, the search must be carried out before any further use of the vehicle. Drivers searching vehicles should be aware of the risk of injury from sharp objects when carrying out searching. Drivers should pay particular attention to the following areas when searching the vehicle:

Foot wells front & rear
Underneath seats (care should be taken when lifting rear seat where access is
Any MPS vehicle, in which a prisoner is to be conveyed or detained, must be thoroughly searched immediately before the journey and upon completion of it. This should be done in the presence of the arresting officer and the prisoner whenever possible.

Where property is found and no owner is readily available the property should be recorded as either property concerned in crime (Book 66) or property found in the street (local procedures should be followed).

Care should be taken when searching to avoid the possibility of suffering cut or puncture wounds from syringes / blades, etc.

1.14 Cleanliness and tidiness of vehicles
Drivers and passengers of vehicles are required to keep the inside of vehicles free from rubbish and tidy. Any waste should be disposed of in appropriate receptacles on a regular basis.

Articles should not be left unsecured and allowed to move around the inside of a vehicle unchecked. This is due to the potential safety hazard of something jamming under one of the foot controls, distracting the driver or hitting a vehicle occupant if thrown forward in a collision.

The routine cleaning of vehicles is normally carried out by a garage-hand employed for such a purpose. It is recognised that operational demands may mean there is insufficient time to clean a vehicle on a daily basis, particularly if the garage-hand is unavailable. However, when a vehicle does become dirty, every effort should be made to have it cleaned, as it represents an image of the MPS. During periods of inclement weather, drivers are responsible for ensuring that all glass (windscreen, windows, lights, etc.) are kept clear.

1.15 Soiled / contaminated vehicles
The interiors of police vehicles can become contaminated or soiled with bodily fluids.

Such incidents can give rise to health and safety issues and appropriate action detailed below MUST be taken before the vehicle is used again and individuals put at potential risk.

- The vehicle must be taken out of service
- It should be parked on MPS premises
- A sign must be clearly affixed to the vehicle informing of the contamination
- The vehicle should be locked to avoid unintentional entry by someone not aware of the vehicle's condition
- The vehicle should not be sent for repair until it is cleaned
- Local instructions should then be followed to call a cleaning company to decontaminate the vehicle

Once the vehicle has been cleaned it may be returned to service.
1.16 Doors
Whilst a vehicle is being driven, responsibility for the safety of the vehicle, crew and any passenger lies with the driver. Doors on vehicles must be kept shut whilst the vehicle is in motion.

No deployment from the vehicle or preliminary action (e.g. cracking the door) shall take place until the driver indicates that the vehicle is stationary, unless specifically taught and risk assessed by a specialist OCU. It remains the personal responsibility of each officer to ensure that their own exit from the vehicle is conducted as safely as possible.

However, driver's doors may be left open when manoeuvring at very slow speeds in confined spaces provided it is firmly and safely held.

1.17 Vehicle stability, traction control and Cruise Control systems
An increasing number of vehicles are fitted with stability and traction control systems (ASC, DSC, ESP, VSA, etc.).

These systems are designed to recognise if the vehicle is starting to exceed safe operating parameters in respect of vehicle stability. If the vehicle is at risk of becoming unstable, due to either under steer or over steer, the system intervenes to reduce the risk of the driver losing control.

It is very important to be aware that these systems are fitted to enhance safety. They must not be considered as justification to exceed normal limits.

The driver MUST not turn off any such system fitted to an MPS vehicle.

Where vehicles are fitted with cruise control the driver must refer to the manufacturer's handbook before using this system. The driver is responsible for ensuring that they fully understand the operation of system in that particular vehicle. Cruise control is NOT to be used if the emergency equipment is used or the driver is using police exemptions, i.e. speed.

1.18 Vehicle payload
It is the responsibility of the driver to ensure that their vehicle is not overloaded and that all equipment or items carried are safely secured.

For general information on loading the vehicle, the vehicles handbook should be referred to.

Certain load carrying vehicles (ARVs, Traffic vehicles, TSG carriers, etc.) have specific guidance issued by TSD which must be adhered to.

1.19 Vehicle specification
Transport Services Department is the design authority for all matters relating to the specification and equipment fitted to MPS vehicles.

Vehicles used by the MPS are selected and specifically equipped to perform clearly defined roles for which they must be fit for purpose, legal and safe.

There are many UK and EU legislative requirements that must be adhered to when fitting, carrying or operating equipment within or on vehicles.
circumstances when this use may be justified, almost exclusively these will relate to urgent welfare needs. The following requirements must be complied with:

- Authority must be granted by a line manager of at least Inspector or Band C level
- A written record must be made by the authorising person of the authority granted along with a rationale. (The written record must be an e-mail, retained by both parties. In the event an e-mail cannot be sent at the time, one must be sent as soon as reasonably practicable, and the reason for the delay included with the original authorisation).

It is highly unlikely that the use of any police exemption (speed, etc.) would be justified whilst using the vehicle for a personal matter. Should any exemption be used, the driver must be in a position to justify it.

The authorising person should consider the following (not exhaustive):

- The operational impact on the MPS of not having the vehicle available.
- Immediacy of need. Could the same objective be achieved by the driver using their own or public transport?
- Possible time frame. Is this a short visit to resolve an immediate specific need or is the member of staff likely to be absent for some time?
- Distance to be travelled outside the MPS.
- Could the need be better dealt with by compassionate leave or duty variation?
- Mind-set of the driver - if upset or concerned about a family member - e.g. are they in a fit state to drive themselves?
- Public perception of police vehicles being used for private matters.
- In the event of a collision, could the use be justified under scrutiny both external and internal.

Vehicle pursuits are governed by specific rules and instructions and directions from MPS or other police service control rooms will be followed.

**Driving Outside of UK**

**MPS Vehicles**

If an MPS owned, hired or maintained vehicle is to be used outside the United Kingdom, must be contacted to confirm appropriate overseas motor insurance cover.

Drivers must hold the appropriate DVLA licence and MPS driving permit for the class of vehicle they intend to drive and be aware of any local laws or restrictions which may affect them.

**Non-MPS Vehicles**

Non-MPS vehicles e.g. hired vehicles, those provided by the host force or requisitioned vehicles must only be driven by authorised drivers.
Under no circumstances are any modifications or the fitting of additional equipment to be carried out or authorised, other than by

1.20 Vehicle livery
The MPS has a corporate livery scheme that is controlled and authorised by the DPA and Transport Services.

Under no circumstances can any user or department carry out any modifications, additions to or change to the approved scheme.

If changes are required, the approval and authority of the DPA and TSD must be sought.

The corporate livery guide is available on the Intranet through the DPA & TSD sites. Any other livery apart from MPS corporate livery must be notified to Events and Income Development Unit (EIDU) before it can be used on a vehicle.

This applies to all vehicles that can be identified as MPS vehicles, whether fleet, donated, sponsored, hired or partnership.

1.21 Use outside of MPD
Where a pre-planned or non-operational policing matter (e.g. to execute a warrant, arrest a suspect, take witness statements, etc.) requires a MPS vehicle to travel outside of the MPD boundaries, written authorisation is required by a supervisor / line manager (e-mail, notebook, log, etc.).

The following points must be considered:

- Length of journey, time on duty and fatigue factors for the driver
- Communication equipment to be carried
- Is the use of a vehicle the most efficient or cost effective means of travel?
- If using a marked police vehicle CCC must be informed and a CAD must be created. Any use of police exemptions outside the MPD must be recorded on the CAD on return to the MPD

Where the matter is for operational reasons and is not pre-planned, then no authorisation is required.

Examples include:
- In pursuit of a fugitive criminal
- Following a vehicle for surveillance / observation purposes
- Dealing with matters of urgent police duty where the exact venue or jurisdiction is uncertain
- Seeking to obtain access to neighbouring roads within the MPD
- On a driving course operated by / on behalf of HR3 (4)

1.22 Use of Operational MPS vehicles for personal matters.
MPS vehicles must not be used for personal matters or errands whether inside or outside the MPD. However, it is recognised there may be very occasional
In normal cases this will mean an authorisation to drive at a minimum of Level 4 as there will be no expectation to make use of driver training skills.

All cases

Drivers must remember that the exemptions afforded to driving for a ‘police purpose’ in the UK may not be applicable to the country in which they are driving overseas.

If the deployment is likely to result in an officer driving in any way which would be considered as making use of police exemptions or in line with their specialist training then they must be authorised in the MPS to drive at that level. It is a requirement that they should be specifically further authorised in writing by their OCU Commander to use their driving skills whilst abroad.

Before leaving the UK, and in particular if the deployment abroad is likely to be of extended duration, all drivers must ensure their driving permits are up to date in respect of 3-5 year assessment drive (if applicable), 3 yearly eyesight check and annual DVLA licence check.

If a collision or driving incident occurs whilst abroad, the Police Driving Standards Unit must be contacted and their advice followed.

1.23 Vehicle use off road (excluding off-road motorcycles - see separate sections)

Unless the vehicle being used is specifically designed for use off-road and the driver has been trained / familiarised to drive in such circumstances, the vehicle should not normally be used off-road.

There will be occasions when there is an urgent operational necessity for a vehicle to be taken into an off-road situation. However, this should be treated as a last resort.

The term off-road covers many varied areas and types of surface and can include: footpaths, bridleways, canal towpaths, parks, parkland, alleyways, rough ground or common land, etc.

The following surfaces may be treated as on-road for the purposes of patrol:

- Tarmac / concrete or hard packed paths suitable for driving on through parks and common land e.g. those used by grounds persons to reach various areas of the park without having to drive on the grass / mud
- Paths and car parking areas with loose surfaces intended for normal vehicular traffic, e.g. gravel drives and rural parking areas

However, the list is not intended to be exhaustive and a common sense approach should be taken in determining what is off-road or not.

If normal patrol requires drivers to deviate from paths onto grass or other loose surfaces to achieve their patrol objectives, e.g. airside at Heathrow or other large areas which, whilst not overly bumpy or hilly, are not intended for driving on, then
drivers must be trained to the intermediate off-road level of 4x4 Off Road - Rough Terrain (Permit code BT).

Drivers should be aware that the vehicle may perform differently and that there are other dangers in such situations. The following factors should be taken into account:

- Handling characteristics
- Traction available
- Braking distances
- Ground clearance reduced (serious risk of underside damage)
- Available vision
- Pedestrians, pedal cyclists, etc. may not expect a vehicle and not act as assumed
- Vehicle getting stuck
- Environmental damage
- Legality of using vehicle in that location

1.24 Motorcycles

MPS motorcyclists will not carry on the handlebars of the motorcycle any object/s, other than those fitted by the manufacturers or approved by Transport Services Department.

Pillion riding in a non-operational environment is permitted if there is a need to move another motorcyclist (authorized solo rider wearing Protective Equipment) by motorcycle and there is no other satisfactory means of transport available. No use of exemptions may be made.

Pillions are required to comply with the same clothing requirements as motorcycle riders.

The rider must be a minimum of a standard response motorcyclist.

Total manufacturers weight limits for the relevant motorcycle must not be exceeded (see vehicle handbook).

The rider must ensure that the pillion understands what is required of them (movement, positioning, etc.).

All MPS motorcyclists must ensure that when riding MPS motorcycles the headlight is illuminated (dipped headlights) at all times, including daylight running.

Air cooled engines must not be left running whilst the motorcycle is left unattended or stationary for long periods of time as there is a potential fire risk.
1.25 Motorcycle clothing

*High visibility clothing*

MPS motorcyclists will wear MPS issued and approved high visibility over-jackets or H-belts on every occasion they ride whilst on duty.

H-belts may only be worn by riders of fully liveried bikes fitted with warning equipment, during daylight hours from the 1st April until 30th September. They can be worn instead of the MPS issued high visibility outer motorcycle clothing.

Where inclement weather is likely to impact upon visibility, then riders should always defer to the wearing of the full high visibility jacket.

The high visibility jacket must be carried on the motorcycle at all times. It must be worn whenever an officer stops to deal with a road incident of any nature, or when employed on aid unless directed otherwise.

**Helmets**

All MPS motorcyclists whilst riding MPS motorcycles must comply with Section 16 of the Road Traffic Act 1988 regarding the wearing of crash helmets. (Motorcycle helmets worn by surveillance/covert officers must conform to BS6658 or ECE regulation 22.05).

Flip front type helmets (e.g. BMW system, Caberg, Shoei) must be in the closed and locked position whilst the motorcycle is being ridden/moving.

Sikhs have a legal exemption regarding the wearing of crash helmets, whilst wearing a turban, and will not be required to wear crash helmets whilst riding MPS motorcycles.
However, before being authorised as motorcyclists they must be informed of the risks associated with the riding of motorcycles whilst not wearing a crash helmet. In the event of a collision wearing a crash helmet results in a 37% reduced risk of death and a 67% reduced risk of incurring a brain injury. Any decision must be in consultation with the health and safety representative, the Police Federation, Trade Union or Staff Association.

The MPS respects religious beliefs and leaves the decision to wear a helmet as a matter of personal choice.

**Gloves**

MPS motorcyclists whilst riding MPS motorcycles must wear gloves. MPS issued / approved gloves will be used as a minimum for non issued MPS gloves.

**Footwear**

MPS motorcyclists whilst riding MPS motorcycles must wear protective footwear designed for motorcycles. MPS issued / approved motorcycle boots will be used, footwear used must meet BS EN 13654 standards as a minimum).

**1.26 Off road motorcycles**

This section details the manner in which motorcycles will be used off-road. This does not prevent any rider from taking immediate action in carrying out their duty to preserve life but you are reminded that your own safety is as important as that of the person whom you are attempting to assist. No officer should embark upon a course of action without first considering the risks involved and taking all steps to minimise these whenever possible. This section details the training requirements for officers and staff riding the motorcycles, the purchase, acquisition and maintenance for the motorcycles whether MPS vehicles or third party owned vehicles through partnership, donation or sponsorship and the required risk assessments.

**1.27 Off-Road definition (Motorcycles)**

For the purpose of this section, off-road covers many varied areas and types of surface. It covers footpaths, bridleways, canal towpaths, parks, parkland, alleyways and walkways on housing estates, rough ground or common land, etc.

This list is not intended to be exhaustive and a common sense approach should be taken in determining what is off-road or not. A road would be considered to be any maintained highway that a member of the public would call a road and any other area is to be treated as off-road.

**Role**
There are two main types of off-road motorcycle used in the MPS at present and due to the nature of the duty carried out two different training requirements have been identified.

The two main categories of patrol area and motorcycle to be used are:

1. Dual-purpose motorcycles (e.g. BMW F650) - Pathways and alleyways on estates and maintained paths in parks and other maintained open areas: may also be used on roads for response and targeted patrol work
2. Off-road motorcycles (e.g. Suzuki DR-Z400s) - Rough and open ground with poorly maintained routes: only used on roads to travel between off-road sites.

All officers who ride police motorcycles in either category must be a trained police motorcyclist to at least response level. Training will have been carried out by the MPS DTS or by another driving school that has been approved by the MPS DTS as meeting the same standards as supplied by them.

If a motorcycle is to be used primarily in category 2 situations, then an additional training course will be required. The Driver Training School (DTS), Hendon (HR3 (4) or another driving school that has been approved by the MPS DTS as meeting the same standards as supplied by them will deliver this course.

The current list of approved driving schools that can deliver such courses can be obtained by contacting 59 Any request to purchase such external courses must be made through the Head of DTS as per Item 5, Notices 31/04 of 4th August 2004.

(B)OCUs who need to have staff trained as they have or intend to obtain off-road motorcycles should apply through their relevant Business Group training manager for courses at Hendon or may arrange and purchase appropriate courses at approved centres.

The cost for any external courses will come out of their own (B)OCU resources.

If a (B)OCU is unsure of whether the additional off-road course is required for their particular circumstances, DTS should be contacted on 80 and staff from the school will carry out an assessment.

Any officer who completed the Traffic OCU off-road course between March 1997 and February 2003 and who has an 'AO' classification on their MPS driving permit is authorised to ride motorcycles in either category. This training was Auto Cycle Union (ACU) approved and was carried out by approved instructors.

Only vehicles approved for off-road use will be used and Transport Services Department (TSD) maintain a list of current makes and models that are authorised for such use. Details can be obtained from 90

A number of BOCUs have off-road motorcycles provided through sponsorship or
partnership funding arrangements and in each case the motorcycle has been approved for use by TSD. Any BOCU wishing to secure partnership funding to procure off-road motorcycles must first consult TSD who will advise of the correct process to be followed and the range of motorcycles that are approved by the MPS for this duty.

For safety reasons a BOCU must not, under any circumstances, use a motorcycle that is not approved by the TSD for operational duty.

Full details of the sponsorship/partnership process can be found on the Events and Income Development Unit (EIDU) intranet site. The approved method for the provision of off-road motorcycles will be either through the donation of the motorcycle (subject to the motorcycle model and its specification being approved by TSD), or by the provision of funding to the MPS to enable an approved model to be purchased by TSD. In all cases the MPS will establish ownership of the motorcycle and mandate that all maintenance and repairs are provided by TSD, under the current maintenance contract.

TSD must be consulted over the best choice of equipment that would meet the needs of the role. This consultation will ensure that the correct machines are acquired.

Vehicle acquisition falls into three areas, those vehicles bought and supplied by the MPS as part of a BOCU fleet, those vehicles that are provided through partnership or sponsorship arrangements and those donated to the MPS.

All motorcycles will be maintained by the MPS approved workshops. This is to ensure that the high standards of maintenance demanded by the MPS are maintained and that accurate records are available and auditable. The use to which the vehicles are put make it imperative that the MPS is in position to ensure that correct maintenance and servicing is carried out to schedule. This will help improve safety for both the rider and the general public.

Risk Assessment
Although there are corporate risk assessments covering off-road motorcycles each BOCU that uses off-road motorcycles should carry out their own risk assessments as the geography of locations and the use put to them, by the public, can vary between (B)OCUs and within different sites on the same BOCU.

These risk assessments should be published and officers employed on off-road duties should be made aware of them on a regular basis. Supervisors should ensure compliance with the risk assessments.

Chains / Maintenance / Daily Inspection
Riders of motorcycles with chains are additionally required to check the tension of the chain and to lubricate it if necessary as part of the daily inspection. The adjustment of motorcycle chains, MUST only be carried out by authorised
workshop staff.

A copy of the label that should be attached to every chain driven motorcycle and its logbook is reproduced below. If a label is missing then another one should be obtained from Transport Services and attached to the vehicle.

```
Please Maintain the Chain

It is the responsibility of each rider to lubricate the drive chain regularly and check for correct adjustment

Please do this as part of the daily inspection

Chain adjustment must be checked by following the procedure detailed in the motorcycle's handbook.

Adjustment MUST only be carried out by authorised workshop staff
```

1.28 Use of pressure washers on MPS motorcycles

With the exception of off road training motorcycles, pressure washing equipment must not be used for cleaning MPS motorcycles. The high pressure water jet can damage seals, the hydraulic brake system, and the electrical system. This can lead to premature wear, and in some cases failure of components, affecting the reliability and possible safety of the motorcycle. Motorcycles must be hand washed and if a hose is available it must use mains pressure only.

Off road- training motorcycles, operated by Hendon Driving School for off road use only, are not affected by this instruction.

The daily inspection is a vital part of the safe use of any vehicle and the required checks must be carried out at the start of each tour of duty.

Under no circumstances should any additional equipment be attached or modifications made, either temporarily or permanently, to motorcycles unless approved by TSD. Suggestions as to additional equipment or modifications must be made through line management to TSD.

Legislation

Legal advice has been obtained over the legality of police using motorcycles in off-road situations. The guidance given suggests that police can, with the permission of the landowner patrol such areas for specified purposes.

It is good practice for each BOCU to obtain that permission in writing from landowners or partners for pre-planned operations and for this correspondence to be kept on file for future reference.

For areas that permission has not been obtained, there may be occasions when "implied permission" covers the police use of vehicles on that land. Such consent can be inferred if the landowner or someone apparently acting on their behalf called the police, or where the landowner has previously called police, or where damage is being done to the landowner's property.

Clothing / equipment
Only items of MPS authorised clothing, currently issued for the particular duty on which the officer is employed, may be worn.

**Pursuit**

Motorcycles that are of the dual-purpose type will comply with the current MPS pursuit policy if a vehicle fails to stop in an on-road situation.

**1.29 Hired vehicles**

Full details about the procedure for the hiring of vehicles, associated use and required processes may be found in the Provision and Management of Vehicles Policy. Certain hire/loan/sponsorship vehicles, employed specifically on protection duties, may be used in an operational response capacity. However, such use is subject to written authority from Transport Services vehicle engineering department that the vehicle is suitable and requires the vehicle is correctly equipped for response driving. The drivers of hire vehicles must comply with the following:

- Hire vehicles must not be used for operational policing in relation to the use of police exemptions relating to Road Traffic Legislation (e.g. speed, red lights, etc.)

- Hire vehicles must have temporary logbooks and the requirements for completion are the same as for MPS vehicles, if there is no logbook for the vehicle it must not be used and reported to the local F & R manager to arrange replacement.
- The reporting procedures and requirements for hire vehicles involved in a collision or having damage found is the same as for MPS vehicles
- No smoking in or on hire vehicles

Officers and staff requesting hire vehicles should contact their local F&R to arrange for a hire vehicle through and will be covered by the MPS motor insurance policy. MPS staff should check with the Insurance Management Team to ensure the activity they are using the vehicle for is covered for insurance purposes.

**1.30 Sponsored / Donated / Partnership / Loaned vehicles**

Full details regarding MPS policy on sponsored, donated, loaned and partnership vehicles may be found on the Income and Generation Unit intranet site.

The drivers of sponsored / donated / partnership / loaned vehicles must comply with the following points:

- Such vehicles must not be used for operational policing in relation to the use of police exemptions relating to Road Traffic Legislation (e.g. speed, red lights etc)
Such vehicles must have temporary logbooks and the requirements for completion are the same as for MPS vehicles.

The reporting procedures and requirements for sponsored / donated cars involved in a collision or having damage found is the same as for MPS vehicles.

No smoking in or on such vehicles.

Where a vehicle is loaned from 9020 and contact Insurance Management Team regarding Insurance coverage.

1.31 Using privately owned vehicles

MPS employees must be authorised by their (B)OCU Commander / Head of Branch before using their own private vehicle whilst on duty. A Form 497, Use of private motor vehicle on duty, will be used to obtain this authority.

The driver must be an MPS authorised Level 4 driver or above.

Travelling to a different place of duty (e.g. court, training establishment, different MPS or outside premises) where the hours to be worked constitute a full shift / tour does not constitute using a vehicle whilst on duty.

The use of a privately owned / used vehicle whilst on duty can be defined as using the vehicle during any period that forms part of a working day (e.g. moving between locations, going to collect paperwork, going to take a statement, etc).

An authorised user is not to use a privately owned motor vehicle when a police vehicle is available or where public transport is readily available and suitable.

Privately owned vehicles must not be used for operational policing matters (e.g. responding to calls, pursuits, surveillance, etc.) and no use of police exemptions is authorised.

The vehicle must have current road tax, a current MOT (if required) and be road legal. The driver must have a full driving licence and must have fully comprehensive insurance.

It is the individual's responsibility to ensure that their vehicle is roadworthy and legal and that they are fully insured with the relevant insurance company being fully aware of the purpose for which the vehicle is being used.

It is recommended that manufacturer's vehicle maintenance checks are carried out to the schedule and the manner set down in the vehicle's handbook / documentation.

The authority to use a privately owned vehicle must be renewed on a yearly basis to ensure the authority is still given and that the vehicle and driver have the correct documentation.

If the driver is relieved from MPS driving, they will no longer be authorised to use their private vehicle on duty.
Being authorised to use one's own vehicle on duty does not give an automatic right to park on MPS premises.

1.32 Driving a member of the public's vehicle - including prisoners' vehicles
When there is a requirement to move a member of the public's vehicle, whether a prisoner or not, by actually driving the vehicle, the following applies:

- Wherever possible, a Level 1 or Level 2 trained driver should be used. Where a Level 1 or Level 2 trained driver is not readily available, a Level 3 trained driver may be used, subject to being granted authority by a supervisor.

- Level 3 trained drivers, attached to the Safer Transport Command (TOCU) employed on the Road Response Teams, are authorised to move privately owned vehicles under a standing OCU Commanders authority, provided a Level 1 or 2 trained driver is not readily available. In this instance, separate supervisor authority is not required.

- Police Officer Level 4 drivers are not authorised to move such vehicles Police Officers including MSC officers can drive a member of the publics vehicle when acting as steers person in a vehicle that has been immobilised and have received the necessary in that role (ES on their driving permit ) and only as far as necessary to remove the vehicle causing an obstruction on a highway.

- Police Staff who have a 1T entitlement and are specifically authorised may move such vehicles.

If the driving involves towing, the appropriate training course must have been completed. TPCS0 Level 4 drivers, employed by Transport OCU, may act as steersperson in a member of the public's vehicle whilst being towed, provided they have successfully completed the required training. All MPS staff involved in towing must have the appropriate code entered on their driving permit and have category +E on their DVLA licence. However officers may in the following circumstances remove a vehicle without the necessary Cat + E entitlement as long as they have received the appropriate training:

- Broken down vehicles in a dangerous position
- Only towed as far as necessary to a safe location

If a police driver with a +E licence and has the appropriate training and is nearby they should be used.

Drivers with only Cat B licences who have received towing training will have the following code entered on their permit EX

Before a driver undertakes, or a supervisor authorises the moving of a vehicle, they must be satisfied that they / the driver is capable of operating the vehicle safely. This is particularly important with unusual, high powered or high value vehicles.

1.33 Prisoners' and Detained Persons' Vehicles
Police have a responsibility to safeguard prisoner’s property in all cases irrespective of the fact that the property concerned may have no evidential value. Vehicles that are the property of persons detained following a routine stop, such as drink/drive, will not normally be removed, but left locked and secured. However, if the vehicle cannot be secured or is causing an obstruction (e.g. on a Red Route) the vehicle will be removed to a safe position. Where possible, the vehicle should be relocated where parking related offences will not be committed, or left with a person nominated by the detainee.

When a vehicle has been left secured in the street, the custody officer is to be informed, and the vehicle and keys should be recorded on the custody record (Section 54 (2), PACE).

Only when all previous options have been exhausted will a vehicle be moved to police premises. Authority must be obtained from the OCU Duty Officer for a qualified police driver to remove the vehicle to police premises, or in exceptional circumstances through Garage Desk, who will assign an MPS authorised recovery operator to remove the vehicle to police premises. Vehicles will not however be accepted at MPS pounds or contractor premises without the express direction of the VRES Contract and Operations Manager.

**1.34 Vehicle condition**

It is vital that the roadworthiness of the vehicle is considered before driving or attempting to drive it. If the condition of the vehicle is such that it would constitute an offence for it to be driven on a road, it must not be driven. Any removal must be arranged through MPS contractors i.e. VRES.

If the vehicle is being considered for, or is subject to a PG9 prohibition, it must not be driven.

**1.35 Incident Data Recorders (IDRs)**

IDRs are fitted to the majority of MPS owned fleet vehicles. They are a permanently installed electronic device which records selected driving data relating to the vehicle and is similar in operation to an aeroplane ‘Black Box’ recorder. It records wheel speed, operation of the brakes, forwards and sideways acceleration and rotation of the vehicle thus recording passing manoeuvres, swerving, cornering and impacts during a collision as well as operation of lights and emergency warning instruments. A magnetic compass records the vehicle’s direction.

Suitably trained and qualified officers can analyze this information to reconstruct the police vehicle’s movement and manner of driving in the moments leading up to any collision.

They are two forms of activation:

- **Automatic:**
  
  The IDR will automatically activate after a collision of sufficient magnitude or after a period of severe driving. This type of activation will be indicated by a RED warning lamp illuminating, which is usually mounted on the steering column.

- **Manual:**
Certain incidents may arise where the IDR does not store the data automatically.

Examples include: a slow speed collision, where the impact speed was insufficient to automatically activate the device or a vicinity only Polcoll (which will not have involved an impact to the police vehicle). By using the touch button, data storage will be initiated.

Requirements for drivers:
The driver of a vehicle equipped with an IDR must press the manual activation button if they are involved in a collision, regardless of whether the device has auto-activated or not.

If during the pre-drive daily inspection, 'damage found' is detected, there is no requirement to activate the IDR manually, unless it is believed the damage is the result of a collision on a road or the reporting supervisor believes it is necessary to preserve potential evidence.

If an event is stored in a vehicle's IDR, the vehicle must not be used operationally until the IDR is downloaded and reset and the cause of the activation has been investigated.

If an automatic activation occurs, when there has been no collision that the driver is aware of, the driver is responsible for ensuring that the IDR is downloaded and re-set before the vehicle is used operationally. The driver must stop and carry out a visual check of the underneath of the vehicle and the wheels & tyres to ensure there is no damage. If the driver is satisfied the vehicle is safe to drive it can be driven to the location where the IDR is to be re-set or to the vehicles base. The vehicle must not be used operationally until the download and re-set have been carried out.

Downloads and re-sets are normally carried out by Traffic supervisors who should be contacted through Metro-Lima control room or by contacting a Traffic Garage directly. Traffic supervisors will not attend locations to reset IDRs unless the capture and retention of evidence is required and the vehicle is not driveable. The vehicle will normally be required to be taken to a Traffic Garage or where the Traffic Supervisor is located.

Some units have their own software and have had supervisors trained to use IDR. They will carry out their own re-sets as per their local instructions.

A reference page referring to IDR signals is attached to all MPS logbooks where vehicles are equipped with IDR and should be referred to if the IDR is activated. ('parking jolt' is no longer enabled and that section of the reference page should be disregarded).

Transport Services Department is responsible for the installation of Incident Data Recorders (IDR) in MPS vehicles that meet the following criteria:

- Any vehicle used in a response capacity
- All those owned by the MPS – which may be driven by a police officer
All those leased by the MPS in excess of 12 months – which may be driven by a police officer – i.e. CO11 personnel carriers

All those operated under a loan or partnership arrangement in excess of 12 months – which may be driven by a police officer – i.e. Safer Neighbourhoods

The decision on the type of IDR fitted rests with TSD and Roads Policing Policy Unit (CO15).

1.36 Seat Belts
In certain situations occupants of vehicles being used for a police purpose are exempted in law from the requirement to wear a seat belt.

However, members of the MPS must only make use of this exemption if wearing a seat belt would actually impede them performing their duty, otherwise a seat belt must be worn.

The driver is responsible for ensuring that passengers wear a seat belt.

Where a prisoner refuses to co-operate in wearing the seat belt, or it is not practicable for some other reason, for instance the prisoner has been handcuffed, careful consideration should be given to obtaining the use of a station van.

Only in circumstances where operational necessity overrides the potential risk to the prisoner will they be transported without a seat belt being worn. This must be recorded in the officer's pocket book.

When children are carried in MPS vehicles, an appropriate child seat, booster cushion or seatbelt and seat position must be used if legally required due to the age / size of the child. Click on the documents below for further details.

1.37 Smoking
No person is permitted to smoke in, or on, any MPS vehicle whether owned, hired or sponsored.

1.38 First Aid Kits
The driver of any vehicle being used by the MPS (including hire vehicles) is responsible for ensuring that the vehicle is equipped with a sealed First Aid kit. The only exception is a surveillance / covert motorcycle when it is impracticable to do so due to storage issues.

1.39 Refuelling
It is good practice to re-fuel the vehicle at or near the end of the tour of duty.

All operational vehicles must be left with a minimum of a ¼ tank of fuel so that
any future emergency / urgent situation can be responded to by the following driver without the need to re-fuel.

1.40 Incorrect fuelling – action to be taken
See section in Police Driver & Vehicles - Polcolls & Driving Standards SOP for requirements for reporting incidents of incorrect fuelling.

If the error is discovered / noticed before the ignition / engine is switched on:
- DO NOT start the engine under any circumstances
- Call for the approved MPS contractor to remove the vehicle
- The vehicle can be pushed to a less obstructive position

If the error is discovered / noticed after the ignition / engine has been switched on:
- If the vehicle is already moving, find the nearest place to pull over safely; this should be the shortest distance possible
- Switch off the ignition / engine immediately and do not turn engine on again
- Call for the approved MPS contractor to remove the vehicle

1.41 Towing
Only vehicles that are specially equipped (tow bars, tow straps etc) to tow other vehicles or equipment may carry out this role.

Trailers which are owned, loaned or sponsored for use by the MPS must only be used once they have been authorized for use by Transport Services Department.

Motorcycles must not be towed.

Vehicles fitted with automatic transmission must only be removed by means of half or total lift. In urgent or dangerous situations, an automatic vehicle may be towed a short distance at slow speed (e.g. moving a vehicle from a live carriageway to position of safety).

The driver of the towing vehicle must have been trained and have the appropriate code on their permit and category +E on their DVLA licence before undertaking any towing. 77

If drivers do not possess this DVLA category, (e.g. post January 1997 licence holders) then arrangements may be made with Hendon Driving School to undertake the required training.

The police driver must ensure that the driver of the vehicle being towed understands appropriate signals and is aware of reduced assistance in the braking and steering of the towed vehicle.

1.42 Use of MPS vehicles for work-home-work (WHW) journeys
Instructions and advice on this subject is contained in the Police Driver & Vehicles - Use of MPS Official Vehicles for Home to Work Journeys SOP.

1.43 Garaging of vehicles
Marked MPS vehicles must be garaged on MPS or other police service premises.
However, when authority is granted by a (B)OCU Commander / Head of Branch for use of a police vehicle in (WHW) situations or to attend business outside of the MPD necessitating overnight stays, the place of garaging, if not police premises, must be specified in the authority.

Consideration must be given to what equipment the vehicle is equipped with and security issues about the proposed parking location.

1.44 Parking (outside of MPS premises)
MPS vehicles left unattended should never have the vehicle keys left in them, with the engine running, unless there is a need for vehicle equipment to be powered by a running engine.

The driver must remain within sight of the vehicle whilst the keys are in it.

Vehicles should be locked when parked and unattended.

Personal issue force radios, IT equipment, personal safety equipment and confidential correspondence should not be left in parked unattended vehicles.

Wherever possible, vehicles used by MPS employees should be parked legally, complying with parking regulations.

However, MPS vehicles may need to be parked in contravention of parking restrictions where there is an operational necessity for the vehicle to left as close to a location as possible. Consideration should still be given to the location and vehicles should be parked in a safe position, causing as little congestion as possible.

When on CO11 aid, where to park vehicles for briefings / feeding is usually included within the briefing pack and those directions should be followed.

Attending a court or MPS premises will not normally be seen as a proper purpose for using police exemptions in relation to parking. Vehicles should not be parked in Whitehall unless dealing with an incident or on aid.

1.45 Parking on MPS premises
Vehicles parked on MPS premises (where premises are secure) should be left unlocked.

If they are left in a position where they block the access / egress of other vehicles, the keys should be left in the vehicle.

Unattended vehicles should not be left with engines running unless it is necessary for operational or practical reasons, e.g. keeping dog vans cool in hot weather. Leaving engines running is bad for the environment and unnecessarily increases MPS fuel costs. Vehicles left with engines running must be in a secure environment and supervised.
Vehicle logbooks and keys for all vehicles should be accessible 24/7 in case there is an urgent operational need for the use of the vehicle/s or there is an urgent need to remove all vehicles from a location.

Purchasing private vehicles on MPS premises is not an automatic right. Local directions should be followed. However, any private vehicle parked on MPS premises must be road legal.

1.46 Transporting prisoners / detained persons
Wherever possible, prisoners must be transported in specially designed transport (e.g. station vans equipped with cages).

Where such transport is not readily available or the driver believes that it is in the interests of the MPS or the individual not to be transported in such vehicles, they may be carried in the rear of other MPS vehicles.

Detainees should not be transported in hired vehicles unless there are exceptional circumstances. A record must be made in the officers note book of the reason why a suitable MPS vehicle could not be used.

In all cases:

Prisoners should be accompanied by an escorting police officer. If transported in a caged van the escorting officer should sit in the rear of the van in the seat provided and in sight of the detainee. Particular vigilance should be paid if the prisoner is handcuffed to the front to ensure that no articles are placed in the mouth.

This officer should monitor the detainee in line with current guidance from the Officer Safety site. Should a detainee become unwell during transport immediate first aid should be given. Should the detainee require further medical assistance the LAS should be called. If an ambulance is not available or is severely delayed and the driver believes that there is a very real likelihood of death or a serious deterioration in a person's health occurring if they are not conveyed to hospital immediately, the detainee should be taken to the nearest A & E.

If child locks are fitted on the vehicle's rear doors, they should be activated.

Rear electric window operation from the rear seat controls should be de-activated if the feature is available. Seat belts should be worn by the prisoner whenever possible.

The interior lighting in police vans is to be kept on when prisoners are being carried during the hours of darkness.

Any vehicle, in which a prisoner is to be conveyed or detained in, must be thoroughly searched immediately before the journey and upon completion of it. This should be done in the presence of the arresting officer and the prisoner whenever possible.

1.47 Transporting disabled prisoners / detainees
If the person is a wheelchair user or they have a disability, which prevents them from being carried as per the directions above, then consideration must be given
to using the following service:

MPS dedicated transport. Transport Services have a fleet of three specially equipped (tail-gate lift) mini-buses, together with trained staff, which can be requested through local control rooms by calling Transport Services Ops office 24/7 on telephone: Response time is subject to staff / vehicle commitments and may be some considerable time.

This option should always be considered for pre-planned movements such as transportation between police stations.

Form 9019G must be submitted (by fax) for requests for transport. Where these are spontaneous, the B/OCU Duty Officer may submit these.

The transport options above do not remove the responsibility of the arresting officer to escort the detainee, (including any Familiar Personal Assistant) in a safe manner. This includes risk assessing the individual and the situation to determine the most appropriate transportation and ensuring the number of accompanying officers is sufficient to ensure the safety of all parties. The provisions of Section 4 of the Criminal Justice Act 2003 (Street Bail), issuing a Penalty Notice for Disorder (PND) or, in circumstances where suitable, de-arrest, should always be considered as an option.

Use of LAS to transport a detained person is restricted to occasions where they are ill or injured and hospital treatment is required. The LAS must not be called to provide transport purely as a means of removing a detainee to a place of detention.

Despite their ability to convey wheelchairs, Taxis must not be used. This is due to insurance constraints and safety concerns.

1.48 Carrying of passengers – all cases
The driver is responsible for ensuring:

- The maximum seating capacity for the vehicle is not exceeded
- All passengers have their own seat
- All passengers are seated when the vehicle is moving
- The weight of any load carried is not excessive for the type of vehicle used
- All passengers are wearing seat belts
- No-one smokes in or on the vehicle
- Any required paperwork is complete

Officers or staff using their private vehicles whilst on duty, should not normally carry passengers, unless they are employed by the MPS or a partnership agency and it is for a recognised MPS purpose. In exceptional circumstances, where they come across an urgent incident and an MPS vehicle is not readily available, private passengers may be carried following a dynamic risk assessment. This is particularly important if the person(s) to be carried are vulnerable, i.e. a child or young person.

In the course of your duty you may make use of certain powers conferred on you by law, to enter private premises. These powers are conferred on police officers and do not extend to non-police officers accompanying police officers. A person
other than a police officer entering private premises in such circumstances without the authority of the occupier or who remains on private premises when asked to leave by the occupier may well be trespassing.

If you attend private premises accompanied by a non-police officer you should ensure that the occupier is aware that the person accompanying you is not a police officer and they are willing to allow them to enter the premises.

1.49 Carrying passengers – MPS employees
MPS employees are entitled to travel in MPS vehicles for legitimate reasons connected with their work. A Form 6015 is not required.

1.50 Carrying passengers - Non pre-planned
In cases of operational necessity or where someone is potentially at risk, MPS vehicles may be used to convey members of the public. A Form 6015 is not required.

The driver of the MPS vehicle is responsible for the person whilst they are being transported and their safety must take precedence over any other operational consideration.

They must wear seat belts.

All such passengers must undertake the journey on a voluntary basis.

Examples of operational necessity could include:

- A victim or witness assisting in a search for a suspect
- A victim or witness being conveyed to MPS premises to make a statement or view witness albums
- A vulnerable person who if not transported elsewhere, to a place of safety, may be at risk
- Other vulnerable persons where the effectiveness of the police response is likely to have significant impact on the confidence of the victim, their family and or the community. For example family members of victims of road traffic collisions or other significant incidents.

The term vulnerable may include such factors as:

- Person's age
- Gender
- Weather conditions
- Location
- Time of day
- Disabilities
- Circumstances

A place of safety could include MPS premises, hospitals, the vulnerable person's home address, etc. The above list is not exhaustive.

If the driver is in any doubt about carrying the person, they should seek advice