



**Standing Orders for Drivers
OF
Mechanical Vehicles (Wheeled)
and Motor Cyclists**

Reprinted with Amendments
Promulgated to Dec., 1943.

THE WAR OFFICE,
December, 1943.

All papers in this document belonged to a British private driving the heavy Mack 10 tons truck through most of the war. Soldiers Service and Pay Book says he enlisted June 26th 1940 for the "Duration of Emergency", went with the Second Army through all campaigns and stayed with the occupational forces in Germany after the war. Embarked for The North West Europe Campaign on D-Day June 6th 1944. Received specialist training as Assault Smoke Driver February 1945. Transferred to the reserve late 1946.

Driver's Name

Regiment or Corps

Army No.

I. GENERAL INSTRUCTIONS

(In these instructions, the term "driver" includes motor cyclists and Officers, W.Os., N.C.Os. and W.D. officials specifically allotted a W.D. vehicle without a soldier or A.T.S. driver)

1. A copy of these orders, together with a copy of the Highway Code and of Army Form A 3676 must be in the possession of every driver in charge of a mechanical vehicle, and will be carried by him on all duties.

2. A driver must produce his copies of these on the order of a superior, and they will be shown at all kit and other inspections.

3. These orders are general instructions to meet ordinary conditions, and are given in greater detail in the pamphlet "Inspection, Maintenance and Care of Army Vehicles (Wheeled)." Commands or lower formations should supplement them, if necessary, by additional orders to meet local conditions and circumstances.

II. DRIVER'S RESPONSIBILITIES

1. The driver of a vehicle, in addition to his ordinary military duties, is responsible for the following :—

- (a) Taking over a vehicle See Sec. III.
- (b) Preparation of vehicle for duty " IV.
- (c) Proceeding with vehicle on duty " V.
- (d) Special action with new and overhauled vehicles " VI.

(e) Conduct on the road	See Sec. VII.
(f) Action as regards passengers, loads and towing	„ VIII.
(g) March discipline	„ IX.
(h) Action as regards breakdown or accident	„ X.
(i) Messages for assistance	„ XI.
(j) Maintenance of vehicles	„ XII.
(k) Fire precautions	„ XIII.
(l) Action in case of fire on the vehicle	„ XIV.
(m) Conservation of petrol	„ XV.
(n) Conservation of tyres	„ XVI.
(o) Action on returning from duty	„ XVII.

III. TAKING OVER THE VEHICLE

1. When a driver takes over charge of a vehicle, he assumes responsibility also for the tools and equipment issued with the vehicle. The condition and completeness of the vehicle and of the tools and equipment will be checked over by an officer or N.C.O. in the presence of a new driver who will then sign for the tools and equipment on the appropriate page of the vehicle log book (A.B. 412). Should circumstances be such that a driver is called upon to take over a vehicle and its tools and equipment without proper check and without having signed the list, it is his duty to report for checking at the first opportunity, otherwise he will be held responsible for any losses and discrepancies which may have occurred before his taking charge.

IV. PREPARATION OF VEHICLE FOR DUTY

1. Before proceeding on duty, drivers must satisfy themselves on the following points:—

- (a) Water; radiator full and no leaks.
- (b) Oil; level correct.
- (c) Fuel; tank filled.
- (d) Lights; all in working order.
- (e) Tyres; pressure correct.
- (f) Body; the whole secure.
- (g) That the vehicle is fit for duty in all respects.

2. At the commencement of any journey, drivers must satisfy themselves further on the following points:—

- (a) Engine lubrication system; working correctly and proper pressure shown by gauge or tell-tale.
- (b) Steering; in order and responding correctly to control; nuts securing the road wheels are tight.
- (c) Brakes; efficient.

V. PROCEEDING WITH VEHICLE ON DUTY

1. Drivers of mechanical vehicles should understand that the time laid down for them to parade for duty is the time for them to be ready to move off.

2. No W.D. vehicle will at any time be taken from its garage, parking ground or vehicle standing for any purpose except by direct or written order from the O.C. the Unit or from his authorised representative.

3. No W.D. vehicle will be taken outside barracks or lines by a driver unless he has in his possession a Transport Work Ticket (A.F. G 3518) signed by an authorised person, except in the case of vehicles under delivery between Manufacturers and Depots, or Depots and Units and Ports of Embarkation, when the journeys will be authorised under a Convoy Note (A.B. 158.)

4. No driver will deviate in the slightest degree from the shortest route to his destination unless another route is specified on the Transport Work Ticket (A.F. G 3518).

5. The unauthorised use of a W.D. vehicle and deviation from the authorised route involve the theft of Government petrol, which is a serious criminal offence.

VI. SPECIAL ACTION WITH NEW AND OVERHAULED VEHICLES

1. New and overhauled vehicles will *not* be driven at high speeds for long periods at full throttle, and drivers will take the following precautions to prevent damage :—

- (a) Instructions as to permissible running-in speeds must be rigidly observed. These instructions are contained on a label which is affixed either to the dash board or steering wheel of all new vehicles. A similar label is attached to all reconditioned engines, and personnel responsible for fitting reconditioned engines in the chassis are required to affix this label to the dash board or steering wheel.
- (b) Consult the Maker's Handbook and make a note of special points required to be watched.
- (c) Keep speeds *strictly* below those given on the label referred to in (a) above, with frequent halts to inspect for over-heating, engine seizure as tested with the starting crank, and other defects.
- (d) Avoid labouring of the engine when accelerating.
- (e) Keep crankcase oil level and cooling water level well replenished.
- (f) Change crankcase oil after running 250 miles, and

again as laid down in the pamphlet "Inspection, Maintenance and Care of Army Vehicles (Wheeled)."

- (g) Keep constant watch on oil pressure gauge and temperature of cooling system.
- (h) If the engine should become overheated at any time allow it to cool off well before restarting.
- (i) Keep a careful watch for uneven engine running; report for inspection of tappet clearances after the first 100 miles.
- (j) Keep a careful watch for leaks; gas, water, fuel and oil.
- (k) Report defects of any kind at once.
- (l) Report on completion of running-in period for the following to be carried out :—
 - (i) Checking of steering alignment.
 - (ii) Checking of tappet adjustments.
 - (iii) Checking of security of cylinder-head and other joints.
 - (iv) Cleaning out of fuel supply system, filters, etc.

VII. CONDUCT ON THE ROAD

Highway Code.

1. Drivers must be fully conversant with the provisions of the Highway Code and the Appendix and Supplementary Notes thereof, and will comply with these at all times.

Driver's Licence.

2. (a) All military and civilian personnel whose duties involve the driving of W.D. vehicles will be issued with A.F. A 2038 (W.D. Driving Permit). The renewal and use

of civilian driving licences for purely military duty has been suspended for the duration of the war.

(b) A.F. A 2038 must be carried by each driver and must be produced on application by any competent authority. It will be valid only when the holder is driving a W.D. owned or hired vehicle on Government service, and must not be used for driving any mechanically propelled vehicle for private purposes.

Lights on Vehicles.

3. (a) *Lights to be shown.*—During lighting up time, Army vehicles of the following categories while they are on any road to which the public has access, must show the lights as set out below, conforming to authorised dimensions and power:—

Motor vehicles (except motor cycles and trailers)—two white side lights and a red tail light.

Motor cycles—a white front light on the lower power circuit and a red tail light.

Motor cycle combinations—as for motor cycles with a white side light in addition.

Trailers (excluding guns and trailers artillery)—a red tail light when so authorised. Those not required to show a red tail light will carry a red reflector. None is required to show a side light.

Trailers, artillery and guns—are exempt from civil lighting regulations, but for military purposes they are equipped with rear axle flood lights which will be used during lighting up time unless instructions to the contrary are issued to drivers by O's. C. units or their authorised representatives.

A stationary column of vehicles may, for the purpose of this paragraph, be treated as one vehicle, so long as the gaps between succeeding vehicles do not exceed 6 feet.

(b) *Use of Screened Headlights.*—The driver of a vehicle may use a screened headlight of approved pattern and power except in the following circumstances:—

(i) When the vehicle is stationary. This does not apply to a vehicle temporarily held up in traffic.

(ii) When instructed by the civil or military police to extinguish it, or when he becomes aware that on instructions from the police the drivers of other vehicles have extinguished their headlights.

Notwithstanding the exception in sub-para. (ii) above, the driver of a vehicle on essential and urgent duty may continue to use a screened headlight, but he will be held responsible for any improper claim to this privilege, which will only be exercised in cases of *absolute* necessity.

The W.D. mask is so designed that when properly adjusted no direct source of light is visible above the horizontal and no action will be taken to "dim" or "douse" the headlight when approaching oncoming traffic.

The driver is responsible for the proper adjustment of the headlamp and headlamp mask and will ensure that they are so adjusted that when the vehicle is on level ground, no direct ray from the headlamp is visible above the horizontal of the screened light exit; otherwise the purpose of the mask is defeated.

(c) *Use of Rear Axle Lights.*—Except in the cases of guns and trailers not fitted with red tail lights, drivers will not use rear axle flood lights unless instructed to do so by the O.C. unit or his authorised representative, and then only when driving in convoy.

When rear axle lights are used the leading vehicle of the convoy will show white side lights and the last vehicle will show a red tail light. Intermediate vehicles will not use red tail lights or side lights.

Speed Limits.

4. In normal circumstances the speed limits for motor vehicles imposed by civil law will be strictly observed.

Where no such civil limits apply, or in special circumstances when a driver is in possession of a written authority to exceed the legal limit normally applicable to a vehicle by reason of its weight or classification, the following maximum limits* will on no account be exceeded by W.D. vehicles :—

	M.p.h.
Cars (including Utility cars)	40
Motor cycles	40
Trucks, all types	35
Other load carriers not exceeding 3 tons load capacity	30
Load carriers exceeding 3 tons load capacity	20
Coaches and troop carriers	30
All load carriers with independent trailers	20
Tracked vehicles (other than tractors)	20
Tractors (tracked)	15
Tractors (wheeled)	25
Tank Transporters (including tank recovery transporters) with a load capacity of 20 tons or over	15

The above speed limits do not apply to new M.T. vehicles which are specially dealt with in Sec. VI.

5. Drivers will at all times strictly comply with traffic signals and road signs.

6. Drivers of all War Department vehicles are warned that Crown servants incur full responsibility for the consequences of their own personal negligence or wrongful act of not complying with Highway obligations.

* These limits may be subject to variation from time to time by separate War Office instructions and local regulations.

VIII. ACTION AS REGARDS PASSENGERS, LOADS AND TOWING

1. With the exception referred to in para. 2, no person other than the properly appointed driver, those duly appointed for testing, inspection or instructional purposes or their authorised representatives, or personnel under instruction on specially authorised journeys for that purpose, will at any time be permitted to drive or attempt to drive any W.D. owned or hired vehicle.

2. A motor car may be driven on a duty journey by an officer, W.O. or N.C.O., other than the appointed driver only when the properly appointed driver becomes incapacitated during a journey, or to afford relief from fatigue on exceptionally long journeys and provided that :—

(a) Such Officer, W.O. or N.C.O. is in possession of a valid authority (A.F. A 2038) to drive a W.D. owned or hired vehicle and provided also that

(b) It is understood that all responsibility for control of the vehicle passes from the appointed driver to the Officer, W.O. or N.C.O. who takes over the wheel.

3. When, under paras. 1 and 2 above, a vehicle is being driven by a person other than the properly appointed driver, the properly appointed driver will accompany the vehicle, unless he has been placed in charge of medical authorities through illness, etc.

4. Unauthorised passengers will not be carried in or permitted to ride on or attempt to drive any W.D. owned or hired vehicle.

5. With the exceptions provided below, the number of passengers in W.D. owned or hired transport will not exceed the following :—

Trucks, 15-cwt., G.S.	8
Lorries, 30-cwt., G.S.	15
Lorries, 3-ton to 5-ton....	20
Lorries, 3-ton, troop carrying	30
Motor coaches	*
Lorries, 6-ton, G.S.	25
Lorries, 10-ton, G.S.	30

W.D. coaches and 3-ton troop carrying lorries, when not engaged on a recreational journey may, in addition, carry seven standing passengers, provided that passengers are not in marching order and are without baggage.

6. Not more than two persons (including the driver) will ride in the cab of a W.D. owned or hired vehicle, other than :—

- (a) In the case of open 10-ton vehicles running on long journeys when a written order by an officer, not below Field rank, is carried by the driver, entitling a third authorised passenger to be carried in the cab; or
- (b) in the case of training establishments in which driving instruction is given, in order to permit an officer or N.C.O. of the rank of Serjeant and above to accompany a pupil and instructor in the cab or on the running board to check the standard of instruction; or
- (c) in the case of specialist vehicles designed to carry more than two men (including the driver) in the driver's compartment.

7. No person will ride on the running board of a W.D. owned or hired vehicle except in the special circumstances provided for in para. 6 (b) above.

* According to seating capacity.

8. Passengers will not sit on the sides or tailboard of a W.D. owned or hired vehicle, whether or not the vehicle has a canvas or other covering and whether or not the tailboard is in the raised or lowered position.

9. Whenever authorised passengers are carried in load carrying mechanical vehicles, the front end of the canvas body cover must be folded back to permit a through current of air. It is the duty of the driver to see that this has been carried out.

10. Drivers must *not* permit their vehicles to be overloaded, except under the direct written order of the responsible officer or N.C.O. in charge.

11. The load must be evenly distributed over the floor space of the vehicle.

12. Ammunition or other dangerous material will NOT be carried at the extreme rear of the vehicle except in the case of certain types of artillery tractors on which special safety containers are provided for the carriage of ammunition.

13. A driver is responsible for the safety of his load where a custodian is not specially provided for the purpose. He must take the necessary precautions to guard against theft or damage from fire or other causes.

14. The tailboards of lorries must *on no account* be allowed to drop or swing. They will always be properly closed up or, in the case of an overhanging load, chained before moving off. The extremity of an overhanging load must be marked with a white mark, or piece of white cloth, etc., to attract the attention of other road users.

15. A driver will *not* wait longer for fatigue parties than his instructions permit, unless ordered to do so by a superior officer, when he must comply and report the circumstances

on his return. Drivers, and in certain cases second drivers, are provided to drive and tend their vehicles, and they should *not* act as a fatigue party in loading and unloading unless specifically ordered to do so by an officer or N.C.O.

16. Drivers of lorries will *not* tow trailers with the tailboards of their lorries lowered unless ordered to do so by an officer, in which case they will report to their unit commander on completion of the detail.

17. Where a vehicle is taken in tow for any reason, particular care should be exercised by both drivers to avoid damage to their vehicles and danger to other road users. A slow uniform pace should be kept as far as possible.

18. As to lights required at night, *see* Sec. VII, para. 3.

19. The identification number of the towing vehicle must be inscribed on the back of the towed vehicle.

20. The tow rope must be so adjusted as to ensure that the distance between towing and towed vehicles does not exceed 15 feet. In addition, some means, such as attachment of a white cloth, must be employed to render the tow rope easily distinguishable to other road users.

IX. MARCH DISCIPLINE

1. Where the nature of the load permits, any personnel accompanying a lorry or lorries should be distributed so that the driver or drivers of such vehicles may be duly warned of the approach of overtaking traffic from the rear. A vehicle which is overtaking another vehicle must give way to an approaching vehicle.

2. When roads are narrow or bad, empty or light lorries must show every consideration for loaded vehicles or those of a heavier type. On the other hand, slow moving vehicles must on all occasions give faster moving traffic every facility to pass.

3. Under active service conditions the distance between vehicles, both stationary and on the move, will depend to a great extent on the tactical situation. It is of the utmost importance that the intervals between vehicles, sections, platoons, etc., are such that liability to "spotting" from the air and consequent vulnerability to air attack are reduced to a minimum. Drivers will conceal their vehicles when stationary by means of natural cover or use of camouflage nets.

4. Vehicles will *not* be driven abreast without special orders.

5. If necessary to halt any vehicle in the immediate vicinity of a corner, bend in a road or crest of a hill, steps should be taken to warn approaching traffic. The second driver or the driver will get down from his vehicle and stand on the off-side of the road to signal passing traffic. If the road is not wide enough to stand on the off-side, then he will stand by the off-side mudguard.

6. Whenever a vehicle is halted, it should be drawn as close as possible to the side of the road, or off the road if that can be done without damage. Under active service conditions a convoy on halting should never close up to a distance of less than 40 yards between vehicles. This distance may be increased, the spacing being dependent on what cover from air observation is available. All moves in convoy during war-time will be treated as operational moves

for this purpose. At night drivers should take care not to obscure lights by standing in front of them.

7. In the event of a driver receiving an order from a superior officer, other than an officer or N.C.O. under whom he is immediately employed, to move his vehicle into a position or along a route which he considers to be impracticable, or which is likely to cause damage to his vehicle, or to other property, he must inform his superior officer of his opinion and request that the order, if it is insisted upon, may be given to him in writing. In complying with the order, the driver must do so in such a manner as to cause the least possible damage.

8. Drivers must be considerate to other users of the road, especially when the surface is dusty or muddy.

9. When on duty with vehicles or motor cycles, drivers will not leave them unattended, except when this is unavoidable in exceptional circumstances, *e.g.*, accidents, reporting for duty, etc.

When there are two drivers with a vehicle, one of them will always remain with it unless the vehicle is unloaded and has been immobilised.

When it is necessary to leave a vehicle unattended, the driver is responsible for rendering his vehicle temporarily immobile. The means by which this is to be done will be notified to the driver by the O.C. unit or his representative, but it is important that the distributor rotor arm is *not* removed unless other methods are impracticable.

Motor cycles when unavoidably left will always be immobilised by the removal of the H.T. lead by unscrewing the connection provided for this purpose.

In W.D. vehicle parks protected by military police or a guard, the provisions of this instruction may be relaxed at

discretion, but the driver is responsible for any damage which may occur to his vehicle in his absence and should therefore make the best arrangements possible for the protection of the vehicle when he has occasion to leave it unattended.

10. Drivers and personnel accompanying vehicles are forbidden, when on duty, to enter any hotel, public house, café or camp canteen, except after permission has been obtained from the officer or senior N.C.O. present, or for the purpose of obtaining meals at the normal hours, when absent on duty from their units. In the case of drivers of individual vehicles, such as staff cars, etc., when required to wait for authorised passengers, etc., or when permission is given for the drivers to obtain their meals, they will drive their vehicle to the nearest parking ground or recognised halting place.

11. Drivers of mechanical vehicles are forbidden to carry intoxicating liquors (beers, spirits, etc.) on their vehicles, unless such forms part of their load, duly authorised by a responsible person.

12. When any articles of equipment, tools or stores are lost on the road, the driver will at once report the loss to the nearest police station or the next policeman he meets, and he will also immediately on return off duty render a written report to his Section N.C.O. for the information of the officer concerned.

13. Drivers of all mechanical vehicles must return to their unit, garage or park immediately on completion of duty. Any unnecessary delay or loitering whilst on duty or when returning to the unit when the detail has been complied with is strictly forbidden.

14. No driver will pay compliments while actually driving a vehicle, or acting as instructor to a learner who is driving.

X. ACTION AS REGARDS BREAKDOWN OR ACCIDENT

Breakdown.

1. Should the vehicle develop a mechanical defect during a journey, the driver must decide on one of the following courses of action, having due regard to the urgency of his duty; the possibility of continuing the journey without further damage to or detriment to the safety of the vehicle; and the necessity for obtaining assistance, bearing in mind the time and distance involved:—

- (a) Proceed on his journey and report the defect on his return, after having satisfied himself that any attempt to remedy the defect himself would be of no advantage.
- (b) Carry out some temporary repair or adjustment and proceed on his journey.
- (c) Attempt no repair, but send for assistance by the method detailed in Sec. XI.

Accident.

2. (a) If anybody has been hurt an ambulance should be summoned.

(b) After taking such action as may be necessary to attend to injured persons, if any, and to clear the road if obstructed, a driver involved in an accident should, before leaving the scene of the accident, complete page 1 and the sketch in A.F. A 3676, which every driver will carry with him in an envelope addressed to the O.C. of his unit and on the inside of the flap of which envelope the telephone number of the

unit will be noted. Rough notes on A.F. A 3676 will suffice, the driver obtaining a fresh form on return to station. In the event of injury to the driver, the form will be completed by the second man or, failing him, by any other W.D. personnel present.

(c) Blank spaces on the form provide only for the names and addresses of three witnesses; it is most important that particulars of as many independent witnesses as possible are obtained.

(d) In the event of any independent witness expressing an opinion as to the W.D. driver not being to blame, a signed statement to this effect, whenever possible, should be obtained at the time of the occurrence.

(e) A written statement and simple sketch is required to supplement the report on A.F. A 3676, and for this purpose notes will be taken of relative positions of vehicles just before and after the accident, skid marks, distances travelled by vehicles before coming to rest after braking, width of roads, etc.

(f) The driver and any W.D. personnel being conveyed as passengers will not make any admission of liability, and will refrain from expressing any opinion that might be interpreted by other interested parties as an admission of blame on the part of the War Department or the W.D. driver.

(g) This instruction must not be taken as in any way affecting the proper disclosure of such particulars of a traffic accident as may be required by the police authorities. Should a police officer arrive at the scene of the accident the driver should obtain his permission before continuing his journey. If he requires the location of the W.D. driver's unit or a statement from him or any service personnel this

may be given to the police officer but only to him, and out of the hearing of any other person.

(h) The W.D. driver is to give his name and the title of his unit, as shown on A.F. A 3676 (Section "M") to any person having reasonable grounds for requiring the information. If the W.D. driver has not given to a police officer or to the other person involved, the accident slip at the foot of A.F. A 3676 (revised August, 1942) or the particulars mentioned in Section "M" of earlier editions of this form, the accident must be reported within 24 hours at a police station or to a police officer even if only Service vehicles or personnel were concerned.

(j) On return to his unit the driver will immediately report the circumstances of an accident, and A.F. A 3676 will be completed by him and handed in to his Section N.C.O. as soon as possible after the accident.

XI. MESSAGES FOR ASSISTANCE

When to Send.

1. A message should be sent to the nearest police station or military formation when:—

- (a) Unditching or repairs likely to take considerable time.
- (b) Other vehicle(s) required to complete detail.
- (c) Help required for towing.
- (d) Breakdown gang required or spare part wanted.
- (e) If vehicle repaired or unditched *in spite of previous message for help.*

Method of Sending.

2. (a) Telephone quickest if available; questions easily asked and answered.

(b) Passing despatch rider or other military motor cyclist; may take message and possibly act as guide to returning party.

(c) Other passing military vehicle.

(d) Police or scout or patrol of a motoring organisation will usually arrange to telephone message.

(e) Civilians will often offer to take or send off message.

(f) Unless absolutely unavoidable *do not leave vehicle unattended* in order to send message.

Information to be Sent.

3. By whatever method the message is to be sent, it should first be written out carefully. Even when the message is telephoned, full notes should be made. Except when taken by a civilian, the message should include the following information:—

- (a) Time and *exact* location of vehicle.
- (b) Number of vehicle and driver's name.
- (c) Nature of load, if any; state if unloaded.
- (d) Destination and duty.
- (e) Time due at destination.
- (f) Whether another vehicle is required to complete duty.
- (g) If broken down:—
 - Whether breakdown is due to accident, collision, etc.
 - Whether vehicle is capable of being towed, front or rear.
 - Whether spare part could be fitted easily.
 - Whether it would be quicker to be towed.
 - Details of defect.
- (h) If ditched, bogged, etc.:—
 - Nature of situation.

Vehicle(s) required to tow.
 Whether vehicle damaged, if so, how.
 Personnel required to off-load, reload, etc.
 Whether front or rear of vehicle could be lifted and towed.
 Whether breakdown gang required.

XII. MAINTENANCE OF VEHICLES

1. The driver is responsible for the following duties in connection with the maintenance of the vehicle and its equipment in accordance with the principles laid down in the pamphlet "Inspection, Maintenance and Care of Army Vehicles (Wheeled)":—

- (a) Cleanliness of the vehicle and its equipment.
- (b) Replenishment of the vehicle at the end of each day's work with fuel, oil and water, and making the vehicle ready for immediate duty.
- (c) The carrying out of the daily task in order that the complete cycle of maintenance is completed within 14 days for wheeled vehicles and 7 days for motor cycles, and the initialling daily on the check sheet provided in the Active Service Log Book (A.B. 412) that the task or tasks have been carried out.
- (d) Early reporting of defects beyond his ability to remedy.
- (e) Proper precautions against fire at all times. (See Sec. XIII.)
- (f) Proper precautions against damage by frost during periods notified in the orders of his unit.

XIII. FIRE PRECAUTIONS

1. All mechanical vehicles (other than motor cycles) will be provided with fire extinguishers, which must be kept fully charged with the correct type of refill.
2. All drivers must know how to use different makes of fire extinguishers in possession of the unit.
3. All drivers must know the peculiarities of burning fuel and the special measures to be taken to prevent spreading of burning liquid.
4. Great care must be exercised in filling fuel tanks that no naked light is near, and that no fuel is spilt on hot exhaust pipes, etc. Engines must not be left running and all electrically operated fittings (except side and tail lamps when filling is carried out in the dark) must be switched off while refuelling is taking place. Fuel tanks should be filled in daylight. If filling in the dark is unavoidable, it will be done whenever possible under the supervision of a N.C.O., who is held responsible that no lamp, other than electric, is burning within 15 yards, and that no person is smoking within 20 yards.
5. For the information of drivers and other personnel employed on mechanical vehicles, orders prohibiting smoking are displayed in conspicuous places in all garages and on all standing and parking grounds where motor vehicles of any kind are kept or parked, and in the vicinity of fuel and oil stores and workshops.
6. Drivers must examine the fuel system for possible leakage before starting the engine of a vehicle, and if any leak exists must not start the engine until it has been rectified.
7. Smoking is prohibited on any vehicle which is loaded with explosive or inflammable articles, and in the vicinity

of any such articles when being handled. In no case will the driver smoke while actually driving any vehicle.

8. Before garaging a vehicle, the driver will examine the fuel system in detail for leaks and, if unable to rectify, he will report any leakage found to an officer or N.C.O. No vehicle with such leakage of fuel will be garaged until the leakage has been rectified or the defective portion of the system drained or isolated from the main supply tank.

9. Vehicles will be parked in garages or on standings in such manner that they may be driven out without delay in case of fire. Floors or lines must be kept scrupulously clean and free from oil and fuel. Drip-trays, if provided, should be placed beneath vehicles and cleaned daily.

10. Petrol or other fuel will not be stored in garages but must be removed to a proper store. No oily waste is permitted in any garage or on any vehicle.

XIV. ACTION IN CASE OF FIRE ON THE VEHICLE

If Carburettor on Fire.

1. (a) First shut off fuel supply and immediately attack fire with carbon-tetrachloride extinguisher and shout for assistance.

(b) All vehicles in near vicinity should be removed.

If Fire Underneath Vehicle.

2. Remove vehicle and smother fire with sand, use carbon-tetrachloride extinguisher if necessary.

If Body of Vehicle on Fire.

3. (a) Use carbon-tetrachloride extinguisher and shout for assistance.

(b) External fire appliances (water), if available, to be brought into use as soon as possible.

XV. CONSERVATION OF PETROL

1. Do not drive your vehicle on full throttle.
2. Inspect your fuel system daily for leakage.
3. Cut out unnecessary mileage.
4. Turn off your petrol at end of journey.
5. Overfilling your tank is wasteful.
6. Remember to switch off when halted.

XVI. CONSERVATION OF TYRES

1. *Maintain correct tyre pressure—this is vital.*—A very short mileage on under-inflated tyres will ruin the walls of the tyres.

2. *Never allow oil to get on your tyres or flints to remain embedded.*—Immediately remove any oil, grease or tar in contact with tyres, otherwise the rubber will rapidly deteriorate. Always see that your garage floor or vehicle standing is free from oil or grease. Ensure that tyres are free from embedded flints or other matter liable to cause undue wear.

3. *Excessive speed wears tyres with extraordinary rapidity.*—Avoid fierce acceleration.

4. *Do not corner fast.*—Slow down if possible without using your brakes, and then gently accelerate round corners.

5. *Do not drive on your brakes.*—Avoid fierce braking; use brakes as little as possible to slow down, and ensure that they are evenly adjusted.

6. *Use clutch gently.*—Fierce clutch or misuse of clutch will cause wheel spin when starting and will cause undue wear.

7. *Do not spin your wheels.*—Should your vehicle become bogged or stuck on icy roads, do not allow wheels to spin.

This usually makes things worse in the former case, and causes tyre wear in both cases quicker than anything else.

8. *Do not drive against kerbs.*—It will damage the walls of your tyres and probably throw steering out of alignment.

XVII. ACTION ON RETURNING FROM DUTY.

1. On returning from duty, drivers will report their return on A.F. G 3518, and give such details as will enable the unit's returns and records to be accurately compiled, and they will report any unusual circumstances.

2. The following must be reported in writing as soon as possible after the occurrence :—

(a) All damage, breakage, loss of parts or equipment, adjustments or repairs considered necessary, any mechanical defects requiring attention, punctured, badly cut or burst tyres.

(b) Damage to public or private property, roads, bridges, etc., and accidents of any description to persons, property or passing vehicles. (*See Sec. X*).

(c) All unusual delays or non-execution of services.

3. Any special stores or equipment, such as waterproof covers, issued for the duty, will be returned.

4. The vehicle will be replenished with fuel, oil and water (except when frost precautions are in force) at the end of the day's work, so that the vehicle is ready for immediate duty on alarm during the hours of darkness.

5. The vehicle will be cleaned, inspected, lubricated and driver's maintenance carried out in accordance with the maintenance record in the vehicle log book (A.B. 412), if the maintenance task has not previously been carried out during the day.

A N^o 53851

112 TRANSIT CAMP

CAMP No.

Date

Rk & Name

This card must be retained and produced on demand.

**HAVERSACK
TICKET**

This ticket must be surrendered
when drawing haversack rations.

**SUPPER
TICKET**

This ticket must be surrendered on
entering the dining room.

**CIGARETTES
TICKET**

This ticket must be surrendered at
the cigarette counter.

**TEA
TICKET**

This ticket must be surrendered on
entering the dining room.

**DINNER
TICKET**

This ticket must be surrendered on
entering the dining room.

112 Tr. Camp (...)| 112 Tr. Camp (...)| 112 Tr. Camp (...)| 112 Tr. Camp (...)|

Do's and Dont's

1. PASS

You must be in possession of a Leave Scheme Pass from your unit during your stay in Brussels.

2. **ALL CAFES** must be empty by 2300 hours.

3. **CURFEW** is in force from Midnight till 0500 hours.

4. **ALL BROTHELS** are Out of Bounds to Service personnel.

5. DRESS

Officers : Service Dress, Sam Browne or Cloth Belt,
or Battledress, Web Belt, with or without anklets web.

ORs : Battledress, web belt, boots or polished shoes.

6. ARMS

No personal weapon to be carried.

7. SALUTING

(a) Existing orders regarding saluting officers of British and Allied forces will be very strictly enforced.

(b) The tomb of the Belgian Unknown Warrior which lies at the foot of Congress Column will be saluted by all ranks.

8. To change money for civilians or to speculate in currency is a military offence.

9. All rooms to be vacated by 1100 hours on the day of leaving.

MAIL

ORs may post their letters *UNCENSORED* at the hostels. These are liable for censorship at Base. Officers will censor own mail as usual.

CENTRAL M.I. ROOM—ST JEAN BARRACKS, Boulevard du Jardin Botanique.
Map Ref. G.3

EXCHANGE

176 Belgian francs are worth	£1
9 Belgian francs are worth	1/-d. (approx)
50 Belgian francs are worth	5/9d. (approx)
<hr/>						
17 Belgian francs are worth	1 Dutch Guilder
<hr/>						
176 Belgian francs are worth	200 French francs
44 Belgian francs are worth	50 French francs

Money changed at your hostel

FOOTNOTE—Suggestions for improvement of this brochure are invited.
Address them to : Garrison Education Officer, Brussels Garrison.

2GHQP/666/10M

From a leave map of Brussels



War Medal

The 1939-1945 Star

The France and Germany Star

The Italy Star

Serial No. *13014 705-18* Army Form A 2

WAR DEPARTMENT DRIVING PERMIT

(Not valid for driving any mechanically propelled vehicle for private purposes)

Issued under the conditions of A.C.I.699 of 1942.

The undersigned *13014 705-18*

(description) *WR13A1*

2 1/2 ton Mopac Light Tank

being employed on Military Service is hereby authorised by the Secretary of State for War to drive mechanically propelled vehicles of:—

All Groups

Group I

" II

" IV

" VI

(Delete Groups inapplicable)

when on Government duty, from 194

until *1st Oct* 1946

Signature of Holder

J. Darnley

Permanent Under-Secretary of State for War

51-5439

Extract from the Second Army Thanksgiving Service.



SECOND ARMY

Thanksgiving Service

ON CONCLUSION

OF

THE CAMPAIGN IN NORTH WEST EUROPE

6TH JUNE, 1944 TO 5TH MAY, 1945

THE PATH OF THE ARMY

1944

JUNE	6th . . .	The Assault - NORMANDY
	27th . . .	The ODON
JULY	9th . . .	CAEN
	29th . . .	CAUMONT
AUGUST	7th . . .	MONT PINCON
	20th . . .	FALAISE
	25th . . .	The SEINE
SEPTEMBER	2nd . . .	The SOMME
	3rd . . .	BRUSSELS
	4th . . .	ANTWERP
	3rd - 11th . . .	The Canals - ALBERT and ESCAUT
	17th . . .	ARNHEM
	17th - 29th . . .	The Rivers - MAAS and WAAL
OCTOBER	22nd - 27th . . .	'S HERTOGENBOSCH - TILBURG
NOV. 14th - DEC. 13th . . .		The Rivers - MAAS and ROER
DECEMBER	21st . . .	The ARDENNES

1945

JANUARY	13th . . .	SITTARD
MARCH	24th . . .	The RHINE
APRIL	5th . . .	The WESER
	26th . . .	BREMEN
	29th . . .	The ELBE
MAY	2nd . . .	The BALTIC

National Anthem

God save our gracious King,
Long live our noble King,
God save the King;
Send him victorious,
Happy and glorious,
Long to reign over us;
God save the King.

Then shall the Chaplain say

Lord, at the close of this campaign, we meet together before Thee to pour out our hearts in fervent thanksgiving for all Thy loving kindness to us during the long days of battle, and to dedicate ourselves afresh to the service of Thy Kingdom. We desire to thank Thee for the deliverance from the hand of our enemies; for the devotion, even unto death, of our comrades who have fallen in the fight; and for all the willing sacrifices made in Thy Cause. Grant to us, Lord, who have been preserved amid so many dangers, a due sense of all Thy mercies, that we may be unfeignedly thankful, and serve Thee faithfully all the days of our life.

Amen.