



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5100.19E
SD
29 Dec 00

MARINE CORPS ORDER 5100.19E W CH 1-3

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE)

Ref: (a) DoDInst 6055.4
(b) MCO P5100.8F
(c) MCO 3500.27
(d) MCO P5102.1
(e) MCO 5110.1C
(f) MCO 11240.66B

Encl: (1) Marine Corps Traffic Safety Program (DRIVESAFE)
(2) Highway Safety Program Guidelines (HSPG): Requirements
and Procedures
(3) Safety Belt Usage Report: Sample Format

Report Required: Safety Belt Usage Report
(Report Control Symbol DD-5100-03)
External Report Control Symbol DD-A&T(A)2083))
encl. (2), par. 14.1 and encl. (3)

1. Situation. As directed by guidance in references (a) and (b), this Order revises the policy and format for the Marine Corps Traffic Safety Program encompassing motor vehicle safety, traffic engineering, education, and enforcement, applicable both on and off the military installation, and to establish regulations to enforce policy concerning the use of safety belts and other personal protective equipment.

2. Cancellation. MCO 5100.19D.

3 Mission. This Order establishes procedures and provides requirements for implementation of the Marine Corps Traffic Safety Program, short title "DRIVESAFE," shown at enclosure (1), for the purpose of protecting the force and preserving readiness.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order will be the guiding influence for all Marine Corps traffic safety activities.

(b) This Order will clarify the process of reducing traffic fatalities, injuries and property damage.

(c) Commanders/OIC's will implement these policies for force protection in motor vehicle activities and operations. Local policies and orders may be implemented when those policies are of equal or more stringent guidance.

(2) Concept of Operations

(a) Enclosures (1) and (2) of this Order provide the foundation for the DRIVESAFE program, which includes both on-duty and off-duty motor vehicle related activities.

(b) Guidance, instruction and special emphasis programs will be developed to promote positive traffic safety attitudes and use of operational risk management principles, described in reference (c), in all motor vehicle related activities.

b. Subordinate Element Missions

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

(2) Commanders shall assure that the Traffic Safety Program reflects command presence and leadership initiatives.

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

5. Administration and Logistics

a. The Director, Safety Division, will administer the requirements, ensure the accuracy, modification and distribution of this Order.

b. Commanders of installations shall ensure a written traffic safety program is established that incorporates all activities and units within the boundaries of their respective areas. The program will be under administrative cognizance of the Safety Manager/Officer as an integral part of the Safety and Occupational Health Program. Installations must submit a Safety Belt Usage Report as shown in enclosure (3)

c. Commanders of tenant activities and units, to the battalion/squadron level, shall establish a written traffic safety program at the battalion/squadron headquarters location that supports and complements the program established by the host activity.

d. Officers, Non-Commissioned Officers, and managers at all levels shall ensure that strong emphasis is placed on the prevention of traffic mishaps. Enclosures (1) and (2) are the minimum requirements for the implementation of Marine Corps traffic safety programs.

e. Traffic safety shall be incorporated into applicable training programs on a continuing basis.

f. Prior to implementation of this policy, activities must, where applicable, discharge their labor relations obligations. Assistance and guidance may be obtained from CMC (MPO-37).

6. Command and Signal

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

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


M. J. WILLIAMS
Assistant Commandant
of the Marine Corps

DISTRIBUTION: PCN 10207230000

Copy to: 7000110 (55)
7000190 (5)
7000093/8145005 (2)
7000099,144/8145001 (1)

MARADMIN 419/02

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Date signed: 08/06/2002 MARADMIN Number: 419/02 R 061158Z AUG 02

FM CMC WASHINGTON DC(n)

TO ML MARADMIN(n)

MARADMIN

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UNCLAS

MARADMIN 419/02

MSGID/GENADMIN/CMC WASHINGTON DC/SD//

SUBJ/MC ORDER 5100.19E OF 29 DEC 00. CH 1. MARINE CORPS TRAFFIC
/SAFETY PROGRAM//

REF/A/DOC/MC 5100.19E//

POC/ELEANOR KAUFER/GS-12/CMC (SDO-5)/HQMC/TEL:DSN 224-3164 2423
/TEL:COMM (703) 614-3164//

RMKS/1. PURPOSE. THIS MARADMIN DIRECTS PEN CHANGES TO THE BASIC
ORDER. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
1020726801 DISTRIBUTION.

2. BACKGROUND

A. MARINE CORPS ORDER 5100.19E INCLUDES ALL TERRAIN VEHICLES (ATV'S)
IN THE TERM "MOTORCYCLE" AND REQUIRES A RIDER OR OPERATOR COURSE FOR
ALL ACTIVE DUTY MARINES OPERATING MOTORCYCLES WHETHER ON OR OFF BASE.
THIS TRAINING IS TO BE PROVIDED AT NO COST TO MILITARY PERSONNEL
(ENCL (2), PARA 2B).

B. THE ADDITION OF THE OFF BASE OPERATION REQUIREMENT WAS INTENDED
TO APPLY ONLY TO MOTORCYCLES AND NOT TO ATV'S, THE OPERATION OF
WHICH IS A RECREATIONAL ACTIVITY. ALTHOUGH TRAINING IS STRONGLY
RECOMMENDED BEFORE OPERATION OF ATV'S, THE MARINE CORPS CANNOT BE
EXPECTED TO OFFER SUCH TRAINING OR PAY FOR IT.

3. ACTION. THE FOLLOWING CHANGE SHALL BE MADE TO ENCLOSURE (2), PAR
A 2B: DELETE THE PHRASE IN PARENTHESES, "(HEREAFTER ALL INCLUDED IN
THE TERM 'MOTORCYCLE')."

4. SUMMARY OF CHANGE. THE CHANGE RETAINS THE REQUIREMENT FOR ATV
TRAINING FOR ON BASE OPERATION BUT ELIMINATES ANY INTERPRETATION
THAT THE MARINE CORPS MUST PROVIDE SUCH TRAINING AT NO COST FOR
PERSONNEL CHOOSING TO OPERATE ATV'S OFF BASE.

5. FILING INSTRUCTIONS. FILE THIS CHANGE TRANSMITTAL IMMEDIATELY
FOLLOWING THE SIGNATURE PAGE OF THE BASIC BULLETIN.//

MARADMIN 225/03

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Date signed: 05/09/2003 MARADMIN Number: 225/03 R 091430Z MAY 03

FM CMC WASHINGTON DC(uc)

TO AL MARADMIN(uc)

MARADMIN

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UNCLASSIFIED

MARADMIN 225/03

MSGID/GENADMIN/CMC WASHINGTON DC/SD//

SUBJ/MC ORDER 5100.19E OF 29 DEC 00. CH 2. MARINE CORPS TRAFFIC
/SAFETY PROGRAM//

REF/A/DOC/MCO 5100.19E/-//

POC/M. D. SUMNER/MAJOR/GROUND SAFETY BR HEAD/-/TEL:DSN 224-1202

/EMAIL:SUMNERMD@HQMC.USMC.MIL//

GENTEXT/REMARKS/1. PURPOSE. THIS MARADMIN DIRECTS PEN CHANGES TO
THE BASIC ORDER. THIS CHANGE IS APPLICABLE TO ALL MARINE CORPS
ACTIVITIES (PCN 1020726801 DISTRIBUTION).

2. BACKGROUND.

A. MARINE CORPS ORDER 5100.19E REQUIRES CHANGES TO ADDRESS THE
FOLLOWING ISSUES THAT PERTAIN TO MARINE CORPS TRAFFIC SAFETY.

(1) CELLULAR PHONE USE WHILE DRIVING

(2) USE OF HEADLIGHTS WHEN THERE IS PRECIPITATION

(3) GUIDANCE ON THE WEARING OF REFLECTIVE CLOTHING

(4) STANDARDIZED SEATBELT ENFORCEMENT ON USMC INSTALLATIONS

3. ACTION. THE FOLLOWING CHANGES SHALL BE MADE TO THE BASIC ORDER:

A. TO ENCLOSURE (2), PARA 5, ADD NEW PARA AS FOLLOWS: "5C.

OPERATORS OF PRIVATELY OWNED VEHICLES ON MARINE CORPS INSTALLATIONS
SHALL NOT USE CELLULAR PHONES WHILE THE VEHICLE IS IN OPERATION,
UNLESS THEY ARE USING A HANDS-FREE DEVICE. A HANDS-FREE DEVICE IS A
FEATURE THAT IS INCLUDED OR AVAILABLE WITH MOST OF TODAY'S CELLULAR
TELEPHONES THAT PERMITS A DRIVER TO USE THE TELEPHONE WITHOUT
LIFTING OR HOLDING THE HANDSET TO THE DRIVER'S EAR."

B. TO ENCLOSURE (2), PARA 5 ADD NEW PARA AS FOLLOWS: "5D. ON ALL
INSTALLATIONS, VEHICLES WILL BE OPERATED WITH HEADLIGHTS TURNED ON
DURING PERIODS OF PRECIPITATION AND OTHER REDUCED VISIBILITY
CONDITIONS, WHETHER OR NOT IT IS REQUIRED BY STATE OR NATIONAL LAW.
EXAMPLES ARE, BUT NOT LIMITED TO, DURING PERIODS OF LIGHT OR HEAVY
RAIN, OR DURING PERIODS OF OBSCURATION DUE TO FOG OR SMOKE."

C. TO ENCLOSURE (2), PARA 10C, ADD AFTER "DURING PERIODS OF REDUCED
VISIBILITY" THE FOLLOWING: "AND BEFORE MORNING COLORS AND AFTER
EVENING COLORS," AND ADD AT THE END OF THE SAME SENTENCE "WHEN
CONDUCTING PHYSICAL TRAINING OR EXERCISING ON OR NEAR ROADWAYS."

D. TO ENCLOSURE (2), PARA 14, ADD NEW PARA L: "MINIMUM PENALTIES
FOR FAILURE TO WEAR SEATBELTS ON A MARINE CORPS INSTALLATION WILL
BE: (1) FOR FIRST VIOLATION, A ONE WEEK SUSPENSION OF DRIVING
PRIVILEGES PLUS ATTENDANCE AT A SATURDAY FOUR-HOUR REMEDIAL DRIVING
CLASS FOCUSED ON SAFETY BELTS. (2) FOR SECOND VIOLATION, ONE MONTH
SUSPENSION OF DRIVING PRIVILEGES. (3) FOR THIRD VIOLATION, 6-MONTH
SUSPENSION OF DRIVING PRIVILEGES." CHANGE ORIGINAL PARA L TO PARA M.

4. SUMMARY OF CHANGES. THE ABOVE CHANGES CONTAIN GUIDANCE AND
REQUIREMENTS FOR THE SAFE OPERATION OF CELLULAR PHONES WHILE DRIVING
AND THE USE OF HEADLIGHTS DURING PRECIPITATION. ADDITIONAL
DIRECTION IS PROVIDED TO CLARIFY REQUIREMENTS CONCERNING THE WEARING
OF REFLECTIVE CLOTHING. LASTLY, THESE CHANGES ESTABLISH
STANDARDIZED MINIMUM PENALTIES FOR FAILURE TO WEAR SEATBELTS ON

MARINE CORPS INSTALLATIONS.

5. FILING INSTRUCTIONS. FILE THIS CHANGE TRANSMITTAL IMMEDIATELY FOLLOWING THE SIGNATURE PAGE OF THE BASIC BULLETIN.

6. MCO 1500.19E W/CH 1 IS UNDER REVISION. CHANGES TO THE ORDER, INCLUDING THE AFOREMENTIONED CHANGES, WILL BE REVIEWED IN LIGHT OF RECENT SUGGESTIONS AND CIRCUMSTANCES. THE REVISION WILL BE STAFFED CORPS-WIDE WITHIN THE THIRD QUARTER. THE RELEASE OF THE REVISED ORDER IS ESTIMATED NLT 1 OCT 03.

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MCO 5100.19E OF 29 DEC 00 MARINE CORPS TRAFFIC SAFETY PROGRAM, CHANGE 3

MARADMIN 266/04

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Date signed: 06/22/2004 MARADMIN Number: 266/04 R 221500Z JUN 04

FM CMC WASHINGTON DC(uc)

TO AL MARADMIN(uc)

MARADMIN

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MARADMIN 266/04

MSGID/GENADMIN/CMC WASHINGTON DC/SD//

SUBJ/MCO 5100.19E OF 29 DEC 00 MARINE CORPS TRAFFIC

/SAFETY PROGRAM, CHANGE 3//

REF/A/DOC/MCO 5100.19E/-//

POC/W H COSBY/GS-12/TRAFFIC AND RECREATION SAFETY SECTION HEAD/-

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GENTEXT/REMARKS/1. PURPOSE. THIS MARADMIN DIRECTS PEN CHANGES TO THE BASIC ORDER. THIS CHANGE IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE.

2. BACKGROUND

A. MARINE CORPS ORDER 5100.19E REQUIRES CHANGES TO ADDRESS THE FOLLOWING ISSUES THAT PERTAIN TO MARINE CORPS TRAFFIC SAFETY.

(1) DRIVER TRAINING CONDUCTED DURING RECRUIT TRAINING.

(2) AUTHORIZED MAKE-UP COURSES FOR DRIVER TRAINING CONDUCTED DURING RECRUIT TRAINING.

(3) AUTHORIZED COURSES THAT MEET THE UNDER 26 TRAINING REQUIREMENT.

3. ACTION. THE FOLLOWING CHANGES SHALL BE MADE TO THE BASIC ORDER:

A. TO ENCLOSURE (2), PARA 3.b. REPLACE PARAGRAPH TO READ: ALL MILITARY PERSONNEL UNDER THE AGE OF 26 WILL COMPLETE A COURSE IN TRAFFIC SAFETY DESIGNED TO ESTABLISH AND REINFORCE A POSITIVE ATTITUDE TOWARD DRIVING.

B. TO ENCLOSURE (2), PARA 3.b.(1). REPLACE PARAGRAPH TO READ: CONDUCT AND ADMINISTRATION. IT IS THE INTENT OF THE MARINE CORPS TO ESTABLISH A TRAINING SYSTEM THAT WILL ADDRESS BOTH THE ENTRY POINT AND ONGOING NEEDS OF MARINES. OPPORTUNITIES FOR RENEWAL OF RISK MANAGEMENT PRINCIPLES IN TRAFFIC SAFETY SHOULD PARALLEL A MARINE'S CAREER.

C. TO ENCLOSURE (2), PARA 3.b.(1) ADD SUBPARAGRAPH(a). RECRUITS AND OFFICER CANDIDATES WILL COMPLETE AN 8-HOUR COURSE THAT EMPHASIZES RISK FACTORS IDENTIFIED IN MOTOR VEHICLE CRASH ANALYSIS AND APPROPRIATE COUNTERMEASURES FOR YOUNG MARINES. THE COURSE SHALL INCLUDE A WRITTEN EXAM AND MUST BE APPROVED BY CMC (SD). AS NECESSARY, MODIFICATIONS TO MAKE THE COURSE MORE SUITABLE TO LARGE GROUPS WILL BE APPROVED BY THE COURSE PUBLISHER.

D. TO ENCLOSURE (2), PARA 3.b.(1) ADD SUBPARAGRAPH (b). EVERY EFFORT SHOULD BE MADE TO ENSURE ALL RECRUITS AND OCS CANDIDATES ATTEND THE 8-HOUR COURSE IN RECRUIT AND OCS

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TRAINING. HOWEVER, IF THE TRAINING IS NOT COMPLETED, MAKE-UP TRAINING MUST BE COMPLETED WITHIN 90 DAYS AFTER COMPLETION OF RECRUIT TRAINING OR OCS AND MAY INCLUDE: THE NATIONAL SAFETY COUNCIL (NSC) DEFENSIVE DRIVING COURSE EIGHT-HOUR COURSE (DDC), THE AMERICAN AUTOMOBILE ASSOCIATION DRIVER IMPROVEMENT PROGRAM (VOLUNTEER TRACK), THE NSC ALIVE AT 25 COURSE, THE USMC DRIVING FOR LIFE (DFL) WEB BASED COURSE, OR OTHER COURSES APPROVED BY CMC (SD). COURSE SIZE MUST BE LIMITED TO THE SIZE SPECIFIED BY THE COURSE PUBLISHER AND UTILIZE CERTIFIED INSTRUCTORS AS REQUIRED. THE MARINE MUST SUCCESSFULLY COMPLETE THE END OF COURSE EXAM.

E. TO ENCLOSURE (2), PARA 3.b.(1) ADD SUBPARAGRAPH (c). UNITS THAT ELECT TO CONDUCT RENEWAL TRAINING SHOULD ADDRESS FINDINGS IN CRASH ANALYSIS AND PARALLEL CRITICAL TIMES DURING THE YEAR THAT RESEARCH IDENTIFIES AS THE HIGHEST RISK. MARINES ARE MOST LIKELY TO BE INVOLVED IN A VEHICULAR ACCIDENT DURING THE FIRST ENLISTMENT. RENEWAL TRAINING SHOULD ALSO BE USED TO ADDRESS REASSIGNMENT OR RELOCATION TO A DIFFERENT DRIVING ENVIRONMENT. A VARIETY OF ACTIVITIES SHOULD BE USED FOR RENEWAL TRAINING. IN ADDITION TO THE COURSES LISTED IN PARA 3.b.1.(b). ABOVE, ACTIVITIES MAY INCLUDE LESSON PLANS, SUPPORT OF LOCAL LAW ENFORCEMENT, GUEST SPEAKERS, PRESENTATIONS BY TRAFFIC SAFETY ACTIVIST GROUPS, AND SPECIAL VISUAL AIDS.

F. TO ENCLOSURE (2), PARA 3.b.(3) ADD: THE DRIVING FOR LIFE COURSE OR THE NSC ALIVE AT 25 COURSE MAY BE USED FOR RENEWAL TRAINING.

4. SUMMARY OF CHANGES. THE ABOVE CHANGES CONTAIN GUIDANCE AND REQUIREMENTS FOR PRESENTATION OF TRAFFIC SAFETY TRAINING PROGRAMS.

5. FILING INSTRUCTIONS. FILE THIS CHANGE TRANSMITTAL IMMEDIATELY FOLLOWING THE SIGNATURE PAGE OF THE BASIC BULLETIN.

6. MCO 5100 19E IS UNDER REVISION. CHANGES TO THE ORDER INCLUDING THE AFOREMENTIONED CHANGES WILL BE REVIEWED IN LIGHT OF RECENT SUGGESTIONS AND CIRCUMSTANCES.//

MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE)

1. Organization

a. Safe Driving Council. Commanders for each Marine Corps activity (installation or unit) having a total population of over 500 military and civilian personnel shall have a safe driving council.

(1) The council shall consist of the following members:

(a) Commanding general or commanding officer (or designated representative) as Chairperson.

(b) Safety manager/officer (or safety specialist) who shall act as recorder.

(c) Provost marshal (or equivalent).

(d) Motor transport officer.

(e) Director of substance abuse counseling center.

(f) Other members the commander deems appropriate, e.g., medical officer, legal officer, personnel officer, training officer, public affairs officer, representative of Marine Corps Community Service, representatives of tenant units, and a representative of civilian employees.

(2) Additional personnel shall be provided, as required, to supplement the work of the council in accident investigations, traffic engineering studies, and educational and informational services.

(3) The purposes of the council are:

(a) To assist and advise the commander in establishing and maintaining an effective traffic safety program.

(b) To evaluate and recommend command policies concerning motor vehicles.

(c) To identify and correct traffic mishap trends through mishap investigation, reporting, and analysis.

ENCLOSURE (1)

(4) A joint safe driving council may be formed where commands are contiguous or where several commands are located within the confines of a single activity.

(5) The safe driving council may be consolidated with the safety council at the discretion of the commander provided the requirements herein prescribed for the safe driving council are accomplished.

(6) The safe driving council shall meet quarterly, or more frequently if circumstances warrant.

(7) The installation level safe driving council shall maintain liaison with national, state and local traffic safety agencies, civil authorities and neighboring military commands. Only through an active interchange with outside activities can DRIVESAFE achieve its full potential.

(8) Commanders of Marine Corps activities having an authorized or actual strength of less than 500 Marines and civilian personnel should represent their activities in a safe driving council close to their base of operations. When there is no council nearby, they may form a separate council with membership consistent with unit size.

b. Reference (b) describes the organizational placement of the traffic safety function and the safe driving council for Marine Corps commands that warrant a full-time safety officer/manager.

2. Requirements

a. Highway Safety Program Guidelines. The DoD will use the provisions of the Department of Transportation, Highway Safety Program Guidelines, to the extent that they are relevant to DoD activities. Marine Corps implementation, modified as necessary in consideration of military unique requirements and Marine Corps worldwide operations, are contained in enclosure (2).

b. Safety Standards for DoD Motor Vehicles

(1) Commercial vehicles, as defined in appendix D of DoD Regulation 4500.36-R, which are purchased, leased or rented by the Marine Corps shall meet all applicable requirements of 49 CFR 571, Federal Motor Vehicle Safety Standards (FMVSS). Commercial vehicles of foreign manufacture purchased for use outside the United

ENCLOSURE (1)

States and its territories and possessions shall meet all applicable safety requirements of the country in which they are to be used.

(2) Tactical and combat vehicles, designed to contract specifications, are exempt from the provisions of the FMVSS per 49 CFR 571.7(c). Such specifications shall comply with the intent of those standards, provided compliance does not degrade essential military characteristics. Marine Corps special purpose and tactical vehicles, whether purchased commercially or designed to contract specifications, shall be equipped when applicable with safety belts, helmets, and rollover protection, unless the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) determines that such equipment unacceptably degrades an essential military characteristic. Significant noncompliance shall be documented and maintained by the COMMARCORSSYSCOM. A copy of the documentation shall be provided to CMC (SD). With the same limitation, compliance with applicable provisions of Federal Motor Carrier Safety Regulations is a Marine Corps requirement. Military Standard 1180B provides guidance to ensure that proper safety characteristics are designed into tactical vehicles consistent with the following constraints, listed in order of precedence:

(a) Military mission requirements.

(b) Federal Motor Vehicle Safety Standards.

(c) Requirements of friendly nations within whose borders U.S. vehicles are operated by Marine Corps personnel.

c. Operator Duty Time. To reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific peacetime 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 drills and annual training, flight line operations, and public highway operations. Duty hour limits during normal operations will include the following:

(1) Drivers will be provided with at least eight consecutive hours of rest (off duty) during any 24-hour period.

(2) When transporting hazardous materials, two certified drivers will be assigned if the trip will require more than eight hours, and total driving time for both drivers combined will not

ENCLOSURE (1)

exceed ten hours. Whenever possible, the same guidelines should govern drivers transporting ordinary cargo; in no case will a driver drive more than ten hours in a duty period, and the total duty period shall not exceed fifteen hours.

3. Investigation Reports and Records. Thorough mishap investigation is the primary means of obtaining facts surrounding a mishap. All available traffic mishap 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 the analyses, shall be used in traffic engineering, education, and enforcement efforts

4. Pre-Departure Safety Briefings. Pre-Departure Safety briefings shall be conducted for all Marines less than 26 years of age prior to departure to a permanent change of station or traveling extended distances (beyond established out-of-bounds limits) on leave or extended liberty.

5. Primary Program Elements. Mishap prevention is best accomplished through the application of principles in the areas of engineering, education, and enforcement. The integrated application of these three elements constitutes the driving force of DRIVESAFE.

a. Engineering

(1) Engineering methods reduce traffic mishaps by eliminating defects in vehicles and roadways and establishing better traffic control measures. Traffic engineering includes the planning and design of streets, highways and abutting lands and the traffic operations thereon. These functions are the responsibility of the installation maintenance officer or director of facilities.

(2) Engineering efforts should be accomplished in coordination with the public works officer and the provost marshal.

(3) Installation roadways will be designed, constructed and maintained in accordance with the more stringent of the American Association of State Highway and Transportation Officials (AASHTO) or state standards, traffic control plans, codes and guidelines.

ENCLOSURE (1)

(4) Each Marine Corps base or station will establish and maintain a system of traffic engineering in coordination with the safe driving council. This system will assure accurate determination of the causes and locations of mishaps by:

(a) Inviting the cooperation of local traffic officials.

(b) Making comprehensive traffic and road surveys of all activities for the purpose of eliminating hazardous conditions that exist or may develop.

(c) Making recommendations to local or state authorities to correct hazardous conditions.

(d) Maintaining a motor vehicle mishap location map to indicate intersections and areas requiring rearrangement, special supervision or equipment.

b. Education. A continuous education program shall be established to improve the knowledge, skills, attitudes, and judgment of all personnel operating or riding in or on motor vehicles. The program should be designed to create and maintain interest, and to inform drivers, passengers, and pedestrians through all available means, including classes, newspapers, posters, displays, and bulletin board material.

c. Enforcement is the promotion of mishap prevention by deterring dangerous and irresponsible behavior on the part of drivers, operators, and pedestrians. A firm and impartial policy of traffic law enforcement and disciplinary action against violators is essential to deter violations and prevent mishaps. Reference (d) prescribes enforcement measures for on-base traffic violations.

(1) Each Marine Corps activity will establish and maintain a system of traffic law enforcement as appropriate for the activity's size and resources. Guidance in reference (d) will be followed when applicable concerning records, motor vehicle registration requirements, and mandatory revocation or suspension of driving privileges.

(2) As fatigue is a factor in many of our Marine private vehicle mishaps, travel distance limits for Marine Corps military personnel on liberty or leave will be established and publicized.

ENCLOSURE (1)

6. Secondary Program Elements

a. Vehicle Administration. Reference (e) prescribes basic policies relative to control and regulation of privately owned motor vehicles on Marine Corps installations.

b. 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.

c. Information Services. An effective traffic safety program requires the support of activities, units and the general public. Public affairs officers are key figures in developing support and favorable attitudes toward the traffic safety program.

7. Publications. The following publications should be available to personnel assigned to duties that include supervising a traffic safety program whether on a full-time or part-time basis:

<u>Title</u>	<u>Available From</u>
Traffic Accident Investigators Manual	Northwestern Traffic Institute Northwestern University Evanston IL 60204 www.nwu.edu/traffic
Responsible Driving	McGraw-Hill/Glencoe Order Dept PO Box 543 Blacklick OH 43004-0543
Motor Fleet Safety Manual	National Safety Council 1121 Spring Lake Drive Itasca IL 60143-3201 www.nsc.org
Traffic Safety	National Safety Council 1121 Spring Lake Drive Itasca IL 60143-3201 www.nsc.org

ENCLOSURE (1)

<u>Title</u>	<u>Available From</u>
Manual on Uniform Traffic Control Devices for Streets and Highways	Superintendent of Documents U.S. Government Printing Office Washington DC 20402 mutcd.fhwa.dot.gov
Federal Motor Vehicle Safety Standards (49 CFR 571)	Superintendent of Documents U.S. Government Printing Office Washington DC 20402 www.access.gpo.gov
Uniform Vehicle Code and Model Traffic Ordinance	National Committee on Uniform Traffic Laws and Ordinances 955 L'Enfant Plaza, S.W. Washington DC 20024
Highway Safety Design and Operations Manual	American Association of State Highway and Transportation Officials (AASHTO) 444 North Capitol Street, Suite 249 Washington DC 20001

ENCLOSURE (1)

HIGHWAY SAFETY PROGRAM GUIDELINES:
REQUIREMENTS AND PROCEDURES

Reference (a) directed the Marine Corps to implement the Highway Safety Program Guidelines (HSPG). The procedures that follow represent the HSPG as modified to reflect unique military and Marine Corps requirements and are mandatory for Marine Corps use in traffic safety programs.

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

a. All DoD vehicles (including nonappropriated fund vehicles) must pass, at least annually, a safety inspection that conforms to host state or nation requirements. If the host state or nation does not have inspection requirements, the annual inspection shall evaluate systems, subsystems and components having substantial relation to safe vehicle performance, e.g., lighting, glazing, exhaust systems, wipers, horns, brake systems, steering systems, suspension systems, tires and wheel assemblies.

b. The inspection shall ensure that exhaust emissions do not exceed Federal, state, municipal or host nation requirements.

c. Periodic inspection of private motor vehicles, regularly operated on DoD installations, is primarily the responsibility of the licensing state. However, installation commanders may require annual safety inspections of private motor vehicles, regularly operated on the installation, which are not covered by a state inspection program.

d. Overseas installations may modify inspection procedures in accordance with host nation treaties or Status of Forces Agreements.

2. Motorcycle and All Terrain Vehicle (ATV) Safety (HSPG No.3)

a. Operators of government and privately owned motorcycles (both street and off-road versions) permitted to operate on DoD installations must be appropriately licensed to operate on public highways, except where not required by Status of Forces Agreement or local laws. A valid OF 346, "U.S. Government Motor Vehicle Operator's Identification Card," fulfills the licensing requirement for operators of tactical motorcycles. Where state or local laws require special licenses to operate mopeds, motor scooters and ATVs,

ENCLOSURE (2)

such license requirements, as a minimum, shall apply to operation of those vehicles on DoD installations.

>CH 1 b. Operator Training. Operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active duty Marines operating motorcycles whether on or off base. Command Option: Commanders may authorize properly licensed motorcycle operators to operate their vehicles on the installation for a brief period not to exceed 30 days while they complete the first available operator safety class.

(1) The safety course must include the following:

(a) The Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors.

(b) Hands-on training.

(c) A performance-based and knowledge-based evaluation.

(2) Operators of military motorcycles will complete the formal Military Motorcycle (MILMO) off road operator's course.

(3) The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Service organizations. Additional performance based evaluations may be required for off-road operation of all government owned or privately owned vehicles.

(4) Motorcycle training required by this Order shall be provided at no cost to military and DoD personnel (including annual leave).

(5) Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

(6) Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Service Record Book (SRB) and

ENCLOSURE (2)

Officer Qualification Record (OQR) need to be annotated also. Including the number on the course completion card and name and number of the instructor may be useful. For reservists a page 11 entry will be made in the OQR/SRB.

c. Personal Protective Equipment (PPE)

(1) The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle on DoD installations, and for all military personnel operating or riding on a motorcycle off installations, on and off road, in uniform or civilian clothes:

(a) A properly fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT).

(b) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(c) A brightly colored outer upper garment during the day and a reflective upper garment at night or a commercially available mesh/fabric vest that is bright yellow, international orange or lime green with two 1 1/2" to 2" wide vertical or horizontal retro-reflective strips front and back. The vest is authorized for wear by Marines in uniform, and should be removed as soon as the Marine gets off the motorcycle. The garment must not be covered or concealed, such as by a backpack.

(d) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged.

(e) Properly worn long-sleeved shirt or jacket, long-egged trousers and full-fingered gloves or mittens.

(2) The PPE for motorcycle operators during off-road operations should also include knee and shin guards or off-road Marine Corps boots and padded full-fingered gloves.

(3) Paragraph 2.c.(1) is punitive in nature. A Marine, a servicemember of any Service attached to a Marine Corps command, and a servicemember of any Service while aboard a U.S. Marine Corps installation, who violates the terms of this paragraph is subject to

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punitive action under the UCMJ for violation of this paragraph. Any such person who operates a motorcycle with a passenger who is not in compliance with the requirements of this paragraph is also subject to punishment for violation of this paragraph.

d. Equipment

(1) Government-owned (nontactical) and privately owned motorcycles shall not be operated on a Marine Corps installation without a rearview mirror mounted on each side of the handlebars or fairing. The mirrors shall afford a clear view of at least 200 feet to the rear.

(2) Each motorcycle passenger shall be provided with a regulation seat and footrests.

e. Failure to wear PPE or comply with licensing or operator training requirements may be considered in making line-of-duty determinations.

f. When operated on any DoD installation, on and off road, all Government or privately owned motorcycles must have headlights turned on (if so equipped) except where prohibited by military mission, Status of Forces Agreements, or local laws.

3. Driver Education (HSPG No. 4)

a. The objective of driver education is to improve operator skills and habits by modifying individual behavior and attitudes, to reduce injury to or death of Marine Corps personnel resulting from motor vehicle mishaps. Regardless of who conducts the specific courses, the activity safety manager/officer has management oversight.

>CH 3 b. Driver Improvement Course (DIC). All military personnel under the age of 26 will complete a course in traffic safety designed to establish and reinforce a positive attitude toward driving.

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>CH 3 (1) Conduct and Administration. It is the intent of the Marine Corps to establish a training system that will address both the entry point and ongoing needs of Marines. Opportunities for renewal of risk management principles in traffic safety should parallel a Marine's career.

>CH 3 (a) Recruits and officer candidates will complete an 8-hour course that emphasizes risk factors identified in motor vehicle crash analysis and appropriate countermeasures for young Marines. The course shall include a written exam and must be approved by CMC (SD). As necessary, modifications to make the course more suitable to large groups will be approved by the course publisher.

>CH 3 (b) Every effort should be made to ensure all recruits and OCS candidates attend the 8-hours course in recruit and OCS training. However, if the training is not completed, make-up training must be completed within 90 days after completion of recruit training or OCS and may include: the National Safety Council (NSC) Defense Driving Course eight-hour course (DDC), the American Automobile Association driver improvement program (volunteer track), the NSC Alive at 25 Course, the USMC Driving For Life (DFL) web based course, or other courses approved by CMC (SD). Course size must be limited to the size specified by the course publisher and utilize certified instructors as required. The Marine must successfully complete the end of course exam.

>CH 3 (c) Units that elect to conduct renewal training should address findings in crash analysis and parallel critical times during the year that research identifies as the highest risk. Marines are most likely to be involved in a vehicular accident during the first enlistment. Renewal training should also be used to address reassignment or relocation to a different driving environment. A variety of activities should be used for renewal training. In addition to the courses listed in paragraph 3.b.1(b). above, activities may include lesson plans, support of local law enforcement, guest speakers, presentations by traffic safety activist groups, and special visual aids.

(2) Reserves. The requirement for Reserve units to conduct a DIC may be deferred until post mobilization. However, individual reservists on active duty orders for 90 days or more will receive the same training as regular accessions.

>CH 3 (3) Recruiters. All recruiters, regardless of age, are required to attend a DIC. Recruiters who have previously completed a DIC must attend a refresher course as part of their training at Recruiter School. The Driving For Life course or the NSC Alive at 25 Course may be used for renewal training

(4) Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. SRB and OQR need to be annotated also.

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c. Remedial Driver Training Course. Commands will establish a remedial driver course to reinforce positive attitudes and motivate persons who have been convicted of serious moving traffic violations, been found at fault in a traffic accident while driving a Government vehicle, or otherwise shown by their actions that their driving habits/attitudes warrant additional attention.

(1) The course shall provide 6 to 10 hours of classroom instruction covering attitudes, fatigue, driver impairment due to the use of alcohol or other drugs, consequences of improper/poor driving habits, and other appropriate topics. Instruction shall include a discussion with students covering the reason(s) they are in this class. Segments of the DIC may be used, as appropriate.

(2) This course must be independent of the DIC. Remedial driver training students must not be mixed with the DIC students.

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>CH 3 5a (22 Jun 04)

d. Emergency Vehicle Operator Training. In addition to the driver selection and training requirements prescribed by the Secretary of Defense, the following training is required during on-duty time and at no cost or expense to civilian employees, to include annual leave:

(1) Individuals shall complete an emergency vehicle operator course before being assigned to drive DoD police vehicles, ambulances, fire trucks, and crash and rescue vehicles or other response vehicles when equipped with lights and siren. The National Highway Traffic Safety Administration's (NHTSA) Emergency Vehicle Operator Course (EVOC) or other training approved by the CMC (SD), conducted by a certified instructor, meets this requirement. All operators of these vehicles shall complete the training every three years as directed in reference (a).

(2) Operators of Marine Corps-owned buses shall successfully complete a local, state or foreign jurisdiction recognized bus operator training program or other training approved by the CMC (SD).

(3) Training required in paragraphs 3d (1) and (2) above shall include the following elements:

(a) Applicable laws and regulations.

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

(c) Operator inspection and primary preventive maintenance.

(4) A certifying official shall indicate to the issuing official for the U.S. Government Motor Vehicle Operator's Identification Card (OF 346) that the individual driver has met the above requirements and fully understands the operational peculiarities of the vehicle. This training shall be documented on the operator's qualification and performance record.

4. Driver Licensing (HSPG No. 5). Minimum licensing and permit procedures are in references (e) and (f). Personnel assigned as assistant drivers should hold at least a learner's permit for the type of vehicle to which assigned.

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5. Codes and Laws (HSPG No. 6)

a. To the maximum extent practical, all Marine Corps installation traffic codes shall assimilate the traffic codes of the State or nation in which the installation is located.

b. The Uniform Vehicle Code and Model Traffic Ordinance shall be used in the design of DoD installation traffic codes. This publication is available from the Traffic Institute, Northwestern University, 405 Church Street, P.O. Box 1409, Evanston, IL 60204.

>CH 2 c. Operators of privately owned vehicles on Marine Corps installations shall not use cellular phones while the vehicle is in operation, unless they are using a hands-free device. A hands-free device is a feature that is included or available with most of today's cellular telephones that permits a driver to use the telephone without lifting or holding the handset to the driver's ear.

>CH 2 d. On all installations, vehicles will be operated with headlights turned on during periods of precipitation and other reduced visibility conditions, whether or not it is required by state or national law. Examples are, but not limited to, during periods of light or heavy rain, or during periods of obscuration due to fog or smoke.

6. Traffic Violations (HSPG No. 7)

a. All traffic violations occurring on DoD installations (in the United States or U.S. territories) may be referred to the applicable base traffic court, U.S. magistrate, or State or local judicial authorities in the interest of impartial judicial determination and effective law enforcement.

b. DoD members shall not be authorized to operate government motor vehicles during the following:

(1) Periods of suspension or revocation of operator's license by any State or host nation.

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

7. Impaired Driving (HSPG No. 8)

a. The Marine Corps shall have a Service Impaired Driving Task Prevention Force (SIDPTF) chaired by the Designated Safety and Occupational Health Official or other appropriate official and consisting of representatives of the drug and alcohol programs and law enforcement community. State and local officials may be included when appropriate. The SIDPTF shall:

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(1) Meet quarterly or more often as directed by the chair.

(2) Monitor Marine Corps policy as it applies to the prevention of impaired driving.

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(3) Review programs and policies developed by other federal and state agencies and make recommendations of suitable adaptation within the Marine Corps.

(4) Make recommendations to the Assistant Deputy Under Secretary of Defense (Environmental Security) Force Protection on matters pertaining to impaired driving.

(5) Submit to the Assistant Deputy Under Secretary of Defense (Environmental Security) Force Protection an annual impaired driving report no later than the first week of February for the preceding calendar year. The report shall include data on:

(a) BAC of driver, if known.

(b) Time of day and day of the week the mishap or injury occurred.

(c) Type of vehicle (include mopeds and motorcycles).

(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 a mishap.

(e) Government property damage 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.

(6) Chemical substances other than alcohol causing impaired driving that contributed to an accident.

b. 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 information should emphasize alternatives to alcohol impaired driving, such as designated driver and local taxi services.

c. While driving or riding in motor vehicles on any Marine Corps installation, operators/passengers are prohibited from having open containers of alcoholic beverages in or near the passenger compartment.

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

a. All accidents that involve DoD vehicles or Marine Corps personnel will be investigated and reported in accordance with the requirements of reference (d).

b. Each Marine Corps installation shall establish a program to ensure local traffic mishaps involving Marine Corps personnel are analyzed and corrective measures implemented to reduce their frequency and severity. This program shall include all on-base road networks and off-base road networks in close proximity to Marine Corps installations, e.g. access roads, and roads heavily traveled by Marine Corps vehicles. The program as a minimum shall provide for:

(1) Accurate identification of mishap locations and an analysis of high incident locations. The analysis should include identification of design and operating features that contribute to the high mishap frequency or severity. Military police and safety organizations will present these data to the Safe Driving Council and installation organizations responsible for highway design, construction, maintenance and traffic engineering so they can assess and initiate appropriate improvements.

(2) Application of corrective measures to abate on-base traffic hazards per reference (b).

(3) Close coordination between Marine Corps activities and local officials to resolve traffic problems of mutual concern.

(4) Forwarding data collected under paragraph 8b(1) annually by 31 October to the CMC (SD) for consolidation and distribution to the Military Traffic Management Command (MTMC).

9. Emergency Medical Services (HSPG No. 11). Marine Corps installation commanders shall ensure that procedures exist to:

a. Provide rapid identification and response to traffic mishaps.

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

c. 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.

10. Pedestrian and Bicycle Safety (HSPG No. 14). Pedestrian safety shall receive emphasis throughout the DoD as a part of the overall traffic safety program, to include separation of pedestrian and motor vehicle traffic and provisions for an adequate number of sidewalks, pedestrian crossings, and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety. An inventory of pedestrian-motor vehicle mishaps shall be maintained and included in the analysis program required by paragraph 8, above.

a. 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.

b. Appropriate fluorescent/retro-reflective PPE will be provided to, and utilized by, Marine Corps personnel who are exposed to vehicle traffic in their assigned duties, e.g., marching troops, road guards, drill instructors, traffic control personnel, roadway maintenance and construction crews, electricians or telephone repair personnel working on outside overhead lines on or near roadways.

>CH 2 c. Individuals will not jog, run or walk on roadways during high traffic density and peak traffic periods. Installation commanders shall designate and publish which roadways and time periods apply. When jogging on roadways not defined above, personnel should jog in patrolled areas and wear light colored clothing. During periods of reduced visibility, and before morning colors and after evening colors, personnel shall wear retro-reflective clothing, vest or belt when conducting physical training or exercising on or near roadways. Personnel shall jog facing traffic and obey traffic rules and regulations.

d. Bicycle safety will be emphasized at all installations and activities as an important part of the Marine Corps traffic safety program. Programs will emphasize the mandatory use of bicycle helmets approved by the (ANSI) or SNELL) Memorial Foundation (SNELL)) by all personnel who ride bicycles on installation streets and roadways. Workers operating bicycles in areas that require the use of ANSI approved helmets (hard hats) for protection from falling

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and flying objects can use those helmets instead of approved bicycle helmets.

e. Bicycles will be equipped with a white headlight or reflector highly visible from the front and at least one red reflector visible from the rear when being operated between the times of sunset and sunrise. Bicycles shall be equipped with spoke/wheel-mounted reflectors for increased visibility from the side. To enhance visibility, bicycle riders should wear light colored clothing during the day and reflective clothing at night.

f. Local policy shall be established for the use of roller skates, skateboards, and in-line skates (roller blades) on Marine Corps installations. Specific skating areas should be identified for recreational skating/skateboarding. ANSI approved helmets are required for skating/skateboarding. Protective equipment such as elbow pads, kneepads and wrist guards are strongly recommended. All skaters should wear light colored clothing during the day and reflective clothing at night.

g. The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, skating, skateboarding or bicycling on roads and streets on Marine Corps installations is prohibited. The use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech and the ability to determine the direction from which the sound is coming. This prohibition does not apply to hearing aids nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use or the use of communications type equipment for official Marine Corps business.

11. Debris Hazard Control and Cleanup (HSPG No. 16). On Marine Corps installations, provisions shall be made for the rapid, orderly and safe removal from road networks of wreckage, spillage and debris resulting from motor vehicle mishaps, and for otherwise reducing 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 DoD components or activities. Installation commanders should coordinate with their staff judge advocates to ensure that liability concerns are addressed when drafting mutual aid agreements with local authorities.

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12. Pupil Transportation Safety (HSPG No. 17). Provisions will be made to reduce the danger of death or injury to children while they are being transported to and from school, or related activities, in DoD or contractor-owned vehicles. DoD school buses will be marked, equipped, operated and maintained consistent with Highway Safety Program Guideline No. 17. Private contractors will comply with state, local, and foreign jurisdiction requirements in addition to unique installation command requirements.

13. Speed Control (HSPG No. 19)

a. Speed limits (maximum/minimum) established for Marine Corps installations shall be based on traffic engineering requirements and be consistent with state and local laws. Programs shall stress strict compliance with these speed limits, except during bona fide emergencies.

b. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on Marine Corps installations. Such devices shall not be sold in USMC controlled sales outlets.

14. Occupant Protection (HSPG No. 20)

a. All commercial vehicles purchased, leased or rented by the Marine Corps shall be equipped with the restraint systems (safety belts) required by the FMVSS. Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger), anti-lock brakes, and daytime running lights. Marine Corps tactical vehicles, designed to contract specifications, shall also be equipped with restraint systems and rollover protection when applicable unless the Commandant determines that such equipment will unacceptably degrade an essential military characteristic.

b. Restraint systems will be worn by all operators and passengers of U.S. Government vehicles on or off a DoD installation. The senior occupant is responsible for ensuring that this requirement is observed. If the senior occupant cannot be determined the driver is responsible for enforcement.

c. All persons (military and civilian personnel, family members, contractor personnel, nonappropriated fund employees, visitors, etc.) operating or riding as a passenger in a privately owned or rented motor vehicle on any DoD installation shall ride only

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in designated seating positions equipped with safety belts and shall wear the safety belts. Safety belts will also be used when the private motor vehicle (PMV) is being used for official business off the installation.

d. Restraint systems will be worn by all military service members and Reserve Component members on active Federal service, or Inactive Duty for training, while driving or riding in a PMV whether on or off duty, on or off a DoD installation.

e. Child Restraints. All children under age four, or weighing less than 45 pounds, shall use an infant or child safety seat in a proper manner, as approved by the Department of Transportation, while riding in a PMV on a DoD installation. Parents/guardians of newborn infants shall ensure that all newborns are placed in an approved infant safety seat prior to transporting home from hospitals or clinics. Installation commanders are encouraged to establish infant/child safety seat loaner programs. Commanders should also establish clinics to check safety seats for proper installation or publicize dates and locations of such clinics in the local area.

f. Restraint systems will be maintained in a serviceable condition and will be readily available for occupant use.

g. To the extent possible, personnel shall be transported in passenger vehicles such as sedans, station wagons, vans, or buses. Occupants shall be seated when the vehicle is in motion. Personnel may be transported without fixed seats for short distances on the installation if each passenger remains seated wholly in the body of the vehicle.

h. Commanders shall develop educational programs addressing the mandatory use of safety belts in private motor vehicles.

i. Commanders and supervisors at all levels shall become involved in these efforts by personal example and precept.

j. In cases of noncompliance, commanders shall take corrective measures with respect to the offender and the supervisor as appropriate. Nonuse or malfunction of Marine Corps motor vehicle restraint systems which result in injury to DoD personnel shall be identified, along with action(s) taken to prevent recurrence, in the Marine Corps mishap reporting system, implemented by MCO P5102.1.

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k. The provisions of paragraphs 14.b through e are punitive in nature. A Marine, a servicemember of any Service attached to a U.S. Marine Corps command, and a servicemember of any Service while aboard a U.S. Marine Corps installation, who violates the terms of any one of these paragraphs is subject to punitive action under the UCMJ for violation of that paragraph. Any such person who operates a privately owned or rented motor vehicle with a passenger who is not in compliance with the requirements of any one of these paragraphs is also subject to punishment for violation of that paragraph.

>CH 2 1. Minimum penalties for failure to wear seatbelts on a Marine Corps installation will be:

(1) For first violation, a 1 week suspension of driving privileges plus attendance at a Saturday 4-hour remedial driving class focused on safety belts.

(2) For second violation, 1 month suspension of driving privileges.

(3) For third violation, 6 month suspension of driving privileges.

>CH 2 m. Installation commanders shall submit an Annual Safety Belt Usage Report no later than 15 February of each year to CMC (SD). Report format is included as Enclosure (3). The Report Control Symbol assigned to this report is DD-5100-03.

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SAFETY BELT USAGE REPORT
Report Control Symbol DD-5100-03
SAMPLE FORMAT

THIS BELOW LISTED INFORMATION IS REQUIRED TO BE SUBMITTED BY
INSTALLATION COMMANDERS ONLY FOR CRASHES OCCURRING ON THEIR MILITARY
INSTALLATIONS NO LATER THAN 15 FEBRUARY FOR THE PREVIOUS YEAR.

SAFETY BELT USE RATE (PERCENTAGE)

STATISTICS:

NUMBER OF CRASHES OCCURRING ON THE INSTALLATION - ALL MOTOR VEHICLES

NUMBER OF INJURIES (TO INCLUDE FATALITIES) - ALL PERSONNEL

RELATED COSTS INVOLVING PERSONNEL ON OFFICIAL BUSINESS

MILITARY PERSONNEL

CIVILIAN PERSONNEL

RELATED COSTS FOR ALL OTHER OCCUPANTS OF MOTOR VEHICLES DRIVEN ON THE
INSTALLATION NOT INCLUDED IN 3.A. AND B. ABOVE.

IDENTIFY SPECIFIC PROGRAMS THAT HAVE MADE SIGNIFICANT PROGRESS TOWARD
ACHIEVING GOALS OR ARE NOTABLE AND DESERVING OF RECOGNITION.

THIS REPORT MAY BE SUBMITTED BY MESSAGE; BY MAIL TO CMC (SD), 2 NAVY
ANNEX, ROOM 3317, WASHINGTON DC 20380-1775; OR BY FAX: DSN 225-3231
OR COML (703) 695-3231.

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