

BOARD POLICY LETTER

19 FEBRUARY 1960
REVISED & REISSUED 18 JULY 1974 AS BPL

Remimeo
Sthfl

CANCELS
HCO BULLETIN OF 19 FEBRUARY 1960
SAME TITLE

(The only revision is on P.1, paragraph 5:
"or chauffeur" has been added.)

VEHICLES

The care and maintainance of vehicles is the responsibility of the Transport Supervisor (post at present held by Mr. Hemery).

The following regulations should be observed by all who use vehicles at Saint Hill. Visitors and others who own private vehicles are also requested to observe the parking regulations.

Water, oil and tyre pressure should be checked at each petrol fill.

Transport Supervisor keeps a record of servicings and repairs for each vehicle noting date and mileage. He ensures that servicings are done at the correct intervals.

Vehicles may only be used with permission of the Transport Supervisor or chauffeur.

Vehicles may not be out of the parking area overnight. They must not be parked so as to obstruct the passage of roads, paths, or the garage. When parking, ensure that all other vehicles in the vicinity are free to move out. The Transport Supervisor assigns when vehicles may be parked but may refuse parking privileges to any person or vehicles at his own discretion without further recourse.

Patrol may not be used for private purposes.

Anyone driving a vehicle should report any breakages, accidents, knocks, over-heating, suspected defects, however slight to the Transport Supervisor so that they can be put right at once. Do not drive a vehicle that is out of adjustment or in imperfect running order.

Purchase orders must be obtained for all expenses incurred.

Vehicles should be kept clean - particularly wind screens, lamps, number plates. They should be cleaned at least once a week.

Transport Supervisor must ensure that vehicles are properly licensed and insured. Insurance policies, log books, and insurance certificates are kept in the Valuable Documents Safe.

When driving vehicles, please take full responsibility for them, treat them carefully and drive with care. See that your driving license is up to date. Fines and expenses for repairs due to negligence or carelessness may be charged to the individual responsible.

Peter Hemery
HCO Secretary WW

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by Flag Mission 1234

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Authorized by AVU

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

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