

# POLICE GENERAL ORDERS

## CHAPTER 18

13/04

### TRANSPORT

#### 18-01 Definitions

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'Accident' with regard to police vehicles includes:-

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- (a) accident whether or not it involves other vehicles on a road or in private premises;
- (b) damage caused by the Government driver or other person to a vehicle, including its mechanical parts, which is stationary or moving; and
- (c) the loss of any parts, ancillary equipment, load, or part of, belonging to a vehicle.

'Drivers' with regard to police vehicles, includes any authorised officer who may at any time drive or ride a police vehicle and is in possession of a valid Hong Kong driving licence with a Class '16' endorsement and a valid Government driving permit (GF 8) for the class of vehicle which the officer is driving. Both documents must be carried whenever a driver is engaged in driving a police vehicle.

'Operational Necessity' should be deemed to mean attending a '999' call, a serious crime, an accident, fire, disaster, an investigation by a Crime Wing officer in the course of his/her duties where such parking is unavoidable, or other such similar circumstances other than normal routine duty or investigation.

'Police Vehicles' include any vehicles provided, hired and/or purchased by Government for the performance of police duties and fall into one of the following categories:-

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<u>Categories</u>	<u>Vehicle Types</u>	<u>GF8 Class</u>
(a) Saloon	: Small/Medium/Large Saloons, Small/Medium Estates and Multi Purpose Cars	(9)
(b) Light	: Small/Medium Vans Small/Medium Vans with automatic transmission	(7) (7A)
(c) Medium	: Cross-country vehicles (CCVs) and Large Vans (e.g. Mercedes Benz Sprinters 314/518/519)	(8M)

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<u>Categories</u>	<u>Vehicle Types</u>	<u>GF8 Class</u>
(d) Medium (Auto)	: Cross-country vehicles (CCVs) and Large Vans (e.g. Mercedes Benz Sprinters 314/518/519) with auto-gear transmission	(8MA)
(e) Heavy	: Mercedes Benz 800 series Extra Large Vans, Stores Lorries, Buses (under 30 seats) and Tow Trucks while not engaged in towing.	(8H)
(f) Buses (30 Seats or over)	: Force Mobile Command Unit, Road Safety Bus, Prisoner Escort Buses (30 seats or over).	(6)
(g) Specialist	: Tow Trucks, Armoured Personnel Carriers, Large Estates, Unmarked Traffic Patrol Cars and Specialised Crowd Management Vehicles.	(9)
(h) Motorcycles	: Large 400 cc and above, Small under 400 cc.	(1L) (1S)
(i) Motor Tricycles	: Small under 400 cc.	(1S)
(j) Other	: Trailers	(9)

09/15 2. SP PD&TTC, in consultation with the Force Motor Transport Officer (FMTO), is the  
19/25 authority as to which level of GF8 is required to drive which class of vehicle, or to drive in a specific operational mode.

03/09 **18-02 Control of Police Vehicles**  
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A police vehicle shall not be transferred to or from a Formation without the written authority of the FMTO. A police vehicle shall not be loaned between Formations for a period in excess of seven days without the written authority of the FMTO. Formation Commanders or designated officers shall be responsible for the proper utilisation and supervision of vehicles allocated to his/her Formation. These responsibilities include managing the respective keys, fuel cards and/or electric vehicle charging cards.

2. In the event of storm warnings or forecasts of heavy rain, Formation and Unit Commanders shall ensure that Force vehicles under their command are not parked in areas where they may be affected by flood water, or subsidence, or damaged by falling objects.

**18-03 Use of Police Transport**

A police vehicle shall only be used for police duty which may include:-

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| (a) | taking an officer from his/her home to his/her office or the scene of a crime or other duty and back to his/her home, whenever the officer is required out of office hours and the call is of an urgent nature;  |       |
| (b) | taking not less than six police participants to or from a police sporting event, provided that:-   | 02/06 |
|     | (i) "Authorised Absence" has been approved for this event;   |       |
|     | (ii) Police drivers and transport are available after priority has been given to operational commitments; and  |       |
|     | (iii) Arrangements are centrally coordinated to ensure economic use of resources.  |       |
| (c) | Transporting officiating guests and participants in an official function organised by the Force provided that:-  | 24/12 |
|     | (i) Police drivers and transport are available after priority has been given to operational commitments;   |       |
|     | (ii) Arrangements are centrally coordinated to ensure economic use of resources; and   |       |
|     | (iii) Hire of transport services arrangements should be used as the first resource for more than five participants.  |       |
| (d) | the transportation of an officer's personal kit on that officer's transfer between Formations; provided that police drivers and transport are available after priority has been given to operational commitments;  | 08/09 |
| (e) | taking an officer and his/her luggage to or from the airport or other departure point for an ODV (not OVT or Study visit) provided both transport and driver are available without incurring overtime. In all such circumstances operational commitments will take precedence; |       |

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- 18/17 (f) to convey a sick or injured officer to hospital or to consult a doctor in an emergency, where to await the arrival of an ambulance would be an unacceptable risk. Sick and injured officers shall be transported by ambulance in serious cases. Subject to operational exigencies, a non-operational police vehicle may be used to convey an officer receiving immediate medical treatment for minor injury on duty (IOD) cases; and
- (g) any other journey essential to the performance of a specific duty which is officially authorised.

## 2. A police vehicle shall not be used:-

- (a) to convey any officer over a distance of less than 0.5 km except in an emergency;
- (b) to convey any officer to or from any social engagement unless it is an official engagement directly connected with the officer's duties;
- (c) to convey any officer to or from his/her home except as stipulated in PGO 18-03(a) above;
- 08/23 (d) for conveyance of light despatches or small portable loads unless, for operational or other urgent and exceptional reasons, they cannot be carried on foot, or by public transport, police motorcycles/motor tricycles shall be used where practical;
- 02/06 (e) to carry passengers in excess of the number indicated within the vehicle or in the case of a covert vehicle the number shown on the vehicle licence. The riding on tail-boards or foot-boards of vehicles, is forbidden; and
- (f) to convey any unauthorised passengers.

3. Any journey not made either in the furtherance of the official duties of an officer, or otherwise permitted by Government Regulations or Force Orders shall be considered as misuse of Government transport. Any officer who misuses Government transport will automatically be required to pay the total actual cost to the Government for such misuse. In addition, the officer may be subject to disciplinary action. In any case where there is doubt as to what constitutes 'misuse' a ruling may be sought from the Controller, Land Transport Division of the Government Logistics Department.

4. Formation Commanders shall, at all times, ensure the proper efficient and economical utilisation of vehicles allocated to their commands. Under-utilized vehicles may be redeployed by the FMTO from one Formation to another for better resource management.

**18-05 Speed Limit & Traffic Lights**02/06  
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The speed limit for an Armoured Personnel Carrier (APC), a Tactical Intervention Vehicle (TIV) and a Specialised Crowd Management Vehicle (SCMV) shall be 70 km/h but an APC, a TIV and a SCMV will only exceed 50 km/h on roads where the speed limit is in excess of 70 km/h. All other types of vehicles in the Force fleet shall comply with the speed limits laid down in section 40 of the Road Traffic Ordinance, Cap. 374.

2. Police vehicles shall only exceed the speed limit where it is safe to do so and under the following circumstances:-

- (a) in an emergency;
- (b) for enforcement action; or
- (c) for driving related training.

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3. Red or amber traffic lights must be respected and even in an emergency should be treated with the same caution as a give way sign.

4. In the event of an accident or other incident, the senior officer present or the officer authorising the high speed use of the vehicle or the disobedience of traffic lights shall, if called upon, justify his/her decision.

**18-06 Use of Siren**

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The senior police officer in a vehicle shall be accountable for the lawful and proper use of a siren unless otherwise directed by a Regional Duty Controller.

2. A siren shall only be used in an emergency or other essential operational use where delay in reaching the destination could have serious consequences, or progress in reaching or dealing with an incident would otherwise be impeded. In accordance with Section 77 of the Road Traffic Ordinance, the siren must be used when approaching traffic signs or lights if compliance with such would hinder the purpose for which the police vehicle is being used.

3. Siren or blue lights shall not be used in the confines of a tunnel. Emergency passage of police vehicles through any vehicular tunnel will be facilitated by the appropriate Regional Duty Controller as necessary.

4. The most senior officer on site should be responsible for the appropriateness of testing the equipment, taking into consideration the nuisance that would be caused to the neighbouring members of public.

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02/06 **18-12 Licensing of Police Drivers**  
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18/18 valid driving licence entitling him/her to drive Government vehicles (Class 16) and a valid G.F. 8  
05/20 issued by SP PD&TTC authorising him/her to drive that type of vehicle.

24/12 2. A police officer who has been disqualified from holding or obtaining a driving licence and is the holder of a valid G.F. 8 is required to report in writing to FMTO, copy to SP PD&TTC, and to surrender his/her G.F. 8 forthwith to SP PD&TTC for retention and appropriate action via the Formation Commander concerned as soon as practicable. When a police officer who holds a G.F. 8 is prohibited from drawing arms and ammunition for any reason other than non-qualification at a range course, then that officer will not be deployed to driving duties and his/her G.F. 8 must be returned to SP PD&TTC.

3. A police officer who has incurred 10 or more points in Driving-offence Points (DOP) System in the past 2 years due to contravention of traffic offences, including DOP deducted in the period as a result of attendance to a mandatory driving improvement course, and is the holder of a valid G.F. 8 is required to report such facts in writing to FMTO, copy to SP PD&TTC, and to surrender his/her G.F. 8 forthwith to SP PD&TTC for retention and appropriate action via the Formation Commander concerned as soon as practicable.

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**18-13 Police Drivers**03/09  
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A driver shall:-

- (a) comply with the Road Traffic Ordinance and Regulations made thereunder, the Road Users Code and these Orders unless exempted by the Road Traffic (Traffic Control) Regulations (reg. 60) or the Road Traffic (Parking) Regulations (reg. 10);
- (b) at all times when driving police vehicles, a driver shall exercise road courtesy and consideration for all other road users;
- (c) at all times ensure there is sufficient headroom to allow his/her vehicle to proceed without damage being caused to roof fittings such as public address system, beacons and radio aerials. Particular care shall be exercised in the vicinity of multi-storey car parks, awnings and other roofed structures or when passing near to or under Light Rail or Tram overhead line equipment;
- (d) in the case of a UB driver, be dressed in uniform at all times when on duty, but may wear overalls when inspecting or cleaning vehicles or involved in any other fleet management duties;
- (e) in the case of police officers engaged on motorcycle/motor tricycle despatch duties, be in uniform;
- (f) not leave his/her vehicle unattended in a public place. There may however be occasions when it is necessary to do so, e.g.:-
  - (i) to assist either a member of the public or another police officer;
  - (ii) to summon assistance in the event of a breakdown or accident;
  - (iii) where the driver is a crime officer and all members of his/her team are required to attend the scene of an incident. Should circumstances allow the safety of the vehicle should be checked periodically;

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- (iv) where the vehicle is a motorcycle/motor tricycle; he/she shall park it so as not to cause danger, inconvenience or obstruction to other road users. A motorcycle/motor tricycle shall normally be parked using the main stand. The side stand shall only be used when the use of the main stand is precluded by adverse road conditions;
- (v) where a vehicle is being self-driven.

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In such cases, and before the driver leaves his/her vehicle, he/she shall remove and retain the vehicle keys, and secure all doors and windows, and if possible, inform another member of his/her party or RCCC of his/her intention to leave the vehicle unattended. The driver shall also inspect the police vehicle on return from servicing to ensure all faults have been attended to and that the vehicle is in good condition;

- (g) not undertake the towing of any other vehicle (unless driving a tow truck) or permit his/her vehicle to be towed by other than a Government vehicle save in an emergency or if EMSD services are unavailable and towing is arranged by RCCC;
- (h) not use his/her vehicle to push another, or permit another vehicle to push his/her vehicle save in an emergency;

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- (i) not drive his/her vehicle onto any public pier save as specifically authorised by RC MAR or FMTO;
- (j) not attempt to reverse a Medium, Heavy or Specialist Vehicle without assistance unless he/she has a clear and unobstructed view to the rear of the vehicle from the driver's position or has alighted from the vehicle and checked the rear;
- (k) when driving a police vehicle fitted with seat belts, wear the seat belt, properly fastened except when reversing the vehicle;
- (l) ensure that any person permitted to ride in a police vehicle fitted with seat belts, wears the same, properly fastened. Any non-compliance shall empower the driver to refuse to carry such passenger and should be reported to his/her TPT SGT or other supervisory officer; and
- (m) ensure that the fuel card or electric vehicle charging card is used solely for refueling or charging police vehicles. Any officer who misuses the fuel card or electric vehicle charging card may result in criminal or disciplinary action.

**18-15 Accident and Damage Involving Police Vehicles - Investigations**

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Whenever a police vehicle is involved in an accident, the driver and any other police officers present shall:-

- (a) take immediate action as at the scene of any traffic accident;
- (b) inform the appropriate RCCC that the accident has occurred. The Regional Duty Controller shall inform the Special Investigation Team (SIT) and the Accident Investigation Team (AIT of I&SDIV) of the appropriate Regional Traffic Formation, and take such other measures as he/she considers necessary to control the scene of the accident;
- (c) not make any statement, orally or in writing regarding the accident, except to another police officer; and
- (d) make every effort to locate independent witnesses.

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2. Notwithstanding any action taken in accordance with the provisions of paragraph 1 above, a driver of a police vehicle involved in an accident or any incident in which a police vehicle is damaged, no matter how slight the damage may seem, shall ensure that the matter is reported to the TPT SGT or officer-in-charge of transport at the Formation to which the vehicle is attached, as soon as practicable, but in any event within 24 hours of the occurrence.

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3. All police vehicles which have been involved in an accident, or which are discovered to be damaged, shall be sent to the appropriate EMSD Workshop for inspection as soon as possible after the accident or discovery of the damage. The Formation to which the vehicle is attached shall complete the Repair Voucher for Stores on Inventory Charge (GF 274) and the appropriate Traffic Division shall prepare the Government Vehicle Accident Report Form (GF 110). If any mechanical defect is alleged by the driver or is suspected to have contributed by the accident, the Regional SSP T concerned shall arrange for an independent examination of the vehicle by Commissioner for Transport (Motor Vehicle Examiner), in the presence of the driver whenever possible.

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**18-16 Accident or Damage Involving Police Vehicles - Compensation, Discipline and Surcharge Procedures**

An officer shall not make a statement orally or in writing except to another police officer of liability for any damage or injury caused to any person or property as a result of an accident involving or caused by a police vehicle.

03/09 **18-23 Motorcycles/Motor Tricycles**

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Officers will wear a Force-issue motorcycle helmet, with the chin guard in the locked down position where fitted, and a Traffic protective jacket when riding a Force motorcycle/motor tricycle. An officer shall not ride a private motorcycle/motor tricycle on Government business unless wearing a securely fastened protective helmet of a type approved under the Road Traffic (Safety Equipment) Regulations, Cap. 374F.

2. Pillion riding on any police motorcycle/motor tricycle not constructed or adapted for such riding is forbidden except for off road instructional purposes. This also applies to private motorcycles/motor tricycles used on Government business.

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**18-27 Control and Use of Special Duties Squad (SDS)/Crime Formation Vehicles**

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The overall responsibility for a District SDS vehicle(s) rests with the District Operations Officer (DOO) and Crime vehicle(s) rests with CIP Crime/CIP INV/CIP INT. These officers shall:-

- (a) supervise and monitor the correct usage of the SDS / Crime vehicles;
- (b) check and sign the log book weekly to verify the accuracy and completeness of entries made therein;
- (c) inspect the vehicle monthly (with the assistance of the TPT SGT or Transport in-charge) as to its general condition and report any faults or previously unreported damage; and
- (d) be responsible for compiling any unfair wear and tear reports, in conjunction with the OC SDS and officer-in-charge of the Crime Team.

2. The day to day control of the vehicle shall be the responsibility of the OC SDS and officer-in-charge of the Crime Team who shall:-

- (a) be responsible for ensuring the safe keeping of the vehicle key, fuel card and/or electric vehicle charging card and log book at all times, and inspect the vehicle daily for damage. A record of the inspection and results shall be made in the OB; and
- (b) be responsible for the correct tasking of the vehicle, use of fuel card and/or electric vehicle charging card and authorise all journeys, or in his/her absence, journeys may be authorised by any other responsible officer except that under no circumstance shall any officer authorise himself/herself to drive the vehicle.

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- (c) maintain an OB in which shall be recorded:-
- (i) time the vehicle goes out (for whatever purpose);
  - (ii) driver's name and number;
  - (iii) driver's GF 8 number;
  - (iv) purpose of journey (including case number if any);
  - (v) time of return;
  - (vi) keys, fuel cards and/or electric vehicle charging cards and log book handed over to whom;
  - (vii) the result of the daily inspection noting any faults or damage found; and
  - (viii) details of any tunnel, parking charges, tickets, fueling or electricity charging incurred during the time the vehicle was used.
- (d) maintain a register giving details of all GF 8 holders under their command who are permitted to drive the SDS or Crime vehicle. This register shall have recorded in it, in respect of each officer:-
- (i) name and rank;
  - (ii) GF 8 number and validity details;
  - (iii) Hong Kong driving licence number (endorsed with Class 16); and
  - (iv) whether any suspension order is in effect.

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- (e) ensure the vehicle is available for a daily inspection by the TPT SGT or Transport in-charge; and
- (f) Ensure that a parking space for the vehicle is available at its parent station.

3. The driver of the SDS or Crime vehicle shall:-

- (a) draw keys, fuel cards and/or electric vehicle charging cards and log book and return the same after completion of the task or journey;
- (b) ensure details of the journey to be made are recorded in the log book;
- (c) check the log book's last entry with the odometer reading to ensure it is correct;
- (d) report any new damage or faults to the OC SDS or DOO, in their absence, his/her next senior officer or TPT SGT;
- (e) report on return any untoward incident in respect of the vehicle or journey including details of any charges or tolls incurred; and
- (f) park the vehicle only in its allocated space at the parent station and when operating in the field, endeavour to park the vehicle in a place as safe as possible. The SDS vehicle shall not be left unattended, or parked so as to cause unnecessary obstruction for long periods except in extreme operational necessity.

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**24/12 18-29 Use of Private Vehicles For Police Purposes**

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Private vehicles shall not be used for police purposes except when suitable official transport is not available.

2. When suitable official transport is not available, the use of private vehicles for police purposes is subject to the following conditions:-

- (a) an emergency situation has arisen; or
- (b) the journey is urgent and the officer concerned has obtained the prior permission of a Superintendent in the Formation; or
- (c) the officer concerned has been authorised to use a specific private vehicle and claim duty mileage allowance in accordance with FPM 4-19; or
- (d) the officer concerned has been given approval by the FMTO to use a hired vehicle for overt operational duties; or
- (e) the officer concerned has followed the procedures laid down in ACP Crime's executive memorandum to hire a vehicle covertly for special police purposes.

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3. On every occasion when an officer uses a private vehicle in accordance with the conditions laid down in paragraph 2 above, he/she shall ensure that:-

- (a) if he/she is not the registered owner of the vehicle, he/she has the consent of the registered owner to use the vehicle for the intended purpose;
- (b) the vehicle is suitable for the intended purpose; and
- (c) the vehicle is licensed and suitably insured.

4. Officers shall not authorise the use of private vehicles in accordance with sub-paragraph 2(b) unless they are satisfied that the officer has complied with the conditions in paragraph 3 above. A record of any such authorisation shall be entered in the Formation OB.

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5. Prisoners will normally be conveyed in police vehicles. Private cars and taxis will not be used to convey prisoners except where their immediate transportation is required and police transport is not readily available.

**24/12 18-31 Passengers on Board Police Vehicles**

All passengers in a police vehicle, or any other vehicle used for a police purpose, will wear a seat belt, where fitted, when travelling in that vehicle.