

**VOLUME 3**

**MARINE CORPS TRAFFIC SAFETY PROGRAM**

**SUMMARY OF VOLUME 3 CHANGES**

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**CANCELLATION:** The publication of this Volume cancels MCO 5100.19F, MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE)

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- (a) DoD Instruction 6055.4, DoD Traffic Safety Program, W/CH4, August 31, 2018
- (b) Manual on Uniform Traffic Control Devices (MUTCD), Dec, 2009
- (c) OPNAVINST 5102.1D/MCO P5102.1B
- (d) SECNAV M-5210.1, Chg. 1
- (e) SECNAVINST 5211..5F
- (f) 5 U.S.C. 552a
- (g) DoD 4500.36, Acquisition, Management and Use of DoD Non-Tactical Vehicles, September 19, 2017
- (h) Parts 571 and 571.500 of title 49, Code of Federal Regulations
- (i) DoD Instruction 5000.02, Operation of Defense Acquisition System, December 8, 2000
- (j) Military Standard MIL-STD-1180B, Change 1, Safety Standards for Ground Vehicles, August 7, 1991
- (k) Federal Motor Vehicle Safety Standards (FMVSS)
- (l) Standard licensing policy for Operators of Military Motor Vehicles, MCO 11240.66D
- (m) Joint Forces Travel Regulation
- (n) SECNAV M-5214.1
- (o) Federal Motor Vehicle Safety Standard No. 218 (DOT)
- (p) United Nations Economic Commission for Europe (UNECE) Standard 22.05
- (q) British Standard 6658, or Snell Standard M2005
- (r) American National Standards Institute (ANSI) Standard Z87.1
- (s) UNECE 22.05 or BS6658
- (t) ANSI/ISEA 107 standards
- (u) National Highway Traffic Safety Administration (NHTSA)'s bicycle safety initiatives
- (v) MARFORRES Force Order 5100.29

**VOLUME 3: CHAPTER 1**

**MOTOR VEHICLE AND ROADWAY SAFETY**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 1

MOTOR VEHICLE AND ROADWAY SAFETY STANDARDS

0101 DISCUSSION

This Chapter reviews minimum standards for government and non-government motor vehicles, and installation roadways.

0102 GOVERNMENT-OWNED VEHICLES (GOV)

A. Commercial GOVs for use in the United States, US territories, and US possessions will meet all applicable requirements per references (g) and (h), and the Commercial Motor Vehicle Safety Act of 1986 for the year of manufacture.

B. Per reference (a), Commercial GOVs of foreign manufacture purchased, leased, or rented outside of the United States, and US territories and possessions will meet all applicable safety requirements of the country in which they are used.

C. Except for school buses, procured and leased commercial vehicles will be equipped with air bags, anti-lock braking systems, and electronic stability control, where available.

D. If available, safety monitoring devices shall be ordered on government-owned or leased commercial vehicles. These monitoring devices support safe vehicle operations and influence driving behavior.

E. Tactical vehicles and equipment manufactured for DoD Components in accordance with contractual specifications are exempt from the provisions of reference (j). Tactical vehicles and equipment will have safety belts, shoulder harnesses, and occupant rollover protection, except where the risk acceptance authority accepts risk as allowed by reference (i). Tactical vehicles and equipment will comply with reference (j) unless compliance negates essential military capability.

F. Ensure Low-Speed Vehicles (LSVs) used on installation or public roadways meet the design requirements listed in reference (k).

0103 VEHICLE INSPECTIONS

010301. SAFETY INSPECTIONS

All Marine Corps-maintained vehicles, including non-appropriated fund vehicles and GOVs, must pass annual safety inspections that conform to state or host nation requirements.

010302. EMISSION INSPECTIONS

GOV inspections will ensure exhaust emissions are in accordance with federal, state, and local regulations.

0104 INSTALLATION ROADWAYS

010401. TRAFFIC CODES AND LAW

All Marine Corps installation traffic codes will include the state or host nation codes in which the installation is located to the maximum extent practical.

010402. SPEED CONTROL

Maximum and minimum speed limits will be determined by traffic engineering requirements and safe operating requirements, and may be increased or decreased based on traffic analysis and speed surveys.

010403. RADAR AND LASER DETECTION DEVICES

Radar and laser detection devices are prohibited on Marine Corps installations.

**VOLUME 3: CHAPTER 2**

**MOTOR VEHICLE SAFETY PROGRAM**

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CHAPTER 2

MOTOR VEHICLE SAFETY PROGRAM

0201 DISCUSSION

This chapter provides safe motor vehicle operations policy and guidance.

0202 MOTOR VEHICLE OPERATOR LICENSE

A. GOV and Privately Owned Vehicle (POV) operators will be properly licensed for the vehicle being operated.

B. Operators of vehicles over 15,000 lbs. Gross Vehicle Weight Ratio (GVWR) shall possess a valid U.S. Government Motor Vehicle Operator's Identification Card (OF-346) for the vehicle to be operated and a valid state or host nation driver's license.

C. Civilian U.S. Government Motor Vehicle Operator's Identification Card (OF-346) applicants must possess a valid state, U.S. territory, or host nation driver's license for the class and weight of vehicle they will be operating per reference (1).

0203 MEDICAL CERTIFICATES FOR DRIVERS

A valid Department of the Navy Medical Examiner's certificate (OPNAV 8020/6) signed by a competent authority is mandatory for all Marine Corps military and civilian personnel who, by military occupational specialty or position description, are required to operate motor vehicles in the performance of their job. Examples include motor transport personnel, facility maintenance personnel, security/military police personnel, and mail service personnel.

0204 DUTY-RELATED OPERATOR DRIVING TIME

To reduce fatigue-related mishaps, commanders will establish specific duty hour limits for GOV operators. These limits will consider the degree of risk involved in various motor vehicle operations such as weapons convoys, reserve drill, annual training, flight line operations, and public highway operation. Duty hour limits will include the following:

A. Drivers shall be provided the opportunity for at least eight (8) consecutive hours of rest (off-duty) during any 24-hour period. Commanders shall ensure that the required off-duty rest period will be free of work-related requirements and spent at rest or asleep.

B. An operator will not drive more than ten (10) consecutive hours in a 24-hour duty period. Commanders shall establish written rest-recovery guidance. At a minimum, the guidance will include the following:

1. Conduct a deliberate risk assessment when operations require performing the maximum allowed 10 hours of driving. Fatigued personnel are not allowed to operate motor

vehicles. Such an assessment will consider time on duty, the individual's physical condition, driving conditions, and length of travel.

2. Specific procedures will be established for mission essential billets such as recruiting, security patrols, and snow removal that may require driving time in excess of 10 hours.

3. Incorporate fatigue control measures such as alternate means of transportation or designating rest stops to ensure personnel are sufficiently rested.

#### 0205 DIRECTED TRAVEL

A. Per reference (m), authorized TDY travel by POV/GOV is limited to 400 miles per travel day.

B. Allow a 15-minute rest break for every two hours of driving.

C. Allow a 30 min meal break for every 10-hour driving period.

#### 0206 OFF-DUTY DRIVING LIMITS

Commanders will establish maximum driving times, hours of permitted operation, and mileage limits for Marines on orders, leave, and/or special liberty.

#### 0207 DRIVING DISTRACTIONS

Distractions are any actions that interfere with the safe operation of the motor vehicle. Traffic safety education will address the hazards of driving while distracted.

A. Marine Corps military and civilian personnel shall not use electronic and handheld equipment, such as a cell phone, be it issued by the Government or personal, for any reason other than navigation while driving a GOV or POV while on official Government business. If using an electronic device for navigation it must be mounted or positioned in a way that allows both hands to be on the steering wheel, and line of sight to remain out the front of the vehicle.

B. Marine Corps military and civilian personnel shall only use electronic devices in a hands-free mode while operating a vehicle on DoD or Coast Guard installations.

C. Operators of tactical, emergency, or law enforcement vehicles, while performing mission critical duties, may use in-car mobile data terminals and other in-car electronic devices not personal in nature, as required to support mission execution.

D. Marine Corps military and civilian personnel, while driving a vehicle on official government business, are prohibited from wearing listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle helmet-integrated intercom devices where allowed by law.

E. Vehicles will be safely parked prior to conducting activities that detract from driving. If you have to text, pull over. If you have to dial a phone number, pull over. If you have to manually answer an incoming call, or hold the phone in your hand even while it is in speaker mode, pull over.

## 0208 OCCUPANT PROTECTION

All motor vehicle occupants will wear lap and shoulder belts. Occupants are required to wear seat belts if they have been installed in the vehicle. The senior ranking occupant and the driver are equally responsible for all occupants being properly restrained prior to placing the vehicle in motion.

### 020801. TACTICAL VEHICLES

Tactical vehicles used for transporting personnel will have fixed seating for each person. While operating tactical motor transport vehicles on paved roads outside of a training area, the wearing of Kevlar helmet and Armored Protection Level (APL) is not required when the occupant is seated in the crew compartment and securely fastened with a functional safety restraint/seatbelt.

A. Upon leaving paved roads and in all training areas, all vehicle occupants will wear, at a minimum Kevlar helmet and APL level 1 vest.

B. All passengers in a cargo compartment shall wear Kevlar helmet and APL level 1 at all times.

C. O-5 commanders may determine type and level of PPE used while driving or riding in tactical trucks and support vehicles on paved surfaces during administrative movements.

### 020802. CHILD SAFETY

All children will use a child safety seat approved by the Department of Transportation, host nation, or state laws while riding in a motor vehicle on any Marine Corps Installation.

### 020803. EXCEPTIONS

This section does not apply to vehicles not designed for seat belts such as buses, certain off-road motor vehicles, combat/tactical vehicles or vehicles with a manufactured year of 1966 or earlier. This section will not require seat belt installation into these vehicles unless mandated by applicable host nation, state, or territory laws.

0209 TRANSPORTING PUPILS (K-12)

020901. OPERATING DEPARTMENT OF DEFENSE (DOD) SCHOOL BUSES IN THE UNITED STATES

Mark, equip, operate, and maintain government-owned or contractor-owned school buses consistent with HSPG NUMBER 17 and applicable Federal Motor Vehicle Safety Standards, reference (k), in addition to any contractual requirements, to reduce the risk of injury or death of children while they are being transported on DoD school buses.

020902. OPERATING DEPARTMENT OF DEFENSE (DOD) SCHOOL BUSES OUTSIDE THE UNITED STATES

Mark, equip, operate, and maintain government-owned or contractor-owned school buses consistent with applicable local, combatant command, or host-nation requirements in addition to any contractual requirements, subject to any applicable international agreements, and in accordance with local force protection and threat conditions.

0210 DRIVER EDUCATION TRAINING

Driver education is intended to improve operator skills and habits in order to reduce motor vehicle mishaps.

021001. DRIVERS UNDER 26 YEARS OF AGE

All military personnel under the age of 26 will complete a traffic safety course. For all Marines under the age of 26 the first gaining unit will ensure the Marine receives at least four hours of driver's awareness training within 60 days of reporting to the command. Training will include at least 30 minutes of local traffic familiarization. This one-time training will be documented by S-3/Training via Marine Corps Training Information Management System (MCTIMS). Reservists under the age of 26, on active duty for 60 days or more, will receive the same training. This one-time training will be documented by S-3/Training via MCTIMS. Approved traffic safety training courses can be found on the CMC Safety Division's website: [www.safety.marines.mil](http://www.safety.marines.mil).

021002. REMEDIAL DRIVER TRAINING COURSE

Anyone convicted of a moving traffic violation or who is found at-fault in a motor vehicle mishap while operating any GOV will attend a remedial driver training course. The remedial course will provide 6 to 8 hours of classroom instruction. The course will be independent of other driving programs. Commands can refer individuals that exhibit high-risk behaviors to this course.

A. Remedial driver training students will not be mixed with other driver education classes.

B. Installations may use court-approved local community driver improvement programs to fulfill this requirement.

021003. VERIFICATION OF COURSE COMPLETION

Each Marine is responsible for ensuring S-3/Training enters the appropriate course completion codes into MCTIMS and MCTFS.

0211 GOV OPERATOR TRAINING

Operators of government-owned/leased vehicles will be trained per references (a) and (l).

021101. TRAINING REQUIREMENTS

Written requirements and procedures will specify vehicle type, content of initial training required, certification procedures, driving restrictions, and frequency of refresher training. Special attention will be paid to non-tactical vehicles over 15,000 lbs. GVWR.

021102. TRAINING RECORD KEEPING

S-3/Training will document all completed GOV training on the driver's U.S. Government Motor Vehicle Operator's Identification Card (OF-346) and in the driver's personnel training record or driver's history file. Written results of all knowledge tests and performance skills tests will be maintained in the driver's history file in accordance with record schedule 1000-27 of reference (d).

0212 REVOCATION OF GOVERNMENT VEHICLE DRIVING PRIVILEGES

Marine Corps personnel will not operate government motor vehicles when the driver:

A. Is under a period of suspension or revocation of driving privileges by any state or host nation.

B. Has had base driving privileges suspended or revoked.

C. Has failed a urinalysis, has received a driving under the influence suspension, or any other indication of chemical and/or substance abuse.

D. As directed by the unit or installation commander.

0213 GOVERNMENT VEHICLE OTHER (GVO)

A. The majority of GVOs are off-highway motorized vehicles such as specialty/special purpose, material handling, construction, or tactical vehicles. Commanders will limit the use of GVOs to off-road areas and tactical operations as much as possible.



B. The use of GVOs on public roads is considered incidental to their travel between off-road areas. Users will ensure their movement on and off Marine Corps installations complies with applicable traffic laws and codes.

C. The installation commander may authorize the routine use of GVOs on public roads and industrial or pedestrian environments based on mission requirements and following a detailed risk assessment.

#### 0214 LOW SPEED VEHICLES (LSV)

A. All LSVs, including personal, Government-owned, unit-owned, non-appropriated fund vehicles, and government-owned contractor-operated vehicles must be manufactured in accordance with reference (k) or Host Nation requirements.

B. The installation commander may authorize the use of LSVs in traffic, industrial, or pedestrian environments based on a risk assessment. Use of LSVs on public roads is contingent on manufacturer-recommendation and registration/plating for road use.

C. Routine use of LSVs will be restricted to low-risk roadways on Marine Corps installations with max speed limits of 25 miles per hour.

D. LSV operators will use manufacturer-recommended PPE.

#### 0215 PERSONALLY-OWNED RECREATIONAL OFF-HIGHWAY VEHICLES (ROHV)

A. ROHVs cover a broad spectrum of motorized vehicles including agricultural, recreational, personal conveyance devices, industrial, aviation support, and commercial and non-commercial vehicles. Users of ROHVs on Marine Corps installations will comply with applicable traffic laws and codes.

B. The installation commander may authorize the use of ROHVs in designated areas based on a risk assessment. Use of ROHVs on public roads is contingent on installation authorization, being in accordance with manufacturer-recommendations and registration/plating for road use.

C. ROHV operators will use manufacturer-recommended PPE.

#### 0216 PERSONALLY-OWNED AUTONOMOUS VEHICLES

##### 021601. DEFINITION

An autonomous vehicle is any vehicle that has the capability to execute steering, acceleration, deceleration, and monitor the driving environment either with or without the aid of the human driver.

021602. USE

The use of autonomous vehicles on Marine Corps installations is authorized when the driver is assisted in either steering or acceleration/deceleration or both.

021603. USE OF FEATURES

The use of autonomous features where the vehicle's system controls all aspects of the dynamic driving task, known as high or full automation, is not authorized.

**VOLUME 3: CHAPTER 3**

**MOTORCYCLE AND ALL-TERRAIN VEHICLE SAFETY**

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MOTORCYCLE AND ALL-TERRAIN VEHICLE SAFETY

0301 DISCUSSION

This chapter outlines motorcycle and all-terrain vehicle safety policy.

0302 STATE/HOST NATION LICENSE, REGISTRATION AND INSURANCE COMPLIANCE

All operators of street-legal motorcycles, three-wheeled motorcycles, and auto-cycles, will comply with state licensing, registration, and insurance requirements. For tactical motorcycle operators, a valid U.S. Government Motor Vehicle Operator's Identification Card (OF 346) with a motorcycle endorsement and a valid state driver's license is required.

0303 OPERATIONALIZING THE MOTORCYCLE SAFETY PROGRAM

030301. COMMANDING OFFICERS RESPONSIBILITIES

- A. Establish a Motorcycle Mentorship Program (MMP).
- B. Identify all active and inactive riders during check-in.
- C. Ensure riders understand their responsibilities and comply with the requirements established in this order.
- D. Verify that each rider holds a valid driver's license with motorcycle endorsement.
- E. Ensure S-3/Training schedules and reports rider training in MCTIMS/MCTFS.
- F. Ensure riders attend scheduled training.
- G. Commanders will promote riders' participation in Marine Corps' sponsored and approved motorcycle safety events.

030302. MOTORCYCLE OPERATOR RESPONSIBILITIES

- A. Report to S-3/Training and the MMP President to register riding status, schedule training, and record training completion.
- B. Report immediate change in rider status (active/inactive) to unit leadership and the MMP President.
- C. Read and comply with motorcycle safety training and PPE requirements outlined in this Order.

D. Comply with base, state or host nation licensing and registration laws.

030303. S-3/TRAINING RESPONSIBILITIES

A. Enter completed training requirements into MCTIMS/MCTFS.

B. Assist Marines in registering for required motorcycle safety courses.

C. Ensure Marines receive orders to the required motorcycle safety courses.

0304 MOTORCYCLE SAFETY TRAINING

Motorcycle safety training provides military personnel with beginner and advanced riding skills.

030401. LEVEL 1 TRAINING

Initial training teaches the basic principles and skills of riding. All military personnel who plan to purchase or operate a motorcycle, regardless of intent to ride on a DoD installation, are required to successfully complete an initial motorcycle rider safety course.

A. Commanders will ensure riders requesting motorcycle safety training are scheduled for the earliest available class.

B. Military personnel are not required to attend Level 1 training if the member possesses a valid state or host nation motorcycle endorsement. The Level 2 training requirement begins when the member is initially identified as a licensed rider.

C. New, unlicensed riders must be properly licensed prior to riding a motorcycle, on or off base. This requirement should be satisfied by taking a Level 1 course and then obtaining a license with motorcycle endorsement, but the requirement can be satisfied by successfully passing the drivers skills test required to obtain a license with motorcycle endorsement.

D. Commanders may authorize operators who possess a valid motorcycle learner's permit to ride on and off base subject to the restrictions of the learner's permit.

E. New, unlicensed riders are encouraged to take an initial safety course, and must obtain a valid license with motorcycle endorsement before proceeding to higher level training.

F. Commanders will accept an instructor signed completion card from any military or state motorcycle training course.

G. Level 1 training provided at Marine Corps/DoD installations will be at no cost to the member.

030402. LEVEL 2 TRAINING

Intermediate or mid-level rider training provides sustainment training for licensed riders.

A. All military motorcycle riders will complete Level 2 motorcycle training within 180 days of completing Level 1 training or being identified as a licensed rider.

B. Level 2 training provided at Marine Corps/DoD installations will be at no cost to the member.

030403. LEVEL 3 TRAINING

Advanced rider training provides skills practice at realistic speeds with street cornering scenarios in a controlled environment.

A. Level 3 training is highly recommended for all military motorcycle riders who have completed Level 2 training.

B. Level 3 training provided at Marine Corps/DoD installations will be at no cost to the member.

030404. REFRESHER TRAINING

All military riders will take refresher training at least every five years from their last date of training. Military riders are strongly encouraged to take refresher training annually. Refresher training provided by the Marine Corps is at no cost to the participant.

A. Refresher training can be any Level 2 or 3 training that includes classroom and on-motorcycle skills-based instruction offered at Marine Corps/DoD installations. Online training does not meet this requirement.

B. Military riders may obtain Level 2 or 3 training from civilian providers at the member's own expense. Riders completing civilian Level 3 training must present a course completion card or certificate to S-3/Training for entry into MCTIMS/MCTFS.

C. Military motorcycle safety training coaches and instructors will be exempt from refresher training as long as they maintain their certification.

030405. THREE-WHEELED MOTORCYCLE TRAINING

Operators of three-wheeled motorcycles to include trikes, motorcycles with attached sidecars, and auto-cycles such as Slingshots will be exempt from motorcycle safety training requirements. Military riders of three-wheeled motorcycles are encouraged to take training where available. State regulations vary in definition. Refer to your state licensing authority for further guidance.

030406. SPACE AVAILABLE TRAINING

DoD civilian personnel, military retirees, and military dependents may attend motorcycle safety training on a space-available basis at no cost to the member.

030407. ALTERNATE TRAINING COURSES

Marine Corps installations are authorized and encouraged to provide advanced training opportunities beyond what is currently provided. Training providers shall issue course completions cards/certificates to attendees. Attendees will receive refresher training credit for completed training.

0305 REQUIRED MOTORCYCLE PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following minimum PPE is mandatory for all operators and passengers on a motorcycle, to include three-wheeled motorcycles and auto-cycles, when on a Marine Corps installation. Military personnel will wear at least the minimum PPE as directed in this Order while operating a motorcycle off installation and regardless of less restrictive state laws. Riders participating in training will wear at least the minimum PPE and full-fingered gloves designed for motorcycle riding. Fingerless gloves are not authorized to be worn while participating in training.

030501. HEAD PROTECTION

A helmet, certified to meet or exceed standards outlined in references (o-q), Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.

030502. EYE PROTECTION

Goggles, glasses, or a full-face shield designed to meet or exceed standards outlined in references (r-s), American National Standards Institute (ANSI) Standard Z87.1, UNECE 22.05, or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.

030503. PROTECTIVE CLOTHING

Wearing of a garment or jacket that fully covers the arms, long trousers, and full-fingered or fingerless gloves or mittens designed for motorcycle riding is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing a motorcycle jacket and pants constructed of abrasion-resistant materials and containing impact absorbing padding is strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and reflective material.

030504. FOOT PROTECTION

Riders will wear sturdy, above the ankle shoes or boots that provide support and traction when stopping or starting. Any shoe or boot that has an open toe, open foot/heel design, an extensive heel over 2 inches, or a total canvas or rubber material construction is unacceptable. Most importantly, the footwear should protect the rider in the event of a crash. Dress for the crash.

0306 LANE SPLITTING

Lane splitting is not authorized on Marine Corps installations. Marine motorcycle riders are highly discouraged from lane splitting while operating their motorcycles off base. Although lane splitting is legal in some states, Marines should NOT lane split as it puts riders at significantly increased risk for a crash and associated injury or death due to car drivers changing lanes unexpectedly and without signaling.

0307 INSTALLATION ACCESS

This Order provides rider training and PPE requirements for installation access in paragraphs 0304 and 0305, respectively.

0308 MOTORCYCLE MENTORSHIP PROGRAM (MMP)

All battalion, squadron, and higher commands will establish an MMP. The MMP will identify and mentor inexperienced riders, foster respectful riding practices, and ensure continuing education opportunities are available for all command motorcycle riders throughout their riding career.

030801. KEY POSITIONS

Each MMP will have a president and mentor, appointed in writing by the unit's commanding officer. The president should be appointed based on leadership characteristics, maturity, and desire to promote motorcycle safety. The mentors should represent different motorcycle groups to foster camaraderie within the MMP. The MMP and command requirements will be inspected as part of the Inspector General's Inspection Program and CMC (SD) Command Safety Assessments.

030802. DOCUMENTATION

Each unit MMP president will develop an SOP that describes goals, objectives, and rules for their MMP. Examples are available on the SD website: [www.safety.marines.mil](http://www.safety.marines.mil).

030803. MEMBERSHIP

Membership in the command's MMP is mandatory for all motorcycle riders in the command.



030804. ROSTER

Each MMP President will maintain a current roster of all active motorcycle riders active within the command. The MMP will ensure the unit safety officer is advised of any changes to the roster.

030805. MEETINGS

MMP meetings will be conducted monthly during normal working hours at a command-provided meeting place. Attendance is mandatory for active riders as operational duties permit. Attendance rosters and minutes for each meeting will be forwarded to the unit executive officer and unit safety officer.

A. Commanders will attend MMP meetings at least once per quarter.

B. Each MMP will maintain a minimum of two riders that have advanced motorcycle operator training.

C. Units with minimal ridership or no available experienced riders to mentor may participate in another unit's MMP, with both commanders' concurrence and approval.

030806. MMP RESOURCES

MMP resource materials are available at [www.safety.marines.mil](http://www.safety.marines.mil).

0309 OFF-ROAD MOTORCYCLE AND ALL-TERRAIN VEHICLE (ATV)/UTILITY VEHICLE (UTV) SAFETY PROGRAM

030901. PERSONALLY-OWNED OFF-ROAD MOTORCYCLE AND ATV/UTV TRAINING

A. Individuals who operate personally-owned, off-road motorcycles, ATVs/UTVs on or off installation are required to meet state, local, or installation requirements for training, registration, and licensing.

B. Installation ATV/UTV training, where available, will be at no cost to the member.

030902. GOVERNMENT-OWNED ATV/UTV TRAINING

Government ATV/UTV operators will complete an approved ATV/UTV training course. The training can be tailored to satisfy specific mission objectives. A certificate of completion and an endorsement on a U.S. Government Motor Vehicle Operator's Identification Card (OF-346) will be issued to each individual upon successful completion of the course.

030903. PERSONAL ATV, UTV, AND OFF-ROAD MOTORCYCLE PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. ATV and Off-Road Motorcycle operators and passengers will wear protective gear for off-road operation and include the required PPE outlined in 0305 above with the addition of knee/shin guards, off-road boots, and padded full-fingered gloves.

B. UTV drivers and passengers will meet all manufacturer recommended PPE requirements.

030904. GOVERNMENT ATV, UTV, AND OFF-ROAD MOTORCYCLE PERSONAL PROTECTIVE EQUIPMENT (PPE)

Riders' PPE will meet Technical/User manual and mission requirements.

**VOLUME 3: CHAPTER 4**

**EMERGENCY VEHICLE OPERATIONS**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 4

EMERGENCY VEHICLE OPERATIONS

0401 DISCUSSION

This chapter contains emergency vehicle operations and training policy.

0402 EMERGENCY VEHICLE OPERATION

Operators of emergency vehicles will complete an Emergency Vehicle Operator Course. Emergency vehicle operators will, at all times, operate their vehicles with due regard for the safety of others and at a speed that is reasonable for existing weather, visibility, traffic, and roadway conditions.

0403 EMERGENCY VEHICLE OPERATOR COURSE (EVOC)

040301. EVOC INITIAL TRAINING

Before being assigned as a Marine Corps emergency vehicle driver, all drivers will meet the selection and training requirements specified in reference (g) in addition to the following:

- A. Emergency vehicle operation is a job-related requirement. Units are responsible for obtaining initial and refresher training. Training cost is a unit responsibility.
- B. All training will occur during duty hours.
- C. All emergency vehicle operators will complete refresher training every four years.
- D. EVOC training obtained from local government fire and police academies, state police academies, any DoD fire academy, and the Federal Law Enforcement Training Center must be approved by CMC (SD).
- E. Commanders may consider certifying unit EVOC instructors.
- F. A U.S. Government Motor Vehicle Operator's Identification Card (OF-346) will be issued to operators who successfully complete EVOC training. An EVOC endorsement on a license should not be confused with vehicle-specific training. All training and test results will be documented in the operator's driver history file.

040302. EVOC REMEDIAL TRAINING

- A. Any emergency vehicle operator who is found at-fault in a motor vehicle mishap shall complete remedial EVOC training. Remedial training will be completed within 30 days of the mishap date. The unit is responsible for the cost of remedial training.

B. Supervisors may also direct personnel who demonstrate deficiencies in their driving habits or attitudes to complete remedial EVOC training.

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

**VOLUME 3: CHAPTER 5**

**PEDESTRIAN AND BICYCLE SAFETY**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 5

**PEDESTRIAN AND BICYCLE SAFETY**

0501 DISCUSSION

This chapter contains pedestrian and bicycle safety policy.

0502 PEDESTRIAN SAFETY

Pedestrian safety will be emphasized throughout the Marine Corps as part of the overall traffic safety program. The program emphasizes the importance of separating pedestrians and bicyclists from motor vehicle traffic to the maximum extent possible, and provides guidance and direction for adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle lanes/trails per reference (e).

050201. PROTECTION OF YOUNG PEDESTRIANS

Strong emphasis will be placed on protecting children walking to and from school, getting on and off school buses, and playing in military housing areas.

050202. REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate fluorescent or reflective apparel that meets performance class 2 or 3 of ANSI/ISEA 107 standards, reference (t), will be utilized by Marine Corps personnel who are exposed to vehicle traffic in their assigned duties and when within six feet of any traveled portion of a roadway, highway, parking lot, or vehicle assembly points. Examples of affected personnel include: traffic control personnel, roadway maintenance and construction crews, and gate guards.

050203. REQUIREMENTS FOR RUNNERS AND WALKERS

Installation commanders will designate and publish approved roadways and appropriate time periods for runners, to include running in formations, and walkers based on an evaluation of local roadways and traffic patterns. Personnel are encouraged to wear brightly colored clothing during daylight hours. Personnel will wear reflective clothing (including reflective vests or belts) or an actively lit vest or belt during periods of darkness or reduced visibility. Personnel will run or walk facing traffic, and will obey all traffic rules and regulations.

050204. MOTORIZED PERSONAL TRANSPORTATION VEHICLES

Powered scooters, skateboards, pocket bikes, and other similar equipment not meeting host nation standards/laws and DOT motor vehicle standards for public roadways will only be used on installation roadways designated by the installation commanding officer. Local written policy shall ensure the mandatory use of approved bicycle helmets and other PPE approved by the American National Standards Institute or Snell by all personnel operating these vehicles on Marine Corps installations.

0503 BICYCLE SAFETY

Bicycle safety policy will be set at the installation level and complied with by all tenant activities as a part of the Marine Corps Traffic Safety Program. The bicycle safety policy will comply with National Highway Traffic Safety Administration (NHTSA) bicycle safety initiatives, reference (u): <https://www.nhtsa.gov/road-safety/bicycle-safety>. NHTSA's focus is on encouraging safer choices by bicyclists and drivers to help reduce deaths and injuries on our roads.

A. Bicyclists will use a bicycle helmet approved by the U.S. Consumer Product Safety Commission (CPSC), American National Safety Institute (ANSI), Snell Memorial Foundation, or host nation equivalent.

B. Every bicycle, when in use between sunset and sunrise, will be equipped with a headlight on the front emitting a white light visible in clear weather from a distance of at least 500 feet to the front, and a rear emitting red light visible from a distance of at least 600 feet to the rear.

C. Bicyclists will wear a reflective belt or vest during low visibility environmental conditions and between the period from one hour prior to sunset until one hour after sunrise.

D. Bicyclists will ride with the flow of traffic as close to the shoulder as safely possible and will obey all traffic laws, rules, and regulations to include stop signs, traffic signals, and speed limits.

0504 REQUIREMENTS FOR SKATERS

Installation commanders will establish specific skating areas and PPE requirements for roller blading and skateboarding. Helmets are required for all skaters; elbow pads, kneepads, and wrist guards are strongly recommended.

0505 LISTENING DEVICES

Wearing headphones, earbuds/phones, or other listening devices while walking, running, skating, skateboarding, or bicycling, within three (3) feet of roadways is prohibited per reference (a). This does not apply to hearing aids nor does it negate the requirements for PPE where work conditions dictate hearing protection.



**VOLUME 3: CHAPTER 6**

**COUNCILS AND WORKING GROUPS**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 6

COUNCILS AND WORKING GROUPS

0601 DISCUSSION

This chapter contains safe driving council and working group policy.

0602 COUNCILS AND WORKING GROUPS

060201. SAFE DRIVING COUNCIL

Marine Corps O-5 and higher commands will have a quarterly Safe Driving Council.

A. Safe Driving Council membership should include the Executive Officer or Chief of Staff who will serve as Chairman, Sergeant Major, Safety Officer, Engineering (if applicable), Facilities (if applicable), and Security (if applicable). Additional members will be included, as required, to supplement the work of the council in mishap investigations, traffic engineering studies, and educational and informational services.

B. Each meeting will review traffic safety training needs, all mishaps from the previous quarter, and goals for the next quarter.

C. The Safe Driving Council will:

1. Advise the Commander on the effectiveness of the Traffic Safety Program.
2. Evaluate and recommend specific command traffic safety policies.
3. Identify trends and prevent future traffic mishaps through mishap investigations, traffic safety surveys, reporting, and analysis.

D. The Safe Driving Council may be consolidated with the Force Preservation Council, Safety Council, or other scheduled staff meetings at the discretion of the Commander. Consolidated councils will ensure minutes of the meeting reflect a specific Safe Driving Council schedule and agenda.

E. The Safe Driving Council will meet at least quarterly or more frequently if circumstances warrant. The safety office shall retain the minutes and attendance rosters in accordance with record schedule 1000-34 of reference (d). A copy of the minutes will be provided to all council members and the commander.

F. The installation safety officer or manager will liaise with national, state, and local traffic safety agencies, civil authorities and neighboring military commands on behalf of the Safe Driving Council.

060202. SAFE DRIVING WORKING GROUP (SDWG)

Commands may consider establishing a SDWG to review, plan, and carry out special projects as directed by the Safe Driving Council Chairman.

**VOLUME 3: CHAPTER 7**

**TRAFFIC SAFETY PROGRAM RESPONSIBILITIES**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 7

**TRAFFIC SAFETY PROGRAM RESPONSIBILITIES**

0701 DIRECTOR,CMC SAFETY DIVISION (SD)

A. Maintain and regularly revise this Marine Corps Traffic Safety Program policy and ensure it is effectively implemented across the Marine Corps.

B. Promote traffic safety via seminars, conferences, in person and online training, and safety fairs.

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

D. Develop and distribute traffic safety training and awareness products.

E. Engage with industry, academia, and government and non-government agencies in order to maintain awareness of new and emerging programs and technologies.

F. Maintain and publish a list of Safety Division approved motorcycle safety and traffic safety training courses.

G. Review each unit's traffic safety program as part of the Command Safety Assessment (CSA) program.

H. Incorporate Marine Corps Traffic Safety program requirements in the Inspector General functional area checklist.

I. Analyze mishap data to identify mishap trends and causal factors. Provide conclusions and recommendations to the Assistant Commandant of the Marine Corps (ACMC) to support improvements to this policy.

J. Plan, budget, execute, monitor, and continuously improve the Marine Corps Traffic Safety Program.

0702 COMMANDER, NAVAL SAFETY CENTER (COMNAVSAFECEN)

A. Serve as the repository for Marine Corps reportable motor vehicle mishap reports, and provide traffic safety statistics, trend analyses, and recommendations to improve the overall Marine Corps Traffic Safety Program.

B. Support Marine Corps commanders with Class A mishap investigations, and other mishaps as requested, by providing access to mishap advisors and investigators.

0703 COMMANDER, MARINE CORPS INSTALLATIONS COMMAND (MCICOM)

A. Provide traffic safety services through installation commands to all Marine Corps military and civilian personnel. These safety services should include all Private Motor Vehicle (PMV) and motorcycle safety training.

B. Coordinate, manage, and provide resources for an effective Traffic Safety Program within each MCICOM region and on each installation.

C. Maintain a traffic law enforcement system at Marine Corps installations.

D. Maintain installation roads and sidewalks. Capital improvements will meet the safety standards established by the Federal Highway Administration (FHA), Department of Transportation (DOT), and reference (b).

E. Provide a quarterly report to Safety Division identifying deficiencies and corrective actions for all traffic, motorcycle, and Emergency Vehicle Operator Course (EVOC) training programs. This report should include current training status, training backlogs, range deficiencies, equipment shortages, unfilled seat numbers, and funding shortfalls. This reporting requirement is exempt from the reports control in reference (n).

F. Provide adequate training areas and facilities to meet training requirements.

G. Provide support for Levels 1, 2, and 3 motorcycle training.

H. Analyze mishap data to determine trends and hazards. Develop recommendations and countermeasures to support traffic education, enforcement, and engineering efforts.

0704 MARINE CORPS INSTALLATIONS COMMAND (MCICOM) REGIONAL COMMANDERS

A. Designate a Regional Traffic Safety Program Manager in writing.

B. Coordinate, manage, and provide resources for effective Traffic Safety Programs at designated installations.

C. Plan, budget, execute, monitor, and continuously improve Traffic Safety Programs.

D. Provide traffic safety training resources to tenants based on a needs analysis.

E. Maintain an education program to improve the knowledge, skills, and judgment of all motor vehicle operators.

F. Work with internal and external organizations such as Mothers Against Drunk Driving, National Highway Traffic Safety Administration (NHTSA), National Safety Council,

Motorcycle Safety State Coordinators, and local law enforcement to promote the traffic safety program.

G. Follow the NHTSA's Highway Safety Program Guidance. Requests for a variance to HSPG must be in writing and routed through MCICOM to Safety Division prior to implementing any less stringent requirements. Requests must identify the variance as not reducing or degrading highway safety.

H. Coordinate with host nation, state, and local officials to resolve on- and off-base traffic safety problems.

I. Provide quarterly reports to MCICOM identifying the current status, deficiencies, and resource requests for all traffic, motorcycle, and EVOC training programs. This report should include current training status, training backlogs, range deficiencies, equipment shortages, no-show rates, and funding shortfalls. This reporting requirement is exempt from the reports control in reference (n).

#### 0705 INSTALLATION COMMANDERS

A. Establish a Traffic Safety Program and assign a program manager responsible for developing, issuing, implementing, and enforcing program regulations.

B. Designate an Installation Traffic Safety Program Manager in writing.

C. Provide traffic safety training to tenant commands.

D. Plan, budget, execute, monitor, and continuously improve the Traffic Safety Program.

E. Maintain oversight of traffic safety, roads, traffic control, security issues, and base access.

F. Maintain an education program to improve the knowledge, skills, and judgment of all motor vehicle operators.

G. Enforce all motorcycle and recreational vehicle PPE requirements.

H. Coordinate with host nation, state, and local officials to resolve on- and off-base traffic safety problems.

I. Conduct and document quarterly Safe Driving Council meetings.

Follow the NHTSA's HSPG. Requests for a variance to HSPG must be in writing and routed through MCICOM to SD prior to implementing any less stringent requirements. Requests must identify the variance as not reducing or degrading highway safety.

J. Coordinate and implement traffic safety surveys and engineering services with the Federal Highway Administration and other agencies as applicable. Evaluate the condition of Marine Corps installation roads and streets in accordance with applicable codes and directives.

K. Provide quarterly reports to MCICOM identifying the current status, deficiencies, and resource requests for all traffic, motorcycle, and EVOC training programs. This report should include current training status, training backlogs, range deficiencies, equipment shortages, no-show rates, and funding shortfalls. This reporting requirement is exempt from the reports control in reference (n).

**0706 COMMANDERS MARINE FORCES COMMAND, MARINE FORCES PACIFIC, MARINE FORCES RESERVES, MARINE FORCES SPECIAL OPERATIONS COMMAND, AND MARINE FORCES EUPORE AND AFRICA**

A. Ensure Traffic Safety Programs are established at subordinate commands, including assigned reserve commands.

B. Ensure adequate resources are provided to subordinate unit Traffic Safety Programs.

C. Ensure O-5 and above commands conduct and document quarterly Safe Driving Councils. Safe Driving Councils may coincide with Force Preservation Councils or Safety Councils at the discretion of the commander.

D. Ensure subordinate commands maintain an education program to improve the knowledge, skills, and judgment of all motor vehicle operators.

**0707 COMMANDER, MARINE CORPS RECRUITING COMMAND (MCRC)**

A. Ensure Traffic Safety Programs are established at subordinate commands.

B. Ensure adequate resources are provided to support subordinate unit Traffic Safety Programs.

C. Ensure subordinate commands maintain an education program to improve the knowledge, skills, and judgment of all motor vehicle operators.

**0708 COMMANDING OFFICERS (COs) AND OFFICERS-IN-CHARGE (OICs)**

A. Establish in writing a traffic safety program within their unit's Safety Management System, with an assigned program manager responsible for developing, maintaining, implementing, and enforcing program regulations in accordance with enclosure (1). COs/OICs have the option to enter into a traffic safety program participation Memorandum of Agreement (MOA) with a MARFOR, MEF, Region, or Installation in lieu of establishing a traffic safety program.



B. Enter into an applicable traffic safety services MOA with the host installation safety office. Conduct traffic safety needs assessment in coordination with the installation safety office.

C. Implement the DoD Impaired Driving Prevention Program per reference (a).

D. Report and investigate all required motor vehicle mishaps per reference (c). Work with law enforcement, safety, and medical treatment facilities to ensure the accuracy and completeness of all mishap investigation reports.

E. Provide and document the completion of a local traffic safety hazards briefing for new personnel within 30 days of arrival. Examples of local traffic safety information include: host nation, state, and local laws; driving under the influence (DUI) legal penalties; traffic and driving patterns of the local area; emergency information; bicycle safety; and applicable traffic instructions.

F. Incorporate Risk Management principles into all motor vehicle operations. Emphasize the hazards associated with drinking and driving, speeding, driving while fatigued, long distance driving, and the dangers of distracted driving and smartphone use while driving. Emphasize the importance of completing mandatory motorcycle training and the wearing of proper PPE. Discuss proposed travel plans, mode of travel, length of travel time, and other contingencies prior to approving leave and special liberty, especially if out of bounds travel is being approved.

G. Provide traffic safety briefs to all personnel when:

1. Executing Permanent Change of Station (PCS),
2. Prior to major holidays,
3. Liberty periods,
4. Visiting foreign ports,
5. Returning from deployment, and

6. Temporary Assigned Duty (TAD) to an overseas location where a rental car will be driven to fulfill mission requirements.

H. Administer and document required traffic safety training for all command personnel.

I. O-5 and higher commands will conduct and document Safe Driving Councils quarterly. Safe driving councils may be consolidated with Force Preservation Councils or safety Councils at the discretion of the commander.

J. Communicate and enforce all motor vehicle PPE requirements.

K. Ensure mandatory motorcycle training is completed.

L. Incorporate traffic safety and risk management principles in all unit operations.

M. Establish motorcycle mentorship programs. The motorcycle mentorship program identifies inexperienced riders, fosters respectful riding practices, and provides continuing education opportunities for all riders throughout their military career.

N. Identify high-risk riders and drivers who pose the greatest risk for motorcycle and private motor vehicle mishaps. Establish additional measures such as tailored training to provide them with additional support and visibility to prevent potential mishaps. These individuals may be inexperienced vehicle/motorcycle operators, individuals with multiple traffic violation convictions, license suspensions or revocations. Identification as high risk is non-punitive and does not constitute a basis for Non-Judicial Punishment or adverse administrative action.

O. Permit personnel to attend required traffic and motorcycle safety training during duty hours. Course attendees will not be charged leave.

P. Educate personnel on installation rules and regulations for walking, running, bicycling, and rollerblading.

#### 0709 INDIVIDUAL RESPONSIBILITY

Individuals shall become familiar with the installation's rules and regulations.

A. All Marines, Sailors (serving with Marine Corps units or stationed on Marine Corps installations), and Civilian Marines are responsible for compliance with the provisions of this Order and applicable traffic laws.

B. Marine Reserve personnel are to refer to MARFORRES Force Order 5100.29, reference (v), for additional guidance.

**VOLUME 3: APPENDIX A**

**GLOSSARY**

**PART I. ABBEVIATIONS AND ACRONYMS**

**PART II. DEFINITIONS**

**SUMMARY OF SUBSTANTIVE CHANGES**

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APPENDIX A

GLOSSARY

PART I. ACRONYMS AND ABBREVIATIONS

ANSI	-	American National Standards Institute
ATV	-	All-Terrain Vehicle
BRC	-	Basic Rider Course
CFR	-	Code of Federal Regulations
DoDI	-	Department of Defense Instruction
DOT	-	Department of Transportation
EVOC	-	Emergency Vehicle Operators Course
GMV	-	Government Motor Vehicle
GOV	-	Government Owned Vehicle
GVO	-	Government Vehicle Other
HSPG	-	Highway Safety Program Guidelines
JFTR	-	Joint Federal Travel Regulations
LSV	-	Low-Speed Vehicle
MIL-STD	-	Military Standard
MSF	-	Motorcycle Safety Foundation
NHTSA	-	National Highway Traffic Safety Administration
OHV	-	Off-Highway Vehicles
PPE	-	Personal Protective Equipment
SDWG	-	Safe Driving Working Group
TSM	-	Traffic Safety Manager
U.S.C.	-	United States Code

## APPENDIX A

GLOSSARYPART II TERMS AND DEFINITIONS

All-Terrain Vehicle (ATV) - Any motorized off-highway vehicle designed to travel on three or four low-pressure tires, having a seat designed to be straddled by the operator and handlebars for steering control, with or without passenger capability.

Civilian personnel - Civil service employees of the DoD Components (including Reserve Component Military Reserve Technicians unless in a military duty status), non-appropriated fund employees (excluding military personnel working part-time to avoid dual reporting), Corps of Engineers Civil Works employees, youth or student assistance program employees, Navy civil service mariners with the Military Sealift Command, and Army and Air Force Exchange Service employees.

Commercial Motor Vehicle - any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

A. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or

B. Is designed or used to transport more than 8 passengers, including the driver, for compensation; or

C. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or

D. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, and subchapter C.

Conviction - An official determination or finding as authorized by applicable Federal, State, city, county, or host-nation laws or regulations, including a final conviction by a court or court-martial, whether based on a plea of guilty or a finding of guilty and regardless of whether the penalty is deferred, suspended, or probated; an un-vacated forfeiture of bail or other collateral deposited to secure a defendant's appearance in court; or a plea of nolo contendere accepted by a court.

Driving - Operating a motor vehicle on an active roadway or parking area with the motor running, including while temporarily stationary because of traffic, a traffic light, or stop sign. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, an active roadway or parking area and has halted in a location where the driver can safely remain stationary.

Driving privileges - The authorization to operate any motor vehicle on an installation or in areas where traffic operations are under military supervision.

Emergency vehicles - Police, ambulance, fire, crash and rescue, explosive ordnance disposal, and hazardous material response vehicles.

Government Motor Vehicle - A motor vehicle that is owned, leased, or rented by a DoD Component (not an individual), primarily designed for over-the-road operations, and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. Vehicles on receipt to and operated by non-DoD persons, agencies, or activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

Government Vehicle Other - Vehicles designed primarily for off-the-highway operation such as construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. Includes military combat and tactical vehicles (e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and high-mobility multipurpose wheeled vehicles).

Government Vehicle Other mishap - A vehicle mishap involving the operation of a GVO.

Highway Safety Program Guidelines - Section 402 of title 23 of the United States Code requires the Secretary of Transportation to promulgate uniform guidelines for State highway safety programs. These guidelines offer direction to States in formulating their highway safety plans for highway safety efforts that are supported with section 402 and other grant funds. The guidelines provide a framework for developing a balanced highway safety program and serve as a tool with which States can assess the effectiveness of their own programs. National Highway Traffic Safety Administration encourages States to use these guidelines and build upon them to optimize the effectiveness of highway safety programs conducted at the State and local levels.

Impaired Driving - Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of section 911 of reference (g) (for persons subject to jurisdiction under the Uniform Code of Military Justice) or in violation of equivalent laws in the state or other jurisdiction in which the vehicle is being operated.

Low Speed Vehicle (LSV) - Any 4-wheeled motor vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour, and whose gross vehicle weight rating is less than 3,000 pounds.

Marine Corps Personnel - Military and civilian members of the USMC.

Military Personnel - All U.S. military personnel on active duty, Reserve or National Guard personnel on active duty or performing inactive duty training, service academy cadets, officer candidates in Officer Candidate School and Aviation Officer Candidate School, Reserve Officer Training Corps cadets when engaged in directed training activities, and foreign national military personnel assigned to the DoD Components.

Motorcycle - Any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels (includes mopeds, motor scooters, and pocket bikes; does not include ATVs).

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

Motor Vehicle Mishap - A DoD mishap involving the operation of a motorized land vehicle by DoD personnel or the operation of a Government-owned motorized land vehicle by non-DoD personnel while operationally controlled by a DoD Component. Motor vehicle mishaps include collisions with other vehicles, objects, terrain features, animals, or pedestrians; personal injury or property damage due to cargo shifting in a moving vehicle; personal injury occurring within or by falling or jumping from a moving vehicle; and towing or pushing mishaps.

Note: Does not include ground and industrial mishaps such as injuries occurring while loading, unloading, mounting, or dismounting a nonmoving vehicle; cargo damaged by weather; damage to a parked government vehicle unless caused by an operating government vehicle; damage to a government vehicle caused by objects thrown or propelled into it by weather, natural phenomena, or fire when no collision occurred; or damage to a government vehicle when it is being handled as a commodity or cargo and not operating under its own power.

Recreational Off-Highway Vehicle (ROHV) - ROHVs are motorized off-road vehicles designed to travel on four or more non-highway tires, with a steering wheel, non-straddle seating, seat belts, an occupant protective structure, and engine displacement up to 1,000cc. Sometimes referred to as side-by-sides or utility vehicles.

State-approved course - Any course for which the sponsoring State or host nation grants a waiver of the riding skills portion of their requirements for the issuance of a motorcycle license or endorsement.

Text Messaging - Reading from or entering data into any handheld or other electronic device, including for the purpose of short message service (SMS) or SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

Underage Drinking - Consumption of alcohol by military personnel under the legal drinking age for the location in which the consumption takes place.

**VOLUME 3: APPENDIX B**

**TRAFFIC SAFETY PROGRAM OVERVIEW CHECKLIST**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

<b>CHAPTER VERSION</b>	<b>PAGE PARAGRAPH</b>	<b>SUMMARY OF SUBSTANTIVE CHANGES</b>	<b>DATE OF CHANGE</b>



**TRAFFIC SAFETY PROGRAM OVERVIEW CHECKLIST**

1) Installation Commanders

- a) Has an installation Traffic Safety Program Manager been designated in writing by the installations commander? Reference: 0705.B
- b) Is traffic safety training provided at the installation? Does the training meet the needs of the tenant commands? Reference: 0705.C
- c) Are PPE requirements for all vehicles being enforced on the installation? Reference: 0705.G
- d) Are quarterly Safe Driving Council meetings being held and documented? Reference: 0705.I
- e) Does the installation commander provide quarterly traffic safety reports to MCI Regional Traffic Safety Manager? Reference: 0705.L

2) Commanding Officers (COs)/Officers-in-Charge (OICs)

- a) Has a written Traffic Safety Program been established or has an MOA been entered into with the installation safety office? Reference: 0708.A
- b) Are local traffic safety orientation briefs being conducted and documented to all new personnel reporting for duty within 30 days of arrival? Reference: 0708.E
- c) Does the command identify, coordinate and document required traffic safety training to all command personnel? Reference: 0708.H
- d) Have the commands established Motorcycle Mentorship Programs? Reference: 0708.M

3) Chapter 2: Motor Vehicle Safety Program

- a) Is there a procedure in place to confirm GOV and POV operators are properly licensed for the vehicles they operate on public roadways? Reference: 0202.A
- b) Has a “Duty Related Operator Driving Time limits” policy been established? Reference: 0204
- c) Has an “Off-Duty Driving Limits” policy been established? Reference: 0206
- d) Have all military personnel under the age of 26 completed a minimum four hour course in traffic safety? Reference: 021001

4) Chapter 3: Motorcycle and Specialty Off-Road Vehicle Safety

a) Operationalizing Motorcycle Safety

1. Have all active and inactive riders been identified? Reference: 030301.B
2. Do motorcycle riders understand their responsibility to comply with the requirements outlined in this Order? Reference: 030301.C
3. Do riders report to S-3/Training and MMP President to register riding status, schedule training, and record training completion? Reference: 030302.A
4. Have riders training requirements and completion of required training been entered into MCTMS/MCTFS? Reference: 030303.A
5. Do riders receive orders to attend motorcycle safety training? Reference: 030303.C

b) Motorcycle Safety Training

1. Are riders scheduled for Level 1 training within 30 duty days of making the request and scheduled for the earliest available class? Reference: 030401.A
2. Are riders attending Level 2 training as soon as possible but in no case more than 180 days after completing Level 1 training, or being identified as licensed rider? Reference: 030402.A
3. Are riders taking refresher training at least every five (5) years from last date of training, and are they encouraged to take the refresher training annually? Reference: 030404

c) Motorcycle Mentorship

1. Has a MMP President been appointed in writing? Reference: 030801
2. Are MMP meetings conducted monthly during normal working hours? Reference: 030805
3. Do Commanders attend MMP meetings at least once per quarter? Reference: 030805.A

5) Chapter 5: Pedestrian and Bicycle Safety

- a) Does the Installation Commander designate and publish approved roadways and appropriate time periods for runners, to include running in formation, joggers, and walkers? Reference: 050203

- b) Does the Installation Commander designate and publish approved roadways where unauthorized vehicles may operate? Reference: 050204
  - c) Does the Installation Commander designate and publish specific skating areas and PPE requirements? Reference: 0504
- 6) Chapter 6: Councils and Working Groups
- a) Have O-5 and higher commands established a Safe Driving Council? Reference: 060201
  - b) Does the Safe Driving Council meet at least quarterly? Reference: 060201.E
  - c) Are the minutes and attendance rosters maintained for at least five (5) years? Reference: 060201.E