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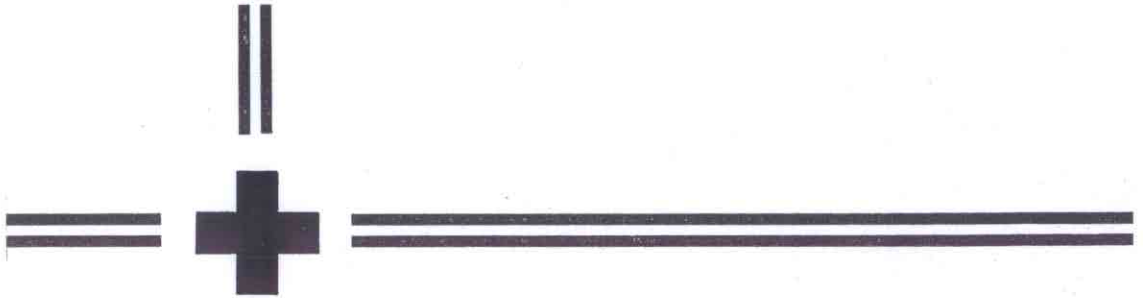

MOTOR CORPS

Volunteer Special Services

THE AMERICAN NATIONAL RED CROSS
WASHINGTON, D. C.

ARC 417
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MOTOR CORPS

KEY FACTS

What Do They Do?

They provide transportation in connection with regular Chapter activities—Services to the Armed Forces (including Home Service), Disaster Relief and Junior Red Cross. Also, they may aid local or national philanthropic organizations.

How Is the Corps Organized?

The Captain of the Corps is appointed by the Chapter Chairman, upon the recommendation of the Chairman of Volunteer Special Services, with the approval of the Chapter Executive Committee. The Captain appoints officers and committees and directs the activities of the Corps.

Who May Enroll?

In general, only citizens of the United States between 20 and 50 years of age are eligible. They must satisfy health and fitness requirements and agree to give at least 18 hours of service a year. Most Chapters are requiring more.

What Training Is Required?

Standard and Advanced First Aid Course—30 hours.
Motor Mechanics Course. See suggested outline.

What Is the Uniform?

Both the new lightweight (summer), and heavyweight (winter) uniforms consist of a gray coat-dress, topcoat, and overseas cap. The former is worn with a dicky, the latter with a shirt.

How Are Records Kept?

These forms are used: Application (Form 1234 A), Volunteer Motor Corps Enrollment Record (Form 1234), and Identification Card (Form 1234 B).

Volunteer Special Services Motor Corps

PURPOSE

The MOTOR CORPS of the American Red Cross is organized to furnish economical and efficient transportation whenever and wherever it is needed in Red Cross work.

ACTIVITIES

I. WITHIN THE CHAPTER, the primary duty of the Motor Corps is to render service for regular Chapter activities. This service comes under the following headings:

At Chapter Headquarters, the Motor Corps may:

Collect and distribute material and garments for war relief and other production activities

Provide routine transportation for supplies and Chapter workers

Assist in transportation of instructors and equipment

Provide transportation for workers and material during Roll Call and other campaigns

Provide outings for convalescents and chronic invalids at the request of the hospitals

Transport public health nurses and supplies

Transport children and other patients to hospitals, clinics, and doctors' offices

Provide transportation for nurses, First Aid, and Water Safety staff members in times of epidemic and disaster

Transporting Soldiers

Serve at parades and public gatherings

Furnish transportation in connection with Blood Plasma Program.

In Disaster Relief, the Motor Corps may:

Provide ambulance service for disaster sufferers, and motor transportation for relief supplies and workers

In Services to the Armed Forces, the Motor Corps may:

Assist in the ambulance transportation to the hospitals of sick and wounded from hospital trains and ships, or from military or naval reservations Transport workers, entertainers, and supplies to and from military and naval reservations

Provide outings for hospitalized service and ex-service men and women

Provide transportation for Home Service workers, and for Home Service clients.

In Junior Red Cross, the Motor Corps may:

Transport children detailed for special Red Cross Service

Transport supplies for Junior Red Cross activities.

II. ASSISTANCE TO LOCAL OR NATIONAL AGENCIES

For many years the Red Cross Motor Corps in addition to its duties in connection with normal Chapter activities have made its services available to recognized local or national agencies.

Therefore, in this period of national emergency, Chapters should be prepared to increase the membership of the Corps in order to meet any additional requests for transportation.

Such extension of service should be undertaken with the approval of the Chapter Executive Committee. This work counts as Red Cross service and is supervised by the Chapter.

ORGANIZATION

The officers of a Motor Corps should consist of a Captain, an Adjutant, and such Lieutenants or Aides as the size of the Corps may require. If there is any objection to the use of military terms, the titles "Chairman" and "Vice Chairman" may be substituted. In addition to the general qualifications listed below for all Motor Corps members, these officers should have leadership ability, good judgment, and resourcefulness.

National Defense Work

Taking Crippled Children to Hospital

Caring for Accident Victims

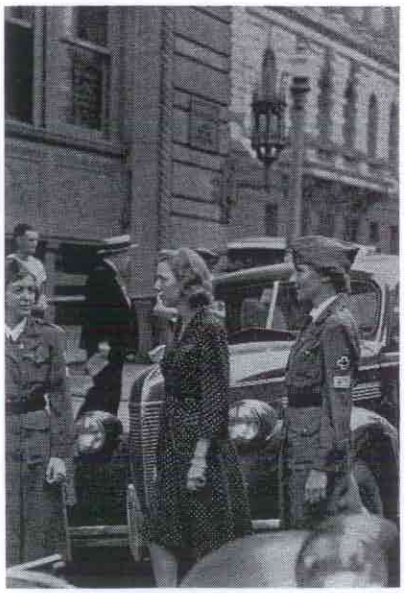
The Captain of the Corps is appointed by the Chapter Chairman upon the recommendation of the Chairman of Volunteer Special Services with the approval of the Chapter Executive Committee. Appointments are for one year with the privilege of reappointment. In the absence or disability of the Captain, the Adjutant acts as commanding officer.

In consultation with the Chairman of Volunteer Special Services the Captain selects the other officers, arranges the training courses for members, and plans and directs the activities of the Corps. If the Corps is large enough, it should be subdivided into units.

MEMBERSHIP

To be eligible for Motor Corps membership, United States citizenship is generally required, and is obligatory for those working within military or naval reservations. The age range is 20–50, but this does not apply to women already enrolled who can continue to satisfy the health and other requirements. Only experienced drivers who already hold required state and local licenses shall be accepted. It is not the purpose of the Red Cross to teach women to drive.

Prospective members must agree to give the required number of hours a year. The national minimum is 18 hours of service a year, but many Chapters are greatly increasing this requirement to meet their expanding commitments.



Transportation of Blood Donor

In addition to the general qualifications listed above, each candidate for the Motor Corps must meet the following requirements:

Furnish two character references

Furnish a doctor's certificate of health indicating her fitness for service in the Motor Corps, with particular emphasis on good sight and hearing

Hold an automobile driver's license or permit, and in addition a chauffeur's license if required by local police regulations

Hold certificates which show completion of the 20-hour First Aid Standard Course and the 10-hour First Aid Advanced Course; complete Motor Mechanics Course (see next section for details)

Agree to carry in her car a specified Red Cross First Aid Kit, regularly replenished and subject to inspection

Pledge herself to respond willingly and promptly to all calls for service in connection with the work of the Corps

Agree to drive carefully and alertly, to know and comply with all the traffic rules and regulations

Agree to take advantage of lectures and demonstrations offered in highway traffic and safety.

When a volunteer transfers from the Motor Corps of one Chapter to that of another, she must agree to meet the requirements of the second Chapter.

TRAINING FOR MEMBERS

Membership certificates are granted only upon completion of the required courses in First Aid and Motor Mechanics. These certificates are issued through the Area Offices.

First Aid—30 hours

Completion of both the Standard and Advanced First Aid Courses is essential. These courses must be given by an instructor certified by National Headquarters. Thereafter, compulsory review must be provided by the Chapter. For details on courses, see *First Aid Planning for Chapters* (ARC 1052). In order to make practical use of this training, each

Motor Corps Members Repair Car

volunteer must have a regulation First Aid Kit (see EQUIPMENT).

Motor Mechanics

With the help of local automobile clubs, schools, and garages, each Chapter should work out its own course in Motor Mechanics, using the suggested outline as a general guide.

Safe Driving

It is essential that Motor Corps members be cognizant of state and local hazards and be familiar with main and secondary highways within the Chapter jurisdiction.

For instruction, consult state and local police.

The following outline of the Motor Mechanics Course of one Chapter may be helpful to other Chapters in planning their courses:

Suggested Motor Mechanics Course—Motor Corps

Outline of Course

Defining source of trouble, whether electrical or fuel

Gas trouble

Start at main-supply gas tank; check gas line and connection for leaks and dirt

Functioning of fuel pump

Check fuel pump to carburetor.

Electrical trouble

Start at main source of supply—the battery

Check main cables—spark plugs—all wire connections

Possibilities of wet weather interfering with proper electric efficiency and the remedy.

Miscellaneous

Tire changing

Starter locking

Stuck in mud or on ice

Installing chains

Replacing worn-out bulb.

Final Examination

At an examination to complete the Motor Mechanics Course every member of the class should demonstrate her ability to do the following:

Change a tire

Apply chains

Replace light bulbs

Check gas flow at carburetor back through fuel pump to tank

Instruction in Motor Mechanics

Check battery

Check loose electrical connections

Check spark plugs

Check electrical current at generator and distributor

The instructor may disconnect various electrical wires and parts of the gas pipe system and each member be required to analyze what is wrong and to put the motor into running condition again.

As a Motor Corps text or supplementary reading, the American Automobile Association's book *Sportsmanlike Driving* is recommended. This may be obtained from the local AAA motor club, or the AAA in Washington, D. C.

Optional Advanced Courses

Chapters may arrange further courses for Motor Corps members. Any appropriate activity may be undertaken, but the following are suggested:

1. Advanced course in Motor Mechanics, when it is felt that more intensive training is needed
2. Military training suitable for Motor Corps members may be given by the Chapter with the cooperation of local military groups. Instructions may include military drill, map reading, black-out driving, and convoy duty.

REGULATIONS

Equipment

Kits. Each Motor Corps member must have a First Aid Kit. The 16-unit Red Cross First Aid Kit is required for ambulance and emergency use.

Under normal circumstances, however, members driving private cars or station wagons may use a 6-unit kit.

The 16-unit kits may be purchased through the Chapters for $5.00. These are described in First Aid and Life Saving Textbooks, Supplies and Insignia (ARC 1009).

The 6-unit kits are made up locally. One Chapter's 6-unit kit, which has proved satisfactory, costs $1.25, and contains the following: 3 triangular (cravat) bandages, 1 mild iodine applicator, 1 tube of burn treatment, 1 box of 3-inch bandage compresses, 1 of adhesive compresses, 1 of 3 by 3-inch gauze pads, and 1 of ammonia inhalants.

Disks. The cars of members may be identified by disks attached to the license plates. These disks are white, red, green, and gold enamel, and are 3½ inches in diameter. Purchased from Area Offices, they should always be the property of the Chapter, issued by it to Corps members, and returned to it when a member transfers from one Chapter to another. Disks should be removed or covered when car is not being used for Red Cross duty. By keeping a careful record of disks issued, the Chapter may prevent their use by unauthorized persons.

Insurance

As a safeguard, volunteers who own and operate cars performing Red Cross service should carry policies containing the "Omnibus Clause" which is used in all standard automobile policies. The inclusion of this clause will give the American Red Cross the same protection as that accorded the owner of the car. Policies, however, should not be made out jointly to the car owner and the American Red Cross. *Chapter-owned vehicles must have complete insurance coverage.*

Financial Responsibility for Cars

The Motor Corps member bears the cost of car maintenance and gasoline except in cases of Chapter-owned vehicles.

Saluting by Motor Corps members is discouraged.

Records, Reports, and Forms

The following record forms for the use of the Corps may be obtained, free of charge, from the Area Office upon request: Application Cards (Form 1234 A), Volunteer Motor Corps Enrollment Records (Form 1234), and Identification Cards (Form 1234 B).

A Volunteer Corps Enrollment Record Card (Form 1234) for each member should be kept in a file box at Chapter Headquarters. On one side of these cards is a calendar for recording hours served daily; on the other, space for such data as name, address, telephone number, and type of service. In addition to these individual records, it is suggested that the Chapter keep a daily time card for its whole group of Motor Corps members. Since the form of these cards must be adapted to local needs, they are not issued by National Headquarters, but should be printed by the Chapter and furnished without cost to its members.

UNIFORMS

Purpose

The wearing of uniforms makes the volunteer conscious of her responsibility to the Red Cross, and identifies her in the mind of the public as a Red Cross volunteer.

General

The following uniforms are authorized by the National Organization and may be worn only by enrolled members. The regulations which follow supersede all previous uniform regulations. It is expected that within a reasonable time, the new uniforms will supplant the older styles now in use.

A Chapter may withdraw the privilege of wearing a uniform for a legitimate reason. Volunteers purchase their own uniforms and may wear them after service ends if all Red Cross insignia are removed.

The Motor Corps uniform should always be worn by the Captain of the Corps when on duty, and by ambulance drivers, except in emergencies, when they may wear the uniform cap and coat with a dress. All members must wear uniforms when on military and naval reservations, and are urged to wear them when driving private cars on all Red Cross assignments. WHEN IN UNIFORM, NO JEWELRY SHOULD BE WORN EXCEPT THE MOTOR CORPS SERVICE PIN, A WRIST WATCH, OR WEDDING RING.

Description

LIGHTWEIGHT (OR SUMMER) UNIFORM. The new lightweight uniform has been adopted nationally, and supplants both the old modified and indoor uniforms. It consists of a blue-gray coat-dress and overseas cap of washable rayon, and a white rayon dicky which simulates a shirt with a collar.

The illustration on page 14 shows details of the new lightweight uniform: the shoulder and sleeve straps are of the same material as the coat-dress. The tab at each end of the collar is of hunter green grosgrain ribbon (1½ by 2½ inches) with a ¼ inch black braid in the center. The buttons are of black vegetable ivory with raised crosses and the words "American Red Cross" around the circumference. The two ARC pins, Motor Corps pin, and sleeve emblem are in correct positions (see INSIGNIA).

The following accessories, which may be purchased locally, shall accompany this uniform: a plain black four-in-hand tie; plain black leather belt not more than 2 inches wide; black oxfords; natural colored hose; and black or gray gloves.

In many parts of the country, the lightweight uniform may be used all year round by adding the lightweight wool topcoat with zipped-in or buttoned-in lining of hunter green.

The cost of the coat-dress, cap and dicky is approximately $15.00 plus cost of transportation, and these may be ordered

The New Lightweight Uniform

on Form 1567 from Area Offices. Extra dickies cost $1.00. The topcoat of the lightweight uniform costs under $30.00 and directions for ordering it are available at Area Offices.*

HEAVYWEIGHT (OR WINTER) UNIFORM. The new heavyweight uniform for colder climates will consist of a gray woolen coat-dress and matching overseas cap; a tailored white shirt with collar attached; and a topcoat with zipped-in or buttoned-in lining of hunter green. This top-

*Prices are subject to change without notice.

coat is similar to that of the lightweight uniform, except that it is of heavier material.

Accessories worn with the heavyweight uniform are similar to those listed above for the lightweight uniform.

Prices and directions for obtaining ready-made or custom-made heavyweight uniforms at wholesale prices are available at Area Offices.* Or, Motor Corps members may have this uniform made up by a competent tailor. (Area Offices will provide specifications and sample of material upon request.)

Specifications for heavyweight (or winter uniform)—size 16

Dress: Length — † 43 inches
Bust 36½ "
Waist 28½ "
Hips 38½ "

Sleeve length, from collar seam over shoulder to bottom, 29 inches.

Cloth: Gray tropical worsted, 58 inches wide, 10 ounce weight. (Can also be made in heavier weight.)

Lining: Yoke and sleeve lining of Celanese.

Make: Buttons in front with five 36-ligne composition buttons. (Space between third and fourth buttons, approximately 5 inches, for leather belt.)

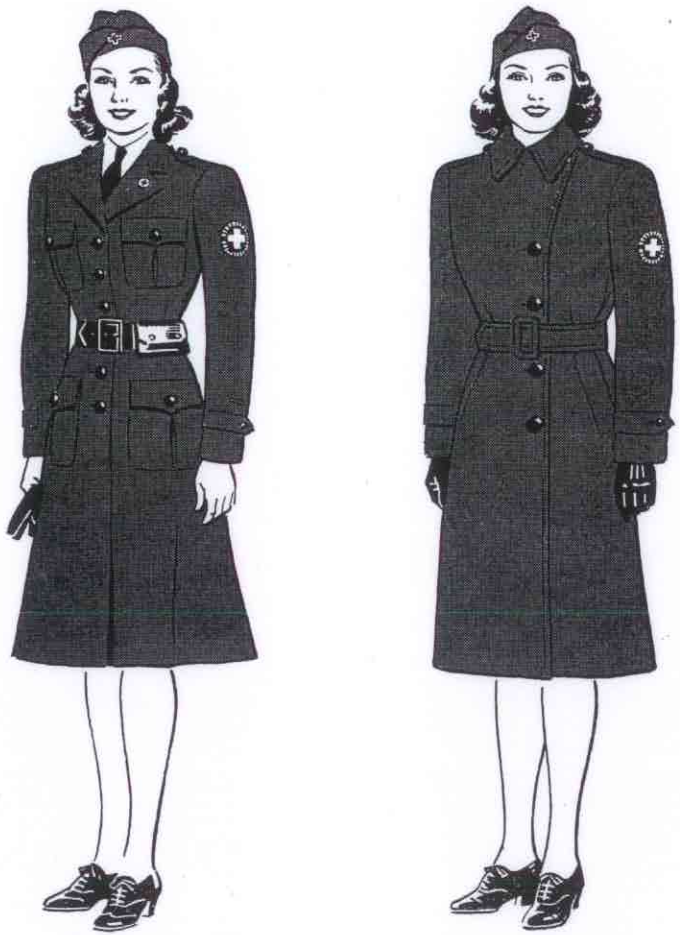
Has four pockets, each with one 36-ligne button on flap; total, 9 medium 36-ligne buttons for dress.

Bottom of skirt has side pleat running from bottom up about 16 inches, in front. Dress length, 16 inches from floor.

Pockets: Has four military pockets, with inverted pleats, and buttons as above.

Lapel and Collar: Regulation notched lapel and collar.

* Prices are subject to change without notice.
† Length subject to variation according to individual's height.



The Heavyweight (or Winter) Uniform Dress and Coat

Tabs: Four tabs of same cloth as dress, without piping; one on each shoulder and one 3 inches from each sleeve bottom.

Tabs have button-holes to fasten on small 24-ligne buttons, one button on each tab; total, 4 small 24-ligne buttons.

Sleeve Emblem: Embroidered sleeve emblem, with words "American Red Cross Motor Service," is worn on left sleeve, 4½ inches below shoulder, armhole seam.

Belt: Dress is worn with a 2-inch leather belt.

Cap: Modified overseas style, of same material as dress; piped with green, same as coat piping; made in usual head-sizes.

Coat: Length *44 inches from back of neck to bottom of coat.

Bust	37	"
Waist	29	"
Hips	39	"

Sleeve length, from collar seam over shoulder to bottom, 29½ inches.

Cloth: Gray military worsted serge, 60 inches wide, 14/16 ounce weight.

Detachable Lining Cloth: Green meltonette, 60 inches wide, 14/14½ ounce weight.

Lining: Coat is lined to the bottom, and through the sleeves, with Celanese.

Also has a green meltonette zipped-in or buttoned-in lining, with a silk yoke to the waist.

Aeroplane cloth between for a wind-breaker.

Make: Single-breasted, with one row of four 45-ligne composition buttons, and one button under lapel; total, 5 large buttons.

Has wide military lapel and collar, as per photo.

Usually worn in double-breasted style.

Pockets: There are two slant pockets, one on each side.

Tabs: There are four tabs, one on each shoulder and one on each sleeve bottom.

Tabs are of same cloth as coat, with green piping on edges of same cloth as green zip-in lining.

There are buttonholes on tabs to fasten on 24-ligne composition buttons, one button on each tab; total, 4 small buttons.

*Length subject to variation according to individual's height.

Belt: Overcoat has a two-inch cloth belt which fastens all around, with a cloth-covered buckle.

Emblem: Embroidered sleeve emblem, with words "American Red Cross Motor Service," is worn on left sleeve, 5½ inches below shoulder, armhole seam.

INSIGNIA

Every Motor Corps member wears these insignia on her uniform: midway on the left lapel—the service pin of the Corps, with its green border, and wheel design; on the coat lapel parallel to the notch—two bronze cutout ARC pins; and on the left sleeve, 5½ inches below the shoulder armhole seam—an emerald green emblem with the words "American Red Cross Motor Corps Service" embroidered in red around the circumference. The cap has an enameled Red Cross cutout pin on the left side, military style.

To denote rank, the Captain wears two diamond-shaped pins of silver finish on each shoulder strap; the Adjutant and Lieutenant wear one on each shoulder. They may also wear a bar pin beneath the enrollment pin bearing the words "Chairman" or "Vice Chairman."

(Note: Four years of consecutive service entitles a Motor Corps volunteer to go on reserve status, and to keep her service pin. If she leaves the Corps before this time, she must turn in her pin to the Chapter. Her money will be refunded if the pin is in good condition.)

Bars and Chevrons

Length of service is indicated by bars and chevrons embroidered in red. Purchased from Area Offices, these are issued to Motor Corps volunteers by the Chapter Chairman of Volunteer Special Services, or by some other responsible officer. Bars or chevrons may be worn only for service since January 1, 1928, the time when counting of volunteer hours was begun.

A bar represents one year's service and is 1½ by ¼ inches. The first is placed horizontally 1 inch above the strap of the left sleeve, the second and third are added above it ¼ of an inch apart.

A chevron is substituted for the three bars after four years of service. This is an inverted V measuring 1½ inches between the points at the bottom, and is so placed on the sleeve to allow space beneath it for further bars. After each additional four-year period of service, another chevron is added, ⅜ of an inch above the last.

If a volunteer transfers from one Corps to another, she may use her bars and chevrons on the uniform of her new Corps.

Special Insignia

Motor Corps members in good standing in Advanced First Aid Training and who hold current First Aid cards, may wear the First Aid sleeve emblem on their uniforms. This should be placed ½ inch below the Motor Corps emblem. Or, if not in uniform, these members may wear the Emergency First Aid or Advanced Course pin.

PRICE LIST

Articles Available Through Area Offices

Buttons for Motor Corps Uniforms:

Small 24-ligne, per dozen	$ .35
Medium, 36-ligne, per dozen	.40
Large, 45-ligne, per dozen	.65

Emblems:

Sleeve, Motor Corps	.35
Bars, each	.07
Chevrons, each	.10
Emergency First Aid Emblem	.20

Pins:

Bar pin bearing the words "Chairman" or "Vice Chairman"	.25
Bronze initial "A. R. C." cut-out	.25
Diamond shaped, set of two	.25
Cap pin, enamel Red Cross cut-out	.25
Motor Corps enrollment pin	.50
Emergency First Aid or Advanced Course pin	.20

Disks: (including cover)	.75
Separate covers	.10
16-Unit Standard First Aid Kit	5.00

Prices are subject to change without notice

Address of National Headquarters and Jurisdictions and Addresses of Area Offices

National Headquarters—*17th and D Streets, N. W., Washington, D. C.*

Eastern Area—*615 North St. Asaph Street, Alexandria, Virginia:* Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia.

Midwestern Area—*1709 Washington Avenue, St. Louis, Missouri:* Arkansas, Colorado, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wisconsin, Wyoming.

Pacific Area—*Civic Auditorium, Larkin and Grove Streets, San Francisco, California:* Alaska, Arizona, California, Idaho, Nevada, Oregon, Utah, Washington.

Insular and Foreign Operations—*17th and D Streets, N. W., Washington, D. C.:* Canal Zone, Guam, Hawaii, Philippine Islands, Puerto Rico, Samoa, Virgin Islands.