

2025
COMPENDIUM
FOR
MI-II

1. HIGHWAY CODE LITERACY

1.1 ROAD

A road is a path established over land for the passage of vehicles, people, and animals. It provides dependable pathway for moving people and goods from one place to another. Roads are typically smooth, paved, or otherwise, prepared to allow easy travel.

1.2 TYPES OF ROAD

Roads may be classified as:

- a. Private drive pathways
- b. Two-lane highways
- c. Dual carriageways
- d. Expressway

Private Drive Pathways: These are roads owned, maintained or controlled by an individual, agency or organization.

Two-Lane Highways: These are the usual single carriageways. Traffic on two-lane highways normally flow in opposite direction on single lane. Two-lane highways may be rural, urban, intra or intercity roads.

Dual Carriageway: This is a road which has multiple lanes with traffic going in opposite direction. They may or may not be physically separated by non-passable dividers such as concrete barrier.

1.3 ROAD JUNCTIONS

A junction is the place where two or more roads meet. There are four (4) types of junctions, namely:

- a. **T -Junction:** This is a place where two roads meet in the shape of letter T.
- b. **Y-Junction:** This is a place where two roads meet in the form of letter Y.
- c. **Cross Road:** A cross road is the place where two roads meet and cross each other. It could be in the form of:
 - A major road crossing a minor road; or
 - Two equal roads crossing each other.
- d. **Roundabout:** A place where two or more roads meet, forming a circle that ensures that all traffic must go around in the same direction.

1.4 ROAD SIGNS

Road traffic signs are structural designs erected along the roadsides for the purpose of directing, warning and informing the motoring public and pedestrians of road features ahead to guide their decisions.

A good knowledge of road traffic signs is compulsory for all drivers, as these are the basic communication means with the road that guarantees safe motoring.

These regulate and guide the decisions of drivers well ahead of any feature they would come across on the road.

The traffic signs are erect, while markings are done on the road pavement, all serving the same purpose.

Road signs are basically of three categories

- ❖ Warning or Danger signs
- ❖ Regulatory signs
- ❖ Informative signs






Of the three categories of road signs, the regulatory signs are divided into



















❖ **Prohibitory signs:** They usually give negative instructions and are circular in shape with yellow background. However the STOP sign which is octagonal in shape, the NO WAITING and NO STOPPING sign with blue background and red border also belongs to the prohibitory signs

❖ **Mandatory signs:** Give positive instructions. They are circular and blue.

All the signs are identified by their shapes and colors

Type of sign	Shape	Color	Inscription
Warning / Danger signs	Triangular 	Yellow background with red border	Black
Prohibitory signs (Regulatory)	Circular 	Yellow / blue background with red border and cross line	Black
Mandatory signs (Regulatory)	Circular 	Blue	White
Informative signs	Rectangular 	Green	White
Stop	Octagonal 	Red background with yellow or white border	Yellow or white

Warning Signs	Prohibitory Signs	Mandatory Signs	Informative Signs
 Dangerous bend right	 No Right Turn	 Speed Limit (Minimum)	 Hospital
 Narrow bridge	 No Stopping	 Roundabout	 Advance Direction sign
 Carriageway Narrows	 Speed Limit (Maximum)	 U-Turn	 Direction to Airport
 T-Junction	 No U- Turn	 Keep Right	 REST AREA

1.5 TRAFFIC SIGNALS

Traffic signals control vehicle and pedestrian traffic by assigning priorities to various traffic movements to influence traffic flow.

RED means "Stop" Wait behind the stop line on the carriageway

RED and **Amber** also mean 'Stop'. Do not pass through or start until **GREEN** shows.

GREEN means go on if the road is clear. When turning left or right take particular care and give way to pedestrians crossing.

AMBER means stop at the stop line. Go only if the **AMBER** green signal if appears after crossing the stop line or when pulling up might cause crash.

A **GREEN** ARROW may be provided in addition to the full green signal if movement in a certain direction is allowed before or after the full green phase. If the way is clear go but only in the direction shown by the arrow irrespective of what other lights may be showing.

1.6 CATEGORIES OF ROAD USERS

Who are road users?

Road users are group of people or animals who use the road by performing different activities. The following are some group of road users.

- a. Motorists
- b. Cyclists
- c. Motorcyclist
- d. Pedestrians
- e. Animals

1.7 ROAD MARKINGS

Road markings are symbols or lettered messages painted on the road to warn or instruct road users of the road condition. Road markings are basically of four major types centre lines, edge lines, cross walks and pavement messages.

Centre Lines

a. Diagonal White Lines (Hatched Markings)

These are lines used at the center of the road to separate opposing flows of traffic. They are often provided at junctions to protect traffic turning left It may also be used on the approach to central traffic island or the start of a dual carriageway. Single, broken boundary line may be used at the edge of the road or next to the central reservation of a dual carriageway

Do not enter any hatched area bounded by broken lines unless it is safe to do so.

b. Continuous White Lines

Some double continuous white lines have narrow areas of hatched lines within them or a wider area of hatching to the side. You **MUST NOT** cross a continuous white line to enter a hatched area.

c. Chevron Markings

Chevron markings are found on part of the carriageway where traffic passes in the same direction on either side. The continuous boundary line means vehicles **MUST NOT** enter the area.

d. Chevron Markings with Broken Edge

Chevron Markings with Broken Edge are used on part of carriageway where traffic passes in the same direction on either side. Vehicles are not expected to enter the area unless it is safe to do so.







e. Block Pavement Markings at Roundabouts

Block pavement markings incorporated into a roundabout indicate sharp deviation of route.

This shows reduction in number of lanes or areas not available to traffic. Vehicles **MUST NOT** cross the continuous white lines except in an emergency,

1.8 SPEED LIMITS

Speed limit is a maximum speed a category of vehicle can travel on a road under ideal condition. All categories of vehicles have specific speed limits as shown in the table below:

TYPES OF VEHICLE	END OF AREA	HIGHWAY	EXPRESSWAY
MOTORCYCLES 	50	50	
PRIVATE CARS 	50	80	100
TAXIS & BUSES 	50	80	90
TANKERS/TRAILERS 	45	50	60
TOW VEHICLE 	45	45	45
WHILE TOWING 	50	60	70

1.8 CAUSES OF RTC

After several researches, causes of road traffic crashes have been grouped into three according to the causative factors. These factors are:

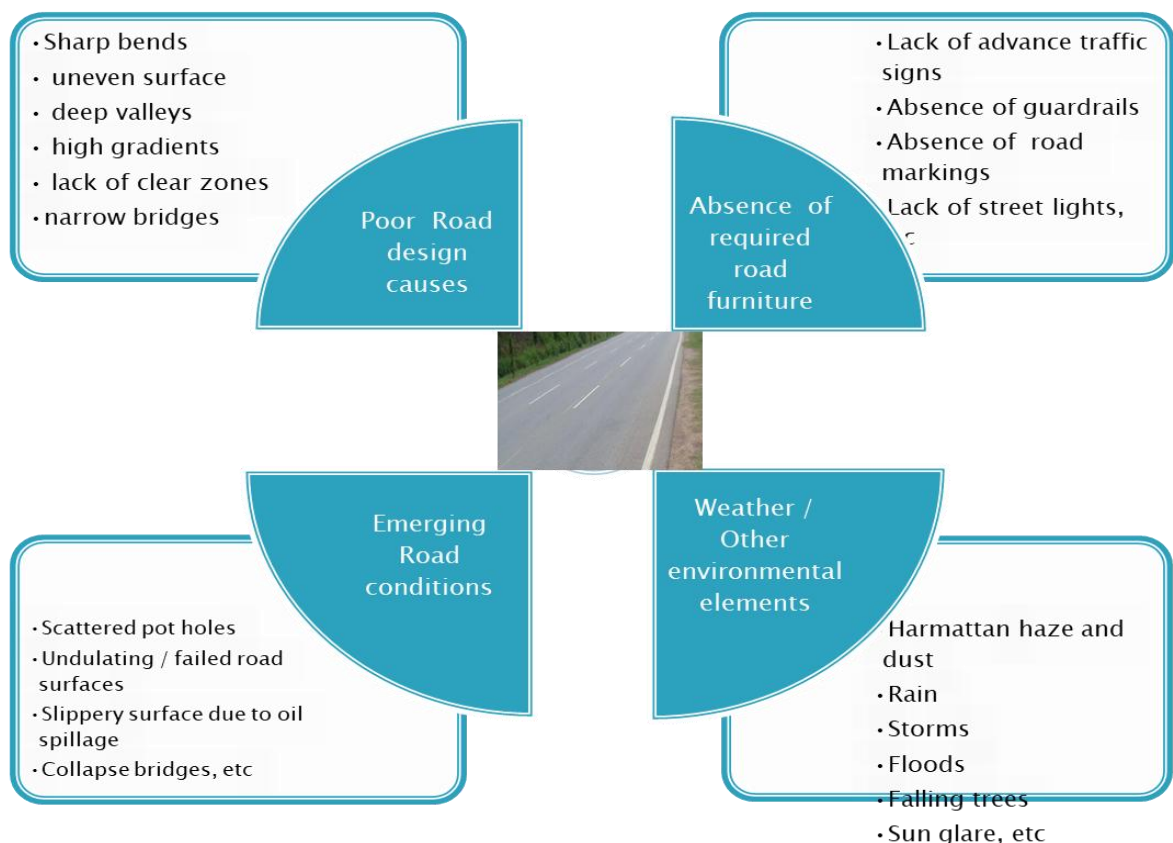
- ❖ Human factor
- ❖ Mechanical factor
- ❖ Environmental factor

a. **Human Factor** - Human factor contributes to about 90% of the road crashes. Drivers alone contribute about 80% to the crashes. Some of the specific causes are, overconfidence, speed, lack of concentration, tiredness, driving under the influence of drugs or alcohol, poor vehicle care, indiscriminate parking, wrong or dangerous overtaking, passengers distraction, and pedestrian behavior.

b. **Mechanical Factor** - Mechanical factor has been known to contribute in about 10% of the crashes on our roads. Crashes due to this factor have the following as some of the causes:

- ❖ Malfunctioning of engine
- ❖ Poor steering mechanism
- ❖ Tyre burst
- ❖ Brake failure

c. **Environmental Factors** - Environmental factor refers to road elements including weather that contributes to crashes.



2. BASIC VEHICLE SAFETY CHECKS

Regular vehicle checks extend the life of a vehicle and cuts down on running cost. It is usually advisable not to cut corners on maintenance of vehicles, as this could be dangerous.

2.1 DAILY/ROUTINE VEHICLE SAFETY CHECKS

This type of check is undertaken in order to forestall anticipated undesirable consequences of breakdown of vehicles. It involves the checking of some components as well as taking action daily, preferably in the morning before starting the engine.

For easy reference and collection, the following acronym is suggested:

a. WOFT (FIRST PARADE FOR CAR PETROL ENGINES)

- **W - Water:** Check water level in the radiator;
- **O - Oil:** Check the level of engine oil in the sump using dip stick;
- **F - Fan Belt:** Check belts for tension and cuts;
- **T - Tyres**
- Check for cuts, punctures, depth of threading, pressure, alignment and wheel nuts.

b. SECOND PARADE (SAFETY PARADE) could include the following:

i. Lighting System:

Check the headlamp, side lamp, signal indicators and reverse lights.

ii. Brakes and Clutches

- Check the hydraulic level
- Check the effectiveness of the brake, start the vehicle, drive off a little and step on the brake pedal to test the effectiveness.
- Check the tightness and the effectiveness of the brakes and clutches
- Change all the gears, one at a time while pressing the clutch pedal

iii. Wipers

- Ensure that the windscreen wiper are functional
- Check the blades for effectiveness

iv. Steering Mechanism:

- Check for clearance or 'free play'

- Check for automatic transmission fluid (ATF) for power steering only

v. Horns

- Ensure the horns are in good working condition
- Do not fit wrong horn to your vehicle

Vi. Spare Tyre

- Check spare tyre for cut, puncture, thread and pressure
- Ensure that jack, jack handle and wheel spanners are in the vehicle.

vii. Reflective Triangle

Ensure a pair of reflective triangle is in the vehicle

viii. Fire Extinguisher:

Ensure the correct type and size of fire extinguisher is in the Vehicle. A multipurpose fire extinguisher is preferable.

ix. Battery

Check the electrolyte (battery liquid) and the condition of battery terminals.

x. Body Inspection

- Take a walk round the vehicle to check for dents and loose parts.
- Routine Maintenance could be daily or weekly or monthly; depending on the use of the vehicle.

3. EFFECTIVE PATROL OPERATIONS

3.1 Concept of Patrol operations

Patrol originated from the French word "patouiller" meaning walk or trample in the mud. English acquired it through German to mean "tramp around through the mud of a military camp when doing guard duty". Thus patrol is an act of keeping guard by walk or driving in one direction and then back again, or walking or driving around an area on a regular basis in order to deter or prevent illegal or hostile activities.

Types of Patrol

- a. **Mobile Speed Control Patrol:** This is suited for dual Carriageways. The patrol car or bike maintains a speed of 105km on the slow lane of the dual carriageway thereby controlling the speed of other vehicles coming behind while overtaking vehicles are booked or their vehicle numbers taken down.
- b. **Static Speed Control Patrol:** It is utilized on both dual and single carriageways. It involves the use of patrol car, bike, communication equipment and radar gun (mounted on vehicle) respectively. The car is parked along the road while the bike is parked further ahead. Speeding vehicles that fails to stop for the Patrol vehicle are apprehended by the bike ahead.
- c. **Surveillance Patrol:** Is utilized in town traffic control and on the highways to detect traffic violations. The Surveillance car moves at any speed under the limit of the law.
- d. **Rescue Mission:** This patrol type is adopted after receiving information of a crash. The team mobilizes for rescue and clearing of obstructions during which patrol car utilizes authority devices like siren and flashers without necessarily driving beyond the prevailing speed limit.
- e. **Night Patrol:** Takes place between 1800hrs - 2200hrs (except otherwise arranged) to check vehicles lighting system violations and is restricted to Urban environment where Security of team is guaranteed. The team members require reflective jackets, search lights, flashers etc to make them visible.
- f. **Foot Team Patrol:** FRSC staff in mufti monitors traffic with special focus on such violations as Use of Phone While Driving (UPD), Seat belt violation (SUV) etc while uniform staff stationed ahead arrest the violators.
- g. **Metropolitan Bike Patrol:** A bike rider goes on roving patrol with a partner who serves as arresting marshal.

A patrol team comprises 4 to 5 members accompanied by a bike and is led by an officer not less than ARC. Two Riders on Bikes can also form a patrol team if within the township area.

A patrol squad is a collection of patrol teams and it is to be led by an Officer not less in rank than DRC. The patrol (except special patrol) hours are usually 0600hrs - 1300hrs and 1300hrs -1800hrs for morning and afternoon shifts respectively. A stand by rescue team must be on alert at all times.

Patrol Procedures

Patrol as an enforcement Strategy geared towards the achievement of the statutory objectives and mandates of the Corps. It is a regular and continuous day-to-day activity for the purpose of surveillance, rescue (in case of emergencies) and monitoring of compliance to traffic laws and regulation.

Patrol Operations entails:

- a. Pre-Patrol
- b. On-Scene patrol
- c. Post-Patrol

a. Pre-Patrol Activities

- Preparation of patrol Roster
- First parade by the Driver
- Declaration and signing for patrol materials (N1,000 maximum)
- Pre-patrol Briefing

It also involves:

- Dressing - No. 6 in the with FRSC dress protocol
- Timing-Shifts
- Materials/Equipments
- Documentation:
 - Attendance register, Cash declaration Register, Notice of offence booklet.

b. On-Scene Patrol Activities

- Proceeding on patrol (decide on patrol style, Focus and patrol point)
- Allotment of responsibilities (Arresting marshal, patrol clerk, booking official)
- Mobile static speed control activities
- Enforcement activities
- Cautioning/enlightenment
- Road/traffic behaviour observation
- Patrol Round-off

c. Post-Patrol Activities

- Patrol report writing - As well as field report form & incident report.
- Handing over of impoundments and Confiscations
- Checking/Confirmation of patrol Report claims.
- Vehicle Status check by Head of operations
- Fuelling of the vehicle against the following day

Patrol Positioning

- a. Vehicles and bikes must be parked at right angle to the road clear of bends, hills, slopes, that makes them highly visible to approaching traffic on both sides of the roads.
- b. If bike is available should be parked by the passenger side of the vehicle at 5 meters distance.
- c. Driver should remain in the vehicle; Patrol leader by the side of the vehicle, first arresting marshal should be at 20meters, second at 15meters and third at 10meters from the Patrol vehicle respectively.
- d. SOP on rescue should be strictly adhered to.
- e. Only one vehicle should be stopped at a time.
- f. Engage only one side of traffic at a time during patrol activities.
- g. Patrol Men must not wear earpiece while on patrol.

3.2 PATROL ETHICS

- a. Avoid stopping more than two vehicles at the same time which can lead to rowdy situation and ineffective performance.
- b. Apprehending staff should approach offender with notice of offence sheet in his/her hand, explain the offence and book the offender.
- c. Complete the Notice of Offence properly and issue the original copy to the offender.
- d. Don't confiscate offender's papers without formal booking.
- e. Impound offenders vehicle if unable to produce vehicle papers drivers licence or if vehicle is declared wanted/rickety or driver is drunk.
- f. Book offender for primary offence first after arrest and if there is no suspicion of documents, confiscate the drivers licence and release the vehicle to go and pay for the offences.
- g. If there is suspicion on the document or all the documents presented are photocopies, demand to produce the original within 24hrs for sighting, the team leader to write this on the reverse side of notice of offence, meanwhile the vehicle is impounded.

- h. Note that when requested to sight any document, the offence should be booked since confirmation and validity is still on.
- i. Do not plead on behalf of offender or act as mediator or engage in any post booking exercise.
- j. Siren, Public Address System and flasher forms part of FRSC paraphernalia, hence should not be used indiscriminately or for intimidation.
- k. Team leader must write a patrol report on competing of patrol for the day, complete field report form and submit same to Command's Head of operations.
- l. Confiscated items should be indicated in the field Report form and submitted to Duty Officer on return.
- m. All members must get to take off from and come back to base after patrol.
- n. Do not forcefully remove number plate, wheel spanners, Jack, spare tyres etc of offender in Lieu of Confiscation.

3.3 PATROL DEVICES/EQUIPMENT

Patrol Devices/equipment are those equipment that enhance conduct of patrol operations. It includes Authority device, Rescue device, protective device, Auxiliary device, Defensive device and Stationery items.

a. Authority devices: These devices includes the following: Light bar (with functioning rotating lights), Public address system, VHF Radio communication, Speed radar gun.

Protective devices: Are items that shield Operatives from possible danger in discharging of their statutory duties. E.g: Drinking water, Container such as food flask, Bucket, Hand gloves, Disinfectant, Patrolites or zapper.

b. Rescue devices: Are those devices that are used in rescue activities. It includes: Reflective caution signs and Flare, Blankets, Fire extinguisher, Torchlight with, spare batteries, Body bags, Fire-man Axe, Matches.

c. Auxiliary Device: These devices includes the following; Reflective stripes for cordoning off roads, Reflective jackets, Mechanical kit, fanbelt, fuses, light bulb, pliers, screwdriver, sandpaper, Jack and four wheel spanners, Spare tyre.

d. Defensive devices: These are devices that patrolmen use for self defence in the event of attacks. E.g: Firearms (where authorized), Pepper Spray, Hand cuff and Stun Gun.

4. BASIC FIRST AID TECHNIQUES AND RESCUE OPERATIONS

First aid is the emergency care given to an injured or sick person. In an emergency situation, a bystander knowing first aid could save someone's life.

4.1 ABC

The "ABCs" of first aid is a helpful way to easily understand and remember how to approach an emergency situation and what to check for.

a. Airways

- Tilt the head back to open the airway.
- If anything is blocking it use a spatula to scoop it out.
- Then turn the victim onto his side into recovery position.
- This is done by folding one of his hands on the chest and spreading the other while the victim is gently rolled to side.

b. Breathing

- Watch or feel his lower chest to see if it is moving up and down.
- You can check by putting your ear close to his face, so that you can feel or listen to find out if there is air coming out of his mouth.
- If his is not breathing, give artificial respiration. The aim is to work on the heart when it stops working.
- Mouth-To-Mouth insufflations and cardiac massage.
- After every third artificial respiration, the first aider places his two palms on each other and locks them,
- Then places them on the sternum bone of victim, depresses the sternum five (5) times.
- The process is repeated until the victim is resuscitated.

c. Circulation (Blood)

- Check if there is a pulse.
- You may check this by feeling the pulse near the neck or on the wrist.
- If you can feel the pulse count the number of pulse for one minute and report any change the doctor when he arrives.
- Get medical aid immediately.

Variations on the ABC Guidelines

There are multiple variations of the "ABCs" of first aid, but they all essentially represent the same basic concepts.

Some places advocate for the acronym **DRSABCD** (like "Doctor's ABCD") for:

Danger: Check the scene and the person for any possible dangers to you or them.

Response: See if they are awake, can move or react, and if they can answer questions.

Send for help: Call 122 or 112 National emergency services.

Airway: Make sure their airway is open and clear.

Breathing: Check if they are breathing or to what degree they are struggling to breathe.

Cardiopulmonary resuscitation (CPR): If you know how to do so properly, perform CPR.

Defibrillation: If you have a portable defibrillator, follow the instructions and use it on the person.

Most importantly, in any emergency situation, try to stay calm and approach the problem with care. Assess the situation as best you can and call for help. Follow the instructions of the dispatcher or emergency personnel.

4.2 RESCUE PROCEDURES

Understand the environment to get necessary information about carrying out the rescue:

- Know the location of the mis-happening
- Mobilize personnel for movement
- Get services ready i.e able mobility to carry the victim
- Get and take investment equipment required to rescue
- Alert relevant agencies, which might give needed support i.e, fire services, etc.
- Move to the accident scene using authority devices to clear the way of traffic congestion where necessary

At the accident scene one must

- Observe the general terrain of the accident
- Ensure safety of rescue team by placing reflective warning signs at least 100 meters away
- Ensure high visibility of rescuer by wearing reflective jackets
- Ensure that traffic is properly controlled and make use of communication to your advantage
- Stop vehicles and divert traffic as the situation may demand i.e if the accident involves blocking the road.
- Do not allow crowding of accident scene by sympathizers.
- Identify accident victims by priority or severity of injuries
- Move victims in critical stage to hospital without delay
- Give first aids to victims with injuries of less severity. Dead bodies are moved last.

- Always move your victims to the nearest hospital or health center (mostly General Hospital).
- Retrieve safe property, enter in the format and report at base for further identification of owner and relatives.

4.3 RESCUE MATERIALS AND EQUIPMENT

Typically, when you think "emergency rescue", first responders like fire fighters, police and EMS professionals are who come to mind. While yes, it's true that search and rescue is part of their jobs, anyone can be involved in an emergency situation where someone needs rescued or helped. For example, if you are in a car accident you may need to get yourself and others to safety; or, if you witness a sports accident or child injury at the park, you may need to offer first aid.

Whether it's for your career or not, rescue preparedness is good to know. We've put together a list of recommended items to have on hand for both the rookie rescuers and the professionals.

Rescue materials and equipment

Think of Emergency Rescue Equipment as equipment that has the sole purpose of treating or preventing injury. Regardless of the environment or location, here are the must-have items for successful RTC rescue operations:

- First Aid Kits
- Knife/Scissors
- Stretcher
- Blanket
- Gloves
- Splint
- Reflective caution signs and Flare
- Fire extinguisher
- Torchlight with spare batteries
- Body bags
- Fire-man Axe
- Matchets
- Reflective tape/Cones
- Reflective Jackets
- Cervical Collar
- Extricating machine

5. SPEED LIMITING DEVICE

A Speed Limiting Device is an electronic device fitted in a vehicle (Buses, Trucks, Vans Tankers etc) with a view of ensuring this vehicle maintains a speed limit according to the regulations of the country. Speed Limiting Device operates through electronic sensors and the engine's computer.

A series of sensors detect how fast the vehicle is going, and then communicates that information to the engine's computer, which manages nearly all the engine's functions. Once the vehicle reach a pre-determined top speed, the computer steps in and restricts the flow of air and fuel to the engine and even the sparks that cause combustion. Either way, the vehicle will be unable to exceed the top speed as determined by the car's manufacturer.

5.1 TYPES OF SPEED LIMITER DEVICE

There are two (2) major types of speed limiting device:

- a. Mechanical speed limiting device and
- b. Electrical/Electronic speed limiting device.

5.2 ADVANTAGES OF SPEED LIMITING DEVICE

Speed limiting device is observed to have the following advantages:

- a. Lower speed results in less fuel consumption by vehicles.
- b. Lower speed also cuts down vehicle maintenance cost and slows down depreciation value thus vehicle last longer.
- c. It will significantly impact positively in changing the individual driving behaviour which has been hard to achieve over the years.
- d. It will reduce the speed of vehicle to pre-set limit thus reducing overall crash risk and likely to lessen severity of crash.
- e. It will equally engender good monitoring mechanism for vehicle owners'/fleet operators.
- f. It will engender compliance with the **ECOWAS** mandate, fulfilment of the Corps statutory functions through good practice.
- g. It will assist to eliminate losses associated with speed related crashes. These losses are usually in vehicles loss, damage to roads and road infrastructure, house, goods etc.
- h. It will assist to preserve the young virile members of the society from deaths and maiming associated with speed induced crashes.
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6. FIRE PROTECTION AND PREVENTION

6.1 DEFINITION OF FIRE

Fire is a rapid combination of 2 or more substances which produce heat, light, smoke and carbon. Before fire could occur, oxygen, heat, and fuel must be present.

- a. Oxygen: This is the gas that supports burning.
- b. Heat: This is the sufficient temperature needed for ignition of fire.
- c. Fuel: This is any combustible material (solid, liquid or gas).
- d. Fire Triangle: A combination of oxygen, heat and fuel form what is called the **Fire Triangle**.
- e. Fire Extinction: When an automobile fire or any fire is starved of any of these (oxygen, heat and fuel), the fire goes out.

6.2 Classes of Fire

For easy identification and extinction purposes, fire is classified into four categories as stated below:

i. **Class A**

This class of fire involves free burning materials like wood, paper, textiles, etc. WATER is the best means of extinguishing this class in form of jet or spray.

ii. **Class B**

This class of fire involves flammable substances like petrol, paint, grease, etc. Fire under this category could best be extinguished with LIQUID FORM extinguisher. Dry chemical powder, carbon- dioxide extinguishers and dry sand are also good materials that can put out Class B fire.

iii. **Class C**

This fire involves combustible gases or liquefied petroleum like propane and butane. They can best be extinguished with Dry-chemical powder and carbon dioxide fire extinguishers. Water in spray form could be used to cool down the cylinder.

iv. **Class D**

This class of fire involves metals, e.g Potassium, Aluminium, Magnesium. Zinc, etc. They can best be extinguished with dry- chemical powder fire extinguisher or dry sand.

6.3 Fire Protection

This is the proactive measure of providing equipment, devices and gadgets that are handy in case of fire incidence. These include fire extinguishers, dry sand, blankets, smoke detectors, etc.

6.4 Fire Prevention

This is a measure put in place to ensure that fire does not break out. Be mindful of the fact that fire occurrence is preventable. Fire prevention is in everyone's utmost interest.

- a. Watch out for fuel leakages, exposed wires and cracked hoses.
- b. Be alert to changes in vehicle sound as it might involve metal grinding.
- c. Ensure that the positive terminal of the battery is completely insulated to avoid contact with the body of the vehicle.
- d. Clean regularly all areas where flammable liquids may collect.
- e. Do not leave the fabric for cleaning the engine parts within the engine compartments.
- f. Ensure that the contact point of the high tension cables to spark plugs is not exposed. Do not carry fuel in cans in the vehicle.

6.5 Extinguishing Automobile Fire

Fire can be extinguished by knocking off any of the three sides of the fire triangle. This is achieved by:

i. Cooling

This is the act of using water to reduce the temperature of the burning material(s) below ignition point (the flash point).

ii. Smothering

This is the act of cutting off air, by the use of foam or fire blanket. This deprives fire of oxygen which is a necessity for combustion.

iii. Starving

This is the act of removing the burning material to a safe place thereby avoiding its spread.

Operating a Fire Extinguisher

Hold it up-right and do the following:

- a. Pull the safety pin/break cartridge
- b. Aim horn at the base of fire
- c. Press/squeeze nozzle.
- d. Discharge at the base of flame.

7. FILING SYSTEM

Filing system means any structured set of personal data which is accessible according to specific criteria, whether held by automated means or manually.

It is important to note as follows:

- a. File numbers and titles are located by the registry from a filing index based on a chosen theme.
- b. A new file (vol.2) is opened when original one has up to 100 enclosures.
- c. 'T' file is opened to pass document internally.
- d. If content of a file is transferred to a clean file, the front page of the old file is attached.
- e. Closing of file - an officer completes a file disposal form and places it in the file as the top enclosure and the registry takes action by closing it.

Filing System can be:

- a. Blocked System - (subject heady i.e promotions, discipline etc).
- b. G, A, or Q System - Consider hierarchy (i.e HQ, Zone, Sector, Unit) or importance.
- c. Alphabet System - Simply used A to Z to number the files.

7.1 File indexing

While filing is the process of organising the documents and records in a proper sequence, Indexing is the device for locating documents which have been filed.

7.2 Security Classification of documents in FRSC

Documents are identified based on their security classification which can be either of the following:

- Top secret
- Secret
- Confidential and
- Restricted

a. **Top Secret:** This generally deals with state security, diplomatic and other important matters, the unauthorized disclosure of which would cause great damage to the government.

b. **Secret:** This is used on Letters Dealing with top policy matters which the Management considers to be of interest to the service and their circulation should be limited.

c. **Confidential:** This is to be used on documents that generally deal with personnel matters such as reports on staff, like promotions and related matters.

d. **Restricted:** This is to be used on documents that are not confidential, yet they should not be exposed to the general public. The circulation of such document is restricted to certain sections.

8. ISO 9001:2015 QMS

8.1 The Concept of ISO 9001:2015 QMS

FRSC as a best example of lead agency in Road Traffic Administration and Safety Management in Africa has developed its initiatives towards achieving excellence in service delivery based on a 3-pronged approach of People, Process and Technology.

The Concept of 'Process' of the tripod was pursued through the adoption of ISO 9001 (Quality Management System) in February 2008. This is one of the various standards of the International Organization for Standardization (ISO).

The Corps has been using the QMS to further the Corps' commitment to continually improve its effectiveness in serving the needs of Nigerians in the area of road safety. It has helped the Corps become more effective and maintain recognition by its customers.

This is a milestone that reflects FRSC true disposition as a determined organization that is committed to attaining excellence in all aspects of its operations and service delivery.

QMS is one of the best known international Standards code-named ISO 9001 by the International Organization for Standardization (ISO).

ISO is derived from the Greek word "ISOS" which means 'equal'. It Stands for International Organization for Standardization. It was established in 1947 with Headquarters in Geneva, Switzerland.

Each country is represented in ISO by the standards body of such country. Therefore, ISO is represented in Nigeria by Standards Organization of Nigeria (SON).

8.2 Pre-QMS era in FRSC

In 2007, FRSC, under the leadership of the then Corps Marshal and Chief Executive, Osita Chidoka took stock of the past, evaluated the present with a view to charting a new direction and more purposeful future for the Corps. This necessitated the introduction of QMS in the Corps and consequently spurred everybody in the Corps to action in order to make the Corps a world class organization.

The Corps began its journey into QMS world in 2008. Before then, FRSC activities were characterized by myriads of administrative lapses ranging from improper documentation, poor record keeping and overlapping job functions. Other observed included lack of processes and procedures, increasing customer complaints, internal waste and damages, staff poor attitude to work, frequent breakdown of facilities, poor performance of staff, and other vices. Standard took the back seat as at then.

8.3 Journey to ISO Certification

There are about 22,000 ISO Standards to date worldwide, covering various subjects/industries. But ISO 9001 is the most popular and acceptable. To address the above challenges bedevilling the Corps, QMS was used to seek improvement in line with global best practices, through: Involvement of the people - Everybody in the Corps was involved from the beginning.

In 2009, the entire FRSC Top Management team was trained on ISO 9000:2000. Followed by the training of 80 Officers as Internal System Auditors, 68 qualified as Internal System Auditors with 60 proceeding to Lead Auditors.

45 eventually became Lead Auditors. A total of 452 processes were identified in the Corps and documented in the first ever FRSC Quality Manual developed alongside the Quality Policy. In the course of implementation, the Corps procured the services of a consulting firm that assisted with the Gap Analysis of the Corps.

In order to have direct supervision, Quality Management System Unit was established in the office of the Corps Marshal and Chief Executive.

Awareness programmes on how to achieve quality in the Corps' business as well as the need for commitment of staff to organizational goals took place in all FRSC formations.

Trained Internal System Auditors were used to evaluate the effectiveness of the system through internal system audits. Mock Audit of departments and Corps Offices at the HQs were conducted. ISO lectures were featured in most FRSC trainings and workshops.

The External System Auditors from the Standards Organization of Nigeria (SON) were used to also evaluate the effectiveness of the system through system audits. Internal efficiency was entrenched by establishing guidelines through the FRSC Quality Manual for everyone to follow easily.

8.4 What does ISO 9001:2015 cover?

- a. Based on PLAN-DO-CHECK-ACT methodology.
- b. Provide a process-oriented approach.
- c. Risk-based thinking

8.6 Benefits of ISO 9001:2015?

ISO 9001:2015 helps organisation to:

- a. Ensure their customers consistently receive high quality products and services.
- b. Create satisfied customers, Management and employees.
- c. Organise and improve the efficiency of processes Continually improve on its

- d. Credibility by proving to customers that its products and services meet expectation.
- e. ISO 9001 is positive for organisational image as it shows that you comply with internationally recognised quality standard.

9. FRSC REGULATIONS ON DISCIPLINE, 2022

S/N	OFFENCE	PUNISHMENT
MISCONDUCTS RELATING TO DUTY		
1	Absent from duty without official leave or pass for twenty one (21) days or less	Severe reprimand and forfeiture of his salary for the number of days he was absent.
2	Absent from duty without official leave or pass for more than twenty one (21) consecutive days	Dismissal from Service.
3	Any Head of Department, Corps Officer, Head of Special Unit or Commanding Officer who conceals a deserter or fails to refer a deserter to an FDP in accordance with this regulation commits a gross misconduct	Reduction in Rank.
4	Abandons duty post or absents himself from his place of duty without being duly relieved; or departs from patrol before the specified closing time; or leaves the place of duty to which he has been ordered without due permission from the appropriate authority; or fails to perform his duties in accordance with orders;	Loss of Seniority
5	Sleeps or idles or gossips while on duty	Minor Entry or Extra duty
6	Comes to work after the approved resumption time of the day without any good reason.	Minor Entry or Reprimand.
7	Feigns illness, sickness or disability or Injures himself with intent to render himself unfit for duty assigned to him or Causes himself to be injured by any other person with intent to stay away from work or Injures another person to whom these regulations apply at the instance of that other person to render him unfit to carry out duties assigned to him or With intent to render or keep himself unfit to carry out duties assigned to him, does or fails to do anything (whether at the time of the act or omission, he is in a hospital or not) thereby inducing, prolonging or aggravating any sickness or disability	Major Entry and forfeiture of his salary for the number of days for which he was rendered unfit.

8	Being a driver, fails to carry out vehicle parade or drills or make any observation or inspection required of him which is likely to result or results in the break-down or damage to the vehicle or omits to make necessary entry in an official document or log book relating to official vehicle	Loss of Seniority.
9	Neglects or without good cause omits to attend or carry out his duty as a member of the Corps prudently or diligently or Attends to or carries out his duty without prudence or diligence	Loss of Seniority.
10	Any member of the Corps who while on duty or off-duty in uniform, and in a public place, is improperly dressed or is dirty or untidy in his person, clothing or accoutrements contrary to FRSC Dress Code.	Major Entry.
11	Wilfully obstructs or otherwise interferes with any other member of the Corps acting in the lawful execution of his duty	Loss of Seniority.
12	Assaults, maltreats, manhandles, or act in a manner uncivil to any member of the public; or uses violence on any offender or any other person except in self-defence;	Loss of Seniority.
13	Inscribes tattoo on any visible part of his body shall be guilty of gross misconduct and liable to	Termination of Appointment.
MISCONDUCTS RELATING TO INFORMATION AND QUALIFICATION		
14	Divulges any matter which is his duty to keep secret or gives information, directly or indirectly to a person against whom an arrest or summons has been made or is about to be issued, except in the lawful execution of the arrest or without authority by the appropriate authorizing Officer, communicates or discloses information on any matter connected with the Commission and the Corps to the public or press, or to an unauthorized person or publishes or distributes on print, electronic or social media or any other platform any information or petition on any matter involving the Commission, the Corps or any member of the Corps which	Termination of Appointment.

	disparages, embarrasses or impugns on the image of the Commission, the Corps or the character and integrity of any member of the Corps.	
15	Withholds a complaint or report against another member of the Corps or conceals any misconduct committed by another member of the Corps which comes to his knowledge or aids or allows an offender to evade arrest or knowing where an offender is to be found, fails to report or make due exertions for making him available for justice or fails to report anything he knows concerning traffic misconduct charged against an offender or fails to disclose any evidence which he or any person within his knowledge can give, for or against an offender or fails to report any matter which is his duty to report or conceals any information or report either in part or whole in order to mislead the Commission, Corps Marshal, Management or any appropriate authority or makes any report maliciously or out of ill-will.	Reduction in Rank.
16	Any member of the Corps who, on appointment, either before an interview panel or by means of any document produced by him, deliberately makes a false statement to facilitate his appointment or gives false information as to his marital status to facilitate his appointment or for the purpose of promotion or status enhancement, produces a false certificate or document.	Termination of Appointment.
17	Pursues or acquires an additional educational qualification without approval and produces same to influence his appointment or promotion	Loss of Seniority
18	Conceals his higher certificate at the point of entry into the Commission and presents same later to influence his appointment or promotion.	Loss of Seniority
MISCONDUCTS RELATING TO BORROWING AND DEBT		
19	Borrows money from a member of the	Reduction in rank and the

	Corps of a subordinate rank or fails to pay a lawful debt. NB: Lawful debt includes any debt lawfully owed another person by a member of the Corps even if such other person is not a member of the Corps.	debt recovered from his salary.
MISCONDUCTS RELATING TO EMPLOYMENT AND PETITION		
20	Engages or carries on any other salaried employment.	Termination of Appointment.
21	Seeks by influence to obtain promotion or other advantages in the Commission or without proper authority, canvasses the Corps Marshal or any superior Officer or other servants of Government with regard to matters concerning the Commission and the Corps.	Loss of Seniority.
22	Writes an anonymous petition to the Commission/Corps Marshal or to a Superior Officer.	Termination of Appointment.
23	Signs or circulates a petition or statement with regard to any matter concerning the Commission or the Corps or any member of the Corps, except through the proper channel of correspondence to the Commission/Corps Marshal or appropriate authority.	Reduction in Rank.
PATROL MISCONDUCTS		
24	Embarks on an unauthorized patrol either alone or with other member(s) of the Corps or other person(s) not being members of the Corps or abandons the route to which he is assigned to patrol without the directive of the Commanding Officer or collects fines in cash from road traffic offender(s) while on patrol or in the office or while on patrol on sighting a surveillance team attempts to escape or escapes or while on patrol, engages the services of an unscheduled person to collect, keep or hide money or any other item or pursues any motorist or any suspected road traffic offender while on patrol or in any other official or personal capacity or	Termination of Appointment. NOTE: In the case of an unscheduled person who is a member of the Corps, he shall also be liable to termination of appointment while in the case of an unscheduled person who is not a member of the Corps he shall be handed over to the police for prosecution.

	collects gifts in any form.	
25	Where any undeclared money in excess of the declared One Thousand Naira (N1, 000) or any other undeclared money is found on the person of any member of a patrol team.	Suspension from service pending the outcome of investigation by the FRSC Disciplinary Panel and the final determination of the case by the Board or the Corps Marshal as the case may be; shall have his appointment terminated.
26	Where any undeclared money in excess of the declared One Thousand Naira (N1, 000) or any other undeclared money is found in the patrol vehicle or within 20 metres radius of the patrol point.	The entire team shall be placed on interdiction pending the outcome of investigation by the FRSC Disciplinary Panel and the final determination of the case by the Commission or the Corps Marshal as the case may be; and if found culpable shall have their appointments terminated.
27	If any member of the team claims ownership of the money,	Only that person shall be placed on interdiction and if found culpable shall be liable to Termination of Appointment.
28	Where no member of the team claims ownership or responsibility of the money and same cannot be traced to any member of the team	The entire team shall be placed on interdiction and if found culpable their appointments shall be terminated
29	Any member of a patrol team who declare any money in excess of One Thousand Naira (N1,000) except same is approved by the Commanding Officer or Head of Operations.	Reduction in Rank.
30	Fails to make proper entries or keep proper records in the appropriate register which ordinarily he is supposed to make after patrol or collects driver's licence or vehicle papers or impounds a vehicle from a suspected offender without issuing a notice of offence sheet to the suspected offender or is in possession of a notice of offence sheet not validly issued to him from the duty office or	Reduction in Rank.

	releases a suspected offender without the knowledge of the appropriate authorizing officer or waives an offence while on patrol or in the office without the authority of the authorizing Officer or cancels a notice of offence sheet without any reasonable cause while on patrol	
31	Takes any money or property from the person of anyone killed or wounded in a crash or without approval takes any property which has been left exposed or unprotected in consequence of a crash or takes any property, vehicle or equipment abandoned at a crash or riot scene without declaring same to the appropriate authority.	Termination of Appointment.
MISCONDUCT RELATING TO ABUSE OF OFFICE		
32	Places any person engaged in road transport business in any form under a pecuniary obligation to him or directly or indirectly solicits, accepts or receives gratification present or reward in his official capacity without the approval of the appropriate authority.	Termination of Appointment.
FALSE ACCUSATION		
33	Makes false accusation against another member of the Corps or makes or publishes any false statement or report affecting the character of another member of the Corps.	Termination of Appointment.
FAILURE TO COMPLY WITH ROUTINE ORDERS		
34	In the course of his duty fails to comply with instructions, routine orders made for any lawful reason or emergency, FRSC Quality Manual or Standard Operating Procedure (SOP) or in any manner disobeys any lawful command or order given or sent to him or refuses to make a statement after being duly cautioned when requested to do so by any member of the surveillance team.	Major Entry
35	Gives unlawful order, directive or instruction, directly or through another person to a member of the Corps of	Major Entry

	subordinate or junior rank and same is acted upon or attempts to obey or obeys an unlawful order, directive or instruction given by any member of a superior rank or who maltreats or victimizes a subordinate for refusing an unlawful order.	
FAILURE TO PAY COMPLIMENTS		
36	Fails to pay official compliment to another member of the Corps of senior or superior rank.	Major Entry
SMOKING OR DRINKING WHILE ON DUTY		
37	Smokes, sniffs or drinks any drug or alcoholic beverage while on duty and is consequently adjudged intoxicated and incapable of carrying out his lawful duty diligently	Reduction in Rank
38	Smokes or drinks any alcoholic beverage or takes any psychotropic substance while on patrol	Reduction in Rank
USE OF FORCE/BEING VIOLENT		
39	Attempts to strike or otherwise uses violence on another member of the Corps	Loss of Seniority
40	Strikes or otherwise uses violence on, or instigates the use of violence on his superior Officer or Marshal	Reduction in Rank
41	Strikes or maltreats any other member of the Corps, who is of lower rank	Reduction in Rank
42	Where two or more members of the Corps engage themselves in physical combat in any circumstance whatsoever, the aggressor	Reduction in Rank
43	Strikes or otherwise uses force on his colleague either while on patrol, in the barracks, office or at his duty post	Reduction in Rank
44	Uses threatening, abusive or insolent words or is rude in conduct towards his superior	Loss of Seniority
45	Any member of the Corps who in any manner shows defiance to authority commits	Loss of Seniority
SCANDALOUS BEHAVIOUR		
46	Behaves in a scandalous manner	Termination of Appointment
MISCONDUCTS RELATING TO SPECIAL MARSHAL FUNCTIONS AND ROAD SAFETY CLUB		
47	Undertakes the formation of a Special Marshals' Unit or Road Safety Club or sells	Termination of Appointment

	or distributes Special Marshals' identity cards, reflective jackets, arm bands or caps.	
48	Collects money from members of the public or any affiliate body of the Commission under the pretence of forming a Special Marshals' Unit or Road Safety Club	Termination of Appointment
MISCONDUCTS RELATING TO PROPERTY AND DOCUMENTS		
49	Damages or loses or is involved in the damage or loss of any money or property belonging to the Commission/Corps or any member of the Corps or fails to account for or to make proper returns of any property including money received by him in his official capacity, or fails to account for any such property or receipt satisfactorily if called upon to do so.	Repair or replacement of the property within three (3) months or Reduction in Rank
50	Misleads the Commission, Corps Marshal, Management or any appropriate authority to take any action resulting in embarrassment to the corporate image of the Corps.	Reduction in Rank
51	Misleads the Commission, Corps Marshal, Management or any appropriate authority to take any action resulting in loss of money or property of the Commission/Corps	Refund the sum of money involved and replace the property so lost within three (3) months or have his appointment terminated
52	Takes over from the driver of an impounded vehicle or patrol vehicle and drives such a vehicle carelessly or negligently thereby causing damage to the vehicle or any other property whether in the vehicle or outside	Have the full cost of repairs or replacement of the vehicle deducted from his salary; provided that the total amount of deductions that may be made from his salary in one month shall not exceed 1/3 of his wages. Where the cost of repairs or replacement is more than what can be deducted from his salary in line with the provisions of this regulation, his appointment shall be

		terminated
53	Alters any pay list or document in which the Commission or Corps has interest, (whether or not he benefits himself) or causes the Commission or Corps to incur material or financial loss or makes false entry in such document, or suppresses, defaces or makes away with any such document which it is his duty to preserve or produce	Termination of Appointment
54	Takes without authority or uses otherwise than for the purpose(s) any public or Commission's money or property, or is concerned in or connives in the taking or using other than the purpose(s) for which it was approved any public or Commission's money/property or takes without the owner's consent or approval or uses otherwise than for purposes meant for any money or property belonging to a member of the Corps or non- member of the Corps or connives in the taking or misappropriation of any such monies or valuable property or receives or retains any property or valuables as aforementioned knowing or having reason to believe it to have been taken or to have been misappropriated.	Suspension from service and handed over to the Police for prosecution and if convicted, shall be liable to dismissal from Service
MISCONDUCTS RELATING TO FIREARM AND AMMUNITION		
55	Carelessly or negligently handles a gun or ammunition while on patrol or other duty, or threatens a member of the public with such gun or ammunition except in the lawful discharge of his duty or defence of his life or property or at any time whatsoever threatens another member of the Corps or any other person with a gun issued to him, except in defence of his life or property or carelessly or negligently loses or misplaces a gun or ammunition issued to him or without authority, possesses firearm or uses firearm whether on duty or not or takes away a gun or ammunition issued to him or in the custody of another member	Suspension from service and handed over to the Police for prosecution and if convicted shall be liable to dismissal from service.

	of the Corps without the knowledge and consent of that other member of the Corps or misuses any firearm or ammunition occasioning severe injury or death of another member of the Corps or member of the public.	
CONTINUOUS MISCONDUCT		
56	When the previous record of any member of the Corps against whom allegation of continuous misconduct of which punishments are major entries or higher punishment(s) under these regulations has been proved as to the same nature of misconduct, provided that the alleged misconduct must have been established against the defaulter on two previous occasions.	Termination of Appointment
MISCONDUCTS RELATING TO DRIVER'S LICENCE PROCESSING CENTRE		
57	Produces driver's licence without the required endorsement	Termination of Appointment
58	Illegally produces driver's licence or is in possession of fake driver's license or fails to keep proper records of drivers license or produces driver's licence before payment or engages the services of unauthorized Maintenance Engineers or under-reports or over reports driver's licence production status.	Termination of Appointment
59	Engages in soliciting, touting or collecting money from members of the public or another member of the Corps to process driver's licence for them or illegally prints or issues driver's licence fee receipts or connives with other agencies to illegally produce driver's licence or import materials used in the production of driver's license without the approval of the appropriate authority.	Termination of Appointment
60	Deletes or alters records of production of driver's licence or creates multiple database or engages in parallel production of driver's licence or crashes the computer system intentionally or hacks into the driver's licence portal or fails to account	Termination of Appointment and the Commission shall take legal action to recover from him the full cost of the base stocks

	for base stocks received in his official capacity or uses illegally acquired cards.	unaccounted for.
MISCONDUCT RELATING TO NATIONAL VEHICLE IDENTIFICATION SCHEME		
61	Illegally produces or replaces number plate(s) without the required endorsement by the appropriate authority or engages in production and circulation of fake number plate(s) or solicits, touts or collects money from member(s) of the public or other member(s) of the Corps to produce or replace number plates.	Termination of Appointment.
62	Any member of the Corps who is in unauthorised possession of or engages in unauthorized removal of blank or embossed plate dice or any other number plate production or is in illegal possession of Driver's Licence, Vehicle Number Plate or any material relating to driver's licence or vehicle number plate.	Termination of Appointment and handed over to the Police for prosecution
MISCONDUCTS RELATING TO DUTY ROOM		
63	Accepts, solicits, receives or collects cash in the Duty Room in lieu of bank payment teller or collects money from an offender in lieu of payment of the fine to the designated bank or manipulates or alters the fine receipt register, notice of offence sheet and fine register or any other official document with intent to gain monetary reward or carelessly or negligently misplaces the document or drivers license of the owner of an impounded vehicle or any content of an impounded vehicle or releases impounded vehicle without appropriate authority or carelessly allows any component or declared content of an impounded vehicle to be removed or replaced by unauthorized person(s).	Reduction in Rank
MISCONDUCT RELATING TO INTER CADRE MARRIAGE		
64	Where any Officer marries a Marshal, one of them shall withdraw his services failing which both of them shall be guilty to gross	Termination of Appointment

	misconduct	
65	Where two Marshals are married and one gets converted to Officer's cadre, one of them shall withdraw his services within six months of the conversion, failing which both of them shall be guilty of gross misconduct	Termination of Appointment
CRIMINAL OFFENCES		
66	Any member of the Corps who is accused of any criminal felony or serious misdemeanor	Handed over to the Police for prosecution in a competent court of law and suspended from service and if convicted, shall be dismissed from service.
67	Takes part in an open demonstration, rebellion or riot against any lawful authority or employs the use of force or threat of violence in such circumstances as to make the disobedience subversive of discipline or having as its objective avoidance of any duty or services; is accused of treason or treasonable felony or incites any member of the Corps to take part in such misconduct as provided above, whether actual or intended.	Suspension from service, handed over to the Police for prosecution in a competent court of law and if convicted shall be dismissed from service
MISCONDUCTS RELATING TO TESTIFYING BEFORE A DISCIPLINARY PANEL		
68	Without reasonable cause fails or refuses to testify before FRSC Disciplinary Panel after being duly summoned to appear before the Panel Refuses to swear to an Oath or Affirm as to the truth of his evidence in the matter when duly required to do so; or Refuses or fails to produce a document in his custody or under his control which the Panel requires him to produce.	Reduction in Rank
69	Wilfully supplies the Panel with false information in its deliberations or uses abusive language or wilfully insults or assaults any member of the Panel	Reduction in Rank

	investigating the case or witnesses thereof, or any other person whose duty it is to attend, either before, during or after the proceedings.	
70	Any member of the Corps who absconds or escapes from the Mess, Guardroom, Office or any other place where he is lawfully detained, held or confined	Loss of Seniority
AIDING AND ABETTING		
71	Aids, abets or counsels another member of the Corps in committing any misconduct or gross misconduct contrary to these regulations or conspires with one or more member(s) of the Corps or non member(s) of the Corps to commit any misconduct or gross misconduct.	Same punishment as the principal defaulter. Provided that the non member of the Corps may be handed over to the Police for prosecution.

10. CONDITIONS FOR FURTHER STUDIES

10.1 Requirements for Further Study

Staff desiring further studies are expected to have acquired some minimum educational requirements and years of service in the Corps to qualify to seek approval to undertake such studies.

- a. Any staff applying for Further Studies is expected to acquire background knowledge of the general guideline in the FRSC Education Policy, 2015.
- b. Courses to be pursued shall be relevant to the advancement of staff output in their present job schedule or preparatory to taking up a new schedule.
- c. A confirmed officer shall be qualified to pursue further studies on part-time basis in approved courses at an accredited institution of learning after serving for at least 5 years in the Corps.
- d. Confirmed Marshal Inspectors who wish to pursue courses leading to award of first degree are qualified to apply for permission for further studies on part-time basis after serving for at least five (5) years in the Corps.
- e. Confirmed RMAs wishing to pursue courses leading to award of National Diploma or NCE are qualified to apply for permission for further studies on part time basis after serving for at least 5 years in the Corps.
- f. Senior Road Marshal Assistants and above shall be allowed to go for first Degree Programmes on part-time basis after serving for at least 5 years in the Corps.
- h. A staff shall not be qualified to pursue any of the approved courses if he has a pending disciplinary case that could lead to termination of appointment or dismissal from service.

NOTE

- i. New skills acquired shall be considered for future deployment(s).
- ii. The total number of Staff granted approval for further studies shall not exceed 2% of the total work force in the Corps at any given time. However, the two percent (2%) of staff to be granted approval shall exclude officers of the Rank of SRC and above who intend to pursue post graduate courses on part time basis.
- iii. A staff on course may be recalled by the Corps Marshal should the need arise.
- iv. A Marshal shall not be considered for conversion if he has not secure approval for further studies leading to his additional qualification in the first instance.
- v. Marshals who are Nurses and Paramedics shall not seek approval for courses in Arts, Social Sciences and non-medical Sciences for the purpose of Conversion into Officer Cadre.

10.2 Procedure for Applying for Further Studies

Steps to be taken and all necessary documentation required by staff seeking further studies are outlined in this part for proper guidance. It is the responsibility of all intending staff to follow the approved line of communication in this regard.

- a. Staff intending to embark on further studies shall first apply for permission to seek for admission for only ONE programme/course of study at a time in an accredited institution which shall NOT be more than 200km from staff Command.
- b. A staff seeking approval for further studies shall fulfil the conditions stated in the Education Policy. He must also complete **FORM FRSC/TSC/EDU/01A**, which must be endorsed by his HOD/Corps Officer or Commanding Officer or any officer delegated to do so.
- c. The application for further studies shall be accompanied with photocopies of the following documents:-
 - i. Letter of approval to seek for admission
 - ii. Letter of Appointment
 - iii. Letter of Confirmation
 - iv. Letter of last posting
 - v. Letter of admission
- d. Applicants from Field Commands shall forward applications through their Commands for necessary screening and onward submission to DCM (TRG) RSHQ, for final screening and approval.
- e. Applicants from RSHQ shall forward their applications to DCM (TRG) through their HODs /Corps Officers.
- f. The application should reach the DCM TRG on or before the last Thursday in the second month of every quarter.

11. FRSC ETHICS, CUSTOM AND VALUE

11.1 Ethical behaviour in FRSC

Personnel's behavior must be exemplary wherever he finds himself. Polite behavior of a gentle man is required of him. He should be friendly and considerate and firm with all. Staff are expected to conduct themselves within and outside the office in the following ways:

- **Dress, Appearance and Carriage:** The standard of dressing and appearance of uniform personnel determine in part their level of discipline. Personnel must therefore be smart and well turned out at all times. In using civil clothes, flashy and multifarious colored materials are to be avoided. Good materials and a good tailor will help meet acceptable standards. Remember, "People address you the way you are dressed".
- **Indebtedness:** Personnel shall pay all just financial obligations in proper and timely manner especially those inspired by law such as Federal, State or Local taxes or rate, Mess bills, etc.
- **Savings:** All personnel are encouraged to imbibe the culture of saving and to put aside at least some reasonable percentage of their income as savings monthly. They are also advised to take advantage of the available facilities such as mortgage scheme and insurance. The Corporative Scheme which has come to stay in FRSC is also an avenue for saving.
- **Insolvency:** It is decent to live within one's means. Personnel should be able to regularize their expenditure to avoid being 'Hard up'. All personnel are to refrain from lending and borrowing money. It is forbidden for Officers and men to borrow from subordinates or beyond their financial ability to pay. A Personnel in financial embarrassment is a security risk to the organization and to the nation as he can easily be compromised. Failure to live within one's means can lead one to bankruptcy and must be avoided.
- **Public Funds:** All staff have responsibility for the funds in their care. They shall ensure safekeeping of the funds. They must keep accurate records of financial transactions and present them for audit when required.
- **Private Accounts:** Every personnel shall keep records of their private account, by filling their cheque counter foils. They are required to always ask for their monthly statement from their banks.
- **Dud Cheque:** It is dishonoring to write a cheque above the amount one has in the bank. All who serve shall avoid issuing dud cheque which may lead to trial.

- **Utterance and Sounding off:** Good manners are determined through people's utterance. A disciplined personnel does not talk frivolously and must be careful with what he says. He must talk less, listen more and see most.
- **Exhibitionism:** Exhibitionism means drawing attention to oneself in public places e.g. through shouting, whistling and loud laughter. These are acts of bad manners and must be avoided.
- **Apologies:** Apologies at appropriate time show good manners. For instance, if you interrupt a speaker, you should say 'I am sorry'. Personnel must endeavor to apologize when there is breach of etiquette occasioned by their own action or inaction .However, apologize only when you are manifestly wrong. Also personnel must weigh the consequences of their actions and be ready to face the outcome.
- **Keeping Bad Company:** It is unacceptable for personnel to be seen among people of questionable character as they are assessed by the type of company they keep. All who serve shall be men of honor and integrity and as such, they must strive to maintain the good image of their organization by avoiding bad company.
- **Pocketing:** Pocketing one's hands in uniform does not portray one as disciplined .It makes the Officer or Marshal look arrogant. It is a slight and disrespect to address parade with hands in your pocket.
- **Lying:** This is a dishonest act punishable by law. The image of the liar is tarnished and it is difficult to know when he tells the truth. A liar is prone to many other types of misconduct such as stealing, cheating, etc.
- **Hand shake:** The superior will initiate handshake with the subordinate by stretching out his hand first. The subordinate will respectfully accept the hand in a gentlemanly manner. The subordinate will not slap the superior's hand nor squeeze it. It is an ungentlemanly behavior to slap or squeeze the hand of your superior.

11.2 WORK ETHICS AND ETIQUETTES IN THE WORK PLACE:

- Work ethics according to Wikipedia is value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility and ultimately promotion. Workers who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

- When you have a good work ethic, you are dedicated to job that you deem valuable. You hold yourself to high standards of responsibility. You keep yourself accountable for getting work done right and on time. Having a solid work ethic means you understand that productivity, organizational skills, being reliable and possessing good character are all attributes that successful people share.

11.3 CHARACTERISTICS OF GOOD WORK ETHICS

Certain characteristics are required of every individual to promote the good work ethics of an organization. Such characteristics include:

- **Honesty:** stealing personal property, sabotaging a coworker's idea and making it your own are all ways that dishonesty creeps into the workplace. Employees with strong work ethics refrain from lying or cheating to make others look bad in the hopes of making themselves appear smarter. Instead, they take responsibility for mistakes, own up to failures and keep the lines of communication open with everyone involved.
- **Refrains from gossip:** Workplace gossip can be destructive. When employees gossip about their peers, bosses or even clients, it is considered a deviant behavior. An employee with good workplace ethics refuses to engage in gossip or even listen to it. This person will encourage others to mind their own business, or else address the person or situation head-on so that assumptions and badmouthing can stop. Doing so helps eliminate resentment among coworkers and helps keep morale high.
- **Values Diversity:** Paramilitary personnel with good work ethics understand the importance of a diverse workplace. When you value everybody's contributions regardless of age, ability, gender or race; it gives room for more creativity and better problem-solving approach. Diversity in the workplace contributes to successful client interactions as all staff will have a sense of belonging to the progress of the organization.
- **Corporation:** This is an essential ingredient of good work ethic. While work may not always be satisfying or enjoyable, you see the bigger picture and do what is necessary for the team and the organization. Instead of debating every issue and finding reasons why things cannot get done, you use strong conflict resolution skills to solve problems and manage the workload.
- **Respect others:** An employee with strong work ethic is rarely late to work or any other official function. He respect everyone's time, from superiors to subordinates and clients. He is also polite, conscientious of people's feelings and considerate of workers in a shared workspace. In addition,

someone with a strong work ethic uses time wisely so that deadlines are met. Out of respect he will hear and consider everyone's opinion.

- **Observes proper office manners:** The worst thing one can do to any organization is to portray it as not having personnel with good manners. Therefore, personnel should endeavor to observe the following:
 - Never seat with your feet on your work desk as this gives visitors a bad impression of the organization.
 - When a superior who is not your immediate superior enters your office you are obliged to stand up until asked to sit down.
 - Never keep somebody standing in your office unnecessarily unless he or she is there on disciplinary ground.
 - If refreshment is available, such as coffee or tea offer your visitor.
 - Never lean or seat on someone's table while talking to him. If a superior you are visiting does not offer you a seat, remain standing. To lean or seat on another person's desk presumes a degree of familiarity with the person that should never be displayed in public.
 - It is best not to eat in your office. Many people believe that because of the pressure of work they must eat in the office, but there are also good reasons why you must not do so under normal conditions. It is not dignifying to eat in your office. Your office is meant for working and not eating. Give yourself a break no matter how busy you think you may be, you can always find a few minutes to step outside your work area. Find a quiet spot and eat your food.
- **Be tolerant with your co-workers.** Regard them as members of the team who also contribute to the achievement of your corporate goals. Create a cordial atmosphere in your office by allowing the subordinate to sit down as it is disrespectful for him to do so without your permission.
- **Set example for others to emulate.** If you encounter someone you dislike suppress your intolerance. Allowing other people to annoy you is evidence of your lack of self-discipline.

12. FRSC DRESS CODE

The "FRSC Dress Codes" is a standard of dress policy for the Corps' uniform variations. It is used to communicate to all staff what the Corps considers to be the appropriate work attire for each day, operation, cadre and specialization.

12.1 Dress Code and description

No. 1 (One) Dress (Ceremonial Dress)

Worn on ceremonial occasions such as:

- National Parade
- Passing-out Parade
- Ceremonial Wedding
- Remembrance Day Parade
- National Honours Award Ceremonies
- Pullout parade (for retiring officers)

Features

- Peak Cap with appropriate cap badge
- Gold waist band with sword carrier (ACM- CM)
- Red waist band with sword carrier (ARC-CC)
- White belt and anklet for marshals
- White long sleeve shirt
- Black tie
- Sword (as appropriate)
- A pair of white hand gloves
- Black trousers with gold stripe (ACM-CM)
- Black trousers with red stripe (ARC-CC)
- ACC and above to use appropriate gorget (red neck)
- Ceremonial rank
- Name tag, Lanyard as appropriate
- Black laced shoes and Black socks without design

Service Dress/No. 2 (Two) Dress

- Has the same top with No. One dress while the trouser is plain.
- Is worn to the church or mosque for Official function, lectures/seminars, graduation and for friend's occasion or as requested by the authority.

Features

- Has the same top as Ceremonial Dress, but;
- No waist band
- No sword
- The trouser has no red or golden band or stripe

- Service rank
- ACC and above to use appropriate garget

Mess Kit/No. 3 (Three) Dress

Worn for regimental dinner as organized in the Officers' Mess or assigned location E.g:

- Anniversary Regimental Dinner
- Sendoff for Senior Retired Officer
- End of course dinner at the Training Institutions
- Invitation for regimental function by Sister organizations

Features

- White jacket with blue lapels
- Golden stripe on black trousers (ACM - CM)
- Blue stripe on black trousers (ARC-CC)
- Ceremonial rank
- White long sleeve shirt
- Black bow tie
- Gold camour band on shirt (ACM-CM)
- Blue camour band on shirt (ARC-CC)
- No head dress
- Name tag (pin type)
- Black socks (without design)
- Black laced shoes

No. 4 Dress (WORK OUT DRESS)

- Jacket and trouser for office work
- Worn on Wednesdays to Fridays
- Must not be worn for patrol duties

Features

- White/Beige round neck inner vest
- Maroon or white beret with appropriate cap badge
- ACC and above to use appropriate gorget
- General duty rank
- Name tag
- Lanyard as appropriate
- Black socks (without design)
- Black laced shoes
-

No. 5 (Five) Dress:

Worn for office duties

- 5a: ARC- CM (worn on Mondays and Tuesdays)
Not to be worn with skirt.
- 5b: Marshals

Features for No. 5a

- Maroon short sleeve beige collared shirt (sleeves must not be rolled up) tucked-in on black trousers
- White round neck inner vest
- Beige epaulette
- Maroon general duty rank
- Service belt (as appropriate)
- Name tag
- Lanyard (as appropriate)
- Black socks (without design)
- Black laced shoes or boots

Features for No. 5b

- Beige short sleeve shirt (sleeves must not be rolled up) tucked-in on black trousers
- White/Beige round neck inner vest
- General duty rank
- Service belt (as appropriate)
- Name tag as appropriate
- Lanyard as appropriate
- Black socks (without design)
- Black laced shoes or boots

No. 6 (Six) Dress

- Combat/fatigue dress
- For patrol operations, field work, special assignments and training only
- Sleeves must not be rolled up
- With combat boot only

Features

- White/Beige round neck inner vest
- Either long or short sleeve khaki shirt tucked-in on black khaki trouser
- Patrol hat (jungle hat)
- Two (2) patched side pockets and 2 patched back pockets on trousers

- General duty rank
- Service belt (as appropriate)
- Name tag as appropriate

12.2 OTHERS

Pull Over

- Knitted maroon jumper
- Worn on top of Dress 5 and 6
- Not to be worn alone

Features

- Maroon colour
- V- neck (for Officers)
- Round neck (for Marshals)
- Must have provision to hang appropriate rank
- Must be worn with appropriate General duty rank
- Name tag as appropriate
- FRSC logo on the left side of the chest

Maternity Dress

It is a maternity gown worn during pregnancy. Approval must be given by the commanding Officer/HOD for a staff to wear it.

Features

- Beige colour short gown just above the knee
- Can be worn with black trousers or skirt with beret
- White round neck inner vest
- Rank badge
- Lanyard, name tag and service shoes with black socks

13. PARADE AND DRILL

Parade is an extension of drill. A parade (also called march or march-past) is a procession of people, usually organized along a street, often in costume, and often accompanied by marching bands, floats or sometimes large balloons. Parades are held for a wide range of reasons, but are usually celebrations of some kind. In Britain the term parade is usually reserved for either military parades or other occasions where participants march in formation; for celebratory occasions the word procession is more usual. In the Armed Forces the term also has several less formal connotations. However, parades can be said to be a uniform and orderly display of men and materials.

13.1 Directions of parade

Parades consist of four directions: Advance, Retire, Left and Right.

- a. The Advance is the primary direction of movement, regardless of which direction the soldiers are actually facing (similar to a ship's bow.) On a parade square, the advance is determined by the position of the dais or flags. When these are not present, the direction of the drill commander is the advance.
- b. The Retire is opposite to the advance, against the primary direction of movement (similar to a ship's stern.)
- c. The Left is to the left of the Advance (similar to a ship's port.)
- d. The Right is to the right of the Advance (similar to a ship's starboard.)

13.2 Quarter Guard

Quarter Guard is one of the types of parade. It is normally mounted to showcase the discipline, alertness and readiness of the command. They are inspected by commanding Officers on daily or weekly basis as may be convenient and also by visiting special guests to the commands.

Quarter guard consists of 9 Marshals; an SRMA AS GUARD COMMANDER, a Sentry, 6 RMAIII and a Bugler. The Sentry is at the right side of the Quarter Guard, followed by the Bugler. The third man is the Quarter Guard Commander and the rest of the Guards.

During the inspection, the best turned out Marshal among the RMAIIIs is selected as the stick orderly to the commander/commanding officer for the day.

13.3 Sequence for Inspecting Quarter Guard

The Sentry is usually positioned at the Quarter Guard for the duty of the day. In that position the Sentry calls out to the remaining Guards by calling out "Turn out the guards, guard turn up"

The Quarter Guard Commander in the Guard room with the remaining guards comes to attention and gives them the word of command to attention then he gives them the word of command "shoulder arms" and then followed with the word

of command "move to the right in single file right turn". After which he marches them to the Quarter guard to align with the Sentry.

On the Quarter Guard, the Guard Commander gives "mark time" and give the "Guard Halt" followed by "With advance left turn" then "ulder arms". The Guard Commander gives the command "dressing! Right dress" (in taking dressing all the guards look right while the Sentry looks straight). He finally calls "Guards eyes front" then "stand at ease". And wait for the Reviewing Officer.

Quarter Guard Commander calls the Guards to attention and shoulder arm as the Reviewing Officer mounts the saluting dais.

The Quarter Guard Commander will give the command "General salute present arms". As the movement begins the Reviewing Officer remains still, the Reviewing Officer only salutes as the right foot of the Guards move a little to the back of the left foot.

The Bugler blows the bugle for the "General salute". As he completes this, the Quarter Guard Commander will give the command "shoulder arms" and the Guards will move the riffle to the right hand side and as the foot comes to its former position of attention, the Reviewing Officer drops his hand at the same time with the Guards.

The Quarter Guard Commander moves a pace forward, halt and salutes with his riffle and the Reviewing Officer receives the salute and drop his hand to the side. The Quarter Guard Commander then introduces himself and the guards to the Reviewing Officer and thereafter invites him for inspection.

The Quarter Guard Commander moves a pace backwards to his position and commands the Guards to "ulder arms". Thereafter, the Reviewing Officer will start inspecting the Guards from the right hand side of the Quarter Guard. He will inspect both front and back of the Guards and return to the saluting dais by passing between the Sentry and Bugler.

After the inspection, the Guard Commander gives the command "General salute present arms" then the Bugler blow the Bugle. After the general salute the Guard Commander will take a pace forward, salute the Reviewing Officer with his riffle and ask for permission to dismiss the Guards into the Guard room. Once the permission is granted, he salutes again and takes a pace backward to align with the other members of the Guard.

The Quarter Guard Commander gives the command "Sentry stand fast, remainder Guards into the Guard room dismiss". While this is being done, the Reviewing Officer will remain in his position. With the command "dismiss" the Guards will turn to the right, hi-port their riffles, look to the left at the direction of the Reviewing Officer at the same time the Sentry will take a step forward and present arm as the Guard turn right, the Reviewing Officer will salute, thereafter

the Guards will turn their face to the front and march off to the Guard room. After that he disembarks the saluting dais and proceeds to the parade ground.

13.4 Ceremonial parade

Ceremonial Parades are formations and movements in which a number of guards or staff executes movements in unison and with precision just as in drill and in commemoration or respect of public figure, event and/or achievements etc. However, their primary value is to render honours and stimulate esprit de corps.

Ceremonial parade is sustained and improved on regimented organization to attain the under listed purposes:

- a. To provide a means, through ceremonies, of enhancing the morale of Officers and Men, developing the spirit of cohesion, and presenting traditional, interesting and well-executed parades.
- b. To boost the pride, dignity and sense of belonging of Officers and Men
- c. To maintain as well as improve on the respect and unique pattern of long held traditions and ethics
- d. To aid in disciplinary training by instilling habits of precision and response to the leader's orders.

Types of ceremonial parade

Ceremonial parade pattern varies in view of the specific occasion it is organized for. The following are the types of ceremonial parades:

- a. Passing out parade.
- b. Independence/ anniversary parade.
- c. Wedding ceremonies.
- d. Pulling out parade.
- e. Burial/funeral parade.
- f. Handing and taking over parade.

14. NATIONAL UNIFORM LICENSING SCHEME (NULS)

14.1 Overview of NULS

The NULS is an umbrella name of many products. It was launched simultaneously in all the States of the Federation and the FCT on 5th February, 1990. These are:

- National Drivers' Licence Scheme (NDL).
- National Vehicle Identification Scheme (NVIS)
- National Vehicle Licensing Scheme (NVLS)
- Proof of Ownership Certificate (POC)
- Vehicle Identification Tag (VIT)
- Roadworthiness Validity Tag (RwVT)
- National Vehicle Number Code (NVNC) and
- Central Data Bank (CDB) now FRSC Information Technological Centre (ITC).

14.2 Process and Procedure of obtaining FRSC products.

In a bid to continue to give the best services to the teeming population which also aligns with the presidential executive order No.1 for Ease of Doing Business, FRSC continues to simplify its processes and procedures for obtaining its products. As follows:

14.3 Process and Procedure of obtaining NDL

a. Issuance of New Driver's Licence

A person not below the age of 18yrs who desire to obtain a Private Driver's Licence shall;

- i. Obtains Learner's Permit from IRS/MLA/MVAA
- ii. Chooses Driving School from list of certified Schools online dssp.frsc.gov.ng
- iii. Driving School trains applicant for sessions & issues certificate
- iv. Successful applicant shall be issued with a certificate of completion. Use the certificate number to call up applicant's record (name & DOB) on pre-populated form ML18N from (www.nigeriadriverlicence.org)
- v. Applicant proceeds to the VIO for Driving Test. If successful, applicant is issued with the Driver's Test Certificate.
- vi. Unsuccessful applicant shall be entitled to apply for another test but not before the expiration of one calendar month from the date of the previous test.
- vii. Successful applicant proceeds to make payment of prescribed fee for Driver's Licence with 3 or 5yrs validity period respectively at designated bank (FCMB, FBN, Access, UBA, Union, Sky Bank using **PAYARENA/ E-PAYMENT platform**).

- viii. Make the confirmation of the payment at IRS/Motor Vehicle Administration Agency (MVAA).
- ix. Applicant shall present his/her self for Bio-metric and Bio-data of the applicants will be captured at FRSC DLC.
- x. Bio-metric investigation shall be conducted on the applicant's bio-metric at FRSC Data Centre.
- xi. Applicant shall collect the permanent Driver's Licence at State IRS/MVAA after 60days

b. Procedure for Renewal of NDL

- i. The holder of a valid Driver's Licence may apply for and obtain a renewal of the Driver's Licence at any time within a period of one calendar month before the expiration date of the Licence.
- ii. All applicants for renewal of Driver's Licence shall undergo a driving test if six (6) months have elapsed since the person last held a valid Licence.
- iii. Applicant shall fill and submit application form online at (www.nigeriadriverslicence.org).
- iv. Applicant proceeds to make payment of prescribed fee for Driver's Licence with 3 or 5yrs validity period respectively at designated bank (FCMB, FBN, Access, UBA, Union, Sky Bank using **PAYARENA/ E-PAYMENT platform**).
- v. Make the confirmation of the payment at IRS/Motor Vehicle Administration Agency (MVAA).
- vi. A Vision Acuity Test shall be conducted at FRSC DLC to confirm the health status of the driver's eyes.
- vii. After the Vision Acuity Test, Bio-metric and Bio-data of the applicants will be captured at FRSC DLC.
- viii. A Temporary Licence with 60days validity period shall be printed and given to the applicant.
- ix. Bio-metric investigation shall be conducted on the applicant's bio-metric at FRSC Data Centre.
- x. Applicant shall collect the permanent Driver's Licence at State IRS/MVAA after 60days.