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MARINE CORPS ORDER 5100.19F

From: Commandant of the Marine Corps
To: Distribution List

Subj: **MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE)**

Ref: (a) DOD Instruction 6055.4, "DOD Traffic Safety Program," W/CH 1, April 2, 2010
(b) DOD Instruction 6055.1, "DOD Safety and Occupational Health (SOH) Program," August 19, 1998
(c) DOD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
(d) 49 CFR 571
(e) Manual on Uniform Traffic Control Devices (MUTCD), December 2009
(f) OPNAVINST 4460.1A
(g) MCO 5100.29B
(h) SECNAV M-5210.1

Encl: (1) Marine Corps Traffic Safety Program (DRIVESAFE) Manual

Report Required: Safety Belt Usage Report (Report Control Symbol DD-5100-03 (External Report Control Symbol DD-A&T(A)2083))
encl (1), chap. 10 par. 16c and Appendix A.

1. Situation. Motor vehicle crashes resulting in serious injuries and fatalities continue to degrade Marine Corps combat readiness. Aggressive risk management and engaged leadership at all levels will ensure a climate of preparedness and highway survival. In accordance with references (a) through (h), this Order revises the Marine Corps Traffic Safety Program, short title "DRIVESAFE," shown at enclosure (1), for the purpose of protecting the force and ensuring readiness.

2. Cancellation. MCO 5100.19E.

3. Mission. To prevent motor vehicle-related mishaps and the resulting deaths, injuries, and property damage through a comprehensive and effective Traffic Safety Program that applies risk management strategies in support of force preservation and operational readiness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Leadership and use of risk management concepts and techniques are key in supporting force preservation and operational readiness.

Enclosure (1) is a Manual to assist commanders with implementing the Marine Corps Traffic Safety Program in garrison, in training, and during military operations, exercises and deployments.

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(b) Commanders should use all available tools to identify high risk operators of motor vehicles, including motorcycles, and intervene before risky behavior results in an injury or death. Reckless conduct while operating a motor vehicle will not be tolerated. Commanders should establish policies addressing accountability and responsibility for reckless driving behavior.

(2) Concept of Operations

(a) Enclosure (1) outlines the Marine Corps DRIVESAFE Program, assigns responsibilities, identifies minimum implementation requirements, and provides instructions for administration of the DRIVESAFE Program.

(b) The DRIVESAFE Program provides revised guidelines for mishap reduction with a systemic approach to achieving implementation requirements.

b. Commanders/Commanding Officers/Officers-In-Charge (OIC) Requirements

(1) Comply with the content and intent of this Order and all references.

(2) Plan, budget, execute, monitor, and continuously improve traffic safety programs within your purview.

(3) Institute policy and initiatives that support a comprehensive system that includes the risk management process to prevent the loss of personnel, facilities, weapons systems, and equipment during peacetime and wartime due to traffic mishaps.

(4) Follow the Highway Safety Program Guidelines (HSPG) as incorporated within Department of Defense (DOD) policy and procedures. Requests for a variance to HSPG must be approved by the Commandant of the Marine Corps (Safety Division) (CMC (SD)) prior to implementing any less stringent requirements. Requests must identify how the variance will result in measurable and sustainable improvement of performance.

c. Coordinating Instructions. Submit all recommendations concerning this Order to CMC (SD) via the chain of command.

5. Administration and Logistics

a. CMC (SD) administers the Marine Corps DRIVESAFE Program.

b. Marine Corps installation commanders shall ensure a written traffic safety program that includes training requirements is established at each installation and that the program applies to all tenant organizations. The program will be under control of the Base or Installation Safety Manager as an integral part of the Safety and Occupational Health Program.

c. Installations shall submit an annual Safety Belt Usage Report as shown in enclosure (1), to the applicable Regional Safety Office (Marine Corps Installations (MCI)-EAST, MCI-WEST, MCI-PAC, etc.). MCI Command will ensure accuracy and collate into one report before forwarding to CMC (SD) by 1 March annually.

d. Commanders of tenant activities and units down to the battalion/squadron level shall establish a written traffic safety program that supports and complements the program established by the installation.

e. Unit/Installation Traffic Safety Managers shall establish and maintain a Standard Operating Procedures manual with corresponding Desktop Procedures relevant to their installation and organizational goals. Officers, noncommissioned officers, and civilian managers at all levels shall ensure strong emphasis is placed on the prevention of traffic mishaps.


f. Traffic safety shall be incorporated into on-duty and off-duty training programs on a continuing basis (safety stand downs, operational pauses, etc.).

g. Records Management. Developers, owners, and users of all Marine Corps information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and applicable references.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


JOSEPH F. DUNFORD, JR.
Assistant Commandant
of the Marine Corps

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MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE) MANUAL



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Chapter 1

Administrative Procedures and Policy

1. Discussion. This Order outlines the Marine Corps Traffic Safety Program (DRIVESAFE) and the minimum Federal and Department of Defense (DoD) requirements and is intended to minimize risk in all driving activities.

2. Background

a. Motor vehicle mishaps continue to represent a leading threat to force preservation resulting in needless fatalities, debilitating injuries, and property damage. Far too often, these mishaps are preventable. There is no single solution to traffic safety, the reduction of traffic mishaps must come from a variety of initiatives with engaged leadership support at all levels. In turn, senior leadership should not tolerate irresponsible risk decisions by any Marine.

b. Guidance provided in this Order represents the minimum requirements outlined in Federal and DOD publications. It also represents additional policy and emphasis placed by Headquarters, U.S. Marine Corps in areas shown to be particularly problematic for Marines. Commands at all levels shall ensure compliance with this Order and its initiatives and programs.

3. Reference. Reference (a) directs the Marine Corps to implement the Highway Safety Program Guidelines (HSPG). The procedures that follow represent the HSPG, modified to reflect unique military and Marine Corps requirements, and are mandatory for Marine Corps use in a Traffic Safety Program.

4. Requirements. The Marine Corps will follow the provisions of the Department of Transportation, HSPG, and this Order. Any deviation from these guidelines requires written approval from CMC (SD).

5. Vehicle Design Standards. Commercially designed vehicles shall meet all applicable requirements of reference (d). Commercial vehicles of foreign manufacture purchased, leased or rented for use outside the United States and U.S. territories shall meet all applicable safety requirements of the country in which they are to be used. Procured and leased commercial vehicles will be equipped with air bags, seatbelt and shoulder belt/harnesses, antilock braking systems, and electronic stability control.

a. The cost of damage and injuries resulting from mishaps will be considered a part of life cycle cost (LCC). This also includes all rented and leased vehicles. Program managers will include appropriate safety technologies in systems acquisitions or modernizations whenever these technologies reduce LCC.

b. Tactical and combat vehicles designed to contract specifications may be exempt from reference (d) if such compliance would degrade essential military characteristics. Marine Corps special purpose, tactical and combat vehicles, whether purchased commercially or designed to contract specifications, shall be equipped with safety belts, shoulder harnesses and rollover protection unless the Marine Corps Component Acquisition Executive determines that such equipment unacceptably degrades an essential military characteristic. Requests for noncompliance shall be documented by Marine

Corps System Command (MARCORSYSCOM) and forwarded to the appropriate DoD component for approval. Approval authority may not be delegated. Reference (c) Provides guidance to ensure that proper safety characteristics are designed into tactical and combat vehicles consistent with the following constraints listed in order of precedence:

- (1) Military mission requirements.
- (2) Federal Motor Vehicle Safety Standards.

6. Operator Duty Time. To reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific duty hour limits for Marine Corps vehicle operators. These duty time limits will consider the degree of risk involved in various motor vehicle operations (e.g. weapons convoys, reserve drill, annual training, flight line operations, and public highway operations). Duty hour limits during normal operations will include the following minimum requirements.

a. Drivers will be provided with at least eight (8) consecutive hours of rest (off-duty) during any 24-hour period. Commanders shall ensure that preceding a known prolonged work or sleep loss period, off-duty time will be kept as free of work-related requirements as possible and, ideally, should be spent at rest or asleep.

b. An operator will not drive more than ten (10) hours in a duty period (including rest and meal breaks). Mission essential billets requiring shifts in excess of 10 hours (e.g. security patrols, severe weather operations, training support, snow removal) will develop specific written procedures to minimize the hazards of increased mission-required driving time. To reduce the potential for traffic mishaps caused by operator fatigue following extended duty or shift work, commanders will establish written rest-recovery guidance. At a minimum, the guidance will include:

(1) Options to mitigate fatigue in periods of extended duty or shift work.

(2) The requirement to assess the risks associated with using fatigued personnel to operate a motor vehicle. Such an assessment should consider such things as time on duty, the individual's physical condition, driving conditions, and length of travel.

(3) Control measures such as alternative means of transportation or designating rest stops for fatigued personnel until they are sufficiently rested to operate a motor vehicle.

c. Drivers will take rest breaks (at least 15 minutes) every two (2) hours of driving or every 100 miles, whichever occurs first. These breaks are in addition to regular meal breaks.

d. Duty time limits will comply with this Order and any additional international standards as applicable. A means of recording driving time must be established for designated motor vehicle operators who operate Government motor vehicles on a regular basis.

e. When transporting Hazardous Materials (HAZMAT) or explosives, two qualified/certified drivers will be assigned to the vehicle if the trip requires more than eight hours of travel.

f. Commanders shall establish maximum driving times and mileage limits for Marines on orders, leave, and/or liberty. These mileage limits must not exceed allowable limits suggested when using the Travel Risk Planning System (TRIPS).

7. Program Policy. Mishap prevention is best accomplished through the application of education, enforcement and engineering. The integrated application of these three elements constitutes the primary driving force of DRIVESAFE.

a. Education. The traffic safety office at each installation will ensure traffic safety educational programs are appropriately presented to ensure military and civilian personnel are aware of the requirements of this Order.

(1) The Installation Safety Department and Traffic Safety Managers (TSM) will maintain a continuous education program to improve the knowledge, skills, attitudes, and judgment of all personnel operating or riding in or on motor vehicles. The program shall be designed to create and maintain interest and to reinforce the knowledge of the primary causal factors associated with motor vehicle mishaps and associated injuries: impairment, occupant protection, irresponsible driving practices, speed, and fatigue.

(2) As fatigue is a factor in many Marine Corps privately owned motor vehicle mishaps, travel distance limits for Marine Corps personnel on orders, liberty, and/or leave will be established and publicized by each installation commander.

b. Enforcement. Enforcement is the promotion of mishap prevention by deterring dangerous and irresponsible behavior on the part of drivers, operators; and pedestrians. Regional and individual bases will enact a firm and impartial policy of traffic law enforcement. A well-balanced education program with follow on sustainment training is essential to deter violations and prevent mishaps. Policy and implementation of traffic policy, law enforcement, and disciplinary action will be included in the Inspector General inspections. Each Marine Corps activity will establish and maintain a system for traffic law enforcement as appropriate for the activity's size and resources.

c. Engineering (installation roadway design, construction and maintenance). Installation commanders shall maintain the installation roads in a safe condition. Capital improvements to modernize existing roads or to provide new traffic facilities shall meet the safety standards issued or endorsed by the Federal Highway Administration, Department of Transportation (DOT), and reference (e): the Manual on Uniform Traffic Control Devices (MUTCD). Commanders shall coordinate and ensure the implementation of traffic safety surveys and engineering services with the Federal Highway Administration, and other agencies, and shall periodically evaluate compliance of Marine Corps Installation roads and streets with established codes and standards.

8. Incentive Programs. Incentive award programs should be established to create and maintain interest in traffic mishap prevention. Commands should

provide suitable recognition to units and individuals for outstanding achievement in traffic safety. Activity and unit incentive efforts should be directed toward active participation by individuals.

9. Information Services. An effective installation traffic safety program requires the coordination of support activities, tenant activities, other DoD offices, and the general public. The installation TSM is a key figure in developing programs that emphasize favorable attitudes towards traffic safety on and around the base community. Each TSM shall work closely with, and support, the Public Affairs Officer and other installation personnel to promote the Installation Traffic Safety Program.

10. Investigation Reports and Records. A thorough mishap investigation is the primary means of obtaining facts surrounding a mishap. The TSM shall maintain a database of all traffic related mishaps for the installation and installation personnel. All available traffic mishaps investigation and violation reports and records will be collected to provide a basis for traffic safety improvement. The data must be analyzed periodically to determine the nature of current trends or problems. Facts, conclusions, recommendations, and countermeasures developed as a result of these analyses shall be used in traffic education, enforcement and engineering efforts.

Chapter 2

Organization

1. Safe Driving Council. The commander of each Marine Corps installation, base or activity having a total population (including tenants) of over 500 military and civilian personnel shall have a Safe Driving Council. Activities having a strength of less than 500 Marines and civilian personnel should represent their activities in a Safe Driving Council close to their base of operations.

a. To provide an accurate picture of the Traffic Safety Program, the council should consist of the following members:

Commanding general/officer or designated representative (Chairperson)	Safety Division Director (Co-Chair)
Safety Division Office Assistant (Recorder)	Traffic Safety Manager (TSM)
Head, Motor Transport Department	Provost Marshal
Public Works Department Representative	Installation GME Fleet Manager
Regional Contracts Office Representative	Facility Support Department Representative
Installation Medical Officer	Legal Officer
Personnel Officer	Training Officer
Public Affairs Officer	Substance Abuse Counseling Center Representative
Marine Corps Community Service Representative	Local Civilian Union Representative
Representative for each tenant activity	

b. Each member of the council shall be appointed in writing. Copies of appointment letters shall be maintained by the TSM.

c. Each council member is expected to attend and participate in all Safe Driving Council meetings.

d. The purpose of the council is to:

(1) Advise the commander on the effectiveness of the traffic safety program.

(2) Evaluate and recommend command policies concerning traffic safety.

(3) Identify and correct traffic mishap trends through mishap investigations, traffic safety surveys, reporting, and analysis.

e. Additional members shall be included, as required, to supplement the work of the council in mishap investigations, traffic engineering studies, and educational and informational services.

f. A joint Safe Driving Council may be formed when more than one Service component has commands located within the confines of a single installation.

g. The Safe Driving Council may be consolidated with the Safety Council at the discretion of the commander. When there is no council nearby, the command shall form a separate council with membership consistent with unit size. Marine Corps activities resident on a non-Marine Corps installation should participate in that installation's safe driving council.

h. The Safe Driving Council shall meet quarterly or more frequently if circumstances warrant. Minutes and attendance rosters of all meetings will be maintained for at least five (5) years by the TSM to ensure action items are monitored. A copy of the minutes will be provided to all council members and the installation's Safety Office.

i. The TSM shall maintain liaison with national, state and local traffic safety agencies, civil authorities and neighboring military commands for the Safe Driving Council. Only through an active interchange with outside support activities can DRIVESAFE achieve its full potential.

j. Reference (g) describes the organizational placement of the Traffic Safety Office and the Safe Driving Council for Marine Corps commands.

2. Safe Drive Working Group (SDWG). Installations/bases shall establish a Safe Drive Working Group (SDWG) that will meet monthly or as required to review, plan, and carry out special projects as directed by the Safe Driving Council. The SDWG shall consist of a representative of each appointed member of the Safe Driving Council. Attendance records, minutes, and notes for each meeting shall be maintained by the TSM.

3. Pre-Departure Safety Briefings. Pre-departure vehicle/traffic safety briefings and traffic risk assessments shall be conducted for all Marines under 26 years of age and for those Marines identified as at-risk (based on their driving history) prior to their executing permanent change of station orders, when going on leave, when on extended liberty, or when traveling extended distances. TRiPS is accessible via Marine On Line and is designed to provide Marine leaders the opportunity to perform a risk assessment based on individual driving habits and trip details. TRiPS provides detailed directions and route maps for the trip, and should be used by all active duty Marines and civilian employees who travel on orders, leave, or liberty.

Chapter 3

Vehicle Inspections

1. Annual Inspections. All Marine Corps owned or leased vehicles, including Non-Appropriated Fund vehicles, Government-owned contractor-operated vehicles must pass, at least annually, a safety inspection that conforms to host state or national requirements. This safety inspection shall evaluate vehicle systems and components for proper performance (e.g. safety belts, lights, exhaust, wipers, horn, brakes, steering, suspension, tires, and wheels and rims).
2. Emissions. Government-Owned Vehicle (GOV) inspections shall also ensure that exhaust emissions do not exceed Federal, state, or local requirements. Inspections conducted on Privately-Owned Vehicles (POV) shall ensure the vehicle conforms to inspection and state emissions requirements for the state the vehicle is registered in.
3. POV Inspections. Installations located in jurisdictions without a required annual vehicle safety and emissions inspection requirement are authorized to require and conduct annual safety inspections of POVs regularly operated on the installation. Any modification to exhaust or emissions systems of any car or motorcycle operated on a military base that potentially exceeds Federal noise and emissions standards may require certification that the installed exhaust system complies with noise and emissions for the state the vehicle is registered in and meets all minimum requirements set in Federal standard.

Chapter 4

Motorcycle and All Terrain Vehicle Safety

1. Motorcycle Operator Licensing. All operators of government and privately-owned motorcycles must be properly licensed when operating such vehicles on public highways/roadways. For tactical motorcycle operators, a valid U.S. Government Motor Vehicle Operator's Identification Card (OF 346) with a motorcycle endorsement accompanied with a valid state driver's license fulfills this requirement.

2. Motorcycle Safety Training. The purpose of the Marine Corps Motorcycle Safety training program is to provide entry level riders with the minimum skills necessary to begin riding safely and to provide opportunities for renewal training (e.g. sustainment or lifelong learning) for experienced motorcycle operators throughout their riding career. The program is an effort to reduce mishaps that negatively affect readiness. The three levels of motorcycle training are:

a. Level 1: Motorcycle Safety Foundation (MSF) Basic Riders Course (BRC), MSF Dirt Bike school, Lee Parks Basic Course, State-approved curriculum for motorcycle operator's safety training, or any other "entry level" or "true novice" rider training course approved by CMC (SD) that provides the basic principles and skills of riding required to obtain a state motorcycle endorsement. Motorcycle riders shall present to his/her unit the original or certified copy of completion card of any MSF BRC or State-approved course. All unlicensed motorcycle riders must complete Level 1 training prior to attending any other advanced level motorcycle training.

b. Level 2: Military Sport Bike Riders Course (MSRC), Advanced Rider Course (ARC), Rider Assessor Course, or any other intermediate or mid level rider training approved by CMC (SD) that is designed to provide sustainment training for licensed motorcycle riders.

c. Level 3: California Superbike School, Advance Motorcycle Operator School (AMOS), Advance Rider Track Day Courses (ARTD), Total Control, American Super Camp, or any other advanced rider training approved by CMC (SD) that provides motorcycle rider training that improves riding skills by providing skills practice at realistic speeds with street cornering scenarios and that simultaneously challenges the riders abilities in a controlled environment.

3. Initial (Level 1) Training. All Marines who plan to purchase or operate a motorcycle (regardless of their intent to register the motorcycle on a Marine Corps installation) and all operators of government-owned motorcycles are required to attend and successfully complete a motorcycle rider safety course approved by CMC (SD). All Marine personnel must obtain a valid state motorcycle license or a motorcycle endorsement on their state drivers' license before operating a motorcycle on any street or public roadway in accordance with reference (d).

a. Commanders are encouraged to establish joint training programs with other military installations, local state motorcycle safety offices or local community courses within the installation area when available. Personnel should not be required to wait more than 30 days during the local riding training season to receive training. Commands shall not waive the training

requirement. Marines who have completed a Level 1 course are authorized to operate a motorcycle only if they are licensed (valid state drivers license with a motorcycle endorsement).

b. Motorcycle safety training shall include the appropriate approved course. New or unlicensed street riders must complete an entry level (Level 1) type of course before proceeding to higher level training. All dirt bike or off-road motorcycle riders must complete appropriate Level I off-road training (e.g. CMC (SD) approved off-road motorcycle course).

c. All initial or beginner motorcycle training courses must be instructed by certified or licensed personnel. The course of instruction shall include hands-on training, a riding skills evaluation, and a written knowledge based evaluation. Commanders shall accept the instructor/rider-coach signed completion card from any military or state motorcycle training course that has been approved by CMC (SD). Training shall be documented with a completion card or certificate as proof of successful completion of required basic or beginner training.

4. Motorcycle Follow-on Training. All Marine motorcycle riders will attend mandatory follow-on Level II motorcycle training within 120 days of completion of Level I course (dependent on the local riding season). The follow-on training must target the type of motorcycle the Marine owns or operates. All Sport Bike riders will attend a Sports Bike type course (e.g. MSF-MSRC); all other motorcycle riders will attend a course designed for experienced riders that targets the specific handling characteristics of the type motorcycle they own. When a Marine attends a Level 1 course but does not own or operate a motorcycle, the completion of the course shall be recorded into the Marine Corps Total Force System (MCTFS). Within three (3) years at the required refresher training date, if the Marine is still not an active rider, owns or regularly rides, the completion of the Level 1 training and follow on requirements shall be removed from TMS/MCTFS.

5. Refresher Training. Commanders will ensure motorcycle riders receive refresher training/continuing education (Level II or III) every three (3) years. Refresher training may include the Motorcycle Safety Foundation BRCII, ARC, MSRC, or other advanced motorcycle rider training such as Advanced Rider Track Days, California Superbike School-based training, Total Control-based training or other advanced motorcycle training approved by CMC (SD). Refresher training shall be documented and the rider shall receive a card or certificate as proof of completion. Completion shall be recorded in MCTFS.

6. Off-Road Motorcycle and All Terrain Vehicle (ATV)/Light Utility Vehicle (LUV). TSMS will establish off-road motorcycle/ATV training using a curriculum specifically designed for ATV, LUVs and off-road motorcycles. Individuals who operate personally owned, off-road motorcycles, ATVs/LUVs off-installation shall participate in the installation or local dealership off-road motorcycle, ATV/LUV course (e.g. Specialty Vehicle Institute of America curriculum). This includes off-road recreational vehicles controlled by Marine Corps Community Services.

7. Alternative Training Courses. Installations desiring to use a non-recognized motorcycle or ATV rider safety course must submit a written request to CMC (SD) for review and approval.

8. Military Motorcycle (MILMO) and ATV/LUV Training. Operators of MILMOS will complete the formal MILMO off-road operator's course instructed by certified MILMO instructors. Government ATV/LUV operators will complete an approved ATV/LUV training course. The training can be tailored to satisfy specific mission objectives. A certificate of completion and an endorsement on an OF-346, Government Motor Vehicle Operator Identification Card, will be issued to each individual upon successful course completion.

9. Training Cost. Training required by this Order shall be provided at no cost to military members. Individuals electing to attend private or state sponsored courses when military-sponsored courses are available will pay fees individually. When electing to pay for non-Marine Corps supported courses, riders will ensure that the course curriculum is approved by CMC (SD) to ensure credit for course completion. Civilian Marines may attend training provided by the installation at no cost on a space-available basis.

10. Verification of Course Completion. Each Marine is responsible to ensure the appropriate course completion codes are entered into MCTFS. A statement attesting to the date and location of course completion is a mandatory element for TMS reporting and will be entered upon successful completion of each course. Refer to Appendix E for course completion and other code details.

11. Records of Course Completion. Installation Traffic Safety Offices will maintain course completion records (e.g. sign-up sheets, sign-in rosters, attendance rosters and completion card logs) per local written procedures. Each Marine is responsible to ensure the appropriate completion code is entered into MCTFS.

12. Issuance of Duplicate Cards. A course sponsor or TSM may issue a duplicate card to replace a lost or stolen completion card for a period of up to three years. Duplicate cards will list the original date of course completion and have the word "DUPLICATE" stamped or typed across the top of the card. Duplicate cards may only be issued for the same course type. A course sponsor may provide a course completion card to an applicant who possesses a valid state-specific course.

13. Failure to Attend Scheduled Training. Commanders shall take appropriate administrative or disciplinary actions for members who fail to attend scheduled training.

14. Required Motorcycle Personal Protective Equipment (PPE). The following minimum PPE is **mandatory** for all persons operating or riding a motorcycle, or when riding as a passenger when on Marine Corps installations, and for all Marines and military members assigned to Marine Corps commands operating or riding a motorcycle off-installations: helmet, eye protection, hand protection, long sleeve shirt or jacket, leg protection and foot protection. See Appendix E for full detailed descriptions of PPE.

a. Color and reflectivity requirements applicable to motorcycle operation have been eliminated. There is no requirement to wear a "reflective motorcycle vest" during day or night as well as any quantification of color or reflectivity requirements related to motorcycle outerwear.

b. Local installation requirement variances shall not exclude Marines and military members assigned to Marine Corps commands from base access, when the rider's training and PPE complies with this manual.

c. Riders are encouraged to wear retro-reflective materials or use other visibility increasing devices on their motorcycle. Installation commanders and Unit Motorcycle Club Presidents should consider the use of incentive-based promotional programs to encourage the use of retro-reflective PPE, and the use of armor/padded riding gear or PPE (e.g. riding jackets/suits, and/or full leathers).

15. Off-Road and Tactical Motorcycle Rider Protection. Protective gear for off-road operation will include the required PPE with the addition of knee/shin guards, and/or off-road riding boots, and padded, full-finger gloves. For LUV drivers and passengers, the PPE requirements are the same as above excluding knee/shin guards. (A DOT approved helmet or Service-issued Kevlar helmet with chin strap is required to be worn by all personnel in the LUV when the vehicle is in motion.)

16. Sanctioned Competitive Events and Organized Track Events. Marines participating in a sanctioned event or a base sponsored track event will comply with all insurance, mechanical and protective gear requirements of the sponsoring organization.

17. Motorcycle Mentorship & Motorcycle "Clubs". All (battalion/squadron level and above) commands shall establish motorcycle mentorship programs that incorporate a structured club type organization. The purpose of the motorcycle club is to identify and mentor inexperienced riders, foster respectful riding practices, and ensure continuing education opportunities are available for all Marine Corps club members throughout their riding career. Commanders shall provide a meeting place for monthly club meetings. The TSM shall ensure the training needs of each club are coordinated with the installation training provider, that all inexperienced club members receive the opportunity to utilize motorcycle simulators (where available), that each member of the club receives all required training to include advanced motorcycle rider training, and that records of course completion or training attended is recorded and filed/stored per local written standards. A charter example is available for download from the CMC (SD) web site.

18. Motorcycle Equipment. Only street legal motorcycles shall be operated on any street, roadway or highway.

a. All motorcycles shall be equipped with at least one (1) rear view mirror mounted on the handlebars or fairing.

b. All motorcycles shall have left and right mounted and functioning turn signals on the front and rear of the motorcycle.

c. All motorcycles, scooters, and ATVs/LUVs shall have headlights turned on whenever being operated. Tactical night operations and mission requirements may dictate the use of blackout lights or no lights when operating a military motorcycle, ATV or LUV. The rider/operator is responsible for using Operational Risk Management (ORM) when operating a military motorcycle, ATV or LUV during tactical missions in the tactical blackout mode.

d. All motorcycle passengers shall comply with PPE requirements outlined in paragraph 14 above and ride on approved seats and have footrests.

Chapter 5

Driver Education

1. Objective. The objective of the Marine Corps driver education program is to improve operator skills and habits by modifying individual behavior and attitudes in order to reduce injuries and deaths of Marine Corps personnel resulting from motor vehicle mishaps. Regardless of who conducts the specific courses, the Installation TSM has management oversight of the training classes.

2. Personnel Records and Training Management System (TMS). Each Marine is responsible to ensure the appropriate course completion codes are entered into MCTFS by the appropriate S-1. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered upon successfully completion of each course.

3. Drivers Under 26 Years of Age. All Marines under the age of 26 will complete a course in traffic safety designed to establish and reinforce positive behaviors toward driving. All drivers' awareness type courses or programs must be first approved by CMC (SD). The first gaining unit/organization will ensure all Marines under the age of 26 receive at least six (6) hours of driver's awareness training within 60 days of check-in. The course must dedicate at least 90 minutes to review and address local area information. (e.g. GOV check-out procedures/regs, local area traffic patterns, local hazards and related safety concerns).

a. Reservists under the age of 26 on active duty for 90 days or more will receive the same training as active duty Marines.

b. All recruiters, regardless of age, are required to attend a defensive driving class while at Recruiter School. All recruiters who operate a motorcycle shall attend the appropriate motorcycle continuing education class appropriate for their motorcycle type prior to attending their assigned recruiter's class.

4. Remedial Driver Training Course. Remedial Driver Training Courses shall be attended by persons who have been found to be at fault in a traffic mishap while operating any POV or GOV. Further, commanders can order, at their discretion, members of their command that have been convicted of moving traffic violations to remedial driver training courses. The goal of a remedial drivers training course is to identify high risk individuals and to reinforce positive driving behaviors. Commanders should ensure these individuals, military or civilian, lose installation driving privileges until completion of remedial courses. Commanders may use court-approved local community driver improvement programs to fulfill this requirement. The Service member, family member or civilian employee shall pay the costs for remedial driver courses not provided by the Marine Corps. Personnel may be required to use accrued annual leave for on-base, Marine Corps sponsored remedial drivers training courses given during normal work hours. If the installation offers weekend classes, the driver can volunteer for the weekend class; however, a change in work schedule, overtime or special pay is not required.

5. Remedial Course Requirements. The remedial course shall provide 6-10 hours of classroom instruction covering military requirements, driver

attitudes, excessive speed, fatigue, driver impairment and other irresponsible driving habits. Instruction shall include interactive discussions covering the reason why the driver is attending the class. Segments of curricula from one or more sources may be used as well as specialized modules developed to meet local demographics. The course shall be independent of other driving programs, as remedial driver training students must not be mixed with other driver education classes/students.

6. High Risk Drivers. Commanders are responsible to ensure that Marines identified as High Risk Drivers based on past driving history or behavioral indicators receive pro-active Drivers Awareness Training (DAT). The intent of this type training is to enable the Marine to understand the consequences of their choices, to recognize when they have made a choice that is detrimental to them or others, and to take the correct steps in making better choices when behind the wheel of any motor vehicle. Examples of DAT training are National Safety Council's Attitudinal Dynamics, American Automobile Association's Remedial Drivers Course or other courses approved by CMC (SD).

7. New Joins. All commands shall provide local traffic safety familiarization training to all new joins as required. The training shall include base and local area driving hazards and recognized traffic concerns. The training does not have to be restricted to classroom only training, hands-on training is encouraged. All participants shall receive documented proof completion. CMC (SD) recommends that this course be given in conjunction with DAT or delivered as a stand-alone course.

Chapter 6

Government Motor Vehicle Operator Training

1. Tactical and Commercial Vehicle Training. The installation TSM shall have oversight on the development and implementation of vehicle-specific training programs for operators of Government owned tactical and commercial vehicles. Written requirements and procedures shall specify vehicle type, content of initial training required, quantity of supervised driving experience, certification procedures, driving restrictions for operators awaiting training/certification, frequency and content of refresher training, and remedial training for observed undesirable driving behaviors. Special attention should be paid to up-armored variants of tactical vehicles and all commercial vehicles over 10,000 pounds gross vehicle weight ratings (GVWR).

2. Medical Certificates for Drivers. A valid medical certificate, obtained from an appropriate, qualified care giver and signed by competent authority (see an example of an appropriate form in the definitions page), are mandatory for all Marine Corps military and civilian personnel who, by military occupational specialty (MOS) or position description (PD) are required to operate motor vehicles in performance of their job (e.g. motor transport personnel, facility maintenance personnel, security/Military Police personnel, mail service personnel, etc.). A medical certificate shall be required for all personnel, regardless of MOS or PD who are required to operate any vehicle over 12,000 lbs GVWR.

3. Training Record Keeping. Any training received to operate any GOV shall be documented on the drivers' OF-346, and all appropriate associated paperwork and documents shall be maintained in the operator's personnel training record or driver's history file. The issuance of an OF-346 ensures the driver has met the training requirements for each vehicle endorsed on the license (vehicle data plate specifications) and that the License Examiner has ensured the operator fully understands and has demonstrated the safe operation of the vehicle and all the options and components on the vehicle. Written results of all knowledge tests and performance skills tests will be maintained in the drivers history file located at the licensing authority or the installation TSM office for a period of five (5) years.

4. GOV Training and Licensing. Commanders will ensure that all drivers/operators are trained in accordance with references (a) and (g). Personnel assigned as "assistant drivers" should hold a valid license (OF-346) for the vehicle and be familiar with its operation and all of its components.

5. Commercial Motor Vehicles. The training and licensing of personnel to operate commercial vehicles is listed in reference (c). All commercial vehicles are considered to be in one of two categories: Cargo or Passenger. Each category has multiple subcategories. The requirements for training and licensing vary and are dependent on the type of vehicle the applicant will operate. All Installation/Base training and licensing programs shall ensure that:

a. Documentation of completed training for all applicants who successfully complete training to operate GOVs under 10,000 lbs GVWR.

b. Drivers of GOVs over 10,000 lbs GVWR have the appropriate endorsement on an OF-346 for the type, class, and weight of vehicle they are qualified to operate.

c. All Civilians operating vehicles over 26,000 lbs GVWR have appropriate state CDL (Commercial Drivers License) and appropriate corresponding endorsements on their OF-346 for each of the vehicles they will operate.

6. Large Cargo Vehicles and Passenger Van Operators. TSMS shall develop and provide training to operators of passengers vans and large vehicles over 10,000 pounds GVWR. The training shall include unique handling characteristics of large, long wheel base vehicles with high passenger or weight capacities. At a minimum, the training will include hands-on operation, proper vehicle loading, GVWR, cargo displacement, weight distribution, mis-matched tire identification, correct tire pressure and operating variances for different manufacturers and handling characteristics of the vehicle.

7. Bus Operators. Operators of Marine Corps owned or leased buses shall be 21 years of age, have a current medical certificate and have successfully completed a bus operator's course. The bus operator's course must meet HQMC, federal, state, and local requirements. All buses are divided into three categories: School Bus, Standard Bus, or Coach Bus. Bus operators must have an OF-346 with appropriate endorsements for each type bus (weight and capacity). Corresponding documented results of both the written and skills tests for each type of bus will be maintained in the Driver's History File. Drivers must maintain a valid medical certificate before operating any bus.

8. Emergency Vehicle Operator Training. In addition to the driver selection and training requirements of reference (c), before being assigned as a driver of a Marine Corps Emergency Vehicle, the following training is required.

a. All the training shall occur during on-duty time and at no cost or expense to the Service member or civilian employee, to include annual leave.

b. Before being assigned to operate police, ambulance, fire, crash and rescue, or other response/patrol vehicles equipped with lights and sirens, or any vehicle selected by the owning command to respond to emergency situations in an emergency mode, drivers shall successfully complete emergency vehicle training approved by CMC (SD). All Emergency Vehicle Operator Training Course (EVOC) training must be conducted by a certified instructor. Each installation/base TSM, licensing office, EVOC instructor shall establish and maintain a file for each EVOC graduate. The file shall include results of written examinations and results of demonstrated skills examinations that include actual hands-on emergency vehicle operation while under simulated emergency conditions. All emergency vehicle operators shall complete refresher training every 3 years.

c. 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. All emergency vehicle operators shall practice due regard for others and only respond in the emergency mode to true emergencies.

d. Emergency vehicle training shall include:

(1) Applicable laws and regulations (federal, state/local, and installation);

(2) Safe operating practices under normal and emergency conditions. This shall include hands-on, behind the wheel practice/training in collision avoidance and evasive techniques; and

(3) Emergency motor vehicle inspection and primary preventive maintenance.

e. An OF-346 shall be issued to operators who successfully complete EVOC training. The EVOC endorsement ensures the operator has met the requirements of the course and fully understands the responsibilities of operating an emergency vehicle in the emergency mode. The endorsement of "EVOC Qualified" on the license should not be confused with vehicle specific training. Initial EVOC training and renewal training shall be conducted with a squad car. For emergency vehicles larger than a standard squad car, a vehicle specific endorsement shall be made on the OF-346 (e.g. ambulances, rescue trucks, fire apparatus, and all emergency vehicles over 10,000 pounds GVWR). All training shall be documented with test results in the operator's driver's history file located in the TSM office.

9. EVOC Master Instructors. EVOC master instructors will be selected by CMC (SD) to develop, attend, and deliver specialized EVOC training courses.

10. Forklift and Material Handling Equipment (MHE) Operation. All MHE operators must be trained and licensed. All operators must have a valid MHE license in their possession while operating the MHE, and a valid medical certificate. The license must delineate the specific type and Safe Working Load of the MHE the operator is qualified to operate. All MHE operators will wear appropriate PPE whenever operating or within close proximity of working MHE. Appropriate MHE personal protective equipment is defined as hard hat, steel toe shoes and gloves. Eye protection and ear protection may be required depending on working conditions.

Chapter 7

Codes and Laws

1. Installation Traffic Codes. All Marine Corps installation traffic codes shall incorporate the traffic codes of the state or nation in which the installation is located. The Uniform Vehicle Code and MUTCD (references (d) and (e)) shall be used in the design of Marine Corps Installations traffic codes.

2. Driver Distractions. Distractions are defined as any action that distracts the driver's attention from the safe operation of the motor vehicle. This includes talking on phones, using listening devices (e.g., iPods), using or performing any form of texting, using computers, or actively programming navigational systems while the vehicle is in motion (in drive or in gear).

a. The use of listening devices, cell phones, or computers while operating a motor vehicle masks or prevents the recognition of traffic signals, emergency signals, alarms, announcements, the approach of emergency response vehicles and human speech.

b. Command guidance shall address all distractions of safe motor vehicle operation. Marine Corps personnel, while driving any vehicle whether or not on official Government business, are prohibited from using Government-supplied electronic equipment for text messaging or other hand-held uses unless the vehicle is safely parked. This includes law enforcement use of in-car mobile data terminals and other in-car electronic devices other than fixed two-way communications.

c. Marine Corps personnel shall not use any cell phone without a hands free device when operating any motor vehicle on any Marine Corps installation. Each Marine is responsible to ensure strict compliance to local, state jurisdiction for rules and regulations pertaining to cell phone use while driving outside of the installation.

d. Whenever possible, all activities that detract from attentive driving will be conducted only when the vehicle is safely parked.

e. Government motor vehicle operators shall not use cell phones or text while driving.

3. Reduced Visibility. Vehicles on Marine Corps installations will be operated with headlights turned on during periods of precipitation and during any other conditions that reduce visibility or when the windshield wipers are in use.

Chapter 8

Traffic Violations

1. Installation Traffic Violations. All traffic violations occurring on Marine Corps installations may be referred to the applicable base traffic court, a U.S. magistrate, or state and/or local judicial authorities in the interest of an impartial judicial determination and effective law enforcement. The local area commander may also issue an Armed Forces Traffic Ticket (DD 1408). The TSM shall maintain a database of operators whose driving privileges have been suspended. A driving privileges suspension letter shall be on file until the operator presents a re-instatement letter signed by the installation commander or appointed representative. The Installation Road Master shall collect all GOV licenses that have been revoked or suspended and turn them in to the TSM office for entry into the database and file system.

2. Authorization to Operate Government Vehicles. Marine Corps personnel shall not operate government motor vehicles when:

a. Under periods of suspension or revocation of driving privileges by any state or host nation.

b. Under periods where base driving privileges are suspended or revoked.

c. Whenever under proceedings following a failed urinalysis, driving under the influence suspension, or any other indication of chemical and or substance abuse.

d. Within 8 hours of drinking/consuming any amount of alcohol.

e. Directed by the unit or installation Commander.

3. Line-Of-Duty Determinations. Failure to comply with licensing or operator training requirements will be considered in making line-of-duty determinations for injuries resulting from such use of equipment or non-compliance with requirements.

Chapter 9

Impaired Driving

1. Annual Impaired Driving Report. Each TSM will ensure an annual impaired driving report is submitted to CMC (SD) no later than the first week of February for the preceding calendar year. The report shall be submitted through the appropriate chain of command and shall include information on:

- a. Blood Alcohol Content (BAC) level of each convicted driver;
- b. Date and time of apprehension, mishap or injury;
- c. Type of vehicle (include all types, i.e. mopeds, motorcycles, golf carts, etc.);
- d. Death and injury data on military personnel and on-duty civilians killed or injured as a result of impaired driving, including those who were not impaired themselves but were involved in the mishap;
- e. Any Government property damage and cost;
- f. Cost of treatment for injured military personnel and on-duty civilians;
- g. Pertinent data on military personnel separated or retired as a result of injury or other action taken because of impaired driving, either by the person separated or retired or by another person; and
- h. Chemical substances other than alcohol causing impaired driving that contributed to a mishap.

2. Prevention of Impaired Driving

- a. Public information and education efforts to prevent impaired driving will be conducted at all levels on an ongoing basis, using available sources including community special emphasis programs, classes, newspapers, posters, and displays. The Traffic Safety office and the Public Affairs office should coordinate efforts and be actively involved at the base and local community level. The information should emphasize alternatives to alcohol impaired driving, such as designated driver and local taxi services.
- b. While driving or riding in a motor vehicle on any Marine Corps installation, operators and passengers are prohibited from having open containers of alcoholic beverages in the motor vehicle.
- c. Marine Corps personnel are prohibited from driving any vehicle while under the influence of alcohol.

Chapter 10

Mishap Investigation, Reporting and Analysis

1. Motor Vehicle Mishap Reporting. Motor vehicle mishaps that involve Marines, Civilian Marines, and family members on Marine Corps installations in Government or privately owned vehicles shall be investigated and reported. All Government motor vehicle mishaps that result in any damage or injury will be investigated and reported using the Web Enabled Safety System (WESS) database. All applicable fields in the WESS database must be entered to fulfill this requirement.

2. Traffic Analysis. Each Marine Corps installation shall establish a program through which analysis of local traffic mishaps are conducted. The results of these analyses shall include recommendations for corrective measures to reduce the frequency and severity of traffic mishaps. This program shall include all on-base road networks and off-base roadways in close proximity to the Marine Corps installation. The analysis shall provide accurate identification of mishap locations and an analysis of high incident locations, (defined as a location(s) with multiple incidents), and include identification of design and operating features that contribute to the high mishap frequency or severity. The TSM will present this analysis to the Safe Driving Council and installation organizations responsible for highway design, construction, maintenance and traffic engineering so each can assess and initiate appropriate actions for improvements.

a. Installation commanders shall abate all known on-base traffic hazards.

b. Installation commanders shall closely coordinate abatement of traffic hazards with the Safety Driving Council and local officials for resolving off-base traffic problems.

c. Forward data collected to CMC (SD) for consolidation and distribution.

3. Emergency Medical Services. Installation commanders shall ensure that procedures exist for emergency response.

a. Initial Response. Provide rapid identification and response to traffic mishaps.

b. First Aid. Sustain and prolong life through proper first aid measures, both at the scene and in transit.

c. Transport to Medical Facility. Provide the coordination, transportation and communications necessary to bring the injured to definitive medical care in the shortest practicable time without simultaneously creating additional hazards.

4. Pedestrian Safety. Pedestrian safety shall be emphasized throughout the Marine Corps as part of the overall DRIVESAFE program. The program shall include separation of pedestrian and motor vehicle traffic to the maximum extent possible and shall provide for adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety. A database of

pedestrian-motor vehicle mishaps shall be maintained and included in the analysis program required by this Manual.

5. Protection of Young Pedestrians. Particular emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses, and playing in military housing areas. All installation school zones and play areas shall conform to the most current standards in references (e) and (g).

6. Required PPE. Appropriate fluorescent or retro-reflective PPE will be provided to, and used by Marine Corps personnel exposed to vehicle traffic in their assigned duties and when within six feet (6) of any traveled portion of a roadway, highway, parking lot, or where vehicles congregate or assemble (e.g. marching troops, road guards, all traffic control personnel, roadway maintenance and construction crews, traffic survey crews, electricians and telephone repair personnel working on outside overhead lines on or near any roadway).

7. Requirements for Runners and Joggers. Individuals will not jog, run or walk on roadways during high traffic density and at peak traffic periods. Installation commanders shall designate and publish approved roadways and appropriate time periods for joggers. Personnel shall wear retro-reflective clothing, (e.g. approved Marine Corps Physical Training uniform with reflective piping) and or a reflective vest or belt when conducting physical training on or near roadways. Personnel shall run facing traffic and obey traffic rules and regulations. Each installation will establish policy for running based on an evaluation of local roadways and traffic patterns.

8. Unauthorized Vehicles. Powered child/youth model scooters, skateboards, pocket bikes, and other similar equipment not meeting DOT motor vehicle standards for public roadways will not be used on Marine Corps installation roadways. Low speed vehicles such as golf carts, LUVs and segways may be considered as installations explore cheaper, cleaner means of transportation within the command's area of operations. When considering these types of personnel movers, commanders and TSMS must consider the use of headlights, turn signals, horns and appropriate markings, and operators must be trained in accordance with this Manual.

9. Bicycle and Personal Transportation Safety Requirements. Bicycle and personal transportation safety which includes any type of motor assisted personal mover such as segways (excluding motorized wheelchairs or devices being used by handicap individuals) shall have local written policy. The policy shall be defined at the installation level and emphasized to all activities as an important part of the DRIVESAFE Program. Policy shall ensure the mandatory use of approved bicycle helmets and other PPE approved by American National Standards Institute or Snell by all personnel who ride bicycles or operate personal movers on Marine Corps installations.

10. Requirements for Skaters. Installation commanders should establish specific skating areas for recreational roller skating, skateboarding and inline skating. Approved helmets are required for all skaters. PPE such as elbow pads, kneepads and wrist guards are strongly recommended. A retro-reflective belt or clothing is required when skating on or within three (3) feet of any roadway, street, or parking lot.

11. Use of Listening Devices on Marine Corps Installations. The wearing of headphones, earphones, or other listening devices while walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device on or within three (3) feet of any traveled portion of any street, roadway, highway, avenue, or parking lot is prohibited. The use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of motor vehicles, and human speech. This does not apply to hearing aids nor does it negate the requirements for PPE where work conditions dictate hearing protection. The use of listening devices while on a running/walking track, sidewalk, or pathway is authorized. Pedestrians are responsible to ensure that they always face traffic and maintain a minimum of three (3) feet of clearance from the traveled portion of roadways, streets, and parking lots or are otherwise protected from traffic (e.g. a curbed sidewalk, pedestrian bridge, and designated pedestrian pathway).

12. Debris and Hazard Control Clean Up. Installation commanders shall ensure provisions are made for the rapid, orderly and safe removal of wreckage, spillage and or debris resulting from motor vehicle mishaps, severe weather, and road/ditch maintenance to reduce the likelihood of secondary collisions. Installation commanders should consider mutual aid agreements with local authorities to assist in the safe removal of debris resulting from on- or off-base transportation mishaps involving hazardous materials being moved by, for, or to Marine Corps activities. Commanders should coordinate with their Staff Judge Advocates or Legal Counsel to ensure liability concerns are addressed when drafting mutual aid agreements with local authorities.

13. Pupil (K-12) Transportation Safety. Commands will establish guidelines and provisions to reduce the danger of death or injury to children while they are being transported to and from school, or related activities, in Marine Corps or contractor-owned vehicles. All Marine Corps school buses will be marked, equipped, operated and maintained consistent with reference (d), Standards for Pupil Transportation. Marine Corps military personnel and contractors operating buses or shuttles for pupil transportation will comply with local, state, or foreign jurisdiction requirements in addition to unique installation command requirements. Drivers of all buses to include school buses will be properly trained and licensed with corresponding documentation of training, licensing and skills test results maintained in each driver's history file. All school buses will meet Federal, State, and local standards.

14. Speed Control. Speed limits established for Marine Corps installations shall be based on traffic engineering requirements and be consistent with state and local laws. Traffic safety programs shall stress strict compliance with speed limits.

15. The Use of Radar Detectors. The use of radar or laser detection devices that indicate the presence of speed recording instruments or that transmit simulated erroneous speeds are prohibited on Marine Corps installations.

16. Occupant Protection. Commanders and TSMs shall develop educational programs addressing the mandatory use of safety belts/restraint systems in both tactical and commercial motor vehicles.

a. Failure of motor vehicle occupant(s) to use protective devices, (e.g. seatbelts) shall be enforced by local law enforcement personnel as a primary

traffic violation. Each Marine Corps organization regulating motor vehicle operating privileges shall establish procedures for applicable mandatory administrative or disciplinary action, to include suspension of motor vehicle operating privileges on Marine Corps installations and in areas subject to military traffic supervision. All Marine Corps personnel, active duty, reserve, civilian, on- or off-duty, while on any installation whenever operating or riding in any motor vehicle equipped with approved occupant restraint devices (lap and shoulder belts, gunner restraints, passenger restraints) shall wear these devices when the vehicle is in motion. Installation commanders shall establish local written policy on the wearing of Modular Tactical Vests and helmets for personnel (drivers, operators, passengers) while riding in and or operating any tactical vehicle for any movement. The vehicle operator shall be responsible for informing all passengers of the safety belt requirement.

b. The senior occupant of any vehicle shall be responsible for ensuring seatbelt enforcement and will not permit the operation of any vehicle until all passengers are wearing the restraint system specified for the type of vehicle. If the senior occupant cannot be ascertained, the driver shall be responsible for enforcement. This requirement does not apply to passengers riding in buses not equipped with safety belts or mandate vehicles manufactured prior to 1968 be retrofitted with safety belts.

c. Installation commanders will submit an annual safety belt usage report no later than 15 February for the previous calendar year using the format provided in Appendix A. Report Control Symbol DD-5100-03 (External Report Control Symbol DD-A&T(A) 2083) is assigned to this reporting requirement. Seat belt surveys will be conducted once a month (12 surveys a year) at various locations on each Marine Corps installation. The surveys will check a predetermined number of vehicles for seatbelt use. The TSM shall coordinate local support of the survey with installation security personnel (e.g. the Provost Marshal Office) and Roadmaster sections for enforcement and ticketing of those personnel who are not wearing a seatbelt. The report will include safety belt use rates and statistics of crashes, injuries, and related costs involving civilian employees on official business and occupants of motor vehicles driven on DoD installations. The report also shall identify specific agency programs that have made significant progress towards achieving goals that are notable and deserving of recognition.

17. Minimum Penalty Requirements. Minimum penalties for failure to wear seatbelts on a Marine Corps installation are in addition to standard local ticketing policies: first violation, a 30-day suspension of all base driving privileges (includes POVs and GOVs) plus attendance at an approved remedial drivers improvement class; second violation, a six-month suspension of all driving privileges; and third violation, a one (1) year suspension of all base driving privileges.

18. Restraint Maintenance and Availability. Restraint systems will be maintained in a serviceable condition on all Government owned motor vehicles and equipment.

19. Transporting Personnel. Personnel shall be transported in passenger vehicles with seating that meets federal standards for occupant transportation. All occupants shall be seated when the vehicle is in motion. With the exception of tactical operation, personnel may not be transported on highways in tactical vehicles. Tactical vehicles used for transporting personnel shall have fixed seating for each person. Each passenger must

remain seated within the body of the vehicle. Installation commanders shall establish local written policy on wearing Modular Tactical Vests and helmets for personnel (drivers, operators, passengers) while riding in and or operating any tactical vehicle for any movement. The vehicle operator shall be responsible for informing all passengers of the safety belt requirement.

20. Child Safety Seats and Child Restraints. Children under the age of 8 years old shall use a serviceable child safety seat appropriate for age and weight of the child in the proper manner, as approved by the DOT, while riding in a motor vehicle on any Marine Corps installation. The Installation commander shall ensure the installation policy incorporates local laws and regulations on the use of child safety seats. Installation TSMs shall coordinate quarterly child safety seat checks/clinics for all installation personnel. Each Child Safety Seat Check shall be coordinated with local Child Protective Services offices and/or local fire and rescue departments. The TSM shall ensure dates and locations are coordinated with the Public Affairs office for widest dissemination in the local area.

Appendix A

Annual Safety Belt Usage Report
Report Control Symbol DD-5100-03
(External Report Control Symbol DD-A&T(A) 2083)

1. Usage Rate. Enter safety belt usage rates for previous calendar year calculated from the following formula.

Usage Rate = number of occupants observed not wearing safety belts X
100% divided by number of occupants observed.

- a. Usage rate by Military personnel on DoD installation.
 - b. Usage rate by Civilian personnel on DoD installation.
2. Cost of Military Injuries. Total cost of military injuries for reportable motor vehicle mishaps when the Service member was not wearing seatbelts.
 3. Cost of Civilian Injuries. Total cost of civilian injuries for reportable motor vehicle mishaps when the civilian member was not wearing seatbelts.
 4. Progress Indicators. Identify specific programs that have made significant progress towards achieving an annual goal of significant reduction in traffic mishaps or that are notable and deserving of recognition.

Appendix C

Example of a Medical Certificate for Drivers

MEDICAL EXAMINER'S CERTIFICATE		
I certify that I have examined _____ In accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:		
<input type="checkbox"/> wearing corrective lenses	<input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62)	
<input type="checkbox"/> wearing hearing aid	<input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE)	
<input type="checkbox"/> accompanied by a _____ waiver exemption	<input type="checkbox"/> Qualified by operation of 49 CFR 391.64	
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.		
SIGNATURE OF MEDICAL EXAMINER	TELEPHONE	DATE
MEDICAL EXAMINER'S NAME (PRINT)	<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Practice Nurse	
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE		
SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.	STATE
ADDRESS OF DRIVER		
MEDICAL CERTIFICATE EXPIRATION DATE		

Appendix D

Types of Motorcycles



CRUISERS are the largest class of bikes. Cruisers mimic the style of American motorcycles from the 1930s to 1960s, such as Harley-Davidsons and Indians.



STANDARDS have basic designs and upright riding positions, with low power-to-weight ratios that result in a user-friendly motorcycle.



SUPERSPORTS are consumer versions of racing motorcycles. Reduced weight and increased power allow for quick acceleration, nimble handling, and high speeds.



SPORT motorcycles are closely related to super-sports. Sport bikes are capable of high speeds but don't have the acceleration, stability, and handling of super-sports. They generally have lower power-to-weight ratios than super-sports.



UNCLAD SPORT motorcycles are similar to sport bikes and super-sports in design and performance but without plastic body fairings or windscreens.



A MOTOCROSS bike or "dirt bike" is perfect for the beginning rider regardless of age. A lower seat height and lighter weight give it a lower center of gravity.



TOURING motorcycles have big engines and fuel tanks plus room to haul luggage. They're often outfitted with antilock brakes, audio systems, and cruise control.



SCOOTERS have small wheels, automatic transmissions, and small engines, but larger scooters are becoming more popular.

Appendix E

Definitions

1. Commercial Vehicle. A motor vehicle owned, purchased, rented, or leased by the Marine Corps that has no tactical application. Typically, these vehicles are used in daily garrison support requirements, movement of troops and cargo, carrier duty and other administrative duties.
2. Tactical Vehicle. A motor vehicle owned, purchased, rented, or leased by the Marine Corps that has been designed and built to military specifications for a tactical application, and is intended for support of tactical operations.
3. POV. Privately Owned Vehicle
4. GOV. Government Owned Vehicle
5. MSF. The Motorcycle Safety Foundation. MSF provides the curriculum and material for the following approved courses:
 - BRC, Basic Riders Course
 - ERC, Experienced Riders Course
 - MSRC, Military Sports Bike Rider Course Dirt bike school
 - ARC, Advance Rider Course
6. Motorcycle. Any motor vehicle that uses a saddle type of seat, has less than 4 wheels and is controlled with handle bars.
7. Sport Bike. A posture-forward motorcycle that emphasizes higher power to weight ratios and handling over comfort and load capacity. Foot pegs are located behind the leading edge of the operator's torso.
8. Cruiser. A motorcycle with a relaxed rider stance. The foot pegs are at or ahead of the leading edge of the rider.
9. Dual Sport. A motorcycle that retains the look and feel of a dirt bike, but is completely street legal. (Enduro)
10. Dirt Bike/Off Road. This class of motorcycle is designed and used for off road riding and is very rider active.
11. Motorcycles, Other. These include; Mopeds, Scooters, Trikes, CanAm Spiders, and other style of motorcycles.
12. TMS/MCTFS Course Codes. Training completion codes have been established in the Marine Corps Total Force System (MCTFS), the Marine On Line (MOL) system and the Training Management System (TMS) to be used to report and facilitate the tracking of riders and their course completion and qualifications. Refer to reference (h) and appropriate written guidance per local S-3, Consolidated Administrative Section or Administrative section for an updated list of approved codes.
13. Motorcycle PPE. The following are definitions of PPE.
 - a. Helmet. An approved helmet meets the standards of Federal Motor Vehicle Safety Standard (FMVSS) 218. When a helmet manufacture meets or

exceeds FMVSS 218 test standards, "DOT" and/or "SNELL" may be applied by the manufacturer and usually appears centered on the back of the helmet in white letters on a black background. Regardless of the lettering on the back of the helmet, a non-removable (usually stitched) tag is installed on the inside the helmet that indicates the helmet meets FMVSS 218. There is also a tag or sticker inside the helmet that provides make, manufacture, material used for manufacture of the helmet, and date of manufacture. The interior head padding is typically one inch (1") thick, and the chin strap is riveted to the helmet and uses a non-snapping buckle under the chin.

b. Eye Protection. Eye protection is defined as riding glasses or goggles that are American National Safety Institute (ANSI) approved and shatter resistant. Eye protection used without a face shield or windshield should seal the cup of the eye through the use of a strip of foam or material around inside of lens.

c. Hand Protection. Hand protection consists of full fingered riding gloves. The glove shall be constructed of, or with, abrasion resistant material. Gloves are preferably designed for riding, have added padding, and retain a natural curl when not worn.

d. Long Sleeves or Jacket. A long sleeve shirt shall be past the elbow while the rider's hands are on the handlebar grips. A riding shirt or jacket should be constructed of abrasion resistant material. An armored type riding jacket made of abrasion resistant material is highly recommended.

e. Leg Protection. Leg protection is sturdy, full length pants or trousers that extend past the knee, and meet the top of the riding boot when seated on the motorcycle under normal riding conditions

f. Foot Protection. Foot protection is sturdy, above the ankle shoes or boots that provide support and traction when riding or when in transition of movement from a stop/starting position. Unacceptable foot wear is defined as any shoe or boot that has an open toe, open foot/heel design, extensive heel over 2 inches, or a total canvas or rubber material construction.

Appendix F

Motorcycle Safety Page 11 Example



ADMINISTRATIVE REMARKS (1070)

<p>DATE:</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>(Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>(Signature)</p>	
<p>_____ : Counseled this date in accordance with MCO 5100.19 in regards to motorcycle safety and operation. As a motorcycle owner or operator, I will successfully complete a CMC (SD) approved Motorcycle Safety Course. I will ensure completion of required follow on course (Experienced Riders Course (ERC) for non-sport bike riders or Military Sport Bike Riders Course (MSRC) for all Sport Bike riders), have the proper motorcycle endorsement on a valid U.S driver's license or, if OCONUS, on my Status Of Forces Agreement (SOFA) driver's license, maintain current registration, state inspection (if applicable), valid liability insurance or, if OCONUS, maintain all applicable registration/insurance requirements for location, current base decal, a mechanically sound motorcycle, and all proper Personal Protective Equipment (PPE) will be worn at all times on- and off-base. I understand that if I operate a motorcycle at any time, I will comply with all of the applicable regulations listed above. Furthermore, if I have knowledge of a service member operating a motorcycle without following the above regulations, I am required to report this to my chain of command. Finally, I understand that failure to comply with the above orders and regulations may result in administrative or disciplinary action.</p> <p>_____ SNM _____ CO</p>		

NAME (last, first, middle)	SSN
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NAMVC 118(11) (REV. 3-82) (EF) SN: 0109-LF-062-8400 U/I: SH
PREVIOUS EDITIONS WILL BE USED

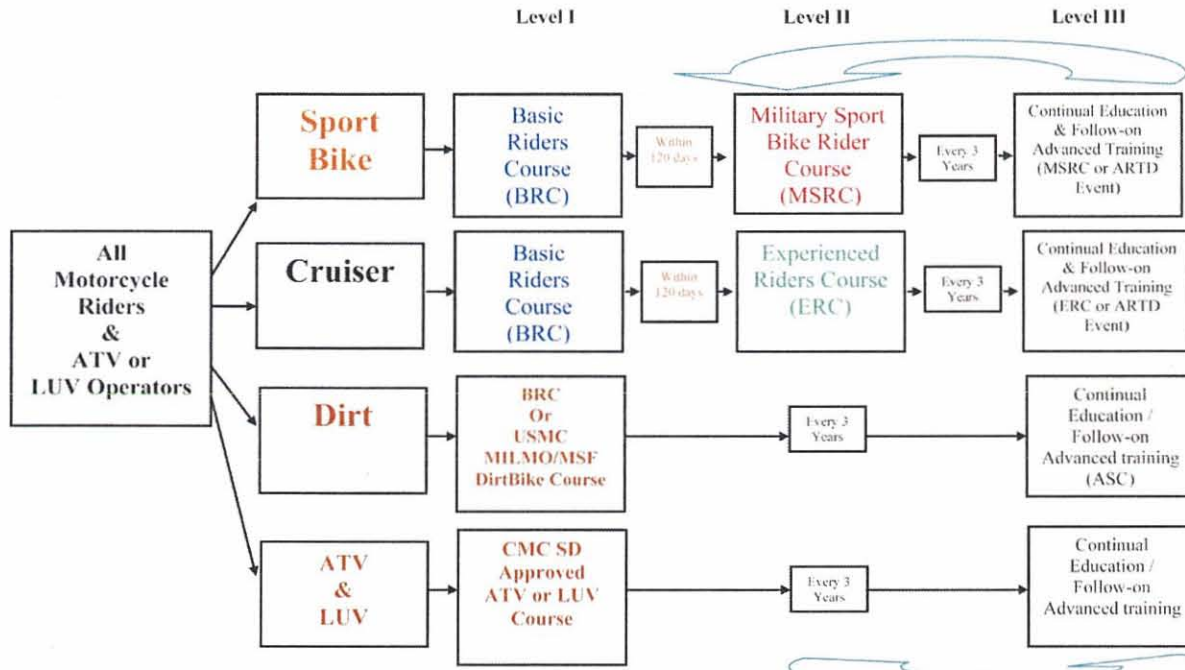
11. _____

Appendix G

Marine Corps Motorcycle Training Continuum

USMC MOTORCYCLE RIDER TRAINING REQUIREMENTS

MCO 5100.19F



1. If you own, ride or wish to ride a motorcycle, you must inform your chain of command.
2. All Marines who ride will complete the motorcycle training as outlined in 5100.19F.
3. Level II and III training requires the use of your own motorcycle as required by the course.
4. Follow-on training should be within 120 days after the completion of Level I training.
5. Level II training cannot be attended without proof of Level I completion. Such proof shall be a motorcycle endorsement on a valid driver's license or other basic rider's course completion certificate from a CMC (SD) approved course. All dirt/off road riders must show proof of a basic course completion or pass a local dirt/off road competency test administered by a recognized (CMC SD) coach or instructor.
6. Contact your Installation, Base, or Station Traffic Safety Officer for assistance, and for the list of approved training courses that may not appear on the chart above.