



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5100.12H CH-1
N09F
25 Jun 08

OPNAV INSTRUCTION 5100.12H CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: NAVY TRAFFIC SAFETY PROGRAM

Encl: (1) Revised pages 5 through 25

1. Purpose. To transmit changes, which revise traffic safety policies and motorcycle training programs and requirements.

a. The following paragraphs have been added: 6i(5), 6i(6), 6k(15), 6k(16), and 6k(17).

b. The following paragraphs have been changed: 13a(3) and 13a(6).

c. Paragraph 13b has been modified and renamed as "Follow-on Training."

2. Action. Remove pages 5 through 22 of the basic instruction and insert enclosure (1).

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WASHINGTON, D.C. 20380-2000

IN REPLY REFER TO
OPNAVINST 5100.12H
CNO (N09F)
7 March 2008

OPNAV INSTRUCTION 5100.12H

From: Chief of Naval Operations

Subj: NAVY TRAFFIC SAFETY PROGRAM

Ref: (a) DoDI 6055.4, DoD Traffic Safety Program, of 20 July 1999
(b) OPNAVINST 5102.1D/MCO P5102.1B, Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual
(c) SECNAVINST 5100.10J, Department of Navy (DON) Policy for Safety, Mishap Prevention, Occupational Health and Fire Protection Programs
(d) DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, of 3 August 2004
(e) NAVFAC P-300, Management of Civil Engineering Support Equipment
(f) OPNAVINST 11200.5D, Military Police Motor Vehicle Traffic Supervision
(g) OPNAVINST 5100.25A, Navy Recreation, Athletics and Home Safety Program Traffic Supervision

Encl: (1) Traffic Safety Definitions
(2) Annual Safety Belt Usage Report

1. Purpose. Assign responsibilities and establish policy for the Department of the Navy (DON) Traffic Safety Program. This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. OPNAVINST 5100.12G.

3. Background. Reference (a) directs the Navy to implement a Traffic Safety Program designed to reduce deaths, injuries, and property damage caused by motor vehicle mishaps. Commanders are authorized to develop local written instructions that meet or exceed the requirements of this policy directive.

4. Scope and Effect

a. Scope. This instruction applies to all motor vehicle operators, passengers, bicyclists and pedestrians at all Navy commands, activities, units, installations and facilities, ashore and afloat, as follows:

- (1) All military personnel at all times.
- (2) On-duty Navy civilian personnel on/off base.

(3) All persons in a Department of Defense (DoD)-owned/leased or rented motor vehicle used for official business.

(4) All other persons who operate a motor vehicle on Navy installations.

b. Effect. Violation of provisions of this instruction by military personnel may be punishable under the Uniform Code of Military Justice. Violations of the provisions of this instruction by civilian employees may subject them to disciplinary action or administrative action under applicable civilian personnel instructions.

5. Definitions

a. Enclosure (1) contains definitions of traffic safety terms used in this instruction.

b. The terms "shall," "will," and "must" when used in this directive require mandatory compliance. "Should," "may," and "can" are used to denote actions that are recommended but are not mandatory.

6. Responsibilities

a. Chief of Naval Operations, Special Assistant for Safety Matters, (CNO (N09F)) shall be responsible for developing policy and guidance for the Navy Traffic Safety Program and issuing appropriate directives to ensure implementation by commands, activities, and individuals.

b. Naval Inspector General (NAVINGEN) will include the Traffic Safety Program in scheduled safety program oversight reviews. Findings and recommendations for improvement will be provided to CNO (N09F) as part of NAVINGEN annual reports.

c. President Board of Inspection and Survey (PRESINSURV) shall conduct oversight of Navy Traffic Safety Program compliance during routine afloat unit inspections. Findings and recommendations for improvement will be provided to CNO (N09F) as part of PRESINSERV annual reports.

d. Commander, Naval Education and Training Command (NETC) will provide traffic safety training and educational materials to military and civilian personnel as required to support the overall Traffic Safety Program. NETC will also:

(1) Prepare, provide, and distribute audiovisual aids, electronic courses, and other training materials for use in command traffic safety training programs.

(2) Serve as the central source for collection, publication, and dissemination of information on traffic safety training courses.

e. Commander, Naval Reserve Forces (COMNAVRESFOR) - All commands are responsible for training assigned personnel, both active and reserve component. The supported command is responsible for training reserve component personnel assigned to their supporting units. COMNAVRESFOR will assist active component commands with meeting this training requirement for their supporting reserve unit personnel, upon request.

f. Superintendent Naval Academy shall ensure training required by this instruction is provided for all Midshipmen.

g. Commander, Naval Safety Center (COMNAVSAFECEN) shall be responsible for determining traffic safety program policies and objectives, preparing and implementing directives, as well as managing all aspects of mishap prevention specifically directed to government and privately owned motor vehicles. COMNAVSAFECEN shall:

(1) Certify and recertify DON instructors for motorcycle, driver improvement, and Emergency Vehicle Operator Courses (EVOCs) and perform quality assurance reviews. Instructors for Motorcycle Safety Foundation (MSF) and American Automobile Association (AAA) driver improvement programs may be certified by an outside agency or state sponsored program, or other COMNAVSAFECEN approved programs.

(2) Conduct on-site traffic safety program reviews upon request from Echelon 2 or Echelon 3 commands.

(3) Conduct on-site traffic safety program reviews as part of the afloat safety survey process.

(4) Provide program guidance and actively promote traffic safety.

(5) Coordinate with NETC to ensure protocol and training objectives for COMNAVSAFECEN approved traffic safety programs and training certifications are appropriate to NETC's internal goals and objectives.

(6) Serve as the repository for Navy and Marine Corps reportable motor vehicle mishap reports, and provide traffic safety statistics, trend analysis and recommendations to improve the overall Navy Traffic Safety Program.

(7) Forward, to Assistant Deputy Under Secretary of Defense for Environmental Security Force Protection, the annual

Safety Belt Usage Report (enclosure (2)) and the annual Impaired Driving, Crash and Injury Data Report.

(8) Provide statistical data and collaboration, as required, to Commander, Naval Personnel Command (PERS-6) for the purpose of drug and alcohol abuse prevention and control program evaluation and assessment.

h. Echelon 2 Commands shall:

(1) Ensure traffic safety programs are established for subordinate commands, including assigned reserve commands in accordance with this instruction.

(2) Coordinate, manage, and provide resources for an effective overall traffic safety program at their subordinate commands.

(3) Submit annual consolidated traffic safety training requirements to Commander Navy Installations Command (CNIC) by the first of November for the following calendar year.

i. Commander, Navy Installations Command (CNIC) shall:

(1) As the sole provider for Navy, CNIC provides traffic safety services Navy-wide for active duty military and DON civilian personnel that do not receive base operation and support (BOS) services (including Defense Health Program and Navy Working Capital Fund activities). These traffic safety services include resources and management and coordination support to ensure a traffic safety program is established, implemented, and maintained throughout the chain of command in accordance with this instruction.

(2) Coordinate, manage, and provide resources for an effective traffic safety program within each region and area under CNIC cognizance, which also fulfills the traffic safety requirements of the CNIC tenant commands.

(3) Compile an annual traffic safety training needs assessment survey via the chain of command based on input from shore installation commanders and respective homeport afloat commanders to determine training requirements for course convening, number of instructors, and Fleet support.

(4) Submit the Annual Safety Belt Usage Report (enclosure (2)) to COMNAVSAFECEN, Attn: Traffic Division, no later than the last working day of March each year.

(5) Ensure adequate numbers of training motorcycles (500 Cubic Centimeter (cc) or less) are provided to the regions and bases to meet the Basic Rider Course (BRC) training requirements contained in this instruction.

(6) Ensure appropriate emerging technologies (simulators, 3D animation, computer-based training, etc.) are included in the training support provided to the regions and bases to accomplish effective Private Motor Vehicles (PMVs), recreation and off-duty safety and motorcycle safety training.

j. CNIC Regional and Host Installation Commanders shall:

(1) Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations at their installations.

(2) Coordinate, manage, and provide resources for an effective overall traffic safety program at their installations and provide support to tenant commands.

(3) Maintain oversight of traffic safety, roads, traffic control, security issues, and base access at their installations.

(4) Designate in writing, a regional traffic safety program manager and installation traffic safety coordinators, as appropriate.

(5) Maintain certified instructors for applicable traffic safety training programs. Provide training within 30 days of request.

(6) Establish a traffic safety council that will discuss and disseminate information, analyze traffic mishaps, discuss traffic safety training issues, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern. The traffic safety council will be chaired by the commanding officer or executive officer of the host command. The traffic safety council should include representatives from safety, base traffic engineering, medical, fire and security departments, and major tenant commands shall attend. The council shall meet at least quarterly. The primary mission of the traffic safety council shall be to:

(a) Identify, analyze, and recommend mitigation or abatement of any traffic safety issues that may contribute to traffic mishaps or increase their severity.

(b) Cooperate and coordinate with host nation, state, and local officials to resolve both on and off base traffic safety problems of mutual concern.

(c) List deficiencies identified by the command traffic safety coordinator and agreed to during the regional traffic safety council meeting. Regional traffic safety managers shall track the deficiencies or action items on the host command deficiency abatement log until abated.

(7) Installation commanding officers will track and ensure abatement of deficiencies identified by the command traffic safety coordinator and discussed during the traffic safety council meeting.

(8) Conduct and submit the annual Safety Belt Usage Report to CNIC no later than the last working day in February of each calendar year using enclosure (2).

(9) Complete annual traffic safety Training Needs Assessment (TNA) surveys based on input from shore installation commanders and respective homeport afloat commanders to determine training requirements for course convening, number of instructors, and Fleet support. Forward TNA input via the chain of command.

k. Commanders, Commanding Officers, and Officers-in-Charge, Ashore and Afloat shall:

(1) Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations.

(2) Designate in writing a command traffic safety coordinator. The command traffic safety coordinator should attend installation traffic safety council meetings, traffic safety courses, conferences, workshops, and seminars to remain current on traffic safety issues.

(3) Investigate and report all required motor vehicle mishaps per reference (b). These safety investigations are separate and distinct from those required by the Judge Advocate General Manual. Every effort should be made to work with law enforcement, safety, and medical treatment facilities to ensure completeness of the mishap investigation report.

(4) Ensure supervisors at all levels incorporate the principles of Operational Risk Management (ORM) into their motor vehicle operations. Supervisors will emphasize to their personnel the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration-identified driving distracters. In regard to motorcyclists, emphasize the importance of using a Department of Transportation (DOT), Snell Memorial Foundation or host nation-compliant motorcycle helmet and other appropriate motorcycle protective clothing and equipment. The risks of long distance driving and other risks associated with driving during liberty periods should also be emphasized.

(5) Ensure all military and DoD civilian personnel who operate PMVs or Government Motor Vehicles (GMVs) assigned to their activity attend required traffic safety training.

(6) For military personnel, ensure supervisors counsel subordinates on proposed travel plans, mode of travel, length of travel time, and other contingencies prior to personnel leave approval. When PMVs are the primary mode of travel, use of the Traffic Risk Planning System (TRiPS) for travel planning purposes is highly encouraged. For more information refer to the Naval Safety Center (NAVSAFECEN) Web site at <http://www.safetycenter.navy.mil/ashore/motorvehicle/TRiPS/default.htm> or Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>.

(7) Ensure a local traffic safety orientation is included in scheduled command check-in briefings generally provided to all new personnel reporting for duty within 2 weeks of arrival. Completion of command check-in orientation shall be documented. Commands can request training material to meet this requirement from CNIC regional and installation safety offices. Examples of local traffic safety information are: state and local laws, Driving Under the Influence (DUI) or while impaired

costs, traffic and driving patterns of the local area, emergency information, and Navy traffic instructions.

(8) Ensure traffic safety briefs are provided to all personnel prior to major holidays, extended weekends, or liberty periods.

(9) Ensure traffic safety briefs are provided to all personnel when visiting foreign ports, returning from deployment, or when mishap trends warrant.

(10) Stress the recurring factors related to traffic mishaps such as speeding, drinking and driving, non-use of seatbelts, and driving while fatigued during all traffic safety briefs, stand-downs, and during the leave approval process.

(11) Communicate the legal consequences and penalties for impaired driving to command personnel.

(12) Enforce all Personal Protective Equipment (PPE) requirements for motorcycles and other vehicles.

(13) Incorporate traffic safety program regulations and requirements into unit operations.

(14) Implement the DoD Impaired Driving Prevention Program in accordance with reference (a), and include education of personnel, enforcement, and training necessary to develop an effective DUI deterrence. This effort shall include activities dedicated to building a close working relationship with local authorities dedicated to preventing impaired driving.

(15) Identify all military, DoD and DON personnel who own or plan to purchase a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this instruction and enter documentation of completed motorcycle safety training into the individual's military command training record or civilian personnel file.

(16) Identify all military personnel who pose the greatest risk for motorcycle mishaps and establish additional measures (i.e., tailored training and mentorship programs) that provide them with the support, skills and knowledge to be successful motorcyclists. Typically these individuals are

junior personnel, inexperienced riders, those riding machines (sport bikes, etc.) built for speed vice cruising, and individuals with previous speeding or other serious traffic violation convictions. Identification as "greatest risk" is non-punitive and does not constitute a basis for non-judicial or adverse administrative action.

(17) Ensure all motorcyclists are provided the opportunity to attend required training during normal working hours. Military and DoD and DON civilian course attendees shall not be charged leave.

1. Individual Responsibility. Individuals must be aware of their personal responsibility in the Navy's Traffic Safety Program. All hands are responsible for compliance with the provisions of this directive and host nation, state, and local traffic safety regulations.

7. Traffic and Motor Vehicle Mishap Reporting. Motor vehicle mishaps will be reported per reference (b) requirements.

8. Traffic Safety Training Requirements

a. All military personnel age 25 and under must receive 4 hours of traffic safety training within 12 months of entering the Naval service. If time permits, the Naval Recruiting Command will provide this training to individuals as part of the Delayed Enlistment Program. This training will convey to incoming personnel the profound responsibility associated with operation of a PMV, Navy expectations for responsible vehicle operation, and the significant impact Navy PMV fatalities have on Naval operational readiness. Completion of this training will be documented and entered into the service records of military personnel.

b. Service schools, or initial assignment commands for military personnel not attending "A" service schools, will provide the training outlined in paragraph 8a for all personnel who have not previously completed the training within 90 days of arrival. This training will address general traffic safety precautions and local command traffic safety policies as well as any unique traffic safety considerations appropriate for the area. The NKO E-Learning "Driving for Life Course" (DFL), or any National Safety Council, American Automobile Association,

Smith-System Driver Improvement Institute course, or any locally developed or commercial course of instruction approved by COMNAVSAFECEN, may be used to accomplish this training. Completion of this training will be documented and entered into the service records of military personnel.

c. Military personnel age 25 and under will receive at least 2 hours of annual refresher traffic safety training each year. This training will address general traffic safety precautions and local command traffic safety policies as well as any unique traffic safety considerations appropriate for the area. NKO E-Learning DFL, or any National Safety Council, AAA, Smith-System Driver Improvement Institute course, or any locally developed or commercial course of instruction approved by COMNAVSAFECEN may be used to accomplish this training. Completion of this training will be documented and entered into the service records of military personnel. See paragraphs 11a through 11d for specific information on courses that meet this requirement.

9. Government Motor Vehicle (GMV) Operator Driver Improvement Training Requirements

a. All military and DoD civilian personnel who operate a GMV as their primary duty, or who operate a GMV more than 8 hours a week as part of their incidental duties will attend an NAVSAFECEN-approved 8-hour course of driver improvement instruction at no cost to the individual prior to assignment. Commands may use courses outlined in paragraph 8 or use one or more of the approved sources noted in paragraph 11. At the commanding officers discretion, those personnel assigned as a duty driver who drive less than 8 hours in a duty week may be exempted from this requirement. When selecting individuals for designation as duty drivers, commanders should consider the individual's driving experience, maturity, and past driving history. Commanders will ensure duty drivers are properly licensed and briefed on all applicable traffic safety regulations and requirements.

b. All military and DoD civilian personnel who have been convicted of a serious moving traffic violation while operating a GMV (i.e., reckless driving, driving while impaired, speeding, following too closely, and failure to yield) or who have been determined to be at fault in a traffic mishap while on/off a DoD

installation shall attend an NAVSAFECEN-approved driver improvement training course.

c. All drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers shall be provided additional training per reference (c) to improve operator skills and awareness.

d. Drivers of Navy-owned school buses shall successfully complete a host nation, state, or local jurisdiction-approved school bus operator training program or other training approved by COMNAVSAFECEN.

e. Regional/host commanders shall provide NAVSAFECEN-approved driver improvement training required in paragraphs 9a through 9d within 30 days, at no cost to Naval military and DoD civilian personnel both shore and afloat.

f. All required training will be entered in the individual's military training record or civilian personnel file.

10. Private Motor Vehicle (PMV) Traffic Violations

a. All military and DON civilian personnel, who have been convicted of a serious moving traffic violation defined in 40 United States Code, Provision for Promulgation of Fines or Imprisonment for Traffic or Pedestrian Violations, while operating a PMV on a DON installation or who have been determined to be at fault in a traffic mishap while on a DON installation, shall attend an NAVSAFECEN 8-hour course of driver improvement training at no cost to the individual.

b. All military and DON civilian personnel, who have been convicted of a serious moving traffic violation (i.e., reckless driving, driving while impaired, speeding, following too closely, and failure to yield) while operating a PMV or who have been determined to be at fault in a traffic mishap while off a DoD installation shall attend any required driver training or court mandated training at the individuals' own expense.

11. Specific Driver Training Resources

a. An E-Learning DFL course is available through the NKO portal. This training option requires online computer access to complete. Access to the DFL course requires establishing a login username and password at the NKO portal. Login to NKO at: www.nko.navy.mil. After logging into the NKO Web site with user name and password, click on the "Launch Navy E-Learning" button under the "Get Started" menu. Click on the "Advanced Search" button under the "Content" menu. Type in "Driving for Life" in the course title box and click on the "Search" button. Click on the "Driving for Life" link under the "Advanced Search" menu, and follow the on-screen instructions to enroll in the course.

b. The National Safety Council defensive driving course is available on the National Safety Council's website at: <http://www.nsc.org>. This training option requires online computer access and establishing a login username and password. Naval commands can purchase this course or other approved National Safety Council courses directly through the National Safety Council.

c. Commands have the option of authorizing additional driver improvement program instruction that combines traditional classroom training with several hours of on-the-road driving time under the supervision and guidance of a certified instructor. It is particularly beneficial to those personnel who have not previously had any formal drivers training or have minimal driving experience. If training is desired by the command, then the command is responsible for paying the cost of the training.

d. The AAA Driver Improvement Program (DIP) is an 8-hour traditional classroom training program that can be adjusted to a 6- or 4-hour curriculum. AAA DIP instructors are trained by COMNAVSAFECEN. The AAA DIP course material is purchased directly from AAA.

12. Emergency Vehicle Operator Training. All military and DON civilian personnel who are required to drive government-owned/leased emergency response vehicles, equipped with emergency lighting and/or sirens shall prior to operation successfully complete the COMNAVSAFECEN 40-hour basic EVOC. These vehicles are defined as police vehicles, ambulances, fire vehicles, crash

and rescue vehicles, explosive ordnance disposal, and hazardous material response units. All EVOC instructor and basic training and re-certification courses shall be conducted by a certified COMNAVSAFECEN-approved instructor, and comply with COMNAVSAFECEN EVOC Program guidelines.

a. Basic Operator Training Prerequisites

(1) Possess a valid driver's license (host nation or state, if applicable).

(2) Basic operators should have 2 years of driving experience as a licensed driver prior to emergency vehicle operation.

(3) Have assigned responsibilities in emergency vehicle operation (police, fire, crash and rescue, or ambulance).

b. EVOC Remedial Training

(1) Commands may refer anyone found responsible for an at-fault mishap to receive driver improvement training. Supervisors may also request remedial training for personnel who otherwise show by their actions that their driving habits/attitudes warrant additional attention.

(2) Remedial training is not a punitive action. It is used to reinforce training and is accomplished in a positive manner.

(3) Remedial training will be completed within 30 days from the date of the mishap.

c. EVOC training meets the driver improvement training required in paragraphs 9a through 9d.

d. EVOC Instructor Training. Contact the NAVSAFECEN for EVOC instructor training prerequisites and requirements.

13. Motorcycle Safety Training

a. Initial Training

(1) The purpose of the motorcycle safety training program is to provide motorcycle operators with safe riding skills, knowledge, and techniques.

(2) All military and civilian personnel motorcycle operators must comply with all host nation or state licensing requirements.

(3) All military personnel who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a COMNAVSAFECEN-approved motorcycle rider safety course prior to operating these vehicles. This training will be provided to the above individuals at no cost and they may not be charged leave to attend the training.

(4) Operators of motorcycles with attached sidecars and three-wheeled motorcycles are excluded from COMNAVSAFECEN required motorcycle training. Refer operators to state sponsored courses where available.

(5) Local commanders shall grant permission for motorcycle riders to transport their motorcycles by trailer or other means to attend approved motorcycle safety training prior to obtaining a license.

(6) All individuals, to include military, DoD, DON and all civilians, must successfully complete a motorcycle safety foundation rider course to obtain a base decal for their motorcycle. Upon successful completion, the MSF RiderCoach conducting the safety training will issue an MSF completion card with an expiration date of 3 years. Commanders shall also accept the completion card of any COMNAVSAFECEN-approved state motorcycle training course that includes a written and riding evaluation.

b. Follow-on Training

(1) If the BRC is completed on a trainer motorcycle (500cc or less) and the course graduate plans on operating a

privately-owned motorcycle greater than 500cc, the MSF Experienced Rider Course (ERC) or MSF Military Sport Bike Rider Course (MSRC), as appropriate, shall be taken on the privately-owned motorcycle as soon as possible after completion of the BRC and, ideally, no later than 60 days after completion of the BRC.

(a) If the BRC was completed on a standard, cruiser or touring motorcycle (greater than 500cc) and the course graduate plans on operating a privately-owned standard, cruiser or touring motorcycle greater than 500cc, operators are encouraged to complete the ERC as soon as possible, but no later than 3 years following completion of the BRC.

(b) All sport bike operators shall complete the MSRC ideally within 60 days of completion of the BRC or purchase of the sport bike, regardless of the type motorcycle they used to complete the BRC.

(2) All motorcycle operators covered by this instruction shall continue to enhance their motorcycle skills and competency by completing a follow-on, Naval Safety Center-approved motorcycle training course (i.e., ERC, MSRC, etc.) at a minimum of every 3 years.

c. RiderCoach Training. The RiderCoach preparation course is 10 days in length. Commands shall ensure all DON sponsored participants conduct a minimum of one course per year on a DoD installation to maintain certification. Contact the NAVSAFECEN for MSF RiderCoach instructor training prerequisites and requirements.

d. Regional/host commanders shall provide NAVSAFECEN-approved motorcycle safety training at no cost to all military and DON civilian personnel.

14. All Terrain Vehicle (ATV) and Off Highway Motorcycles Safety Training

a. All military and DoD civilian personnel who operate government-owned/leased ATVs shall successfully complete the Specialty Vehicle Institute of America (SVIA) ATV rider course prior to operating these vehicles on/off any DON installation.

b. All military and civilian personnel who operate privately owned ATVs must successfully complete the SVIA ATV rider course prior to operating these vehicles on any Navy installation.

c. SVIA may be contacted at: www.svia.org or call (800)887-2887 for ATV course locations.

d. All military and DoD civilian personnel who operate government-owned/leased dirt bikes must successfully complete the MSF dirt bike course prior to operating these motorcycles on/off any Navy installation.

e. All military and civilian personnel who operate privately owned dirt bikes must successfully complete the MSF dirt bike course prior to operating these motorcycles on any Navy installation.

f. MSF may be contacted at: www.msf-usa.org for dirt bike course locations.

g. Civilian personnel who operate privately owned ATVs or Dirt Bikes on base must take the training at the individuals' own expense.

15. Specialty Vehicles

a. Low Speed Vehicles. Low speed vehicles operated on roadways will be treated as motor vehicles. Commands shall establish standard operating procedures to include vehicle inspections and operator training. All low-speed vehicles shall meet Federal Motor Vehicle Safety Standard 500 safety requirements such as windshields, exterior mirrors mounted on driver and passenger sides of the vehicle, head lamps, tail lamps, brake lamps, emergency flashers and turn signals, reflectors, parking brake, safety belts, vehicle identification numbers, and horn or warning device. They also shall meet host nation, federal, state, and local safety requirements. These requirements do not apply to golf carts because their speed, as manufactured, is less than 20 Miles Per Hour (mph). However, if any golf cart is modified so that its maximum speed is over 20 mph, it must conform to the above standards

b. Golf Carts. Golf carts typically operate at speeds no greater than 15 to 20 mph and offer no occupant protection in a collision. They are not classified as a GMV or a low-speed vehicle. They do not meet the requirements in reference (d) and shall not be used on roadways that are used for commercial and PMV traffic. Commands using golf carts shall establish vehicle standard operating procedures, develop a map of authorized travel routes, perform vehicle inspections, conduct operator training, and mark units per reference (e).

c. While in use, all vehicles shall meet host nation, federal, and state requirements and comply with original manufacturers' instructions and guidance as applicable.

16. Vehicle Inspections

a. DON Vehicle Inspections. All DON vehicles, including non-appropriated fund vehicles, government-owned/leased, and contractor-operated vehicles shall be inspected before and after operation, utilizing the Naval Facilities Engineering Command (NAVFAC) 911240/13 (Operators Inspection Guide and Trouble Report). This safety inspection shall evaluate systems and components for vehicle performance. (see reference(e))

b. DON Vehicle Annual Inspections. All DON vehicles, including non-appropriated fund vehicles, government-owned/leased, and contractor-operated vehicles shall be required to pass a safety inspection at least annually. This safety inspection shall evaluate systems and components for vehicle performance. (see reference (f))

c. Privately Owned Vehicle Inspections. PMVs operated on Navy installations must comply with host nation, state, or local inspection requirements. Regional/installation commanders may require annual safety inspections of PMVs operated on the installation, which are not covered by a state inspection program. Vehicle safety inspection requirements Outside the Continental United States must comply at a minimum, with inspection procedures in accordance with host-nation treaties or Status of Forces Agreements (SOFAs).

17. Pedestrian and Bicycle

a. Pedestrian safety shall be emphasized in the overall traffic safety program. The program shall include separation of pedestrian and motor vehicle traffic to the maximum extent possible. Adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths shall be provided where required for safe pedestrian travel. Pedestrians shall use crosswalks, paths, or sidewalks along roadways. At night, or in periods of reduced visibility, personnel are encouraged to wear reflective clothing or other reflective garments when running, jogging, walking, or traveling near roadways. (see reference (g))

(1) Strong emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses, and playing in DON housing areas.

(2) Applicable fluorescent or reflective PPE shall be command provided to and used by all personnel who are exposed to traffic hazards as a part of their assigned duties (e.g., troops in marching formations, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines).

(3) Individuals are not authorized to run, jog, or walk in the roadways during high traffic density and peak traffic periods. Installation commanders should designate roadways and times where restrictions apply.

(4) Personnel jogging on a Navy installation roadway shall jog facing oncoming traffic, in single file, and obey traffic rules.

(5) Skateboards, roller-skates, roller-blades, and other similar equipment may only be used in approved areas on Navy installations. Proper PPE, to minimally include head protection, shall be worn by all personnel.

b. Bicycle safety shall be emphasized in the traffic safety program. Bicycle operators riding on a Navy installation roadway shall ride with the traffic, in single file, obeying traffic rules while properly wearing brightly colored reflective clothing between sunset and sunrise and a bicycle helmet approved by the Consumer Product Safety Commission or Snell

Memorial Foundation at all times. All active duty military personnel shall wear an approved bicycle helmet on/off a Navy installation. Commanders may determine helmet requirements for bicycle operators at industrial work sites.

c. Required safety equipment for bicycles will include working brakes and reflectors. Additionally, for bicycles ridden between sunset and sunrise, a white light on the front with the light being visible from a distance of at least 500 feet, and a red reflector on the rear that is visible at a distance of at least 600 feet is required. These lights may be steady burning or blinking. Additionally, bright clothing including vests, caps, and ankle and wrist straps, with retro-reflective materials incorporated in them is required to make the bicyclist more noticeable.

d. Wearing portable headphones, earphones, cellular hands-free devices, iPods, or other listening devices while running, jogging, walking, bicycling, skating, or skate boarding in roadways and streets impairs recognition of emergency signals, alarms, announcements, and the approach of emergency vehicles. Use of these devices while performing the noted activities on Navy installations is prohibited.

e. Gas-powered or electric mini-bikes, pocket bikes, or motorcycles that do not meet DOT motor vehicle standards will not be used on Navy installation roadways.

18. Driver Licensing. Commands shall follow host nation, federal, or state licensing procedures including SOFAs.

a. All military and civilian personnel shall not be authorized to operate motor vehicles on Navy installations during periods of suspension or revocation of an operator's license.

b. Licensing guidance on policy and procedures for driver testing and issuance of Optional Form 346, OF-346, (Government Driver Identification Card), including that for tactical vehicles, can be found in reference (c).

c. Motorcycle Operator Licensing Overseas. Operators of government-owned and privately-owned motorcycles in countries that do not accept U.S. motorcycle safety training courses for

licensing purposes may be issued certificates or endorsements to ride provided they complete a COMNAVSAFECEN-approved motorcycle safety course. These certificates or endorsements are issued by the commander or commanding officer. Certificates must not violate any host nation or other command agreements, regulations, or orders. Overseas motorcycle operators issued certifications or endorsements to ride outside of the United States must be advised that these certificates or endorsements are not valid in the United States.

19. Occupant Protection. Commands shall follow host nation, federal, or state law regarding occupant protection.

a. GMVs

(1) GMVs will be equipped with safety belts meeting Federal Motor Vehicle Safety Standards. Safety belts will be maintained in a serviceable condition.

(2) All persons riding in or on a GMV shall properly wear safety belts. Individuals shall not ride in seating positions where safety belts have not been installed, or have been removed or rendered inoperative.

(3) No one shall ride in the cargo areas of motor vehicles when prohibited by state or local laws. When not prohibited by law, and the vehicle is to be used to carry passengers in the cargo area, the vehicle must be modified to include the installation of safety belts which meet Federal Motor Vehicle Safety Standards 208, 209, and 210.

(4) The use of child safety seats in vehicles shall be consistent with state or host nation laws. The safest location for an installed child safety seat is in the center of the rear seat. Do not install child safety seats in the front seat of a vehicle equipped with a passenger side air bag.

(5) Vehicle drivers are responsible for informing all passengers of safety belt and child safety seat requirements. It is the senior military occupant's responsibility to ensure compliance by all passengers with these requirements. For civilian employees, the driver is responsible for enforcement if the senior occupant cannot be determined.

(6) Drivers will report all failures or malfunctions of Navy motor vehicle safety belt assemblies to their supervisor for follow-up, utilizing the NAVFAC 9-11240/13 (Operators Inspection Guide and Trouble Report).

b. PMVs

(1) All military personnel riding in a PMV manufactured after 1968, on/off a Navy installation, shall properly wear safety belts. Individuals shall not ride in seating positions where safety belts have not been installed, or have been removed or rendered inoperative.

(2) All civilian personnel riding in a PMV manufactured after 1968, on a Navy installation, shall properly wear safety belts. Individuals shall not ride in seating positions where safety belts have not been installed, or have been removed or rendered inoperative.

(3) Do not ride in the cargo areas of motor vehicles when prohibited by state or local laws. When not prohibited by law, vehicles used to carry passengers in the cargo area must be modified to include the installation of safety belts which meet Federal Motor Vehicle Safety Standards 208, 209, and 210.

(4) The use of child safety seats in vehicles shall be consistent with state or host nation laws. The safest location for an installed child safety seat is in the center of the rear seat. Do not install child safety seats in the front seat of a vehicle equipped with a passenger side air bag.

(5) Vehicle drivers are responsible for informing all passengers of safety belt and child safety seat requirements. It is the driver's responsibility to ensure compliance by all passengers with these requirements.

20. Activity Vehicle Transportation. Provisions shall be made to reduce the danger of death or injury to occupants while they are being transported to and from school, or related activities, in DCN or contractor-owned multi-passenger vehicles. DON school buses shall be marked, equipped, operated, and maintained consistent with reference (g). Private contractors shall comply with host nation, state, or local requirements in addition to

any contractual requirements imposed by the applicable DON component.

21. Cell Phone/Driver Distractions. All military and civilian operators of vehicles on Navy installations and operators of government-owned/leased vehicles (including rental cars while on Temporary Assigned Duty) on/off Navy installations shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. Military and civilian personnel who operate PMVs off base shall comply with host nation, state, and local laws. All personnel are encouraged to refrain from any other activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, text messaging, adjusting the radio/CD player, shaving, applying make-up, reading maps, newspapers, magazines, books, etc.).

22. Headlights and Daytime Running Lights (DRLs). On all Navy installations, vehicles will be operated with headlights turned on during periods of precipitation or reduced visibility. Examples are, but not limited to, periods of light or heavy rain, snow, fog, or smoke. Driving with DRLs or headlights on increases the visibility of a vehicle to others and has been shown to decrease head on accidents from 7 to 22 percent. For this reason, all personnel are encouraged to drive with DRLs or headlights on at all times, on/off installations.

23. Motorcycle Safety Equipment and Required PPE

a. All motorcycles operating on DON installations will have all original safety equipment as designed by the manufacturer.

b. Motorcycle Rider Protection. All active duty military riders and passengers, on/off base, and all riders and passengers on any DON installation shall comply with the following personal protection while riding motorcycles.

(1) Head Protection. A helmet meeting DOT, Snell Memorial Foundation certification or host nation certification shall be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.

(2) Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) shall be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.

(3) Foot Protection. Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(4) Protective Clothing. Riders and passengers shall wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, kevlar, and/or cordura and containing impact-absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours. Reflective outer garments or vest shall be worn during nighttime hours.

c. Tactical Motorcycle Protection. The PPE for government-owned motorcycles and ATVs should also include knee and shin guards and padded full-fingered gloves when applicable.

24. Maximum Driving Time - GMVs

a. Commands shall follow any host nation, federal, or state guidelines that may exist regarding maximum driving time.

b. Commanders should not assign or authorize long distance or long duration driving without assessing the impact fatigue may have on the operation and personnel. No one may drive or require another person to drive a GMV more than a total of 10 hours in a 24-hour period. A 14-hour duty day, including driving and all other duties, should be the maximum allowed unless required under exceptional conditions. Any driving in excess of this standard should only be undertaken after a thorough risk assessment, following the principles of ORM, is completed. Commanders should document risk assessment and acceptance, to include one-time and routine alternative procedures as necessary.

c. Use of alcohol 8 hours prior to operating a GMV is prohibited.

d. Drivers carrying explosives or other hazardous cargo may not drive more than 8 hours in a 24-hour period. Two drivers will be assigned when the vehicle is carrying explosives or other hazardous cargo on a trip of more than 8 hours. Total driving time for both drivers shall not exceed 10 hours in a 24-hour period. Drivers shall relieve each other of driving responsibility at frequent intervals.

e. Emergency medical service, fire truck, and crash and rescue vehicle drivers who are assigned to rotating shifts with sleeping accommodations are exempt from the above duty time restrictions.

25. Maximum Driving Time - PMVs

a. All personnel shall follow any host nation, federal, or state guidelines that may exist regarding maximum driving time.

b. To reduce the potential for traffic mishaps caused by operator fatigue while on leave or liberty status, commanders and supervisors shall:

(1) Ensure military personnel apply personal risk management when planning trips. It is recommended that PMV travel not exceed 10 hours in a 24-hour period, and that long distance driving only be undertaken after adequate rest. Long distance travel for two or more drivers should not exceed 16 hours in a 24-hour period. It is strongly encouraged that prior to leave approval, supervisors review all travel plans, including mode of transportation, driving distance/time, rest periods, and accommodations. The use of the TRiPS is highly recommended prior to leave approval.

(2) For military personnel, define liberty limits in local liberty regulations after taking into consideration the local situation, including the surrounding facilities, availability of transportation, commuting distances, and other factors.

26. Open Alcohol Containers. While driving on any DON installation, the operators and passengers of motor vehicles are

prohibited from having open containers of alcoholic beverages in their ready possession.

27. Traffic Courts. All traffic violations, other than impaired driving, occurring on DON installations (in the United States or U.S. territories) shall be referred to the applicable U.S. magistrate, state, or local judicial authorities, as determined by base or regional agreement regarding appropriate jurisdiction on board the installation, in the interest of impartial judicial determination and effective law enforcement. (see reference (f))

28. Radar Detection Devices. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DON installations. Such devices shall not be sold in DCN-controlled sales outlets.

29. Report. The Annual Safety Belt Usage Report described in paragraphs 6g(7), 6i(4), and 6j(8) is assigned Report Control Symbol DD-A&T (A) 2083(5100) and shall be submitted in accordance with SECNAVINST 5210.16.

/s/
A. J. JOHNSON
Special Assistant for Safety

Distribution:
Electronically only, via Department of Navy Issuances Web site:
<http://doni.daps.dla.mil/>

Traffic Safety Definitions

1. All Terrain Vehicle (ATV). Any self-propelled vehicle with three or four wheels designed for off-highway use, with low-pressure tires, a wheelbase of 50 inches or less, and overall steering and a seat designed to be straddled.
2. Bicycle. A device propelled solely by human power, using pedals, and with two or more wheels in tandem.
3. Golf Cart. A motorized cart designed for transporting persons playing golf and their equipment on a golf course. These vehicles typically do not exceed 15 to 20 miles per hour. They shall not be classified as a Government Motor Vehicle (GMV).
4. Low Speed Vehicles (LSVs). Federal Motor Vehicle Safety Standard (FMVSS) 500 specifies requirements for LSVs. The purpose of this standard is to ensure that LSVs operated on streets, roads, and highways are equipped with the minimum motor vehicle equipment appropriate for motor vehicle safety. Each LSV shall be a motor vehicle as defined in FMVSS 500 that has four wheels in contact with the ground in normal operation; has a speed attainable of more than 20 Miles Per Hour (mph), and not more than 25 mph on a paved level surface; and has a gross vehicle weight rating of less than 3,000 pounds. Each LSV will have the appropriate safety equipment and a compliance certification label. FMVSS 500 requires that LSVs be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.
5. Motorcycles
 - a. Motorcycles (50 cubic centimeter (cc) engine or larger). Any government or privately owned motor vehicle (50cc engine or larger) having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This includes mopeds and motor scooters, but does not include ATVs.
 - b. Pocket Bike (49cc engine or smaller). Pocket bikes, pocket rockets, and other similar type of mini motorcycles are small (most measure only 12 to 18 inches in overall height), fast, and manufactured primarily as a racing bike and intended for off-road use only. Pocket bikes may not be operated on a Navy installation. Additionally, pocket bikes are not manufactured to meet FMVSS, which are required for motor vehicles of any class to be operated on public roads.

6. Motor Vehicle

a. Private Motor Vehicle (PMV). A vehicle owned, leased, rented or controlled by an individual in a personal capacity. A trailer being towed by a PMV is considered part of the vehicle.

b. Government Motor Vehicle (GMV). A motor vehicle that is owned, leased (includes General Services Administration vehicle under control of Navy activities), or rented by the government (includes a vehicle rented by government personnel when authorized on their official travel orders) primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. A trailer being towed by a GMV is considered part of the vehicle. Included in this definition are government-owned wheeled tactical and combat vehicles. Vehicles on receipt to, and operated by, non-Department of Defense (DoD) persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

7. Neighborhood Electric Vehicle (NEV). A type of LSV, the term "NEV" has become the term used by industry and fleets to refer to a passenger vehicle subject to FMVSS 500. A vehicle manufactured or sold as an NEV will have a label stating that the vehicle complies with FMVSS 500 and will have a 17 digit vehicle identification number.

8. Off-Road Vehicle (ORV). A vehicle designed specifically for off-road use. It is not considered a GMV. ORVs generally fall into one of two categories:

a. Off-Highway Vehicles. Off-highway vehicles are motor vehicles designed primarily for off-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural vehicles, and self-propelled aircraft ground support equipment.

b. Motorcycle (Off-Highway). A motorcycle designed for off-highway use that cannot be licensed for highway use due to design or lack of required equipment such as, marking/turn signals, brake lights, etc.

9. Open Container. Any bottle, can, or other receptacle containing any alcoholic beverage that has been opened, had its seal broken, or the contents of which have been partially removed.

10. Operational Risk Management (ORM). A method for identifying hazards, assessing risks, and implementing controls to reduce the risks associated with any activity or operation.

11. Pedestrian. A person traveling on foot, whether walking, jogging, or running.

12. Personnel

a. Military Personnel - all active duty military personnel or reservist while in an active duty status.

b. DoD or Department of the Navy (DON) Civilian Personnel - all DoD or DON civilian workforce personnel to include non-appropriated funds employees and master labor contract employees who are on duty.

c. Civilian - all other persons not described above to include retired members of DoD, dependents, contractors and sub-contractors, etc.

13. Roadway. That portion of a highway, including shoulders intended for vehicular use.

14. Tactical Vehicle. A motor vehicle owned by the United States DoD and/or U.S. Military services and used in combat, combat support, combat service support, tactical or relief operations, or training for such operations.

OPNAVINST 5100.12H
7 March 2008

SAFETY BELT USAGE REPORT
Report Control Symbol DD-A&T (A) 2083(5100)

1. Safety belt usage rates for previous calendar year:	On Department of Defense (DoD) Installations: On-duty civilian employees:
2. Provide percentage of safety belt use on DoD installation mishaps for:	Class A: Class B:
3. Provide Government Motor Vehicle statistics for DoD installation mishaps for:	Class A: Class B:
4. Provide Private Motor Vehicle mishap statistics while on a DoD installation for:	Class A: Class B:
5. Provide total cost of military injuries during reportable motor vehicle mishaps on DoD installations.	Total Cost:
6. Provide total cost for civilian injuries during reportable motor vehicle mishaps on DoD installations.	Total Cost:
7. Identify specific programs that have made significant progress toward achieving the 75% mishap reduction goal or that are notable and deserving of recognition.	List initiatives:
8. Command Name:	
9. POC Name:	
10. POC Phone Number:	COML: DSN:

Enclosure (2)