



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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OPNAVINST 5100.12J  
N09F  
26 June 2012

OPNAV INSTRUCTION 5100.12J

From: Chief of Naval Operations

Subj: NAVY TRAFFIC SAFETY PROGRAM

Ref: (a) DoD Instruction 6055.04 of 20 April 2009  
(b) OPNAVINST 5102.1D/MCO P5102.1B  
(c) NAVFAC P-300  
(d) Department of Transportation - Federal Motor Vehicle Safety Standards (FMVSS), Standard No. 208 (Occupant Crash Protection), Standard No. 209 (Seat Belt Assemblies, and Standard No. 210 (Seat Belt Assembly Anchorages)  
(e) OPNAVINST 11200.5D  
(f) DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles of 16 March 2007  
(g) OPNAVINST 5100.25B

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

1. Purpose. To assign responsibilities and establish policy for the U.S. Navy Traffic Safety Program. This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. OPNAVINST 5100.12H.

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. The personnel and financial losses that result from motor vehicle mishaps are significant readiness degraders and commanders, at all levels, shall ensure that effective traffic safety programs are developed and implemented to minimize losses.

4. Scope and Effect

a. Scope. This instruction applies to all motor vehicle operators, passengers, bicyclists and pedestrians at all Navy

managed joint installations, Navy commands, Navy activities, units, installations and facilities, ashore and afloat, as follows:

(1) All Navy military personnel at all times.

(2) All personnel operating or riding in or on a motor vehicle on a naval installation.

(3) All persons operating or riding in or on a motor vehicle owned or leased by the Navy, at all times, on or off base. This includes rental cars used while on official orders.

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

## 5. Definitions

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

b. The terms "shall" and "must" when used in this directive indicate mandatory compliance. "Will" indicates futurity of actions to be taken. "Should," "may," and "can" are used to denote actions that are recommended but are not mandatory.

## 6. Responsibilities

a. Office of the Chief of Naval Operations, Special Assistant for Safety Matters, (OPNAV N09F)/Commander, Naval Safety Center (COMNAVSAFECEN) shall develop policy and guidance for the Navy Traffic Safety Program, issue appropriate directives to ensure an effective traffic safety program is implemented across the Navy and assist all naval commands with the management and execution of effective motor vehicle mishap prevention programs. OPNAV N09F/COMNAVSAFECEN shall:

(1) Conduct on-site command installation traffic safety program reviews upon request from echelon 2 or 3 commands.

(2) Include traffic safety program reviews as part of all safety survey programs.

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

(4) Coordinate and evaluate traffic safety programs, policies and equipment with the Department of Defense (DoD), other Services, governmental and non-governmental agencies.

(5) 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.

(6) Provide statistical data and support, as required, to Chief of Naval Operations, Navy Alcohol and Drug Abuse Prevention Program (OPNAV (N135F)), for the purpose of drug and alcohol abuse prevention and control program evaluation and assessment.

(7) Develop, produce, and distribute traffic safety training and awareness products to assist commands in their execution of effective traffic safety programs.

(8) Provide management, quality assurance services, oversight and instructor qualification and training for the Emergency Vehicle Operator Course (EVOC) and Driver Improvement Program (DIP) training programs.

(9) Conduct traffic and motorcycle safety program quality assurance assessments of each Navy regional command biennially. Assessment reports will be submitted to the Commander, Naval Installations Command (CNIC). Within 30 days of receipt, CNIC shall provide a plan of action and milestone for mitigation of any deficiency identified.

(10) Maintain awareness of new and emerging programs and technologies through engagement with industry, academia, and government and non-government agencies. This engagement shall include but is not limited to attendance at the Governor's Highway Safety Association, Lifesavers, National Safety Congress, American Driver and Traffic Safety Education

Association, State Motorcycle Safety Administrators conferences and other traffic safety meetings.

(11) Forward the annual Safety Belt Usage Report, enclosure (2), and the annual Impaired Driving, Crash and Injury Data Report to the Deputy Assistant Secretary of the Navy for Safety (DASN(S)).

(12) Maintain a list of COMNAVSAFECEN approved motorcycle and traffic safety training courses that are available for Navy use. This list will be posted on the Naval Safety Center (NAVSAFECEN) Web site (<http://safetycenter.navy.mil/>).

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

c. President Board of Inspection and Survey (PRESINSURV) shall include Navy Traffic Safety Program effectiveness as part of all afloat unit inspections. Findings and recommendations for improvement will be provided to OPNAV N09F/COMNAVSAFECEN as part of PRESINSURV annual reports.

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

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

(2) Ensure initial traffic safety training for personnel under age 26 is completed at all Service and or "A" schools.

e. Commander, Naval Reserve Forces shall assist active component commands with meeting the training requirements for their supporting reserve unit personnel, when requested. Ultimately, the supported command is responsible for training reserve component personnel assigned to their units.

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

g. Echelon 2 Commands shall:

(1) Ensure traffic and motorcycle safety programs are established for subordinate commands, including assigned reserve commands.

(2) Ensure all subordinate commands have an assigned Traffic Safety Coordinator (TSC) and Motorcycle Safety Representative (MSR).

(3) Coordinate traffic safety training requirements with CNIC. Coordination should include the number, location and types of courses required, desired Enterprise Safety Application Management System (ESAMS) enhancements, and Return To Homeport Program requirements, etc.

h. CNIC shall:

(1) As the sole provider for Navy, provide traffic safety services Navy-wide for all Navy military and Department of the Navy (DON) civilian personnel.

(2) Coordinate, manage, and provide resources for an effective traffic safety program within each region and area under CNIC cognizance. Traffic and motorcycle safety training shall be provided to all Navy commands located in each region. This support will include at a minimum all private motor vehicle (PMV), motorcycle safety training, return to home port programs, safety stand-down support and information technology support to document and effectively execute traffic safety training for all Navy commands.

(3) Compile an annual traffic safety training needs assessment based on input from regional, installation and supported commanders to determine future training requirements, number, and types of courses needed, number of instructors needed, and identification of any issues impeding traffic safety training support. A copy of this assessment will be provided to OPNAV N09F/COMNAVSAFECEN.

(4) Provide, no later than the 10th working day of each quarter, a report to OPNAV N09F/COMNAVSAFECEN identifying the current status, deficiencies, and corrective actions for all traffic, motorcycle, and EVOC training programs. This report should include, but is not limited to: current training status, any training backlogs, range deficiencies, equipment shortages, significant no-show issues, funding shortfalls, etc.

(5) Submit the annual Safety Belt Usage Report (enclosure (2)) to OPNAV N09F/COMNAVSAFECEN, Traffic Safety Division, no later than the last working day of March each year.

(6) Ensure adequate numbers of training motorcycles (500 cubic centimeter (cc) or less), are provided to the regions to meet the Basic Rider Course (BRC) training requirements contained in this instruction.

(7) Ensure adequate motorcycle training ranges are available to meet the training requirements contained in this instruction.

(8) Provide a system, and training for system users, that allows each commander to effectively schedule individuals for traffic, motorcycle, EVOC, and other safety training required by this instruction. This system shall also allow commanders to track the training needs of their personnel and effectively manage their traffic safety training program.

(9) Ensure appropriate emerging technologies (simulators, 3D animation, computer-based training, etc.) are included in the training support provided to the regions and bases to enhance the PMV and motorcycle safety training programs.

i. 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) Provide all traffic and motorcycle safety training to all tenant commands and other Navy commands located within the region. Provide training within 30 days of request.

(6) Provide a quarterly report to CNIC Operations (N3), and information copy to OPNAV N09F/COMNAVSAFECEN, identifying the current status, deficiencies, and corrective actions for all traffic, motorcycle, and EVOC training programs. This report should include, but is not limited to: current training status, any training backlogs, range deficiencies, equipment shortages, significant no-show issues, funding shortfalls, etc.

(7) Establish a traffic and motorcycle safety council that will meet quarterly to discuss and disseminate information, analyze traffic mishaps, discuss traffic and motorcycle safety training issues, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern. The traffic and motorcycle safety council will be chaired by the commanding officer or executive officer of the host command. The traffic and motorcycle safety council should include representatives from safety, base traffic engineering, emergency services departments, and TSCs, MSRs and safety officers of tenant commands. If the number of attendees is too large, commanders may hold separate TSC and or MSR safety meetings. If separate meetings are held, the results of those meetings will be presented to the quarterly traffic and motorcycle safety council by a TSC or MSR designated by the regional or installation commander. The primary mission of the traffic and motorcycle 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 TSC 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.

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

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

(10) Ensure all emergency vehicle (EV) operators complete required initial training, refresher training and other program requirements contained in paragraph 11 of this instruction.

j. 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) 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.

(3) 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 training compliance and the use of proper personal protective equipment (PPE). The risks of long distance driving and other risks associated with driving during liberty periods should also be emphasized.

(4) Ensure all personnel assigned to their command complete required traffic safety training.

(5) 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. Additional information on TRiPS can be found on the Naval Safety Center's Web site ([www.public.navy.mil/navsafecen/Pages/ashore/motor\\_vehicle/trips.aspx](http://www.public.navy.mil/navsafecen/Pages/ashore/motor_vehicle/trips.aspx)).

(6) Ensure a local traffic safety orientation is included in scheduled command check-in briefings generally provided to all new personnel reporting for duty within 30 days of arrival. Completion of command check-in orientation shall be documented. Commands can request training materials to meet this requirement from CNIC regional and installation safety offices. Examples of local traffic safety information include: host nation, State and local laws, Driving Under the Influence (DUI) costs, traffic, and driving patterns of the local area, emergency information, and Navy traffic instructions.

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

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

(9) 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.

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

(11) Enforce all PPE requirements for motorcycles and all other vehicles.

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

(13) Implement the DoD Impaired Driving Prevention Program, per reference (a). This effort should include activities dedicated to building a close working relationship with local authorities dedicated to preventing impaired driving.

(14) Identify all military personnel who pose the greatest risk for motorcycle or private motor vehicle mishaps and establish additional measures (i.e., tailored training and mentorship programs) that provide them with the support, skills, and knowledge to be successful. These individuals may be inexperienced motorcycle riders, those riding machines (sport bikes, etc.) built for speed vice cruising, individuals with multiple traffic violation convictions or license suspensions or revocations. Identification as "greatest risk" is non-punitive and does not constitute a basis for non-judicial or adverse administrative action.

(15) Ensure all individuals required to complete traffic or motorcycle safety training identified in this instruction, are provided the opportunity to attend training during normal working hours. Course attendees shall not be charged leave.

(16) Designate, in writing, a TSC and an MSR. If desired, the TSC and MSR can be the same individual. The TSC and MSR should attend installation traffic safety council meetings, traffic safety courses, conferences, workshops, and seminars to keep current on traffic and motorcycle safety issues. The TSC and MSR shall be directly responsible to the commander or commanding officer for proper execution of all aspects of the command traffic and motorcycle safety programs. To enhance the effectiveness of the motorcycle safety program, if possible MSRs should be active motorcycle riders.

(17) Establish a motorcycle mentorship program to promote rider education, safety, and training. Commands should tailor the motorcycle mentorship program to address the individual commands' training requirements, ridership, local

area and resources available. Examples, best practices and general guidance is available on the NAVSAFECEN Web site. If it is infeasible to establish a command mentorship program due to logistical issues or an insufficient number of riders, commands may form partnered mentorship programs with base, installation, near-by Navy or other Service commands. Waiver requests for this requirement shall be submitted to the first flag officer in the commander's chain of command.

k. TSC's shall:

(1) If the TSC is also the MSR, obtain an ESAMS account and complete required ESAMS training.

(2) Ensure all personnel complete all traffic safety training required by this instruction and that the training is properly documented in the service member's electronic training record. Appropriate training records include: ESAMS, Fleet Training Management and Planning System (FLTMPMS), Navy Knowledge Online, etc.

(3) Ensure all personnel who are required to complete traffic safety training due to traffic mishaps or infractions and those directed to complete training by their commanding officers, complete the appropriate training and the training is properly documented.

(4) Provide the commander or commanding officer with a quarterly traffic safety training status report. This report will include the names of those individuals who are required but have not completed training, the reasons they have not completed training, a projected training completion date and a list of individuals who were scheduled for but failed to attend training (no show list).

(5) Attend the quarterly regional, base or installation traffic and motorcycle safety council meetings.

l. MSR's shall:

(1) Obtain an ESAMS account and complete required ESAMS training.

(2) Identify all military personnel who operate or plan on operating a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this instruction and enter documentation of completed motorcycle safety training into ESAMS.

(3) Maintain current information for the military motorcycle riders in their command (whether riding on base or off-base) to include: an accurate listing of the military motorcycle riders; type of motorcycle ridden or owned; State driver's license information; vehicle registration; DoD decal number (if applicable); proof of insurance; and BRC completion card, and when applicable, Military Sport Bike Riders Course (MSRC) card and Experienced Riders Course (ERC) card.

(4) Provide the commander or commanding officer with a quarterly motorcycle safety training status report. This report will include the names of those individuals who are required but have not completed training, the reasons they have not completed training a projected training completion date and a list of individuals who were scheduled for but failed to attend training (no show list).

(5) Attend the quarterly regional, base or installation traffic and motorcycle safety council meetings.

(6) Serve as the command motorcycle mentorship program coordinator.

m. 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. General Traffic Safety Guidance

### a. Vehicle Inspections

(1) DON Vehicle Inspections. All DON vehicles, including non-appropriated fund vehicles, government-owned and leased, and contractor-operated vehicles shall be inspected before and after operation, utilizing the Naval Facilities Engineering Command NAVFAC 9-11240/13 Operators Inspection Guide

and Trouble Report. This safety inspection shall evaluate systems and components for vehicle performance. (See reference(c).)

(2) DON Vehicle Annual Inspections. All DON vehicles, including non-appropriated fund vehicles, government-owned and 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 (c).)

(3) Privately Owned Vehicle Inspections. PMVs operated on Navy installations must comply with host nation, State, or local inspection requirements. Regional and 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 following host-nation treaties or Status of Forces Agreements (SOFAs).

b. Driver Licensing. Commands shall follow host nation, Federal, or State licensing procedures including SOFAs.

(1) Suspended Licenses. No military or civilian personnel shall be allowed to operate any motor vehicle on any Navy installation during periods of suspension or revocation of their operator's license.

(2) Government Motor Vehicle (GMV) Operator's Identification Card. Licensing guidance, policy, and procedures for driver testing and issuance of Optional Form (OF) 346 U.S. Government Motor Vehicle Operator's Identification Card is contained in reference (c).

(3) 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, commanding officer or designated representative. 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.

c. Occupant Protection. Commands shall follow host nation, Federal, or State law regarding occupant protection.

(1) GMVs

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

(b) 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.

(c) 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 FMVSS 208, 209, and 210.

(d) The use of child safety seats in vehicles shall be consistent with host nation, State, or local 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.

(e) 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.

(f) Drivers will report all failures or malfunctions of Navy motor vehicle safety belt assemblies to their supervisor for follow-up, utilizing the NAVFAC 911240/13. (See reference (c).)

(2) PMVs

(a) All military personnel riding in a PMV manufactured after 1968, on and 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.

(b) 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.

(c) No one shall be authorized to 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 Department of Transportation (DOT) FMVSS 208, 209, and 210. (See reference (d).)

(d) The use of child safety seats in vehicles shall be consistent with host nation, State, or local 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.

(e) 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.

d. Maximum Driving Time - GMVs

(1) Commands shall follow any host nation, Federal, or State guidelines that may exist regarding maximum driving time.

(2) 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 is completed. Commanders should document risk assessment and acceptance, to include one-time and routine alternative procedures as necessary.

(3) Use of alcohol 8 hours prior to operating a GMV is prohibited.

(4) 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.

(5) 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.

e. Maximum Driving Time - PMVs

(1) All personnel shall follow any host nation, Federal, or State guidelines that may exist regarding maximum driving time.

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

(a) 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 2 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 and time, rest periods, and accommodations. The use of TRiPS is highly recommended prior to leave approval.



(b) 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.

f. Cell Phones, Texting, and Driver Distractions. All motor vehicle operators on Navy installations and operators of government-owned and leased vehicles (including rental cars while on temporary additional duty) on and off Navy installations shall not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, the wearing of any portable headphones, earphones, or other listening devices 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 activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, text messaging, adjusting the radio or compact disc player, shaving, applying make-up, reading maps, newspapers, magazines, books, etc.).

g. 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 DON or contractor-owned multi-passenger vehicles. DON school buses shall be marked, equipped, operated, and maintained consistent with reference (c). Private contractors shall comply with host nation, State, or local requirements in addition to any contractual requirements imposed by the applicable DON component.

h. 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 mishaps. For this reason, all personnel are encouraged to drive with DRLs or headlights on at all times, on and off installations.

i. 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.

j. 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 appropriate U.S. magistrate, State, or local judicial authorities, as determined by base or regional agreement regarding jurisdiction on board the installation. (See reference (e).)

#### 8. General Traffic Safety Training Requirements

a. All military personnel under the age of 26 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. Additionally, all military personnel under age 26 must receive 2 hours of annual refresher traffic safety training. Completion of the training required in this paragraph will be properly documented per paragraphs 6k(2) and 6l(2).

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 (AAA), Smith-System Driver Improvement Institute course, or any locally developed or commercial course of instruction approved by OPNAV N09F/COMNAVSAFECEN, may be used to accomplish this training. Completion of this training will be documented and entered into ESAMS and the service records of military personnel.

c. Any military or DoD civilian convicted of a moving traffic violation, while operating a motor vehicle on a Navy

installation or who has been determined to be at fault in a traffic mishap while on a Navy installation, shall attend an approved OPNAV N09F/COMNAVSAFECEN 8 hour course of driver improvement training at no cost to the individual.

#### 9. General 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](http://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 Web site 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. The American Automobile Association - Driver Improvement Program (AAA-DIP) is an 8-hour training program that can be adjusted to a 6- or 4-hour curriculum. AAA-DIP course materials may be purchased directly from AAA.

d. A list of currently approved and available driver improvement training courses can be found on the NAVSAFECEN Web site.

#### 10. 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 OPNAV N09F/COMNAVSAFECEN-approved 8 hour course of driver improvement instruction at no cost to the individual prior to assignment. (See paragraph 9.) 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 convicted of a serious moving traffic violation, or who were at fault in a traffic mishap while operating a GMV, shall attend an OPNAV N09F/COMNAVSAFECEN approved driver improvement training course. Serious moving traffic violations include but are not limited to: reckless driving, driving while impaired, speeding and following too closely.

c. Per reference (a), all drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers shall be provided additional training to improve operator skills and awareness. Commands may use locally developed training that addresses the unique handling characteristics and hazards associated with 15 passenger vans, (high center of gravity, proper weight distribution, limited visibility, braking effectiveness, etc.).

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 and host commanders shall provide NAVSAFECEN-approved driver improvement training required in paragraphs 8 through 10 within 30 days of request, at no cost to military and DON civilian personnel.

f. A list of currently approved and available traffic safety training courses can be found on the NAVSAFECEN Web site.

11. EVOC. All military and DON civilian personnel prior to operation of any government-owned or leased EV, equipped with either emergency lighting and or sirens shall complete the OPNAV N09F/COMNAVSAFECEN 40-hour basic EVOC course. These vehicles include police, ambulances, fire, crash and rescue, explosive ordnance disposal, and hazardous material response vehicles.

All EVOC instructor, basic, and re-certification courses shall be conducted by a certified OPNAV N09F/COMNAVSAFECEN-approved instructor. (See reference (f).)

a. EVOC Instructor Training Prerequisites

(1) Have assigned duties that involve EV operation (police, fire, crash and rescue, or ambulance).

(2) Possess both a valid driver's license (host nation or State), and OF-346 with the proper qualifications and endorsements.

(3) Have successfully completed the Basic EVOC program and have at least 2 years of EV driving experience.

b. EVOC Operator Training Prerequisites

(1) Have assigned duties that involve EV operation (police, fire, crash and rescue, or ambulance).

(2) Possess a valid driver's license (host nation or State).

(3) Have at least 2 years of driving experience as a licensed driver.

c. EVOC Recertification Requirements

(1) EV instructors and operators are required to maintain their skills at an acceptable level. OPNAV N09F/COMNAVSAFECEN requires all EV instructors and operators to attend refresher, phase, and in-service training every 3 years.

(2) EVOC instructors shall attend and successfully complete a 3-day OPNAV N09F/COMNAVSAFECEN-approved instructor recertification program.

(3) EV operators must complete 24 hours of EV related training over the course of 3 years (i.e., 8 hours per fiscal year). Training will consist of:

(a) Applicable host, State or local law and regulations.

(b) DoD and OPNAV instructions, reference (c) guidance, or other applicable region and command instructions.

(c) Safe vehicle operating practices to include selected driving range exercises.

d. EVOC Remedial Training

(1) Any EV operator who is found at-fault in a motor vehicle mishap shall complete remedial EVOC training. Remedial training shall be completed within 30 days of the date of the mishap.

(2) Supervisors may also require personnel who demonstrate deficiencies in their driving habits or attitudes to complete remedial EVOC training.

(3) Remedial training is not a punitive action. It is used to reinforce positive skills, knowledge, and behavior.

e. Additional EVOC Program Guidance. EVOC training meets the driver improvement training required in paragraphs 8 through 10. Additional EV instructor, operator, and recertification requirements can be found on the NAVSAFECEN Web site, or by contacting the EVOC program manager at [NAVSAFECEN\\_EVOProgMgr@navy.mil](mailto:NAVSAFECEN_EVOProgMgr@navy.mil).

12. Motorcycle Safety

a. Motorcycle Operator Licensing. All operators of government and privately-owned motorcycles must be properly licensed or permitted when operating these vehicles on public highways or roadways. For tactical motorcycle operators, a valid OF-346 with a motorcycle endorsement accompanied with a valid State driver's license fulfills this requirement.

b. Training for Operators of Three Wheeled Vehicles and Scooters. Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training. All host nation, State and local training requirements must be adhered to.

c. Pre-purchase Counseling. Motorcycle ownership is a significant responsibility. Prior to purchasing a motorcycle, all Sailors will consult with the first chief petty officer or officer in their chain of command to be certain they are aware of the responsibilities that come with ownership. These responsibilities include proper licensing, insurance, registration, training, and mandatory PPE.

d. Accountability. All military personnel must meet all applicable licensing, registration, insurance and training requirements before street riding. Non-compliance is punishable under the UCMJ.

e. Motorcycle Safety Training. The purpose of the Navy motorcycle safety training program is to provide both novice and experienced motorcycle operators with the opportunity to enhance their riding skills, knowledge, and techniques throughout their riding career. The program is an effort to reduce mishaps, which in the past have negatively affected readiness. Commanders are encouraged to establish joint training programs with installation and unit commanders of the other Service and local and State motorcycle safety program managers, wherever practical. Training shall be provided to all Sailors within 30 days of the Sailor's request for training. The three levels of motorcycle training are:

(1) Level I. Level I courses include: the Motorcycle Safety Foundation (MSF) BRC, any State approved curriculum intended to provide novice riders the skills and knowledge needed to obtain a drivers license motorcycle endorsement, any course approved by any of the other Services, or any entry level rider training course approved by OPNAV N09F/COMNAVSAFECEN. All Sailors who plan to purchase or operate a motorcycle (regardless of their intent to ride the motorcycle on or off base) shall complete level I training prior to operating these vehicles. Additionally, operators of government-owned motorcycles shall complete level I training prior to operating a government owned motorcycle. All riders must complete level I training prior to attending any advanced level motorcycle training.

(2) Level II. These courses are intended to build upon the skills and knowledge that riders obtain in level I courses. The MSRC and Advanced Rider Course are examples of level II

courses approved for sport bike riders. The Advanced Rider Course and BRC II are examples of level II courses approved for non-sport bike riders. A complete and current listing of all OPNAV N09F/COMNAVSAFECEN approved level II rider training courses is available on the NAVSAFECEN's Web site.

(3) Level III. These courses are intended to improve the riders' skills and knowledge through a curriculum that includes practice maneuvers conducted at street or highway speeds, challenging cornering techniques and other realistic scenarios conducted in a controlled environment. Examples of level III courses include: the California Superbike School, the Marine Corps' Advanced Motorcycle Operator Course, Total Control and American Super Camp. A complete and current listing of all OPNAV N09F/COMNAVSAFECEN approved Level III rider training courses is available on the NAVSAFECEN's Web site.

(4) Follow-on Training. All Sailors who operate motorcycles shall complete Level II training within 60 days of completion of Level I training or upon changing the type of motorcycle ridden. Motorcycle operators who are properly licensed and have completed Level I training may immediately enroll in and complete Level II training.

(5) Refresher Training. All Sailors who operate motorcycles shall complete Level II or Level III refresher training every three (3) years. If Level II or Level III training is unavailable any OPNAV N09F/COMNAVSAFECEN approved course may be substituted.

(6) Civilian Motorcycle Operator Training. All civilian motorcycle operators who have a current State motorcycle operator license, endorsement or permit are not required to complete any of the above training.

(7) Dirt Bike and Off-road Motorcycle Operator Training. All Sailors who intend to operate a dirt bike or off-road motorcycle highly encouraged to complete OPNAV N09F/COMNAVSAFECEN approved dirt bike or off-road training.

(8) Approved Training Courses. A list of all OPNAV N09F/COMNAVSAFECEN approved motorcycle courses is available on the NAVSAFECEN's Web site.



(9) Course Approval Requests. Commanders desiring to use non-recognized or approved training may submit written requests to OPNAV N09F/COMNAVSAFECEN.

(10) Training Costs. Training required by this instruction shall be provided to Sailors and members of the other Services at no cost and they will not be charged leave. Training may be provided to DoD civilian employees, dependents and retirees at no cost on a space available basis.

(11) Records of Course Completion. Safety offices that are responsible for providing training will maintain course completion records and cards. If an individual needs a replacement card, they should contact the appropriate base safety office where the training was completed. Unit safety MSRs should also scan course completion cards into ESAMS to further document training.

(12) Failure to Attend Training. Personnel who are enrolled in motorcycle training courses but fail to attend are wasting valuable resources and preventing others from attending and gaining the skills and knowledge they need to be successful. Safety offices responsible for delivering training will provide commands with a "No Show" list of all Sailors who did not attend training. Commanders of Sailors who fail to attend training will take appropriate action. Personnel who require motorcycle training are highly encouraged to enroll through their command MSR to the maximum extent possible.

f. Motorcycle Safety and PPE

(1) Only street legal motorcycles as defined by section 30112 of title 49, U.S. Code, DOT FMVSS and applicable host nation, State and local laws, will be operated on Navy installation streets or highways. All original safety equipment as designed and installed by the manufacturer will be operable.

(2) Gas-powered or electric mini-bikes, pocket bikes, Segways or motorcycles that do not meet DOT FMVSS shall not be operated on Navy installation roadways.

(3) All Sailors who ride motorcycles (operators and passengers) at all times, on and off base, and all riders and

passengers on any DON installation shall wear the following PPE while riding motorcycles:

(a) Head Protection. A helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 shall be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.

(b) 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.

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

(d) 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, fluorescent or reflective materials are highly recommended.

(4) When riding on joint installations under the administration of other Services or when riding on any other Service's installations, motorcycle operators and passengers must comply with that Service's PPE requirements.

(5) The PPE for government-owned motorcycles and ATVs should also include knee and shin guards and padded full-fingered gloves when applicable.

### 13. All Terrain Vehicles (ATV) and Off-Road Vehicles (ORV)

a. All Sailors and DoD civilian personnel who operate government-owned, leased, or rented ATVs and ORVs shall successfully complete the Specialty Vehicle Institute of America

(SVIA) ATV rider course or an OPNAV N09F/COMNAVSAFECEN-approved ATV and ORV course prior to operating these vehicles.

b. Prior to operating a privately owned ATV and ORV on any Navy installation, the operator must successfully complete the SVIA ATV rider course or an OPNAV N09F/COMNAVSAFECEN-approved ATV and ORV rider course.

c. All Sailors who intend to operate a privately owned ATV and ORV are highly encouraged to complete the SVIA ATV rider course or an OPNAV N09F/COMNAVSAFECEN approved ATV and ORV rider course, regardless of their intent to ride the ATV and ORV on a Navy installation.

d. ATV and ORV course availability can be found on the ESAMS Web site, or by contacting either the local base or installation safety office or SVIA: [www.svia.org](http://www.svia.org); phone (800) 887-2887.

14. Alternate Vehicles. Alternate vehicles are mechanized equipment capable of on or off-road travel and designed to provide a means of transport for one or more individuals. Alternate vehicles include, but are not limited to: multi-tracked or multi-wheel vehicles, ATVs, low speed vehicles (LSV), personal mobility transport devices, motorized scooters, golf carts, agricultural carts, go-peds, amphibious machines, ground effect air cushion vehicles, motorized roller blades, go-carts, gas powered skate boards, wind powered vehicles or other means of transportation deriving motive power from a source other than muscle (hand or foot) power. Vehicles used for military, fire, emergency, or law enforcement purposes are EVs are not considered alternate vehicles and all EVOC training and operating procedures apply.

a. LSV. LSVs operated on roadways will be treated as motor vehicles and marked with the slow moving vehicle emblem per reference (c). Commands shall establish standard operating procedures to include vehicle inspections and operator training. All LSVs shall meet DOT FMVSS 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 an LSV. 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, authorized areas of usage, perform vehicle inspections, and ensure the vehicles are operated and maintained following the manufacturer's guidelines.

c. Local Policy Requirements. Installation commanders shall establish policy if alternate vehicles may be operated on the installation. If the commander allows their use, the policy shall also include who, where, how and when the vehicles may be operated.

d. Host Nation, Federal, State and Local Laws. While in use, all vehicles shall meet host nation, Federal, State and local laws and regulations.

## 15. Pedestrian and Bicycle Safety

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 brightly colored, fluorescent 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 brightly colored, fluorescent or reflective PPE shall be provided to and used by all personnel who are exposed to traffic hazards as a part of their assigned duties (e.g., gate sentries, 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 shall 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, fluorescent or 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 and off a Navy installation. Commanders may determine helmet requirements for bicycle operators at industrial work sites.

c. Required safety equipment for bicycles shall 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 light on the rear that is visible at a distance of at least 600 feet is required. These lights may be steady burning or blinking.

d. Wearing portable headphones, earphones, cellular hands-free devices, radios, recording devices or other portable

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 EVs. Use of these devices while performing the noted activities on Navy installations is prohibited.


16. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.0 of January 2012.

17. Forms and Report Control

a. NAVFAC 9-11240/13 Operators Inspection Guide and Trouble Report is available for download from Naval Forms OnLine at <https://navaforms.daps.dla.mil/web/public/home>.

b. OF-346 U.S. Government Motor Vehicle Operator's Identification Card can be ordered through General Services Administration by calling 800-525-8027, option 3 on the phone menu. Stock number is 7540-00-634-3999.

c. The Annual Safety Belt Usage Report described in paragraphs 6a(11), 6h(5), and 6i(9) and per enclosure (2) is assigned Report Control Symbol DD-A&T (A) 2083(5100) and shall be submitted per SECNAV Manual 5214.1 of December 2005.



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Distribution:

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<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. Alternate Vehicles. An alternate vehicle is a piece of mechanized equipment capable of on or off-road travel and designed to provide a means of transport for one or more individuals. Alternate vehicles include but are not limited to, multi-track or multi-wheel vehicles, ATVs, personal mobility transport devices, motorized scooters, agricultural carts, go-peds, amphibious machines, ground effect air cushion vehicles, motorized roller blades, go-carts, gas powered skate boards, wind powered vehicles or other means of transportation deriving motive power from a source other than muscle (hand or foot) power. Vehicles used for military, fire, emergency, or law enforcement purposes are EVs and are not considered alternate vehicles and all EVOC training and operating procedures apply.
3. Bicycle. A device propelled solely by human power, using pedals, and with two or more wheels in tandem.
4. Conviction. An official determination or finding as authorized by applicable Federal, State, city, county, or host nation law or regulation, including a final conviction by a court or court-martial (whether based on a plea of guilty or a finding of guilty and regardless of whether the penalty is deferred, suspended, or probated).
5. Driving. Operating a motor vehicle on an active roadway or parking area with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, and active roadway or parking area and has halted in a location where the driver can safely remain stationary.
6. Driving Privileges. The authority granted by a host nation, State, or commander to a person that allows that person to operate a motor vehicle on an installation or area under the authorizing official's supervision and control.

7. Emergency Vehicle (EV). An EV is any vehicle that is designated, equipped, and authorized to respond to an emergency. These include police, ambulance, fire, crash and rescue, explosive ordnance disposal and hazardous material response vehicles.

8. Federal Motor Vehicle Safety Standards (FMVSS). Federal safety standards are regulations written in terms of minimum safety performance requirements for motor vehicles or items of motor vehicle equipment. These requirements are specified in such a manner "that the public is protected against unreasonable risk of crashes occurring as a result of the design, construction, or performance of motor vehicles and is also protected against unreasonable risk of death or injury in the event crashes do occur."

9. 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 mph. They shall not be classified as a GMV.

10. 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-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

11. Low Speed Vehicles (LSVs). 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 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.

12. Motorcycles

a. Motorcycles (50cc 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.

13. Motor Vehicle. Any transportation device with a motor powered by fossil fuels, electricity, or other external sources or energy, except devices moved by human power or used exclusively on stationary rails or tracks. For the purpose of this instruction, LSVs, neighborhood electric vehicles (NEVs), mopeds, and scooters are considered motor vehicles when operated on the highways.

14. 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.

15. 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 and turn signals, brake lights, etc.

16. Open Container. Any bottle, can, or other receptacle containing any alcoholic beverage that has been opened, had its seal broken.

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

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

19. Personnel

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

b. DoD or 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.

20. 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.

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

22. Tactical Vehicle. A motor vehicle owned by the United States DoD and or U.S. Military services and used in combat,

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combat support, combat service support, tactical or relief operations, or training for such operations.

Safety Belt Usage Report

1. Usage rate. Enter safety belt usage rates for previous calendar year calculated from the following formula: usage rate = number of occupants observed wearing safety belts X 100 % / number of occupants observed.

a. Usage rate on DoD installations (reported by the DoD Component operating the installation for all personnel on the installation): \_\_\_\_\_

b. Usage rate for civilian personnel in a duty status (reported by the supervisory DoD Component): \_\_\_\_\_

2. Cost of military injuries. Enter total cost of military injuries for reportable motor vehicle mishaps: \_\_\_\_\_

3. Cost of civilian injuries. Enter total cost of civilian injuries for reportable motor vehicle mishaps: \_\_\_\_\_

4. Progress indicators. Identify specific programs that have made significant progress towards achieving an annual goal of significant reductions in traffic mishaps or that are notable and deserving of recognition.