



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

IN REPLY REFER TO

OPNAVINST 5100.12G
N09F
7 Feb 01

OPNAV INSTRUCTION 5100.12G

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: NAVY TRAFFIC SAFETY PROGRAM

Ref: (a) DODINST 6055.4, DoD Traffic Safety Program of
20 Jul 99 (NOTAL)
(b) SECNAVINST 5100.10H, Department of the Navy Policy
for Safety, Mishap Prevention, Occupational
Health and Fire Protection Programs (NOTAL)
(c) OPNAVINST 5100.8G, Navy Safety and Occupational
Safety and Health Program
(d) DOD 4500.36-R, Management, Acquisition, and Use of
Motor Vehicles, Mar 94 (NOTAL)
(e) OPNAVINST 11200.5C, Military Police Motor Vehicle
Traffic Supervision (NOTAL)
(f) OPNAVINST 5350.4C, Drug and Alcohol Abuse
Prevention and Control
(g) Joint Federal Travel Regulations (JFTR)
(h) OPNAVINST 3500.39A, Operational Risk Management
(i) OPNAVINST 5100.25A, Navy Recreation, Athletics, and
Home Safety Program
(j) OPNAVINST 5102.1C, Mishap Investigation and
Reporting
(k) OPNAVINST 5560.10B, Standard Procedures for
Registration and Marking of Non-Government Owned
Motor Vehicles
(l) NAVFAC P-300, Management of Civil Engineering
Support Equipment (NOTAL)
(m) DOD Directive 5525.4, Enforcement of State Laws on
DOD Installations of 2 Nov 81 (NOTAL)
(n) SECNAVINST 5822.1A, Federal Magistrates Act
Implementation by Department of the Navy (NOTAL)
(o) OPNAVINST 11210.1B, Highways for National Defense
(NOTAL)
(p) Title 49, Code of Federal Regulations, Part 571,
Federal Motor Vehicle Safety Standards
(q) Title 49, Code of Federal Regulations, Part 390,
Federal Motor Carrier Safety Regulations
(r) MIL-STD-1180B(1), Safety Standards for
Military Ground Vehicles, 7 Aug 91 (NOTAL)
(s) Executive Order 13043, Increasing Seat Belt Use
in the United States, 16 Apr 97
(t) The Manual of the Judge Advocate General (JAGMAN)

Encl: (1) Highway Safety Program Guidelines (HSPG) -
Requirements for the Department of the Navy

1. **Purpose**. Describes policies and provides guidance for the implementation of a Navy traffic safety program. This instruction has been substantially revised and should be reviewed in its entirety.

2. **Cancellation**. OPNAVINST 5100.12F

3. **Background**. Reference (a) directed the Navy to implement the provisions of Title 23, Code of Federal Regulations, Part 1204, Uniform Guidelines for State Highway Safety Programs, and "Highway Safety Program Guidelines--Applicability to Federally Administered Areas", July 8, 1996, Federal Register/Vol.61, No. 110, June 6, 1996. Reference (b) provides policy and assigns responsibility for the Navy's safety, mishap prevention, occupational health and traffic safety programs including a safety program for sports and home-related hazards. Reference (c) assigns responsibility for all aspects of mishap prevention specifically directed to motor vehicles, both government and privately owned, to the Commander, Naval Safety Center. Reference (d) contains the policies and procedures for the management, acquisition and use of motor vehicles. Reference (e) establishes policy, responsibility and procedures for motor vehicle traffic supervision on military installations. Reference (f) provides a comprehensive alcohol and other drug abuse prevention and control policy. Reference (g) contains basic statutory regulations concerning travel and transportation allowances of members of the Uniformed Services including all regular and Reserve Components. Reference (h) addresses operational risk management. Reference (i) provides policy, procedures and guidance for implementing a Navy recreation, athletics and home safety program. Reference (j) establishes mishap investigation and reporting procedures. Reference (k) contains standard procedures for registration and marking of non-Government-owned motor vehicles. Reference (l) provides guidance on management of civil engineering support equipment. Reference (m) establishes policy on enforcement of state traffic laws on DOD installations. Reference (n) contains Department of the Navy implementation of the Federal Magistrates Act. Reference (o) prescribes policies and procedures on matters pertaining to Department of Defense (DoD) highway needs. Reference (p) contains federal safety standards for motor vehicles and motor vehicle equipment. Reference (q) provides guidance to ensure proper safety characteristics are designed into tactical and combat vehicles. Reference (r) establishes uniform requirements for incorporating federal safety standards into military ground vehicles. Reference (s) contains regulations regarding seat belt use by all Federal employees. Reference (t) contains the requirements of The Manual of the Judge Advocate General.

4. **Definitions.** Definitions of terms used in the basic instruction and enclosure (1) are included below:

a. All Terrain Vehicle (ATV). Any self-propelled vehicle with three or four wheels, designed for off-highway use, with low pressure tires and a seat designed to be straddled.

b. Commanders. Commanders, commanding officers, and officers-in-charge.

c. Golf Cart. Motorized cart designed for transporting persons playing golf and their equipment on a golf course. These vehicles typically don't exceed 15-20 miles per hour. They shall not be classified as a Government Motor Vehicle.

d. Host Command. The naval activity that provides facilities, common support functions/services, administrative base support functions, etc. These functions are usually provided at no cost to its tenants.

e. Impaired Driving. Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of Article 111 of the Uniform Code of Military Justice and any applicable Federal and State laws.

f. Low Speed Vehicle. Any 4-wheeled motor vehicle whose top speed is greater than 20 miles per hour, but less than 25 miles per hour shall be treated as a motor vehicle under federal law. Examples include, but are not limited to, vehicles manufactured by Club Car, Cushman, Textron EZ-Go, Diahatsu, Kawasaki, etc. Typically these are the size and shape of golf carts and are lightweight in construction.

g. Motorcycles. Any government or privately-owned motor vehicle (both street and off-road versions) having a seat or saddle for the use of its operator and designed to travel on not more than three wheels. This includes vehicles with less than 50cc engines such as mopeds, motor scooters, and motorized bicycles.

h. Motor Vehicles. Every vehicle as defined in this instruction, either self-propelled or designed for self-propulsion and designed primarily for use on the highway/roadway.

(1) Private Motor Vehicles (PMV). Vehicles owned, leased, rented or controlled by individuals in their personal capacities. A trailer being towed by a PMV is considered part of the vehicle, even if it becomes detached.

(2) Navy Government Motor Vehicles (GMV). Vehicles either owned, leased (includes General Service Administration (GSA) vehicles under control of Navy activities) or rented by the government (includes vehicles rented by personnel when authorized on their official travel orders). This applies whether acquired or operated with appropriated or nonappropriated funds. A

trailer being towed by a GMV is considered part of the vehicle, even if it becomes detached. Wheeled tactical and combat vehicles are included.

i. Naval Stations. Naval bases, activities, stations, facilities, installations, housing areas, and all other property under the jurisdiction of the U.S. Navy.

j. Off-Highway Vehicles. Motor vehicle equipment 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 are not considered GMVs.

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

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

m. Ready Possession. Any "open container" of an alcoholic beverage located in the passenger compartment of a vehicle or accessible to the driver or passenger(s) from the passenger compartment.

n. Regional Commanders. Identified in the Standard Navy Distribution List, Part 2 (SNDL).

o. Supplying Activity. Naval activity that provides safety services to other commands.

5. Scope and Effect

a. Applicability. This instruction applies to motor vehicle operators, passengers, and pedestrians as follows:

(1) All Navy military personnel, at all times, (on or off a naval installation).

(2) All Navy civilian personnel in a duty status (on or off a naval installation).

(3) All persons in or on any Navy motor vehicle (on or off a naval installation).

(4) All persons at any time on a naval installation.

b. Violation

(1) This instruction is a lawful general order effective without further implementation. It applies to all Navy military personnel and civilian employees. Violation of the italicized portions of this instruction subject the involved service members

to disciplinary action under the Uniform Code of Military Justice (UCMJ) and is a basis for disciplinary action for civilian employees.

(2) When military personnel or civilian employees are injured as a proximate result of their violation of italicized portions of this instruction, such violation may be considered in making line of duty/misconduct determinations for injuries received on or off a naval installation.

c. Responsibilities

(1) Chief of Naval Operations (CNO) (N09F) is responsible for assisting and advising the CNO in determining traffic safety program policies, objectives, and preparing implementing directives.

(2) Commander, Naval Safety Center (COMNAVSAFECEN) shall manage all aspects of mishap prevention specifically directed to government and privately owned motor vehicles. COMNAVSAFECEN shall certify instructors for motorcycle, driver improvement, and emergency vehicle operator courses; conduct traffic safety surveys, assist visits and site visits; provide program guidance; actively promote and develop traffic safety awareness educational programs, materials and lesson plans; serve as the repository for Navy and Marine Corps reportable motor vehicle mishap reports; provide traffic safety statistics and trend analysis; consolidate and forward the following annual reports to ADUSD (ES) Force Protection: Annual Safety Belt Usage Report and the Impaired Driving, Crash, and Injury Data Report in accordance with reference (a).

(3) Immediate Superior in Command (ISIC) of the host activity shall conduct an in-depth review of traffic safety programs implemented by Regional or Host commanders. This will ensure compliance with program requirements. ISIC's shall identify and monitor deficiencies in accordance with command inspection program procedures and conduct reviews as part of Inspector General, OSH Management Evaluation or Administrative inspections.

(4) Regional or Host Commanders shall:

(a) Coordinate, manage, and provide resources to each Host Command or Supplying Activity within their region for an effective overall traffic safety program.

(b) Maintain oversight of traffic safety, roads, traffic control, security issues, and base access.

(c) Establish a traffic safety program and assign responsibilities for developing, promulgating, implementing, and enforcing the traffic safety program for their activity.

(d) Designate in writing a Regional or Host Traffic Safety Coordinator to serve as the Traffic Safety Coordinator for shore activities. The Traffic Safety Coordinator will attend local traffic safety-related courses, traffic safety conferences, workshops and seminars to remain current with traffic safety technology.

(e) Establish a Regional or Host Traffic Safety Council which will disseminate information, analyze traffic mishaps, identify hazardous locations, and work with local officials to resolve traffic safety problems of mutual concern. Traffic Safety Coordinators or representatives from area commands shall attend. Representation from safety, medical, fire and security departments is strongly encouraged. The council shall meet quarterly, or more frequently as warranted. The primary mission of the traffic safety council shall be:

1. Analyze traffic mishaps and violations within its jurisdiction.

2. Identify and analyze mishap locations, as well as design and operating features that may contribute to mishaps or their severity. Military police and the command traffic safety representative shall present these analyses to the Military Traffic Management Command (MTMC) as required by reference (o).

3. Cooperate and coordinate with local and State officials to resolve off-base traffic safety problems of mutual concern.

4. List deficiencies for the host naval installation Commanding Officer using Operational Risk Management (ORM) guidelines in reference (h). Account for the severity of the hazard, probability of a mishap occurrence and recommended solutions.

(f) Provide an adequate number of motorcycle, driver improvement, and emergency vehicle operator courses to commands within their area of responsibility.

(5) All tenant commands, provided safety support services by a Host Command or Supplying Activity, shall adopt the host activity traffic safety program and appoint an individual as Command Traffic Safety Program Coordinator in writing, coordinate with their host activity for motorcycle, driver improvement, and emergency vehicle operator courses and attend Regional or Host traffic safety council meetings.

(6) Supervisors shall incorporate the principles of risk management into all government motor vehicle-related duties and responsibilities and encourage individuals to apply risk management to all off-duty vehicle operations (reference (h)). Place emphasis on the hazards of drinking and driving, failure to

use safety belts and helmets, speeding, fatigue, and the risks of long distance driving and other liberty activities.

(7) Chief of Naval Education and Training, Commander Naval Reserve Force, and Superintendent Naval Academy shall ensure that all military personnel under the age of 26 receive traffic safety training.

6. **Policy and Procedures.** Navy policy promotes traffic safety programs to reduce deaths, injuries, and property damage. The provisions of the Highway Safety Program Guidelines (enclosure (1)), shall be implemented to the extent that they are relevant to the Navy and the particular command.

7. **Requirements.** In addition to the Highway Safety Program Guidelines (HSPG), (enclosure 1), commanders shall incorporate these requirements into their traffic safety programs:

a. **Safety Standards for Government Motor Vehicles (GMVs)**

(1) Equip GMVs with occupant restraint devices and rollover protection, and ensure they meet all other applicable requirements of reference (p). Additional requirements for occupant crash protection are specified in paragraph 12(a) of enclosure (1). Ensure commercial vehicles of foreign manufacture, purchased for use outside the United States, its territories and possessions, meet all applicable safety requirements of the country in which they are to be used.

(2) Tactical and combat vehicles must comply with applicable provisions of reference (p), a Department of the Navy requirement. Reference (r) provides guidance to ensure proper safety characteristics are designed into tactical and combat vehicles.

(3) Low speed vehicles capable of operating in excess of 20 mph will be treated as motor vehicles. Commands shall establish standard operating procedures to include vehicle inspections and operator training. All vehicles shall meet manufacturer safety requirements such as windshields, exterior mirrors mounted on driver and passenger side 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 Federal, State, and local safety requirements.

(4) Although not classified as a GMV, golf carts are low visibility vehicles, which typically operate at speeds no greater than 15-20 miles per hour, and offer no occupant protection in a collision. They do not meet Federal Motor Vehicle Safety Standards. Restrict these vehicles to controlled areas where there is very little commercial or private motor vehicle traffic mix. Establish standard operating procedures to include vehicle inspections and operator training. All vehicles shall meet manufacturer safety requirements and Federal, State, and local

safety requirements regarding safety equipment. In the event of a mishap, report in accordance with reference (j).

b. Operating Motor Vehicles Outside the United States. "Outside the United States" means outside the 50 states, the District of Columbia and U.S. territories. The requirements of this instruction for operator training, occupant protection, and wearing personal protective equipment (PPE) apply outside the United States. Overseas host commands will develop written policy based on the standards of this instruction, Status of Forces Agreement (SoFA), and host nation requirements.

c. Maximum Driving Time. To reduce the potential for traffic mishaps caused by operator fatigue:

(1) Reference (g) addresses private motor vehicle travel time for Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) travel orders.

(2) Commanders shall incorporate ORM into the approval process which limits driving distances for PMV travel for off-duty Navy personnel. Additionally, ensure supervisors counsel their subordinates on their proposed travel plans, e.g., mode, mileage, and time necessary to complete the journey prior to any leave approval. Use the Naval Safety Center Driver Mishap Risk Indicator for this purpose. It is available at:
<http://www.safetycenter.navy.mil>.

(3) Commanders shall use ORM to identify hazards and reduce risks when assigning long-distance driving duties to watch personnel who have been on-duty (in their regular job) for the previous 8 hours.

(4) The paragraph below pertains only to Navy vehicles operated during peacetime conditions by on-duty, full-time motor vehicle operators, such as truck and bus drivers, school bus drivers, security patrol vehicle operators and operators of vehicles carrying explosives or other hazardous cargo. This section also applies to temporary full-time operators, such as snow removal equipment operators responding to winter storms, disaster cleanup, etc.

(a) *No person shall drive or require another to drive a motor vehicle during any duty period if that duty period was not preceded by at least 8 consecutive hours off-duty.*

(b) *Use of alcohol 8 hours prior to a duty period in which a person drives a motor vehicle is prohibited.*

(c) *No one may drive or require another to drive a motor vehicle:*

1. for more than a total of 10 hours in a 24 hour period,

2. *after having been on duty for 15 hours,*

3. *for more than 8 hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo.* Assign two drivers if a vehicle carrying explosives or other hazardous cargo makes a trip requiring more than 8 hours driving time. Assigned drivers shall relieve each other of driving responsibility. Total driving time shall not exceed 10 hours in a 24 hour period.

(d) 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.

d. Use of Portable Headphones, Earphones, Cellphones, and Vehicle Audio Equipment. Use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and the ability to determine the direction from which the sound is coming.

(1) *Do not wear portable headphones, earphones or other listening devices while operating a motor vehicle or while jogging, walking, bicycling or skating on roads and streets on naval installations.* Use of these devices on designated bicycle and running paths and sidewalks is permitted. These prohibitions do not include hearing aids, nor do they negate the requirement for wearing hearing protection where conditions dictate, or when communications-type equipment is being used for official Navy business.

(2) Exercise caution when operating cellular telephones or global positioning systems in a moving motor vehicle. Whenever possible, use these devices only when the vehicle is safely stopped or have a passenger operate the equipment. Check local civil regulations concerning cellular telephone use in a moving vehicle off base.

e. Traffic Safety Training. Make traffic safety training a prominent part of the Navy's campaign to reduce the leading cause of accidental death. In addition to the training required in paragraphs 2 and 3 of enclosure (1), Commanders shall:

(1) Provide local traffic safety orientation briefings. Brief all personnel arriving from outside the local area as soon as possible after they report. Include base traffic patterns, local community driving hazards and situations, special weather driving conditions, State and local vehicle and driving laws, vehicle registration, motorcycle training and personal protective clothing requirements, safety belt and child safety seat laws, and alcohol and drug abuse driving countermeasures in these orientation lectures.

(2) Provide traffic safety briefs to all Navy personnel prior to major holidays, extended weekends or liberty periods.

OPNAVINST 5100.12G
7 Feb 01

Schedule traffic safety briefings for commands visiting foreign ports, returning from deployment or when mishap experience warrants additional training. Topics may include local traffic laws, safe operating practices and defensive driving, risk management, impaired driving, and occupant protection. Training material may be found at: <http://www.safetycenter.navy.mil>.

(3) Document all traffic safety briefings.

8. **Action** All echelons of command shall implement a traffic safety program in compliance with this instruction.

9. **Reports.** The Annual Safety Belt Usage Report described in paragraph 5c(2) is assigned Report Control Symbol DD-A&T(A)2083(5100). The Impaired Driving, Crash, and Injury Data Report described in paragraph 5c(2) is assigned Report Control DD-A&T(A)2084(5100). These reports are approved per SECNAVINST 5214.2B.

F. M. DIRREN, JR.
Special Assistant for Safety Matters

Distribution:
SNDL Parts 1 and 2

**HIGHWAY SAFETY PROGRAM GUIDELINES (HSPG)
REQUIREMENTS FOR THE DEPARTMENT OF THE NAVY**

Reference (a) directed the Navy to implement the provisions of Title 23, Code of Federal Regulations, Part 1204, "Uniform Guidelines for State Highway Safety Programs," and "Highway Safety Program Standards--Applicability to Federally Administered Areas", which are the minimum required by the Department of Defense (DoD). HSPG requirements are summarized in this enclosure. As training programs and other relevant programs are developed which may affect these requirements, further guidance and assistance will be issued as changes to this instruction.

1. Periodic Motor Vehicle Inspection (HSPG No. 1)

a. In addition to the inspection requirements contained in reference (d), all Navy motor vehicles must pass an annual safety inspection that conforms to state requirements. In States and areas where there are no safety inspection requirements, the inspection shall evaluate systems, subsystems, and components having substantial relation to safe vehicle performance including safety belts, lighting, glazing, exhaust systems, wipers, horns, brake systems, steering systems, suspension, tires, and wheel assemblies. The inspection shall also ensure exhaust emissions do not exceed any applicable Federal, State, municipal or host-nation requirements.

b. Periodic inspection of privately owned motor vehicles regularly operated on naval installations is primarily the responsibility of the licensing state. Commanders may require a valid vehicle safety inspection, as a prerequisite to authorizing regular operation of privately owned vehicles on a naval installation. Commanders of naval installations in foreign countries may modify inspection procedures in accordance with host-nation treaties or Status of Forces Agreements.

c. Commanders of naval installations, in conjunction with other law enforcement activities, shall ensure vehicle equipment laws are enforced in compliance with reference (e).

2. Motorcycle Safety (HSPG No. 3)

a. Motorcycle Operator Training

(1) Regional/Host commanders or Supplying Activity shall ensure Naval Safety Center approved motorcycle safety training is available for all personnel operating motorcycles in their areas. Host Commanders shall sponsor or ensure approved courses are available locally. Commanders shall ensure personnel operating motorcycles attend approved motorcycle safety training courses at no cost to active duty military and DoD Federal civilian personnel.

(2) *Every operator of a government-owned motorcycle, every military operator of a motorcycle whether on or off installation, and every civilian operator of a motorcycle on a naval installation must successfully complete COMNAVSAFECEN approved motorcycle training. Operators of motorcycles with attached sidecars and three-wheeled motorcycles are excluded. Refer operators of sidecars and three-wheeled motorcycles to State sponsored courses where available.*

(3) *Operators of government-owned all-terrain vehicles (ATVs) shall successfully complete the Specialty Vehicle Institute of America's (SVIA) ATV RiderCourse or other COMNAVSAFECEN approved ATV training prior to operating these vehicles on any naval installation.*

(4) *Operators of privately-owned ATVs must successfully complete the Specialty Vehicle Institute of America's (SVIA) ATV RiderCourse and off highway motorcycles (OHMs) are required to successfully complete the Motorcycle Safety Foundation's (MSFs) OHM course before riding on base. Encourage operators of these vehicles off base to take the SVIA ATV RiderCourse and MSF's course. Call SVIA at COML 1 (800) 887-2887 for ATV course locations: <http://www.svia.org>. For the Motorcycle Safety Foundation's off highway motorcycle course contact: <http://www.msf-usa.org>.*

(5) *Encourage all motorcycle operators to complete a refresher course before each riding season, after long periods of inactivity, purchase of a new motorcycle, transfer to a new geographical area or in those areas with high concentrations of motorcycle mishaps or hazardous traffic conditions.*

(6) *Enter all motorcycle safety training in the individual's military service record (page 13) or civilian personnel training file.*

(7) *Motorcycle safety courses shall be conducted by COMNAVSAFECEN recognized instructors. Curriculum for operator or rider safety courses required by this instruction shall not be modified, nor substitute equivalent curriculum used, without CNO (N09F) approval. Requirements for participation in a motorcycle instructor course are available on the Naval Safety Center website: <http://www.safetycenter.navy.mil>.*

(8) *Before a vehicle registration decal for on-installation operation is issued, operators of privately-owned motorcycles must present a motorcycle safety course completion card signed by a COMNAVSAFECEN-recognized instructor. This requirement is in addition to those contained in reference (k).*

b. Motorcycle Equipment

(1) *Motorcycle and ATV operators shall ensure headlights are turned on at all times while the motorcycle is being operated*

on base except where prohibited by military mission or Status of Forces Agreements.

(2) Government or private motorcycles shall be equipped with a rear view mirror mounted on each side of the handlebars or the left and right side of the fairing.

(3) The following personal protective equipment (PPE) is mandatory for all persons described in paragraph 5a of this instruction while operating or riding as a passenger on a motorcycle:

(a) A properly fastened (under the chin) protective helmet certified to meet U.S. Department of Transportation (DOT) standards. If the host nation does not have an equivalent helmet standard, the helmet will meet the U.S. DOT standard. Fake or novelty helmets are prohibited.

(b) Properly worn eye protective devices (impact or shatter resistant goggles or full-face shield properly attached to the helmet). A windshield, fairing or eyeglasses alone are not proper eye protection.

(c) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens designed for use on a motorcycle.

(d) Sturdy footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged.

(e) A brightly colored outer upper garment during the day and a reflective upper garment during the night. The outer upper garment shall be clearly visible and not covered. Military uniforms do not meet these criteria.

(f) PPE for operators of government-owned motorcycles, ATVs and OHMs during off-road operations shall also include knee and shin guards and padded full-fingered gloves.

c. Licensing

(1) Operators of government and private motorcycles shall be currently licensed with a state motorcycle endorsement or authorized by Status of Forces Agreements to operate on a naval installation or on public highways. Where State or local laws require special licenses to operate privately-owned motorized bicycles, mopeds, motor scooters, and ATVs, such license requirements, as a minimum, shall apply to operation of those vehicles on naval installations.

(2) Vehicle license and equipment requirements for motorcycles shall conform to Federal and host nation requirements and State and local traffic codes.

d. For information concerning motorcycle safety, contact Commander, Naval Safety Center (Code 424), 375 A Street, Norfolk, VA 23511-4399 or the Naval Safety Center web site: <http://www.safetycenter.navy.mil>.

3. **Driver Education (HSPG No. 4)**

a. Entry Point Training

(1) The Chief of Naval Education and Training (CNET) shall provide all military personnel under 26 years of age with a minimum of 4 hours of classroom instruction in traffic safety. Training shall be designed to establish and reinforce safe driving habits. Individual responsibility and correct response to routine and emergency driving situations will be stressed. Training will be given after initial entry into the Navy.

(2) Record this training on page 13 in each individual's military service record.

b. Driver Improvement Training

(1) In addition to the CNET requirement above Regional/Host Commanders shall ensure COMNAVSAFECEN-approved driver improvement training is available in their areas. Host Commanders shall sponsor or ensure approved courses are available locally. Commanders shall ensure their personnel attend appropriate training at no cost to active duty military and DoD Federal civilian personnel.

(2) *Driver improvement courses shall be required for:*

(a) *All personnel required to operate government motor vehicles.*

(b) *Military and DOD civilian personnel driving a GMV involved in a crash whether on or off government property.*

(c) *Individuals described above driving a GMV or PMV who have been convicted of serious moving traffic violations (e.g., reckless driving, driving while impaired, speeding, following too closely, and failure to yield).*

(d) *Offenders, military or civilian, shall successfully complete a driver improvement course or lose installation driving privileges.*

(e) Commands shall use the American Automobile Association's Driver Improvement Program (AAA DIP) conducted by a COMNAVSAFECEN-approved instructor or other COMNAVSAFECEN-approved training to meet the requirement in paragraph 3b above.

(f) AAA DIP certification and re-certification requirements are available at: <http://www.safetycenter.navy.mil>.

(g) Enter this training on page 13 of the individual's military service record or in the civilian's training file.

c. Emergency Vehicle Operator Training

(1) In addition to emergency vehicle operator training in reference (d), the following is required:

(a) *Do not assign untrained personnel to drive government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance disposal (EOD), and hazardous material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the Emergency Vehicle Operator Course (EVOC) conducted by a COMNAVSAFECEN-approved instructor, or other COMNAVSAFECEN approved training. Operators should have 2 years driving experience as a licensed driver prior to emergency vehicle operation. Ensure individual training is vehicle specific for each driver.*

(b) Recertify emergency vehicle operators every 3 years.

(c) *EVOC instructors who have not been re-certified by a COMNAVSAFECEN-approved instructor within the previous 3 years may not teach the course.*

(2) *Drivers of Navy-owned school buses shall successfully complete a local, State or host nation approved school bus operator-training program or other training approved by COMNAVSAFECEN.*

(3) The additional training required in paragraphs 3c(1)(a) and (2) above shall include:

(a) Applicable laws and regulations.

(b) Safe operating practices under normal and emergency conditions.

(c) Operator inspection and basic preventive maintenance.

(4) Instructors must certify the student driver has met the requirements and understands the peculiarities of the vehicle being operated before a U.S. Government Motor Vehicle Operator's Identification Card (OF-346) is issued.

(5) Enter this training in the individual's military service record or civilian personnel file.

d. For information concerning emergency vehicle or school

bus operator training, contact Commander, Naval Safety Center (Code 425), 375 A Street, Norfolk, VA 23511-4399 or <http://www.safetycenter.navy.mil>.

4. **Driver Licensing (HSPG No. 5)**. DoD licensing procedures are found in Chapter 9 of reference (d). Reference (l) contains Navy policy and procedures for testing and licensing vehicle and equipment operators.

5. **Codes and Laws (HSPG No. 6)**. Naval installations must adopt State vehicular and pedestrian traffic laws as required by reference (m). *All persons on a naval installation shall comply with the vehicular and pedestrian traffic laws of the State or host nation in which their installation is located.* Penalties for violations are prescribed in Title 40, U.S.C. 318C and reference (m). Use the Uniform Vehicle Code and Model Traffic Ordinance in the design of installation traffic codes. (Published by The National Committee on Uniform Traffic Laws and Ordinances, 107 South West St., Number 110, Alexandria, VA 22314, COML 1 (800) 807-5270 or at: <http://www.ncutlo.org>.)

6. **Traffic Courts (HSPG No. 7)**

a. Traffic violations on naval installations within the United States or its territories or possessions may be referred to the appropriate United States Magistrate or State or local judicial authorities, provided there is compliance with reference (n). Exceptions should be made where cases are susceptible to disposition by local military authority by means of an on-base traffic court or other similar proceedings where military discipline is a paramount consideration, or where the local court system having jurisdiction does not accept certain offenses for disposition.

b. *No one may operate a government motor vehicle:*

(1) *When their license has been suspended or revoked by any State or host nation.*

(2) *When their base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs or for other traffic violations that constitute a "moving violation" of base, State, Federal or host nation traffic codes.*

7. **Impaired Driving (HSPG No. 8)**

a. Reference (a) requires the Navy to have a Service Impaired Driving Prevention Task Force (SIDPTF) consisting of representatives of the drug and alcohol programs and law enforcement community. State and local officials may be included when appropriate.

b. *While on any Naval installation, no one in any motor vehicle may have open containers of alcoholic beverages in their*

ready possession. References (a), (e), and (f) contain additional information on impaired driving, prevention programs and regulations.

c. Naval installation commanders shall assess the availability of drugs and alcohol in the vicinity of the installation through their Armed Forces Disciplinary Control Boards or the Control Boards of other Federal Agencies. Whenever alcohol or drugs, at an off-base establishment presents a threat to the discipline, health, or welfare of naval personnel, such establishments shall be dealt with as prescribed by the appropriate control boards.

d. Reference (f) details the Navy's policy on the use of alcohol and drugs. Continuous public information and education efforts to prevent impaired driving shall be conducted at all levels. Use all available sources including community special emphasis programs, classes, newspapers, posters, and displays. Emphasize alternatives to alcohol impaired driving, such as designated drivers and local taxi services. "The Right Spirit" Campaign provides guidance and information to further reduce alcohol abuse. Refer to: <http://navdweb.spawar.navy.mil>. Joint efforts with local, State, and Federal governments and private sector organizations to prevent impaired driving are encouraged.

8. Traffic Records, Accident Investigation and Reporting (HSPG Nos. 10 and 18)

a. Investigate and report all motor vehicle mishaps as required in reference (j). These investigations and reports are separate from those required by the Manual of the Judge Advocate General.

b. Establish a Traffic Safety Council at each naval installation. Include representatives from tenant activities and ships and squadrons in the membership.

c. Commanders of naval installations shall eliminate or reduce all hazards and dangerous situations identified by the Traffic Safety Council, other departments, organizations or individual.

9. Pedestrian and Bicycle Safety (HSPG No. 14). Pedestrian and bicycle safety is a part of the overall traffic safety program. (See reference (i)). Keep pedestrians and motor vehicle traffic separated. Define and publish information on peak traffic periods and roads and streets with high-density traffic. Provide adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths to ensure safe traffic flow without jeopardizing pedestrian safety. Encourage pedestrians to use paths or sidewalks along roadways.

a. *Bicyclists shall comply with state law and local requirements while riding on naval installations. Safety*

equipment will include lights, reflectors, and horn. Bicyclists shall wear light colored clothing. At night or in periods of reduced visibility, reflective clothing will be worn.

b. Individuals are not authorized to skate, ride a skateboard or scooter, jog, run or walk on roadways during high traffic density and peak traffic periods.

c. When jogging on roadways not defined in paragraph 9b above, personnel shall jog in patrolled areas and wear light colored clothing. At night or in periods of reduced visibility, personnel shall wear reflective clothing. Jog facing oncoming traffic, in single file and obey traffic rules.

d. Fluorescent or reflective vests provided by commands will be properly worn by all individuals exposed to traffic hazards as part of their assigned duties anywhere on a naval installation.

e. Place particular emphasis on protecting children walking to and from school, entering and leaving school buses, and playing in Navy housing areas.

f. Everyone who rides a bicycle on a naval installation shall properly wear an approved (e.g., Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Workers riding bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets if properly fastened under the chin. In unique operations or training situations, Commanders using risk management procedures may determine exceptions to the helmet guidance.

10. **Pupil Transportation Safety (HSPG No. 17)**. Make provisions to reduce the danger to children being transported in Navy-owned school buses or contractor-owned vehicles. Mark, equip, operate, and maintain school buses per reference (k). Ensure private contractors comply with State and local requirements. Encourage them to identify school buses as reference (k) directs.

11. **Speed Control (HSPG No. 19)**

a. Enforce State and host nation speed limits and posted activity speed limits. Base speed limits on traffic engineering studies and safe operating requirements; be consistent with State and local laws.

b. Emergency vehicle operators shall not operate their vehicles at any time at a speed that is not reasonable for weather, visibility, traffic or roadway conditions.

c. Radar or laser detectors are prohibited on naval installations. These devices may not be sold in any Navy Exchange or other Navy resale service outlet per reference (a).

12. Occupant Protection (HSPG No. 20)

a. Special Requirements

(1) Navy Government Motor Vehicles (GMVs). Equip GMVs with safety belts required by Federal Motor Vehicle Safety Standards. Make every effort to procure or lease vehicles equipped with air bags. *Do not operate trucks equipped with an on-off switch for the passenger side airbag with the switch in the off position.*

(a) Maintain safety belts in a serviceable condition. Keep them readily available for drivers and passengers.

(b) *All persons described in subparagraph 5a(3) of this instruction operating or riding in any GMV (to include occupants in the passenger compartment of Navy tactical and combat vehicles being used administratively or during training evolutions) shall use safety belts in a proper manner.*

1. *Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or rendered inoperative except when riding in public transportation when safety belts are not available. Bus passengers shall be seated when the vehicle is in motion unless the design of the bus has sufficient standing area and equipment to aid in balance.*

2. *Do not 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. Passengers riding in the cargo areas of combat vehicles or trucks with side-facing troop seats incur serious risk and may not ride in such vehicles until all efforts to procure a safer means of transportation are exhausted.*

(c) *Mandate the use of child safety seats in GMVs consistent with State or host nation laws. Lacking host nation law, require all children up to 40 pounds (about 4 years old), riding in GMVs to use a U.S. Department of Transportation (DoT) approved child safety seat in a proper manner. Recommend all children 40-80 pounds ride in a booster seat. 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.*

(d) *All GMV drivers are responsible for informing all passengers of applicable safety belt, child safety seat, and personal protective equipment requirements of this instruction. It is the senior military occupant's responsibility to ensure*

compliance by all passengers with those requirements. For civilian employees, the driver is responsible for enforcement if the senior occupant cannot be determined.

(e) Report all failures or malfunctions of Navy motor vehicle safety belt assemblies, which result in a reportable personal injury on the Motor Vehicle Safety Report (Report Symbol OPNAV 5102-4 (MV)). (See reference (j)).

(2) Private Motor Vehicles (PMVs)

(a) *All persons operating or riding in any PMV on a Naval base shall use safety belts in a proper manner.*

1. No one may ride in seating positions where safety belts have not been installed, have been removed or rendered inoperative except passengers riding in public transportation.

2. 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.

(b) *Require the use of child safety seats consistent with state or host nation laws. If there is no host nation law, all children up to 40 pounds (about 4 years old), riding in PMVs on a naval installation, shall use a DoT or host nation-approved child safety seat in a proper manner. Recommend children 40-80 pounds be placed in a booster seat. 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.*

(c) *The operator of any private motor vehicle on any naval installation is responsible for informing all passengers of applicable safety belt, child safety seat, and personal protective equipment requirements of this instruction, and for ensuring compliance by all passengers with those requirements.*

b. Enforcement

(1) *Enforce failure to use safety belts and child safety seats and personal protective equipment as a primary traffic violation on a naval installation. Each naval installation regulating operating privileges shall establish procedures for applicable enforcement to include mandatory administrative or disciplinary action. Traffic points shall be assessed as outlined in reference (e).*

(2) All levels of supervision and management should participate actively in the enforcement of the program and become involved by personal example and written directive.

13. **Roadway Safety (HSPG No. 21)**

a. Highway Design, Construction and Maintenance

(1) Maintain naval installation roads in a safe condition. Capital improvements to modernize existing roads or to provide new traffic facilities shall meet safety standards issued or endorsed by the Federal Highway Administration, U.S. Department of Transportation.

b. Traffic Engineering Services

(1) Military Traffic Management Command (MTMC) will coordinate and ensure DoD implementation of traffic engineering services as directed by reference (o).