

U. S. DEPARTMENT OF LABOR

IMMIGRATION SERVICE

In Answering Refer to

No. 5022/131-K-L

Office of District Director,
El Paso, Texas.

April 3, 1929.

U. S. Immigration Service,

Reports received by this office indicate that warnings heretofore issued against careless, negligent or reckless driving or handling of Government owned automobiles have failed to produce the desired results, and it has become necessary to issue the following specific instructions for the guidance of all concerned:

1. New motor equipment will not be driven more than twenty-five miles an hour until the vehicle has been driven 1,000 miles.
 2. No motor propelled vehicle will be driven more than thirty-five miles an hour except in case of an emergency; and over rough roads the speed of such vehicle must be such as will not result in injury--other than that caused by ordinary wear and tear--to the mechanical parts of the vehicle.
 3. Tires at all times must be kept fully inflated to the pressure recommended by the manufacturers or that prescribed by the officer in charge.
 4. The Bureau under date of February 19, 1927, directed that:

"No patrolman or other employee be permitted to drive a Government owned automobile until he has demonstrated to the satisfaction of the officer in charge that he can safely be entrusted with the use of a car. Failure of patrol officers to carry out instructions in regard to the care of motor equipment should be made a matter of record in the file of the employee at fault".
- This instruction is extended to all officers and employees of the Immigration Service. An officer in charge who permits an incompetent driver to handle a Government car will be held responsible for the damage thereto caused by such a driver.
5. When a motor is cold, it should not be raced but should be permitted to run slowly in order that the oil on cylinder walls may have an opportunity to flow. If a cold motor is raced, it will in all probability cause the scoring of cylinder walls.
 6. No motor vehicle will be started while (a) the lights are on; (b) while in gear; (c) when the spark is advanced.
 7. Clutches will be engaged in such a manner as to cause the gradual starting of the vehicle and so that it will not lurch forward or jump.

8. On steep, long down grades gears should be used to augment the brakes. Do not needlessly wear out brakes.

9. The clutch pedal should never be ridden. The foot should not touch the clutch pedal except when the clutch is being used. Otherwise there is unnecessary wear of the clutch collar and this may cause a slipping of the clutch.

10. Gears should be changed on steep hills and a motor vehicle should never be required to perform to its limit simply to avoid the changing of gears.

11. Doors should always be closed securely when a car is in motion.

12. See to it that sufficient oil is supplied. Crank cases should be drained at least every 500 miles.

13. Cars should be greased for the most part at least every 1,000 miles. The differential and transmission will be greased as recommended by the manufacturers or as prescribed by the officer in charge.

14. Government owned motor propelled vehicles are for official use only and personal use will not be made of them.

15. There must be a strict compliance with traffic regulations of states and municipalities.

16. At the first indication of trouble with a Government owned car have it fixed immediately and do not wait until some part is broken or worn out.

17. Each officer entrusted with the use of a Government owned car will be expected to treat it at least as considerately as he would his personally owned car.

Each officer in charge is hereby instructed to make a prompt and thorough investigation as to any alleged failure to observe the foregoing instructions, and he should make it clear to the officers and employees serving under his direction that prompt disciplinary action will be taken as to any officer or employee who is found to have violated any of the said instructions, or in any other wise to have mistreated a Government owned motor vehicle.

G. C. WILMOTH,

District Director.

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SERIAL NO. 4073.

OFFICIAL COPY furnished Commissioner-General of Immigration, Washington, D. C., for his information and for approval, if such is deemed necessary.

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G. C. Wilmoth
District Director

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