



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

MCO 5100.19F
SD
29 Nov 2011

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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Subj: 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.