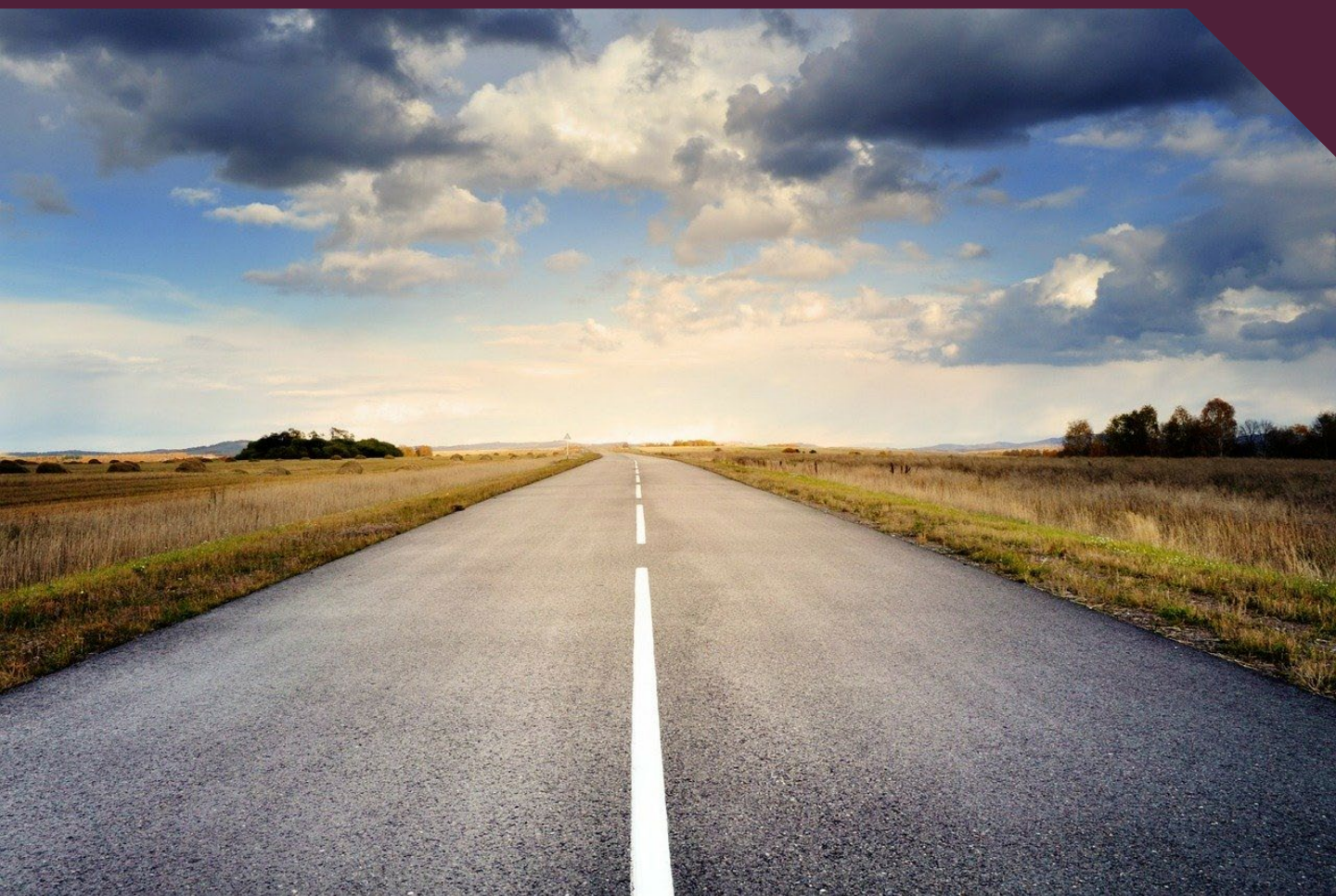




European  
Joint  
Support Unit

# Vehicles & Travel

SHAPE





## TRAVEL & TRANSPORT

### Driving In Belgium

All drivers are recommended to complete a European Highway Code Matrix Test for Driving in Europe, within 30 days of arrival. This can be found at: <http://bfgnet.de/matrix/index.php> There are some interesting “right of way” rules and this will help you to understand them. You must keep your vehicle documents inside your car in case you get stopped by the Police including your driving licence, certificate of insurance, green card, European Highway Code (Matrix) Test Certificate & registration card.

Belgian law requires that all vehicles have a portable red reflective triangle, high visibility vest, fire extinguisher and first aid kit in their boot. If a car is stopped for any reason, the triangle must be placed 200 meters behind it if on the Autobahn and 100 meters behind it on all other roads. Please ensure you know what to do if you are involved in an accident.

### Vehicle Registration & De-Registration

Vehicle Registration is done as part of the arrivals procedure in the SHIPS building. If your vehicle is 4 or more years old (from new if a motorhome) you will need a Controle Technical (CT). In addition, a valid “Green Card” with more than 1 month’s validity (so not a cover note) and the original registration documents. Proof of any tax exemption (if claiming) and certificate of conformity is also required. Do not deregister your vehicle until you have both new plates in your hands.

The process normally takes 2 weeks. Controle Technique (CT) - You need to present your vehicle for a CT test either before your current inspection certificate expires or NO LATER THAN the day on which your vehicle reaches 4 years of age (car, saloon car, minibus, minivan). After these dates additional fees will be applied. Your nearest test centres are; 7020 Mons (Maisieres), Rue Grande 8. Tel: 065 328482, 7033 Mons (Cuesmes), Rue du Grand Courant 18. Tel: 065 394772

### Fuel Card

Duty Free Fuel Cards are available from Top SHAPE and the Rationed Items Store (RIS). These will only be issued to personnel once their vehicle has been registered. The amount of fuel depends on the engine size. They are pre-paid cards and can be used at all Total and most Fina stations but only in Belgium. They are not person/vehicle specific and as such are very flexible.

### Club Total

If you fill your car with at least 25L and use your Club Total Card it provides you with three weeks of roadside assistance within Belgium, including free towing to the closest garage. The cards are located inside the Total Petrol Stations and need to be registered online. More information at: [www.total.be](http://www.total.be)



### Car seats in Belgium

Belgian law states the following:

- Babies up to 13 KG (28 lbs) must be in a car seat in a backwards position.
- Children from 13 KG to 18 KG (28 lbs to 39 lbs) must be in a car seat in a forward facing.
- Children 18 KG to 36 KG (39 lbs to 79 lbs) must be in an adapted car seat using the normal seatbelt.
- Children measuring less than 1.35 m must be in an adapted car seat.

[www.avis.co.uk/drive-avis/driving-guides/road-rules/belgium](http://www.avis.co.uk/drive-avis/driving-guides/road-rules/belgium)

### Parking in Belgium

Parking in town centres is controlled by parking meters, or in so-called blue zones by using a special disc (showing the time of arrival), which can be bought from supermarkets, newsagents or tobacconists.

If using parking meters, a ticket must be bought from a machine and placed clearly on the dashboard, showing valid hours.

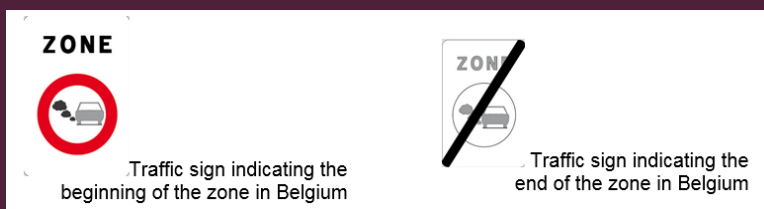
Be vigilant for temporary signs left by the commune to indicate that the road needs to be kept clear for road works etc.

Do not park a vehicle within 15m of tram and bus stops.

### Low Emission Zones (LEZ)

Please research before you travel if you will be travelling through any LEZ.

A useful website is [www.urbanaccessregulations.eu](http://www.urbanaccessregulations.eu) and [www.lez-belgium.be](http://www.lez-belgium.be)



### Winter Tyres

The Belgian authorities recommend the use of winter tyres when conditions dictate. They are compulsory if you wish to go to Germany.

### International Driving Permit (IDP)

You can obtain an IDP from most UK main post offices.

You will need to bring a “passport” photo, your in-date driving licence and the fee (see below). The application must be made in person.

At this stage only Military and UKBC personnel will be able to reclaim the cost of an IDP. The UK cost is £5.50. This fee can be reclaimed by Military Personnel through JPA and by UKBC via the EJSU Cashier.

Further guidance can be sought from either Post Office and Head NSE.



## Priority to the Right

Belgium practices priority to the right. This means you must yield to all traffic on your right. Often there are no designated signs at an intersection. The priority in a roundabout is given to those currently in the roundabout.

## Drink Driving

The legal alcohol limit for non-professional drivers in Belgium is 0.22mg per litre of breath, or 0.5g per litre of blood, which is measured by a blood test in hospital. If you are required to do a breathalyser test it will give one of three answers:

S (Safe): under 0.22mg

A (Alarm): between 0.22 and 0.35mg

P (Positive): over 0.35mg

In the event of an A or P result, the driver must take a further breath analysis test, which calculates the exact amount of alcohol in the breath. This is usually carried out in a police van. Police automatically test the breath of anyone involved in a traffic accident, whether victim or pedestrian.

## Useful Road signs







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## SECURITY & EMERGENCY SERVICES AWARENESS MESSAGE



### Stay calm, keep safe

If you have had an accident, it's important not to panic. Turn off your car engine. Turn on your hazard lights and get out of the car safely – you may want to exit from the passenger side to avoid traffic.

Consider the moment and situation you exit the car

Wear the reflective vest, secure the area and place the warning triangle. Take all necessary measures to avoid further damage or casualties. This includes extinguishing a fire if necessary.

Consider using a flash light at night

### Don't put yourself in danger

Stand a safe distance away from your car and the road. Don't smoke or use mobile phones if there is a risk of petrol vapor in the air. Don't move any vehicle until the police have arrived, unless there's a chance of further injury if it stays in place.

The safety of everyone involved is always the first priority.

### Call for help

If you or anyone else has been hurt in the accident, call the emergency services immediately on 112 or SHAPE Police 065 / 44- 3334. Be prepared to provide personal details, information concerning the type of accident, your location and casualties.

### First Aid

Any person involved in an accident is obliged to provide assistance to casualties.

- First Aid if you have sufficient knowledge
- Actively assist casualties and seek for help

### Take down the details

Once everyone involved is safe or being cared for, it's time to annotate exactly what happened. You'll need to write down:

- The date, time and exact location of the accident
- The name address and phone numbers of the other drivers
- The make, model and registration numbers of the other vehicles
- The name address and phone numbers of any witness, including passengers
- Details of injuries and attending police officers
- The insurance details of the other drivers

The details mentioned are included in the standardized European Traffic Accident Report forms. As a side note, it's a good idea to take photos of the accident scene, showing positions of the vehicles involved, any skid marks and any damage. If you don't have a camera or a camera phone, ask others in the area to do so or draw a sketch of the scene.

### Don't admit liability

Whether you've had a minor prang or suffered something more serious, don't admit liability even if you think the accident was your fault. You should not discuss details of a settlement with the other driver(s) without speaking with your insurance company.

### Your legal responsibilities

Following a minor accident, it's possible to simply arrange a "Gentlemen's Agreement". This agreement can be settled if there were no injuries, no offences committed and no damage to public property (like road signs) as a result of the accident.

In order to provide all information required you should use the standardized European Traffic Accident Report form. In these forms the information is standardized so you are sure that the right information is passed on.

### Reminder

Please make sure the safety and emergency equipment in your vehicle is up to date and in good condition. This applies especially for your First Aid Kit and the Fire Extinguisher. This equipment has to be maintained frequently.

### Emergency Phone Numbers

Belgium Emergency Service:	100 / 112 via Cellular
Gendarmerie / Police:	101 / 112 via Cellular
SHAPE Police / Emergency Service	065 / 44-3334
	065 / 44-3333

In case you have a traffic accident off base you may request support from the SHAPE Federal Police.

The International Military Police and SHAPE Federal Police – working in partnership with you...  
FIND US ON THE WEB...

[www.shape2day.com/PMO\\_Home.aspx](http://www.shape2day.com/PMO_Home.aspx)  
[www.shape2day.com/policemattersinbelgium](http://www.shape2day.com/policemattersinbelgium)

Listen to us on AFN Radio (FM 106.5) Fridays from 0900-1000  
Questions and Answers, Email us at: [SHAPEComPol@shape.nato.int](mailto:SHAPEComPol@shape.nato.int)



## Accident Report

Does **not** constitute an admission of liability, just a statement of identity and the circumstances.

1 Date of accident .....	Time .....	2 Locality · Country · Place .....	3 Injuries even if slight no <input type="checkbox"/> yes <input type="checkbox"/>
4 Material damage other than to vehicles A and B: <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> objects other than vehicles: <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/>		5 Witnesses: names, addresses, tel. ..... ..... .....	

**Vehicle A**

6 Insured/policyholder\*  
Surname .....  
First name .....  
Address .....  
Postcode ..... Country .....  
Tel. or e-mail .....

7 Vehicle  
Motor: .....  
Make, type .....  
Registration No. ....  
Country of registration .....  
Trailer: .....  
Registration No. ....  
Country of registration .....

8 Insurance company (see insurance certificate)  
Surname .....  
Policy No. ....  
Green Card No. ....  
Insurance Certificate  
or Green Card valid from ..... to .....  
Agency (or bureau, or broker) .....  
Address .....  
Country .....  
Tel. or e-mail .....  
Does the policy cover material damage to the vehicle? no ☐ yes ☐

9 Driver (see driving licence)  
Surname .....  
First name .....  
Date of birth .....  
Address .....  
Country .....  
Tel. or email .....  
Driving licence No. ....  
Category (A, B, ...) .....  
Driving licence valid until: .....

**Circumstances**

12 Put a cross in each of the relevant boxes to help explain the drawing - delete where appropriate:

A	What happened?	B
1	* parked / stopped	1
2	* leaving a parking space / opening a vehicle door	2
3	entering a parking space	3
4	* emerging from a parking space, from private premises, from a track	4
5	* entering a parking space, private premises, a track	5
6	entering a roundabout	6
7	circulating a roundabout	7
8	striking the rear of the other vehicle in the same line of traffic and travelling in the same direction	8
9	going in the same direction but in a different line of traffic	9
10	changing lines of traffic	10
11	overtaking	11
12	turning to the right	12
13	turning to the left	13
14	reversing	14
15	changing to a lane reserved for traffic in the opposite direction	15
16	coming from the right (at a junction)	16
17	had not observed a priority sign or a red light	17

State the number of boxes marked with a cross  
← [ ] →

13 Sketch of accident when impact occurred  
Complete your sketch later: [www.AccidentSketch.com](http://www.AccidentSketch.com)  
Indicate 1. the layout of the road 2. by arrows the direction of the vehicles A, B 3. their position at the time of impact 4. the road signs 5. names of the streets or roads

**Vehicle B**

6 Insured/policyholder\*  
Surname .....  
First name .....  
Address .....  
Postcode ..... Country .....  
Tel. or e-mail .....

7 Vehicle  
Motor: .....  
Make, type .....  
Registration No. ....  
Country of registration .....  
Trailer: .....  
Registration No. ....  
Country of registration .....

8 Insurance company (see insurance certificate)  
Surname .....  
Policy No. ....  
Green Card No. ....  
Insurance Certificate  
or Green Card valid from ..... to .....  
Agency (or bureau, or broker) .....  
Address .....  
Country .....  
Tel. or e-mail .....  
Does the policy cover material damage to the vehicle? no ☐ yes ☐

9 Driver (see driving licence)  
Surname .....  
First name .....  
Date of birth .....  
Address .....  
Country .....  
Tel. or email .....  
Driving licence No. ....  
Category (A, B, ...) .....  
Driving licence valid until: .....

10 Indicate the point of initial impact to vehicle A by an arrow →

10 Indicate the point of initial impact to vehicle B by an arrow →

11 Visible damage to vehicle A: .....

11 Visible damage to vehicle B: .....

14 My remarks: .....

14 My remarks: .....

15 Signatures of the drivers

A →

← B



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### Biking in Belgium

Riding your bike in Belgium requires you to have a road worthy bike with lights, reflectors, brakes and a bell to alert pedestrians that you are coming.

### Airports

Brussels South Charleroi Airport	48km
Brussels Airport	75.5km
Antwerp International Airport	112km

### Rail

[www.b-rail.be](http://www.b-rail.be)

#### Nearest Stations

SNCB Jurbise (Jurbeke) PLACE DE LA GARE, 9 7050 JURBISE (Jerbek). This station has a No16 bus that passes within 2 miles of SHAPE.

SNCB Soignies (Zinnik). The train from Brussels (Bruxelles) stops here before Jurbise (Jurbeke) so may also be the quickest option in terms of reaching SHAPE RUE DE LA STATION, 96 7060 SOIGNIES (Zinnik). This station has a No 15 bus that stops at the main gate at SHAPE.

Mons (Bergen) BOULEVARD CHARLES QUINT, 33 7000 MONS (Bergen). This station has a No 15 bus that stops at the main gate of SHAPE

### Buses

[www.infotec.be](http://www.infotec.be)

### Taxis

- Taxis Willy (Registered for access to SHAPE)  
Tel: 065 31 98 08 Mob: 0475 41 44 55
- Taxi Top (Registered for access to SHAPE)  
Tel: 065 84 24 06 Mob: 0495 20 92 09
- Taxis Dimino (Not registered for access to SHAPE)  
Tel: 04 233 50 40
- Taxis Milie (Not registered for access to SHAPE)  
Tel: 065 84 43 92

**PLEASE NOTE:** If a SHAPE member wishes to be picked up inside SHAPE, then he/she must contact one of the registered companies; it will also ease access if the details i.e. company, time/place of pick-up and name of SHAPE member ordering the taxi, are passed to the IMP Desk, Ext 3353. If a SHAPE member wishes to be dropped off inside SHAPE, then he/she must use one of the registered companies. If another company is used the SHAPE member will be required to sponsor and ensure that the taxi driver books in at the Visitors Office.

All taxi drivers must produce satisfactory identification and comply with any security checks in force. Failure to comply with the foregoing procedures will result in denial of access. Also be aware that taxis fees can be extremely high; make sure you negotiate and confirm the approx cost of your journey before you take it to avoid any surprises.