

POLICE ORDER No. 203

Police Motor
Transport—
Use and
maintenanc

Since a large number of police vehicles of different types have been purchased and supplied to districts and units and there have been accidents in quick succession, in which police vehicles have been involved, it is necessary to ensure proper maintenance of vehicles and to prevent their misuse. The following instructions shall be strictly adhered to—

(1) The Superintendents of Police, Commandants and the Fire Officer, shall be responsible for the proper maintenance of vehicles and to prevent their misuse.

(2) All police vehicles in districts and other units where the posts of Reserve Inspector is sanctioned shall be under the direct control of the Reserve Inspector. All documents relating to registration and maintenance of vehicles, log books, car diary books, P. O. L., issue register, etc. shall be kept in the personal custody of the Reserve Inspector.

Where the post of R. I. does not exist, the head of the Establishment shall detail an officer by issue of district order to be in charge of the vehicles.

If the R. I. is absent on duty or on leave, the S. P. or the Head of the Establishment shall detail another officer by issue of a district order to be in charge of the vehicles.

(3) The Reserve Inspector shall be responsible for seeing that vehicles are kept in readiness at all time and he will also ensure that the vehicles are kept greased, oiled, cleaned and in perfect order and will bring any defects promptly to the notice of the S. P. or the head of the Establishment.

(4) The Reserve Inspector shall be directly responsible for all trips.

(5) All requisitions for the use of vehicles shall be made to the Reserve Inspector, who will comply with them if the vehicles are not otherwise engaged at the time after obtaining the orders of the S. P. or the head of the Establishment, as the case may be. If the S. P. or the Head of the Establishment is absent from headquarters, orders of the senior most gazetted officer in charge shall be obtained.

(6) In no circumstances, police vehicles shall be used by gazetted police officers for trips from their residence to office and back.

(7) An in-and-out registers shall be maintained at every district headquarters and Establishment headquarters and in police-station, where police vehicles have been supplied, wherein movement of the vehicles shall be recorded with date, time, name of the officer using it and the purpose for which used.

(8) All trips made shall be recorded in the log book and initialled by the Officer using the vehicle with date.

(9) In no circumstances, gazetted police officers, of any other police officer shall be authorised to drive a police vehicle. The vehicle must be driven by the driver assigned to the vehicle.

(10) Prior sanction of the S. P. / Head of the Establishment shall be obtained for all purchases in connection with the vehicles., i. e., petrol, diesel engine oil, distilled water, spares, etc.

(11) Except in an emergency, Police vehicles shall not be taken out from garages for long distance between sunset and sunrise.

(12) If during an emergency, a police vehicle has to be driven between sunset and sunrise for a long distance trip, drivers shall be detailed, and it should be ensured that they are mentally and bodily fit to drive. Particular care should be taken to see that the drivers who are ailing or addicted to alcohol are not detailed for night duty. This should be possible because all the vehicles will not be required to be used at a time.

(13) Whenever a vehicle is detailed for duty, a responsible officer must be invariably detailed in the vehicle and the vehicle shall not be left to the driver himself.

(14) Experienced drivers shall be detailed, to drive five tonner, three tonner, power wagons, weapon carriers pickups, ambulance, wireless van, dog van, etc. If sufficient number of experienced drivers are not available, steps should be taken for their training.

(15) Every Superintendent of Police and the Head of the Establishment shall ensure that each vehicle is supplied with complete set of tools, articles of outfit, spare tyre and tube and Car Diary book.

A list of tools and other outfit provided to a vehicle shall be made out both in Oriya and English and firmly fixed with frame and glass in the driver's cabin.

It shall be the responsibility of the driver of the vehicle to see that he has a serviceable spare tyre and tube and complete set of tools and outfit before the vehicle is taken out.

(16) The Reserve Inspector will be responsible to see that the Driver Havildar-Major inspects all the vehicles every morning; starts the engines of all the vehicles to ensure that the vehicles are in working condition and are properly equipped.

(17) It is also necessary that before a vehicle is taken out for duty another check is conducted by the Driver Havildar-Major regarding supply of petrol, diesel, engine oil and also the condition of brakes, horn lights, tyres and tubes, etc. in the presence of the driver detailed with the vehicle. He shall also ensure that the radiator is filled with clean water.

(18) The Reserve Inspector shall ensure that sufficient petrol, diesel, engine oil, gear oil distilled water, etc. have been supplied to a vehicle before it is taken out for duty.

(19) Immediately on return from a trip the vehicle shall be properly cleaned by the Driver and the Assistant Driver and this should be checked by the Driver Havildar-Major and the Reserve Inspector. The Reserve Inspector shall also satisfy himself with the P. O. L. accounts with reference to the entries in the Car Diary Book.

(20) The S. P. or the Head of the Establishment shall make it a point to inspect all the vehicles at headquarters thoroughly once a month and see that they are properly maintained. The Commandants shall hold weekly inspection of the motor vehicles at headquarters.

(21) An Inspection of Motor Vehicles Register shall be maintained in the following *pro forma*, at all District Headquarters and O. M. P. Bn. headquarters. Wherein inspection conducted by the Reserve Inspector, Driver Havildar-Major and P. M. T. staff and gazetted police officers shall be recorded with date, time and condition of the vehicle inspected. This register shall be inspected by the D. I.-G.

Date and time of inspection	Registration No. of vehicle inspected	Name and designation of the Inspecting Officer	Defects noticed	Compliance report by the Reserve Inspector
1	2	3	4	5

(22) The Driver Havildar-Major attached to each district/unit shall attend to all minor repairs and all major repairs shall be referred to S.P., P.M.T. if at any time a Driver Havildar-Major due to lack of experience and knowledge, is not able to attend to the minor repairs-proceedings shall be instituted against him for inefficiency. The driving staff should be put through a Refresher's course of training in the P. M. T. Workshop at Cuttack in rotation periodically.

(23) In addition to inspections carried out by the Driver Havildar-Major, R. I., officers of the P.M.T. will be required to inspect the vehicles in each district establishment and for this purpose programme should be drawn up by the S. P., P. M. T., a copy of which shall be sent to the S. Ps./Heads of Establishments concerned and also to the D. I.,-G.s., M. P. & T.. The officers of the P.M.T. so deputed will be required to record their remarks in the Motor Vehicles Inspection Register also besides sending their reports to their higher authorities. After inspection, the officer of the P.M.T. shall make it a point to meet the S. P./Head of the Establishment.

(24) In each battery supplied with the vehicles the registration number of the vehicle shall be painted.

(25) If it becomes necessary to change the battery, or a tyre or a tube, the Superintendent of Police or the Head of the Establishment shall arrange to supply them immediately a simultaneously an enquiry shall be taken up to find out whether they have served the prescribed period. If not, responsibility shall be fixed without any loss of time.

(26) If at any time it is noticed that consumption of petrol or diesel fixed by the P.M.T. has gone up, the R. I. shall bring the matter to the notice of the S. P. or the Head of the Establishment concerned immediately, who shall immediately report the matter to S. P., P. M. T. On receipt of report the S. P., P.M.T. shall immediately depute an officer to inspect the vehicle and submit his report.

(27) The undersides of all mudguards and Engine's trays shall be cleaned and painted every 6 months with a paint to be approved by S. P., P. M. T.

(28) The vehicle must not be driven faster than shown below except in graves emergency, and the then only under special orders of the senior officer in the vehicle :—

5 tonners	}	25 M. P. H.
3 tonner		
15 C. W. T.		
Pickups		
Dog Vans		
W. T. Van		
Jeep	..	30 M. P. H.
Staff car	..	40 M. P. H.
Motor cycle	..	30 M. P. H.

These speed limits are the maximum fixed for open road. The driver should, however, conform to the speed limit fixed in any given locality.

(29) Log Books, P. O. L. issue register shall be inspected by a gazetted police officer along with the entries in the Committee Register and Car Diary Books regularly every month and the S. P. or the Comdt. shall inspect these records/registers once a quarter and record the fact of having done so in the stock and store register.

(30) Before any vehicle is taken out on the road it must be ensured that it has been taxed and the tax token fixed at a prominent place in the vehicle and the driver detailed with the vehicle is in possession of a valid licence. In no circumstance an untaxed vehicle or on unlicensed driver shall be detailed on duty.

(31) When a vehicle is detailed for a long distance trip (i) a tarpauline, which can be used to cover the vehicle in places where garages may not be available, shall be supplied and (ii) an armed guard of I.N.C.O. and 4 constables shall be detailed for the protection of the vehicle. In the case of W/T van or dog van attached to establishments having no armed men the guard shall be provided by the district S.P. on requisition from S.Ps. concerned.

(32) No vehicle with defective lights, or horn shall be detailed on duty.

(33) Ordinarily, no police vehicle shall be supplied on hire without prior approval of D.I.-G or the Inspector-General of Police.

(34) In the event of any accident or break down in course of a journey, the senior police officer travelling in the vehicle will immediately communicate the information to the nearest police-station and take steps to get the injured admitted in the nearest hospital.

(35) The Officer-in-charge of police-station, on receipt of information will communicate the same to the S.P. or the Head of the Establishment concerned by quickest means possible.

(36) The S.P./Commandant on receipt of the information shall communicate the information to the D.I.G., PMT/ Range D.I.-G./A.I.G. by signal and in the event of serious injury to the occupants or damage to the vehicle shall proceed to the spot of the accident. If the vehicle of a district meets with a serious accident in the jurisdiction of another district, the S.P. of the district in whose jurisdiction accident takes place shall on receipt of the information reach the spot as soon as possible, after sending intimation to the D.I.G., P.M.T./Range D.I.G./A.I.G. and S.P. or the Commandant to whom the vehicle belongs.

(37) In all cases of accidents, in which police motor vehicles are involved a case shall invariably be instituted and the investigation shall be completed within a week at the most. In all cases of serious accidents the S.P. in whose jurisdiction the accident takes place shall send a radio message to S.P., P.M.T. for deputation of an expert from the P.M.T. All accidents in which police vehicle are involved shall be specially reported.

(38) As soon as a police motor vehicle is involved in an accident, the driver in charge of the vehicle shall immediately be placed under suspension pending investigation into the case

(39) In every district headquarters and O.M.P. Bn. Hqurs. a set of driving staff with the vehicles shall be kept in reserve round the clock for 24 hours emergency duty. This will also apply to P.M.T., Cuttack.

(40) In every district/unit Reserve office a chart shall be hung up on a Takti in the following *pro forma* showing the disposition of vehicles on charge.

Serial No.	Registration No.	Make	Type of vehicle*	Engine No.	Chasis No.	Date of purchase with committee No.	Condition of the vehicle
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*5 tonner, 3 tonner, pickup land rover, weapon carrier jeep, dog van, Ambulance, W/t. van, Motor Cycle.

These instructions shall be explained to the Driving staff.

[This police order supersedes police order No. 80 (Previously P. O. No. 5/62). Police Circular Order No. 65 and No. 77 (Previously P. C. O. No. 15/52 and No. 11 of 53) issued on the subject.]