

VEHICLE OPERATORS DRIVING INSTRUCTIONS AND PRECAUTIONS

SPECIFIC CASES REQUIRING SPECIAL CARE

PARKING INSTRUCTIONS — SKIDDING

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1. GENERAL

1.01 This section covers driving instructions and precautions relating to specific cases requiring special care. It is reissued to add Part 8, "Use of Slow Moving Vehicle Sign".

1.02 Section 720-100-900 covers starting up, getting under way and other general considerations.

2. RAILWAY CROSSINGS

2.01 At all railroad crossings, when weather or road conditions are bad, the windows frosted or misted or if the vehicle's engine is noisy, take the necessary precautions to be sure all is clear before proceeding. Lower the windows or, if practical, stop and open the right door to see and hear if it is safe to cross the tracks. If the view along the tracks is obscured or obstructed and the driver is not alone, the passenger should be sent to the crossing to signal the driver if the way is clear. If the driver is alone, he should approach the tracks with extreme caution and be prepared to stop when necessary. When stopping at any railroad crossing be sure to signal following traffic. Stay on the right side of the road and in line with traffic. At double tracks or multi-track crossings, be sure a second train is not approaching on another track after the first train has passed. Do not change gears while crossing the tracks.

2.02 *Unprotected Crossings:* Bring the vehicle to a stop at a safe distance from the crossing. Make sure all is clear before proceeding. At crossings where there are two or more sets of tracks, unless the view from the first stopping point is completely unobstructed and providing there is sufficient space between the tracks to permit safely stopping the vehicle clear of all tracks, another stop should be made and a second look taken before crossing each additional set of tracks.

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2.03 Protected Crossings: At crossings protected by gates, light signals or watchman, slow down to 20 miles per hour or such lower speed as may be necessary due to the condition of the crossing. Approach protected crossings cautiously. Electrical or mechanical devices have been known to fail and watchmen are subject to human error.

2.04 When crossing the tracks, ALLOW SUFFICIENT SPACE FROM THE VEHICLE AHEAD SO THAT IF THE DRIVER STOPS YOU WILL NOT BE BLOCKED ON THE TRACKS.

3. TROLLEY CARS

3.01 Observe municipal regulations regarding stopping for trolley cars. Except where the tracks are at the right of the road or in one-way streets, pass to the right of trolley cars.

3.02 Where pedestrians have left the curb at car stop ahead, be very careful. Sound the horn. Slow down and, if necessary, stop.

3.03 On streets where trolley cars operate, drive so as not to obstruct trolley car traffic and on signal from the motorman, drive off the tracks as soon as practical.

3.04 When overtaking a trolley car which is approaching a switch or curve, be sure that the car cannot strike your vehicle in passing. Intersections where approaching trolley cars are likely to turn left across your path are also hazardous.

3.05 When passing a trolley car which is proceeding in the opposite direction, watch for pedestrians who may step from behind it.

4. GRADES

4.01 Before descending a steep grade with a heavily loaded vehicle, or in any vehicle when the condition of the road does not offer good traction, change to a lower gear, keep the clutch engaged so as to take advantage of the engine drag and to reduce the tendency of the rear wheels stopping. Keep the vehicle speed low by

an intermittent and careful application of the brakes. If a skid starts release the brakes at once and when skidding has stopped try the brakes again very carefully. In extreme cases, if other braking fails, turn off the ignition. With an automatic transmission set the selector in the "low" range.

4.02 Before climbing a steep grade with a heavily loaded vehicle, shift to a lower gear and try to avoid shifting on the grade. Most passenger cars and light commercial vehicles will climb fairly steep grades in high gear. If it appears the vehicle will not make the grade in high, shift to the next lower gear, preferably before the speed has dropped to 20 miles per hour.

With an automatic transmission no change in selector setting is required on passenger cars or light commercial vehicles. On heavily loaded vehicles the selector should be moved to the "low" range.

4.03 If you stop or the engine stalls when climbing a grade proceed as follows: disengage the clutch and apply the foot brake to prevent the vehicle rolling backward; set the parking brake to hold; start the engine with the clutch still disengaged; shift to low gear; accelerate the engine to a higher speed than normally required and engage the clutch slowly at the same time releasing the parking brake as the clutch begins to engage.

4.04 On hills, do not pass vehicles travelling in the same direction. Stay in your own lane on the right side of the road.

4.05 Avoid fast driving over the crest of a hill.

5. OTHER HAZARDS

Passing Vehicles

5.01 In driving past parked vehicles be on the alert for pedestrians who may step out from between them and for vehicles that may pull out from the curb.

5.02 Before passing a vehicle travelling in the same direction, assure yourself that there is ample road width and clear length ahead and

that there is sufficient margin of speed available to pass quickly. Sound the horn, signal the traffic behind, and turn out at a safe distance from the other vehicle. If in doubt, drop back into line. After passing do not cut in or slow down too soon.

5.03 Do not pass in any of the following cases :-

- (a) In approaching or on a curve,
- (b) Where solid painted lines or other markings indicate that passing is prohibited,
- (c) At intersections or railroad crossings,
- (d) On a hill or near the crown of a hill,
- (e) Under any unsafe conditions.
- (f) - (1) In Ontario when a school bus is stopped on a two lane or divided highway for the purpose of receiving or discharging school children, where the median strip is less than 10 feet wide and the maximum speed is greater than 35 miles per hour, the driver of a vehicle shall, when overtaking a school bus on which the words "do not pass" when signals are flashing are marked and two red signal lights are illuminated by intermittent flashes; and when meeting on such a highway, other than a highway with a median strip greater than 10 feet wide, the driver must bring the vehicle to a full stop and shall not proceed until the school bus resumes motion or the signal lights are no longer operating.

On a divided highway if the median strip is 10 feet wide or over, you are not required to stop when meeting a school bus.

- (f) - (2) In Quebec — When a motor vehicle overtakes or meets an autobus used in transporting school children, duly identified as such, which is stationary to take on or discharge school children, the driver of such vehicle shall not pass or drive beyond such autobus until it is again put in motion; nor shall he do so until the children have boarded the autobus, or have left it and reached the side of the road.

Note: Be alert for road signs or markings on school buses that may indicate different local

or municipal regulations in towns, cities, villages, etc.

- 5.04** Be alert for signals from other drivers who may wish to pass. Where necessary, give other drivers more than their fair share of the road. Keep well to the right and slow down as required. Do not attempt to increase speed of your vehicle to prevent others from passing.

Intersections

- 5.05** Slow down in approaching intersections. Observe signal lights or stop signs where present. Observe any marked stop line or, if none, do not enter the nearest crosswalk or pass the line of intersection of the road surfaces. Vehicles on your right have the right-of-way, but vehicles on your left are still a hazard. In any case give the other vehicle the right-of-way if it will avoid an accident.

- 5.06** Be on the alert for drivers approaching the intersection from the opposite direction who may wish to make a left turn across your path.

- 5.07** When windows tend to be frosted, in mist or heavy rain, be watchful for approaching traffic on side streets or roads. Lower the windows to see when necessary. Keeping a window open to provide ventilation will help reduce mist or frost on windows. If windshield vision becomes obstructed, stop the vehicle.

- 5.08** Where a "yield right-of-way" sign has been erected at the entrance to an intersection, the driver or operator of a vehicle approaching a "yield right-of-way" sign shall slow down to a speed reasonable for the existing conditions, or shall stop if necessary and shall yield the right-of-way to traffic in the intersection or approaching on the intersecting highway so closely that it constitutes an immediate hazard, and having so yielded may proceed with caution.

- 5.09** Pass driveway entrances carefully as many are partly hidden and view of traffic on the drive cannot be obtained.

Curves and Turns

- 5.10** Slow down for curves and turns. Give signal to following drivers well in advance

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and use rear view mirror to make sure signal is not disregarded. Keep some traction on the wheels to avoid skidding.

5.11 In making right turns keep to the right of the road. Observe municipal ordinances regarding left turns. In approaching a corner for a left turn, keep the left side of the vehicle as close as practical to the centre of the roadway except in one-way streets.

5.12 Avoid turning around in the centre of a block. Turn at the next corner or drive around the block.

Through Highways and Through Streets

5.13 Stop before entering through roadways. Give traffic on such roadways the right of way. Stop before entering or crossing such roadways from a private lane or driveway and give traffic the right-of-way.

5.14 Slow down and drive cautiously at bridges and underpasses. Be on the alert for any of the following hazards.

- (a) The roadway narrows, or is curved, rough or not level.
- (b) The road surface is wet and the air temperature is below freezing (32°). A bridge surface will ice up before a road surface due to air circulation under the bridge.
- (c) Vision is obscured by the bridge or underpass structure.

Insufficient Clearance

5.15 Stop if there is any doubt about having sufficient clearance from another vehicle or a low bridge or an underpass.

Bicycles

5.16 Give cyclists plenty of room when passing them but keep out of the path of approaching vehicles.

Pedestrians

5.17 Avoid crowding pedestrians. Give them the right of way. In stopping, do so at a sufficient distance so that your intention will be

clear. Be particularly considerate of aged and infirm people and of children. Don't confuse them by using the horn unnecessarily. Drive cautiously and slowly when children are playing on or near the roadway, when they are stealing rides or hitching on to the vehicle ahead, and in the vicinity of schools, school crossings and playgrounds.

Livestock

5.18 When livestock are on or beside the roadway, slow down to a low rate of speed so that the vehicle can be promptly stopped should an animal stray out in front. In passing through a herd of cattle, a slow steady speed in low gear is often effective, the engine hum easing the cattle out of the way.

Stinging Insects

5.19 If bees, wasps, or other stinging insects get in the windows and are flying around in the vehicle, it is usually best to pull over to the side and stop to deal with them.

Winter Conditions

5.20 Fogging or frosting of the vehicle windows is a general winter condition. Do not attempt to drive until the windshield and rear windows have been cleared sufficiently to allow safe vision. If the side windows are not clear, do not take chances, lower the windows enough so that you can see sufficient of the road for safety.

5.21 Ice: When starting on ice, packed snow or other slippery surface power must be used sparingly to prevent the rear wheels from spinning. If a start cannot be made in low gear try intermediate or high, engage the clutch very slowly and above all do not race the engine.

In stopping allow ample room. Try the brakes tentatively while still some distance away as a check. As a rule several short gentle applications of the brakes, with the clutch engaged, will slow the vehicle without skidding, and of course the vehicle speed must be kept down to suit the conditions. (See Part 7).

5.22 Chains: Tire chains are sometimes necessary in deep snow and for climbing icy hills. For stopping on icy roads their value is un-

certain. The brakes must be applied with as great care with chains, to avoid skids, as without them. (See Section 720-100-010).

5.23 Dual brake systems (separate systems front and rear) were introduced on all passenger cars and light trucks in 1967 and may be identified by a brake warning light on the dash of the vehicle.

The purpose of a dual brake system is that if one system fails it does not impair the operation of the other brake system and the operator will be able to bring the vehicle to a controlled stop.

(a) A system failure will be indicated by illumination of the dash mounted warning light and a marked increase in effort to apply brakes and increase in pedal travel upon applying the brakes. The warning light bulb should be checked frequently by turning the ignition switch to the "ON" or "START" position with the parking brake engaged.

(b) In case of a failure of one system the following braking technique will apply:

(1) Providing that the road surface is dry the operator should apply and hold firm pressure on the brake pedal.

(2) On wet, snow covered or icy pavement the operator should bring the vehicle to a stop by applying only sufficient effort on the brake pedal to bring the vehicle to a controlled stop to prevent skidding.

6. PARKING

6.01 Municipal Areas: Where practical, park on side streets rather than busy main streets. Before pulling a vehicle over to park, signal so that following drivers will know your intentions. When parking parallel to the roadway be sure not to park too close to other vehicles. This will assure you, and the other vehicle drivers, sufficient space to manoeuvre the vehicles out of the parking space. When parking at an angle to the roadway be sure that the vehicle, and the equipment or load on vehicle, does not project so as to interfere with vehicular traffic or pedestrians. If the vehicle and the equipment or load on the vehicle does project, park elsewhere. In all cases avoid obstructing or creating hazards to traffic and pedestrians.

6.02 Local Ordinances and Parking Positions:

Local Ordinances on parking shall be observed. If, however, you are unaware of these ordinances, in any particular area, the following will serve as a guide until Local Ordinances can be learned.

(a) The curbside wheels must be within 6 inches from the edge of the roadway or curb when parking parallel to the roadway. When parking at an angle to the roadway the near wheel of the vehicle must be at the edge of the roadway or against the curb. Where parking spaces are lined for parallel or angle parking, the vehicle will be parked within the lines.

(b) A vehicle shall not be parked in any of the following places.

Within 30 feet of the curb line of an intersecting street.

Within 120 feet of the curb line of an intersecting street where there are public transportation system stops.

Within 25 feet of the driveway entrance to any fire station on the side of the street on which the fire station is located, or within 100 feet of the fire station entrance on the opposite side of the street.

Within a 15 foot radius of a fire hydrant.

Within a 20 foot radius of any street excavation or obstruction.

Within 40 feet of any public transportation system stop sign when it is in the middle of a block.

Within 30 feet on either side of the prolongation of the curb lines at "T" street intersections.

Within 120 feet of the curb line of a cross street, at places where there are automatic signal detectors.

In front of a school, theatre, church, or other public assembly hall, when such establishments are occupied, or in front of a lane or private driveway entrance.

Within 100 feet of a railway crossing, bridge or subway approach.

6.03 Highways: Vehicles shall not be parked or left standing, whether attended or unattended, upon any highway in such a manner as to

interfere with the movement of other traffic or clearing of snow from such highway. Where practical, park off the well travelled portion of the highway and where the vehicle can be clearly seen from both directions. Avoid curves, corners, and the top and bottom of hills. If necessary to park on the well travelled portion of the roadway for any reason, it is the sole responsibility of the person in charge to take all necessary precautions to warn approaching traffic.

6.04 Stopping and Parking After Dusk: From one half hour after sunset to one half hour before sunrise vehicle lights are required. Stopping or parking on highways outside of business and residential areas, during these hours, should be only by reason of absolute necessity. If possible, the vehicle should be parked well off the travelled portion of the road. If the vehicle operator must stop as part of his work assignment, he should be equipped with adequate warning devices as outlined in the 620-135-100 Plant Series.

Ontario and Quebec laws require that "commercial vehicles", travelling on highways outside of cities, towns or villages during the hours when lights are required, must carry approved flares, lamps, lanterns, or portable reflectors. Company owned commercial vehicles are equipped with either portable reflectors or kerosene flares which meet provincial requirements. Although our passenger cars are not licensed as commercial vehicles they are equipped with portable reflectors (commencing in 1964). Commercial vehicles which usually work within the municipal boundaries of Toronto and Montreal are not equipped with these warning devices, however, if an occasion arises in which such a vehicle will be driven on highways outside the municipal boundaries during the time when vehicle lighting is required, portable reflectors, which can be procured at a tool pool centre, must be carried. See Catalogue of Supplies, Section 3, under Flare, Reflector, Flip-up.

The general rules for use of the approved warning devices and other precautionary measures intended to conform to the laws of both provinces are outlined as follows:

- (a) If it is necessary to stop, the vehicle should be moved off the pavement or the travelled portion of the road, if possible, and parking

lights should be left on. If the vehicle is equipped to flash all four turn signals simultaneously, the four way flasher should be turned on.

- (b) If the vehicle is disabled, it should be moved off the pavement or off the travelled portion of the road, if possible, and the parking lights (and flashers if any) should be left on as in (a) above. The warning devices referred to above are to be used also. In Ontario and in the case of all passenger cars, they are to be prepared for use and placed at points approximately 100 feet ahead of and behind the vehicle on a line approximately parallel to the edge of the road and even with the side of the vehicle nearest the traffic. For Company vehicles, other than passenger cars in the Province of Quebec, three flare units are required and they are to be positioned on the road as shown in the following figure. In severe snow storms, or under other weather conditions warranting it, the warning devices will require special attention so that they will produce their warning. Under such conditions the vehicle should be left unattended, only if assistance cannot otherwise be attained.

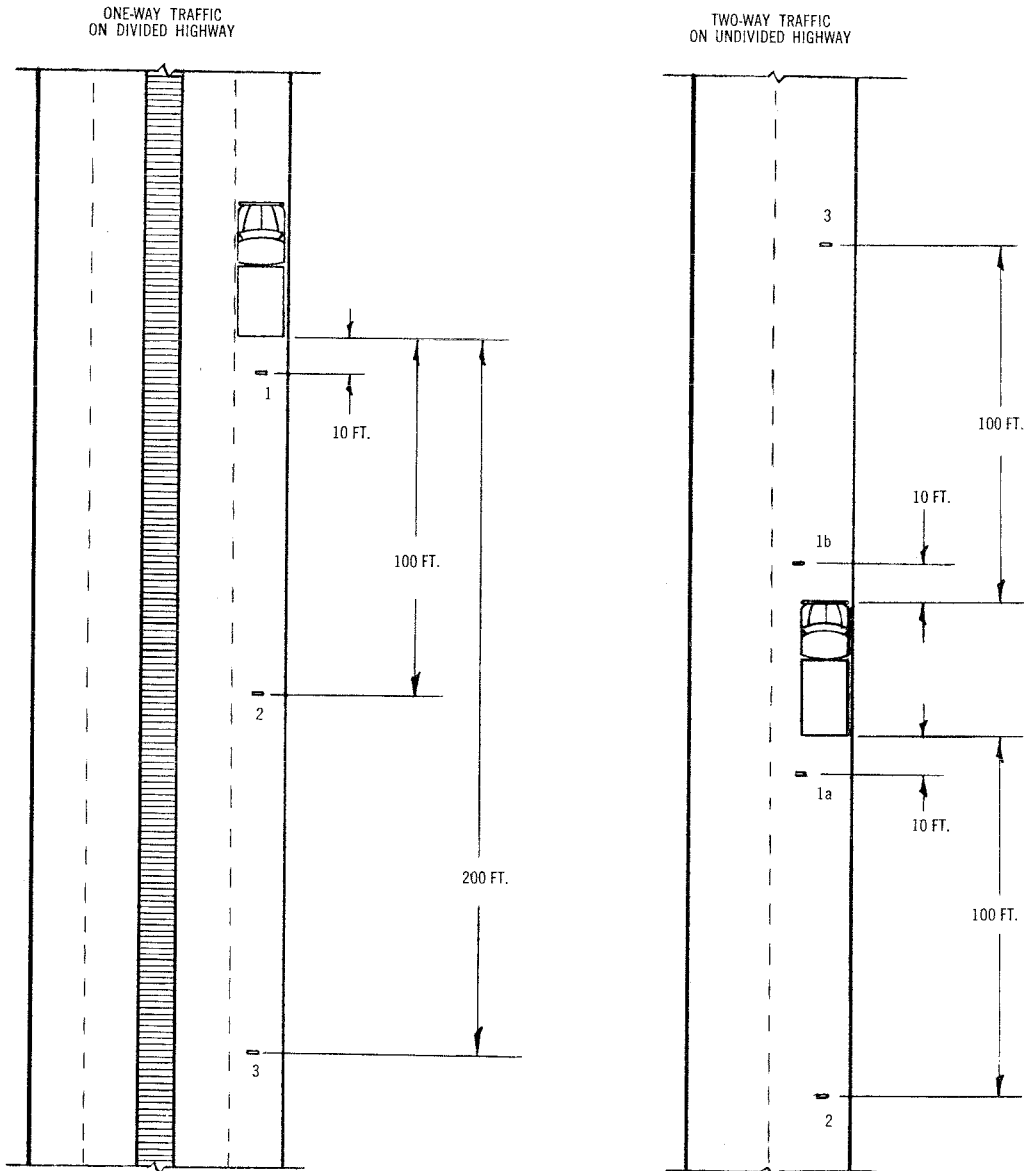
6.05 Parallel Parking on Roads with Curbs:—

- (a) On an Up-Grade — Drive up alongside the curb, cut the front wheels fully away from the curb and carefully allow the vehicle to roll back until the right front wheel rests against the curb. Firmly apply the hand-brake and shift the transmission to reverse gear (Indicator to "Park" with automatic transmission).
- (b) On Down-Grades — Drive up along-side, and about 4 inches from the curb, cut the front wheels fully into the curb and allow the vehicle to roll into the curb slowly until the vehicle has come to a stop. Firmly apply the handbrake and shift the transmission to reverse gear (Indicator to "Park" with automatic transmission).
- (c) On Level Ground — Drive up alongside the curb and firmly apply the handbrake. Shift the transmission to reverse gear (Indicator to "Park" with automatic transmission).

6.06 Angle Parking on Roads with Curbs:—

- (a) On an up-Grade — This type of parking must be avoided if at all possible, particu-

**REQUIRED POSITIONS FOR THREE FLARES OR
PORTABLE REFLECTORS ON QUEBEC HIGHWAYS**



NOTE: Either position 1a or 1b may be used depending on which is better, considering road bends, vehicle position, etc.

larly with trucks. It is preferable, because of the length of the vehicle, the possible projection of the vehicle load or equipment, the weight of the vehicle and the hazards associated with backing from the parking space, to drive to another location where parallel parking is permitted. If it is found necessary to angle park on an up-grade, drive or back the vehicle into the parking space, as required by Local Ordinance, until a wheel is resting against the curb, firmly apply the handbrake and shift the transmission to reverse gear (Indicator to "Park" with automatic transmission). Block at least one of the rear wheels if the vehicle is nosed into the parking space, as the curb cannot be utilized to help hold the vehicle.

(b) On a Down-Grade — This type of parking must be avoided with large trucks, as the length of the vehicle and the possible projection of the load or equipment will interfere with vehicle traffic and/or pedestrians. If such is the case, drive to where parallel parking is permitted. If the vehicle can be angle-parked without obstructing traffic or pedestrians, drive into the parking space until the right front wheel rests against the curb. Firmly apply the handbrake and shift the transmission to reverse gear (Indicator to "Park" with automatic transmission).

(c) On Level Ground — Drive into the parking space until the right front wheel rests against the curb. Firmly apply the handbrake and shift the transmission to reverse gear (Indicator to "Park" with automatic transmission).

6.07 *Parking on Grades without Curbs:*

Parallel and Angle Parking — Parking on grades without curbs must be avoided with vehicles of all types if at all possible. Should it be found necessary to park on such roads, the procedure as outlined above for the particular type of parking contemplated, should be followed. At least one of the rear wheels shall be blocked with a wheel chock or similar object on the down-grade side to act in lieu of a curb.

6.08 *Special considerations when Parking:*

(a) Handbrake — If weather conditions are such that there is a danger of the hand-

brake freezing on, block at least one of the rear wheels on the down-grade side with a wheel chock or similar object. The use of wheel chocks is outlined in Section 649-040-200.

(b) Two Speed Differentials — Vehicles equipped with a two speed differential shall, at all times, be parked with the differential in the "Low" range. The shift to "Low" range must be made while the vehicle is still in motion or the gears may fail to engage. If a vehicle with a two-speed differential is parked with the differential in "High" range, it is possible on some vehicles, that on shutting down the vehicle's engine, causing engine vacuum to drop, the differential will shift out of "High" range and into "Neutral". This would result in a neutral drive line, and no holding power from the vehicle's engine or handbrake.

(c) Automatic Transmissions — The transmission indicator of a vehicle equipped with an automatic transmission must never be placed at "Park" while the vehicle is in motion, doing so will almost certainly strip the parking gear. For this reason it is advisable to apply the handbrake before placing the Indicator at "Park". It will be noted, in some cases, that the transmission indicator will have to be placed at "Neutral" before the vehicle's engine can be started.

(d) Mico Lever Lock Model 8800. The Mico lever lock is designed solely to be used for holding the vehicle during work operations, e.g. winching or digging. It must not be used as a parking brake as any minute leak in the hydraulic system would cause the brake lock to release. Care should be exercised in setting the brake lock when brake drums are hot. If high temperatures exist in the brake drums when the brake lock is applied, drum damage can result from the increased pressures built up within the drum due to contraction on cooling. Drivers should be instructed to exert only reasonable brake pedal pressure when setting the brake lock.

6.09 *Leaving Vehicle in Safe Condition:*— Before leaving a vehicle unattended make sure that it is in a safe condition. Engine must be shut off, all windows closed, all doors locked, and key removed.

- 6.10** In winter, avoid parking below a sloping roof.
- 6.11** Avoid parking on sloped ground with the vehicle top tilting toward passing traffic.
- 6.12** When leaving the vehicle, wherever practical get down at the curb side. If, for any reason it is found necessary to get down at the traffic side, check to be sure no traffic is approaching before opening the door. Open the door slowly, observing for cyclists, etc. all the while.
- 6.13** A vehicle should not be doubled parked. It ties up traffic and is frequently the cause of accidents.
- 6.14** Avoid parking on streets which have been extremely narrowed by snow banks or on which snow removal is in progress.

7. SKIDDING

- 7.01** The word skid as applicable to an automotive vehicle may be defined as a sidewise movement not planned by the driver. Its prime cause is a combination of a lessened grip of the tire on the road coupled with some sidewise force that is greater than the tire's grip. A skid may result in a partial or total loss of control of the vehicle by the driver.
- 7.02** Safe operation of a vehicle cannot be accomplished unless the driver always has complete control of direction and speed. It has been established that rolling tires have steering ability, while sliding tires do not. The reason for this is that there is a much greater inherent road gripping power in a rolling tire than in a sliding tire.
- 7.03** When a skid starts, that is when the driver gets the first impression or sensation that he is losing control of the vehicle, he must think and act quickly. The seriousness of the resulting effects of a skid depends not only on the driver's speed of reaction but also on his knowledge of what to do under the circumstances in which he finds himself.
- 7.04** In most skidding situations the driver can regain control by releasing the accelerator (which causes the braking action of the engine to slow down the vehicle) and turning the front wheels in the direction of the skid. Use of the brakes is not recommended because of the danger of locking the rear wheels, thereby only aggravating the skidding condition.
- 7.05** If the driver feels that these actions are not producing the desired effect of gaining control or if the driver's first impression is that a bad skid (flat spin) is developing, as well as performing the above steps he should proceed further to disengage the clutch and try to control the speed by pumping (fanning) the brakes. Under very slippery conditions the braking action of the engine may be sufficient to cause one rear wheel to lock. By disengaging the clutch the braking action of the engine is released from the rear wheels which will then be free to start rolling, thereby increasing their grip on the road and reducing the skidding action of the rear end of the vehicle. The slowing down of the vehicle now may only be attained by using the brakes. The driver is advised to concentrate on the pumping action of the brakes and avoid allowing the wheels to lock.
- 7.06** The release of the clutch and resultant use of the brakes, although apparently contradictory to the procedure recommended for most skids, is beneficial where under certain very slippery road surfaces the braking action of the engine with the accelerator released but the clutch engaged would produce a premature slowing down of the rear wheels almost as serious as locking the brakes.

8. USE OF SLOW MOVING VEHICLE SIGN

- 8.01** The slow moving vehicle sign is a fluorescent yellow-orange triangle with a dark red reflective border designed for display by slow moving vehicles.
- 8.02** This sign is required by law in both Ontario and Quebec but under slightly different conditions as described below.
- 8.03** In Ontario, this sign is intended as a unique identification of slow moving vehicles such as farm tractors and backhoes. It is not re-

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commended for use on trucks or other vehicles which can travel at highway speeds.

8.04 In Quebec, this sign is required on all vehicles or combination of vehicles of which the normal highway speed is 25 mph or less. This includes farm tractors as well as highway vehicles travelling at 25 mph or less to perform their work (e.g., Telsta). Although the sign is not recommended for vehicles travelling at over 25 mph, it may be left on the vehicle when travelling for short distances between work locations.

8.05 The slow moving vehicle sign is for use during daylight or at night. It supplements but does not replace other warning devices which may already be required. It should not be displayed by vehicles parked along public highways

or travelling at more than 25 mph (except as noted in Para. 8.04.)

8.06 This sign should be mounted base down in a plane perpendicular to the direction of travel, at the rear of the vehicle as close as possible to the centre. The base should be at a height of 3 to 5 feet above the roadway. It is the responsibility of the Automotive Equipment Group to install a suitable bracket on those vehicles which have a normal highway speed of 25 mph or less. On vehicles which have a normal highway speed of over 25 mph but which may have to travel at less than 25 mph to perform their work it is the responsibility of the using group to request the Automotive Equipment Group to install a suitable bracket.