



# Department of Defense **INSTRUCTION**

**NUMBER 6055.04**

April 20, 2009

*Incorporating Change 1, April 2, 2010*

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USD(AT&L)

**SUBJECT:** DoD Traffic Safety Program

**References:** See Enclosure 1

1. **PURPOSE.** Reissues DoD Instruction (DoDI) 6055.4 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (b)) and guidance promulgated pursuant to DoDDs 4715.1E, ~~and~~ chapter 4 of title 23, United States Code (U.S.C.), *and Executive Order 13513* (References (c), ~~and~~ (d), *and (e)*) to:

a. Update policy, responsibilities, and procedures for administering the DoD Traffic Safety Program to reduce deaths, injuries, and property damage caused by vehicular mishaps.

b. Establish policy and assign responsibilities for the DoD Impaired Driving Prevention Program.

2. **APPLICABILITY.** This Instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

b. All military personnel at any time, on or off a DoD installation.

c. All DoD civilian personnel in a duty status, on or off a DoD installation.

d. All persons in or on a Government-owned or -leased motor vehicle.

*Change 1, 04/02/2010*

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy to:

a. Eliminate motor vehicle-related mishaps and the resulting deaths, injuries, and property damage by applying risk management strategies to achieve an annual goal of significant reductions in all mishaps, with the ultimate goal of zero mishaps consistent with Reference (c).

b. Establish and maintain a comprehensive and effective DoD Traffic Safety Program as an element of the DoD Mishap Prevention Program in accordance with Reference (c).

c. Participate in joint efforts with other Federal agencies; State, local, and host-nation governments; and nongovernmental organizations to prevent impaired driving caused by alcohol and other drugs.

d. Subject to the restrictions on military personnel in section 1385 of title 18, U.S.C. (Reference (ef)), and section 375 of title 10, U.S.C. (Reference (fg)), and consistent with the restrictions on all military personnel in DoDD 5525.5 (Reference (gh)), cooperate with local authorities in:

(1) Detecting, identifying, apprehending, prosecuting, educating, and counseling impaired drivers.

(2) Reporting cases of impaired driving as required by Federal, State, and local laws and regulations, and by applicable international agreements.

e. Comply with the rules of regulatory bodies governing the safe transportation of regulated hazardous material for all modes of transportation pursuant to DoDD 4500.09E (Reference (hi)); and part II of Defense Transportation Regulation 4500.9-R (Reference (ij)).

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES

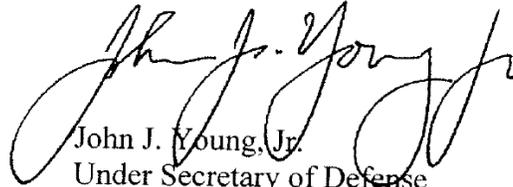
a. DoD Traffic Safety Program Requirements. See Enclosure 3.

b. Annual Safety Belt Usage Report. See Enclosure 4.

7. INFORMATION REQUIREMENTS. The Annual Safety Belt Usage Report required by Executive Order 13043 (Reference (jk)) has been assigned Report Control Symbol DD-AT&L(A)2083 in accordance with DoD 8910.1-M (Reference (kl)). (See Enclosure 4 for report format.)

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE. This Instruction is effective immediately.



John J. Young, Jr.  
Under Secretary of Defense  
for Acquisition, Technology, and Logistics

Enclosures

1. References
  2. Responsibilities
  3. DoD Traffic Safety Program Requirements
  4. Annual Safety Belt Usage Report
- Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 6055.4, "DoD Traffic Safety Program," July 20, 1999 (hereby canceled)
- (b) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), " December 9, 2005
- (c) DoD Directive 4715.1E, "Environment, Safety, and Occupational Health (ESOH)," March 19, 2005
- (d) Chapter 4 of title 23, United States Code
- (~~e~~) *Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009*
- (~~e~~f) Section 1385 of title 18, United States Code
- (~~f~~g) Sections 375 and 911 of title 10, United States Code
- (~~g~~h) DoD Directive 5525.5, "DoD Cooperation with Civilian Law Enforcement Officials," January 15, 1986
- (~~h~~i) DoD Directive 4500.09E, "Transportation and Traffic Management," September 11, 2007
- (~~i~~j) Defense Transportation Regulation 4500.9-R, Part II, "Cargo Movement," as amended<sup>1</sup>
- (~~j~~k) Executive Order 13043, "Increasing Seat Belt Use in the United States," April 16, 1997
- (~~k~~l) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 1998
- (~~l~~m) National Highway Traffic Safety Administration Guidelines, "Uniform Guidelines for State Highway Safety Programs," current edition<sup>2</sup>
- (~~m~~n) DoD Directive 4510.11, "DoD Transportation Engineering," April 12, 2004
- (~~n~~o) Federal Highway Administration Manual, "Manual on Uniform Traffic Control Devices for Streets and Highways," as amended<sup>3</sup>
- (~~o~~p) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
- (~~p~~q) Parts 571 and 571.500 of title 49, Code of Federal Regulations
- (~~q~~r) DoD Instruction 5000.02, "Operation of the Defense Acquisition System," December 8, 2008
- (~~r~~s) ~~A~~my Military Standard *MIL-STD-1180B*, Change Notice 1, "Safety Standards for Military Ground Vehicles," August 7, 1991<sup>4</sup>
- (~~s~~t) National Committee on Uniform Traffic Laws and Ordinances, "Uniform Vehicle Code," 2000<sup>5</sup>
- (~~t~~u) Part 1203 of title 16, Code of Federal Regulations
- (~~u~~v) DoD 6055.06-M, "DoD Fire and Emergency Services Certification Program," February 23, 2006
- (~~v~~w) Federal Motor Vehicle Safety Standard No. 218, "Motorcycle Helmets"

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<sup>1</sup> Available at [http://www.transcom.mil/j5/pt/dtr\\_part\\_ii.cfm](http://www.transcom.mil/j5/pt/dtr_part_ii.cfm)

<sup>2</sup> Available at <http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/tea21programs/>

<sup>3</sup> Available at [http://mutcd.fhwa.dot.gov/kno\\_2003r1r2.htm](http://mutcd.fhwa.dot.gov/kno_2003r1r2.htm)

<sup>4</sup> Available at <http://dodssp.daps.dla.mil/>

<sup>5</sup> Available at <http://www.ncutlo.org>

- (~~w~~x) United Nations Economic Commission for Europe Standard 22-05, “Uniform Provisions Concerning the Approval of Protective Helmets and Their Visors for Drivers and Passengers of Motor Cycles and Mopeds,” September 24, 2002<sup>6</sup>
- (~~x~~y) British Standards Institute Standard 6658:1985, “Specification for Protective Helmets for Vehicle Users,” November 1985<sup>7</sup>
- (~~y~~z) Snell Memorial Foundation Standard M2005, “2005 Standard for Protective Headgear for Use with Motorcycles and Other Motorized Vehicles,” 2005<sup>8</sup>
- (~~z~~aa) American National Standards Institute/American Society of Safety Engineers Standard Z87.1-2003, “Occupational and Educational Personal Eye and Face Protection Devices,” August 2003<sup>9</sup>
- (~~aaa~~ab) DoD Instruction 6055.07, “Accident Investigation, Reporting, and Record Keeping,” October 3, 2000
- (~~aba~~ac) Part 634.9 of title 32, Code of Federal Regulations
- (~~aea~~ad) Joint Federal Travel Regulations, Volume 1, “Uniformed Service Members,” current edition<sup>10</sup>

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<sup>6</sup> Available at <http://www.unece.org/trans/main/wp29/wp29regs/22rv4e.pdf>

<sup>7</sup> Available for purchase at <http://www.bsi-global.com/en/>

<sup>8</sup> Available at <http://www.smf.org/>

<sup>9</sup> Available for purchase at <http://webstore.ansi.org/RecordDetail.aspx?sku=ANSI%2FASSE+Z87.1-2003>

<sup>10</sup> Available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L) shall develop and update DoD traffic safety policy to continuously improve traffic safety performance.

2. DEPUTY UNDER SECRETARY OF DEFENSE FOR INSTALLATIONS AND ENVIRONMENT (DUSD(I&E)). The DUSD(I&E), under the authority, direction, and control of the USD(AT&L), shall:

a. Recommend updates to DoD traffic safety policy to continuously improve traffic safety.

b. Represent the Secretary of Defense on national traffic safety policy development involving the Department of Defense. This includes soliciting, coordinating, and consolidating comments on existing, revised, or proposed traffic safety legislation and Department of Transportation (DOT) safety regulations to provide a unified DoD position to DOT.

c. Advocate for traffic safety resources by providing programming criteria, guidance, and instructions for the incorporation of traffic safety elements into applicable programming and budgeting documents.

d. Develop a coordinated approach for highway safety consistent with Enclosure 3 and Appendix 1 to Enclosure 3.

e. Oversee the effectiveness of the DoD Traffic Safety Program and DoD Component traffic safety programs to include:

(1) Consolidating DoD Component safety belt usage reports (Enclosure 4) for the Department of Defense.

(2) Submitting the annual safety belt usage report to the Secretary of Transportation (Reference (j)(k)).

(3) Reviewing program performance using the performance metrics at Appendix 2 to Enclosure 3.

3. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Establish comprehensive Component traffic safety programs to meet all requirements of Enclosure 3.

- b. Plan, budget for, execute, monitor, and continuously improve traffic safety programs within their Components.
- c. Institute systems to use the risk management process at all levels to prevent the unintentional loss of personnel, weapons systems, and equipment during peacetime and wartime in accordance with Reference (c).
- d. Follow National Highway Traffic Safety Administration Guidelines (Reference (~~lm~~)), commonly known and hereafter referred to as “Highway Safety Program Guidelines (HSPG),” as implemented by DoD required procedures in Enclosure 3.
- e. Submit the Annual Safety Belt Usage Report to the DUSD(I&E) no later than April 30 for the previous calendar year pursuant to the requirements of Reference (~~jk~~) and using the format in Enclosure 4. Installation tenant Component data may be represented by the installation host Component data.
- f. Report traffic safety program performance as part of periodic in-progress reviews using the performance metrics described at section 11 of Enclosure 3 and Appendix 2 to Enclosure 3.
- g. Ensure commanders periodically evaluate compliance of installation roads with applicable standards.

4. COMMANDER, UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM). The Commander, USTRANSCOM, in accordance with DoDD 4510.11 (Reference (~~mn~~)) *and in addition to the responsibilities in section 3 of this enclosure*, shall:

- a. Coordinate and ensure DoD implementation of traffic engineering services with the Federal Highway Administration and other Governmental and nongovernmental agencies or, if outside the United States, with appropriate host-nation authorities, subject to any applicable international agreements.
- b. Ensure that the Commander, Surface Deployment and Distribution Command (SDDC):
  - (1) Assists the DoD Components in applying traffic safety measures and techniques including the use of traffic control devices in conformance with Federal Highway Administration Manual (Reference (~~no~~)) to reduce the number and severity of traffic crashes on military installations and their access roads.
  - (2) Periodically evaluates DoD Component compliance with the safety requirements for highway design, construction, and maintenance set forth in paragraph 2.b. of Enclosure 3.

ENCLOSURE 3

DoD TRAFFIC SAFETY PROGRAM REQUIREMENTS

1. MOTOR VEHICLES

a. DoD Vehicle Design Standards

(1) Ensure commercial design vehicles, as defined in DoD 4500.36-R (Reference (~~ep~~)), purchased, leased, or rented by the Department of Defense for use in the United States meet all applicable requirements of part 571 of title 49, Code of Federal Regulations (CFR) (Reference (~~pq~~)).

(2) Ensure U.S. and foreign manufactured commercial design vehicles of U.S. and foreign manufacture vehicles purchased, leased, or rented by the Department of Defense for use outside the United States meet all applicable safety requirements of the host nation, subject to any applicable international agreements.

(3) Except for school buses, equip procured and leased commercial design vehicles with air bags, anti-lock braking systems, and electronic stability control (for rollover and yaw prevention on vehicles such as sport utility vehicles and vans), where available.

(4) Where available as a procurement option, equip Government-owned or -leased commercial design vehicles at high risk of mishaps, mechanical failure, or abuse with safety monitoring devices (e.g., remote tracking and diagnostic monitoring systems) to support monitoring of safe vehicle operations and to influence driving behavior.

(5) Include safety technologies in systems acquisitions or modernizations whenever these technologies are identified as a means to reduce system-related hazard(s) and reduce total ownership cost (TOC). Include the cost of damage and injuries resulting from mishaps as a part of the TOC.

(6) Equip DoD special purpose, tactical, and combat vehicles, whether purchased commercially or designed to contract specifications, with safety belts, shoulder harnesses, and occupant rollover protection, except where the risk acceptance authority has accepted the risk as required by DoDI 5000.02 (Reference (~~qr~~)).

(a) Tactical and combat vehicles and equipment manufactured for and sold directly to the Military Services and Special Operations Command in conformance with contractual specifications are specifically exempted from the provisions of Reference (~~pq~~). However, vehicles and equipment shall comply with the intent of those standards as long as compliance does not degrade essential military characteristics.

(b) Additional guidance to ensure that proper safety characteristics are designed into tactical and combat vehicles is provided in Military Standard MIL-STD-1180B(1) (Reference ~~(f)~~).

(7) Ensure low-speed vehicles (LSVs) used on installation or public roadways will meet all design requirements of part 571.500 of Reference ~~(p)~~.

b. Vehicle Inspections (HSPG NUMBER 1). In addition to the inspection requirements in Reference ~~(h)~~, require all Government-maintained vehicles (including nonappropriated fund vehicles and Government-owned and contractor-operated vehicles) to pass a safety inspection at least annually. This safety inspection shall include technical requirements of local, State, or host-nation vehicle inspection standards and shall evaluate, as a minimum, systems and components for vehicle performance (e.g., safety belts, air bags, lighting, glazing, exhaust system, wipers, horns, brake systems, steering systems, suspension, tires, and wheel assemblies).

## 2. DoD ROADWAYS (HSPG NUMBER 21)

a. Road Conditions Associated with Crashes. Identify locations experiencing high numbers or sharp increases in crashes; identify design and operational features associated with high crash frequencies or severities. Develop measures for reducing crashes and evaluate the effectiveness of safety improvements on any specific section of the road or street system.

b. Highway Design, Construction, and Maintenance. Maintain installation roads in a safe condition. Provide capital improvements to modernize existing roads or to provide new traffic facilities to meet the safety standards issued or endorsed by the Federal Highway Administration and DOT and, subject to any applicable international agreements, by an equivalent host-nation authority if the installation is located outside the United States. The Commander, SDDC, shall periodically monitor compliance with these standards pursuant to section 4 of Enclosure 2.

c. Traffic Engineering Services. Participate in and apply the SDDC traffic engineering services program traffic safety measures and techniques.

d. Traffic Codes and Laws (HSPG NUMBER 6). Use the National Committee on Uniform Traffic Laws and Ordinances Code (Reference ~~(s)~~) in the design of installation traffic codes. To the maximum extent practical, include installation traffic codes of the State or nation in which the installation is located, and consider codes and laws of local jurisdictions and adjacent DoD installations. Establish installation traffic codes for authorized operating areas and conditions for LSVs, vehicles not meeting DOT standards, and for pedestrians and bicycles (paragraph 3 of this enclosure).

e. Speed Control (HSPG NUMBER 19). Base maximum or minimum speed limits for installations on traffic engineering and safe operating requirements.

f. Radar or Laser Detection Devices. Prohibit the use of radar or laser detection devices that detect the presence of speed recording instruments or transmit simulated erroneous speeds on installations. Such devices shall not be sold in DoD-controlled sales outlets.

3. PEDESTRIANS AND BICYCLES (HSPG NUMBER 14)

a. Pedestrians. Emphasize pedestrian safety in the overall traffic safety program.

(1) Separate pedestrian and motor vehicle traffic to the maximum extent possible and provide for adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths to maximize safe traffic flow without jeopardizing pedestrian safety.

(2) Educate pedestrians to use paths or sidewalks along roadways, to walk facing oncoming traffic when paths or sidewalks are not available, and to wear reflective outer garments during periods of darkness or reduced visibility.

(3) Include specific material on the effects of bicycling and pedestrian injuries and how to avoid them in the school curriculum for grades kindergarten through 12 and in educational materials for preschool age children and their caregivers.

(4) Provide and ensure usage of applicable fluorescent or reflective personal protective equipment (PPE) by all DoD personnel exposed to traffic hazards as a part of their assigned duties (e.g., marching troops, police, firefighters, emergency medical services, road construction crews, electricians, or telephone repair personnel working on outside overhead lines).

(5) Prohibit individuals from walking, jogging, running, skating, or skateboarding on roadways during high traffic density and peak traffic periods. Commanders shall designate the roadways and times that apply to avoid this hazard.

(6) Prohibit the use of powered and non-powered scooters, skateboards, roller skates, in-line skates, and other similar equipment not meeting DOT motor vehicle standards for public roadways on installation roads unless specifically authorized by location in the installation traffic code.

b. Bicycles. Emphasize bicycle safety, including motorized or motor-assisted bicycle safety, in the overall traffic safety program with particular emphasis on the use of bicycle helmets designed in accordance with part 1203 of title 16, CFR (Reference (~~tu~~)).

c. Listening Devices. Prohibit the use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on roadways. Using listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

#### 4. TRAINING AND EDUCATION

a. Driver Education (HSPG NUMBER 4). As soon as possible upon initial entry into military service, provide all military personnel who have a driver's license and are under 26 years of age a minimum of 4 hours of driver education. Use the course to provide and reinforce a positive attitude toward driving, individual responsibility, correct response to routine and emergency driving situations, and sharing the road safely with other road users. Such education shall be at the Government's expense.

b. Local Area Traffic Safety Orientation. Provide all newly assigned military and civilians orientation to local driving conditions, laws, and regulations.

c. Driver Improvement. To reinforce positive driving behaviors:

(1) Provide driver improvement courses to military or civilian personnel who, while operating a Government motor vehicle (GMV), have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap. When or where available, require individuals, inside or outside normal duty hours, to attend the courses or lose installation driving privileges. Court-approved local community driver improvement programs may be used to fulfill the requirement.

(2) Individuals who have been convicted of a moving traffic violation or who have been determined to have been at fault in a traffic mishap off base while operating a privately owned motor vehicle shall, before authorization to drive on installation is given after such an incident, demonstrate satisfactory participation in and completion of any training mandated by an outside court, at no expense to the Government, or lose installation driving privileges.

d. Emergency Vehicle Operator Training. Develop and implement emergency vehicle operator training requirements, to include requirements of Reference (ep) and DoD 6055.06-M (Reference (uv)).

e. Passenger Vans Operator Training. Provide training to operators of Government-owned passenger vans, stressing the unique handling characteristics of these vehicles. All such training shall be at the Government's expense and shall include, at a minimum, training in:

(1) Proper vehicle loading, gross vehicle weight, weight balance, mismatched tires and tire pressures at variance with manufacturers' recommendations, tire blowouts, risk of rollover, tips for preventing rollover, and requirements for passengers to use safety belts at all times.

(2) For vans with a capacity of 15 or more passengers, hands-on familiarization with the handling of fully loaded vans.

f. Motorcycle Operator Training (HSPG NUMBER 3). Provide entry-level rider training addressing the minimum skills necessary to begin street riding safely, and provide opportunities for renewal training (i.e., life-long learning) for motorcycle operators throughout their riding careers.

(1) Initial Training

(a) Require all military personnel who ride or intend to ride a motorcycle, regardless if the military member intends to register their vehicle on the installation, and all operators of Government-owned motorcycles to attend and complete the motorcycle rider training required in paragraph 4.f.(1)(c) of this enclosure.

(b) Absent exceptional circumstances, provide training within 30 days of requests for training. Installation commanders may authorize properly licensed or permitted operators awaiting training to ride on an installation roadway subject to any restrictions imposed by such permit.

(c) Include an appropriate Motorcycle Safety Foundation (MSF) course or DUSD(I&E) endorsed, State-approved, curriculum for motorcycle operator's safety training. Provide certified or licensed rider coaches and include hands-on training, a riding skills evaluation, and a knowledge-based evaluation. Accept the completion card of any MSF course or DUSD(I&E)-endorsed course that includes written and riding evaluations as proof of successful completion of the required training.

(d) Civilian visitors or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation.

(2) Refresher Training. Encourage operators to complete refresher training after 5 years of inactivity, the acquisition of a new motorcycle, or a major geographic relocation.

(3) Failure to Attend Scheduled Training. Take appropriate administrative or disciplinary actions for personnel who fail to attend scheduled training including restricting operation of the motorcycle.

g. Off-Road Training. Require additional performance-based training for on-installation operation of off-road vehicles controlled by morale, recreation, and welfare organizations and privately owned off-road vehicles. Encourage personnel who operate privately owned all-terrain vehicles (ATVs) or off-road motorcycles off-installation to complete appropriate operator safety training.

h. Tactical Motorcycle and ATV Training. Provide operators of Government-owned tactical motorcycles with initial training for motorcycles as required in paragraph 4.f.(1) of this enclosure and with training tailored to satisfy specific mission objectives. Government-owned ATV operators shall complete the Specialty Vehicle Institute of America-based course and training tailored to satisfy specific mission objectives.

i. Government Vehicle Other (GVO) Training. Develop and implement vehicle-specific training requirements for operators of GVOs not otherwise addressed in this Instruction. Training requirements shall specify vehicle type, content of initial training required, quantity of

supervised driving experience, certification procedures, driving restrictions for operators awaiting training and certification, frequency and content of refresher training, and remedial training for observed undesirable driving behaviors.

j. Training Recordkeeping. An official responsible for providing training shall indicate to the person responsible for issuance of the U.S. Government Motor Vehicle Operator's Identification Card (Optional Form (OF) 346) or equivalent that the individual driver has met the training requirements for the vehicle they will be operating and fully understands the operational peculiarities of the vehicle. Organizations providing training shall maintain a listing of personnel trained for a period of 5 years.

k. Training Costs. Except for the training in paragraph 4.c.(2) of this enclosure, provide training required by this Instruction at no cost to military members, DoD civilians, and authorized dependents. Do not charge leave to individuals who attend training required by this Instruction. Any driver improvement training mandated by an outside court or Federal magistrate shall be at the individual's expense.

l. Educational Programs. Develop educational programs to ensure military and civilian personnel and dependents are aware of the requirements in this Instruction.

## 5. OPERATOR LICENSING (HSPG NUMBER 5)

a. Minimum DoD Licensing Procedures. Implement licensing procedures that meet, at a minimum, the requirements in Reference (~~4m~~).

b. Motorcycle Operator Licensing. Require that operators of Government-owned motorcycles and military personnel on or off installations be properly licensed or have the proper learner's permit when operating on public roadways (except where not required by a State or applicable international agreement). For tactical motorcycle operators, a valid OF 346, Standard Army Maintenance System–Level 1 Enhanced, or unit level logistics system operator qualification record fulfills the licensing requirement.

## 6. VEHICLE OPERATIONS

a. Occupant Protection (HSPG NUMBER 20)

(1) Safety Belts. Ensure that:

(a) All personnel within the scope of this Instruction, whether operating or riding in motor vehicles equipped with approved occupant restraint devices (lap and shoulder belts), wear these devices at all times (Reference (~~jk~~)).

(b) The vehicle operator informs passengers of the safety belt requirement.

1. The senior ranking occupant shall ensure enforcement. For civilian employees, if the senior occupant cannot be ascertained, the driver is responsible for enforcement.

2. This requirement does not apply to passengers riding in buses not equipped with safety belts. This requirement does not mandate that vehicles manufactured prior to 1963 be retrofitted with safety belts.

(2) Child Safety Seats. Ensure that child safety seats are used in motor vehicles consistent with applicable State and local child safety seat laws or host-nation requirements. If there is no applicable requirement, the installation traffic safety program shall specify age, weight, or other criteria for child safety seat use.

(3) Vehicles Without Fixed Seats. To the extent possible, transport personnel in passenger vehicles such as sedans, station wagons, or buses. With the exception of tactical operations, do not transport personnel without fixed seats. When transported in tactical vehicles, each passenger must remain seated wholly in the body of the vehicle.

b. Transporting Pupils (HSPG NUMBER 17)

(1) Operating DoD School Buses in the United States. Mark, equip, operate, and maintain DoD Government- or contractor-owned school buses consistent with HSPG NUMBER 17 and applicable Federal Motor Vehicle Safety Standards (Reference (pq)), in addition to any contractual requirements imposed by the applicable DoD Component, to reduce the danger of injury or death to children while they are being transported to and from school or related activities.

(2) Operating DoD School Buses Outside the United States. Mark, equip, operate, and maintain DoD Government- or contractor-owned school buses consistent with applicable local, combatant command, or host-nation requirements in addition to any contractual requirements imposed by the applicable DoD Component, subject to any applicable international agreements. Special consideration shall be given to marking of buses in regards to the local force protection and threat conditions.

c. DoD Impaired Driving Prevention Program (HSPG NUMBER 8). Implement a DoD Component impaired-driving prevention program that includes education and training on underage drinking, developing a working relationship with appropriate local authorities, and suspension of driving privileges of persons convicted of impaired driving caused by drugs or alcohol. (See Appendix 1 *to this enclosure* for program details.)

d. Driver Distractions

(1) Ensure that vehicle operators comply with applicable State, local, and host-nation laws *that are more stringent than this policy* regarding distractions while driving (e.g., using cell phones, text messaging).

(2) ~~Ensure that operators of GMVs or GVOs Pursuant to Reference (e), prohibit DoD personnel while driving any vehicle on or off installations do not use on official Government business from text messaging, using cell phones, or using other hand-held electronic devices unless the vehicle is safely parked or they are using a hands-free device, except for receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission-critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices.~~ Use of hands-free devices ~~are-is~~ also discouraged as creating significant distractions from safe driving performance.

(3) *Pursuant to Reference (e), prohibit DoD personnel, while driving any vehicle whether or not on official Government business, from using Government-supplied electronic equipment for text messaging or other hand-held uses unless the vehicle is safely parked or they are using a hands-free device, except for receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices.*

~~(3)(4) Prohibit the DoD personnel, while driving any vehicle on official Government business, from wearing of any listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle driver/passenger intercom devices where allowed by law while operating a motor vehicle on installations or when operating a GMV or GVO on or off installations.~~ Use of those devices impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and outside noises in general.

~~(4)(5) Emphasize in safety guidance the increased mishap potential caused by distracting activities such as hand-held and hands-free cell phones, eating, drinking, and operating entertainment systems and global positional systems. In addition to the requirements of subparagraphs 6.d.(2), (3), and (4) of this enclosure, D~~drivers should *be encouraged to* safely park vehicles prior to completing tasks that distract attention from operating ~~the-a~~ vehicle *on official Government business or off duty*. Accessory equipment should be mounted in a manner that does not interfere with the driver's line of sight.

e. Motorcycle and ATV Operations

(1) Tactical Motorcycle and ATV Operations. Develop and approve safety requirements for tactical motorcycles and ATVs integrating operational risk management into tactics, techniques, and procedures training.

(2) Mirrors. Equip Government-owned motorcycles operated on a roadway with both left-hand and right-hand rear view mirrors mounted on the handlebar or fairing.

(3) Headlights. Require that when operated on any installation, in both on- and off-road modes, all Government-owned or privately owned motorcycles, mopeds, motor scooters, and ATVs (when equipped) have headlights turned on at all times, except where prohibited during military mission or by State, local, or host-nation law.

(4) Motorcycle and ATV Rider Protection. Ensure that all individuals covered by this Instruction wear the following PPE while riding motorcycles and ATVs.

(a) Helmets

1. For personnel riding motorcycles and ATVs in the United States, helmets shall be certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 (References (~~w~~), (~~w~~x), (~~x~~y), and (~~y~~z)).

2. For personnel riding motorcycles and ATVs outside the United States, helmets must meet the host nation standards. In those instances where the host nation has no standard, helmets must, at a minimum, meet the Federal Motor Vehicle Safety standard (*Reference (w)*).

3. Unit commanders may authorize the use of combat helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training based on an operational risk assessment.

4. All helmets shall be properly fastened under the chin.

(b) Eye Protection. Eye protection designed to meet or exceed American National Standards Institute Standard Z87.1-2003 (Reference (~~z~~aa)) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(c) Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(d) Protective Clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

(e) Tactical Motorcycle and ATV Rider Protection. The PPE for Government-owned motorcycle and ATV operators during off-road operations should also include knee and shin guards and padded gloves.

f. GMV Operator Duty Time. To reduce the potential for crashes caused by operator fatigue, establish and enforce duty hour limits for motor vehicle operators based on operational risk management. Contingency operations shall have standards set for the environment in which the vehicle operates. Guidelines are provided in Appendix 3 *to this enclosure*.

g. Emergency Vehicle Operations. Ensure that emergency vehicle operators operate their vehicles at all times with due regard for the safety of others and at a speed that is reasonable for existing weather, visibility, traffic, or roadway conditions.

h. Headlights. Ensure that operators use their vehicle headlights at any time windshield wipers are in use as a result of rain, sleet, snow, hail, or other unfavorable atmospheric conditions.

## 7. TRAFFIC VIOLATIONS (HSPG NUMBER 7)

a. Traffic Violations. All traffic violations occurring on DoD installations (in the United States or U.S. territories) may be referred to the applicable U.S. magistrate. In addition, the local area commander may issue a Department of Defense (DD) Form 1408, "Traffic Ticket, Armed Forces," (available at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1000-1499.htm>) for command usage.

b. Interim Driving Restrictions. Military and civilian personnel shall not be authorized to operate any motor vehicle on-base, or any Government vehicle on- or off-base, during:

(1) Periods of suspension or revocation of an 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 for other traffic violations that constitute a "moving violation" as defined by applicable Federal, State, local, installation, or host-nation traffic codes.

c. Line-of-Duty Determinations. Consider failure to use occupant protection devices, to wear required protective equipment, or to comply with licensing or operator training requirements in making line-of-duty determinations for death or injuries resulting from such nonuse of equipment or noncompliance with requirements.

8. TRAFFIC ENFORCEMENT (HSPG NUMBER 15). Enforce all nonuse of occupant protection devices as a primary traffic violation. Each DoD Component that regulates operating privileges shall establish procedures for mandatory administrative or appropriate disciplinary action, including the suspension of operating privileges on installations and in areas subject to military traffic supervision.

9. MISHAP INVESTIGATION AND REPORTING (HSPG NUMBERS 10 AND 18). Investigate and report mishaps involving Government-owned vehicles or privately owned motor vehicles within the scope of this Instruction and report them as required by DoDI 6055.07 (Reference (~~aa~~ab)).

10. TRAFFIC ANALYSES. Establish a program in coordination with SDDC through which analyses of local DoD traffic crashes are conducted. Include all on-base and off-base road networks in proximity to installations (e.g., access roads and routes heavily traveled by Government vehicles). In the reports of these analyses, include recommendations for corrective measures that could be taken to reduce the frequency and severity of traffic crashes.

11. PROGRAM PERFORMANCE. Evaluate and report traffic safety program performance to the DUSD(I&E) as part of annual in-progress reviews in accordance with Reference (c), using the performance metrics in Appendix 2 *to this enclosure*.

12. AWARDS. Establish an awards and recognition program to recognize successful local installation traffic safety programs.

13. COMMUNITY PARTNERSHIPS. Participate in national safety promotion programs sponsored by the National Highway Traffic Safety Administration. Develop cooperative traffic safety programs with local communities, including participation in State or local impaired driving task forces or commissions.

#### Appendixes

1. DoD Impaired Driving Prevention Program Requirements
2. Traffic Safety Program Performance Metrics
3. Guidelines for Crew Rest and Operator Duty Time

APPENDIX 1 TO ENCLOSURE 3

DoD IMPAIRED DRIVING PREVENTION PROGRAM REQUIREMENTS

1. EDUCATION AND TRAINING

a. Provide drug and alcohol education that focuses on impaired driving and underage drinking for law enforcement, public information, health care, and safety personnel. Provide annual refresher training to club managers, bartenders, and wait staff serving alcoholic beverages, and to Class VI and other personnel selling alcohol. Include specific information and a review of current DoD Component policy on impaired driving and the physical and social implications of underage drinking in appropriate schools or courses of instruction.

b. For the Department of Defense Education Activity, including domestic dependent elementary and secondary schools, DoD Dependents Schools-Europe, and DoD Dependents Schools-Pacific, include specific material in the curriculum for grades 7 through 12 on the effects of alcohol and drugs on the impairment of driving skills.

c. To the extent feasible and permitted by law and regulation, cooperate with community leaders and nongovernmental organizations that are working to combat impaired driving and underage drinking in planning and implementing local education efforts.

2. SUSPENSION OF DRIVING PRIVILEGES. Establish procedures for suspending driving privileges in compliance with part 634.9 of title 32, CFR (Reference (~~abac~~)).

3. REFERRAL. Establish procedures for screening military members and civilian employees charged with impaired driving to determine whether a member or employee is dependent on alcohol or other drugs and for referring the member or employee, consistent with the relevant criteria and applicable procedures, to the appropriate substance abuse program.

4. NOTIFICATION OF STATE DRIVER'S LICENSE AGENCIES. Establish procedures to transmit impaired drinking and driving privilege suspension data to installations receiving DoD personnel and to appropriate State agencies.

5. ADMINISTRATIVE INSPECTIONS. Include the DoD Component impaired driving prevention program as an item of special interest for inspector general or administrative inspections.

APPENDIX 2 TO ENCLOSURE 3

TRAFFIC SAFETY PROGRAM PERFORMANCE METRICS

1. GMV MISHAP

Number of Fatalities: \_\_\_\_

Number of Class A Mishaps: \_\_\_\_

Number of Class B Mishaps: \_\_\_\_

Number of Class C Mishaps: \_\_\_\_

2. GVO MISHAPS

Number of Fatalities: \_\_\_\_

Number of Class A Mishaps: \_\_\_\_

Number of Class B Mishaps: \_\_\_\_

Number of Class C Mishaps: \_\_\_\_

3. PRIVATE MOTOR VEHICLE MISHAPS

Number of Fatalities: \_\_\_\_

Number of Class A Mishaps: \_\_\_\_

Number of Class B Mishaps: \_\_\_\_

Number of Class C Mishaps: \_\_\_\_

APPENDIX 3 TO ENCLOSURE 3

GUIDELINES FOR CREW REST AND OPERATOR DUTY TIME

1. DUTY HOUR LIMITS. Establish and enforce duty hour limits for GMV operators to reduce the potential for traffic mishaps caused by operator fatigue.
  
2. DIRECTED TRAVEL. Follow the guidance for directed travel contained in the Joint Federal Travel Regulations (JFTR), Volume 1 (Reference (~~ae~~ad)).
  - a. The JFTR generally allows 1 day of travel time by motor vehicle for each 350 miles of official distance of ordered travel.
  
  - b. Drivers shall take rest breaks of at least 15 minutes every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first. These breaks are in addition to regular meal breaks. For rest breaks during convoy operations, refer to Chapter 5-2 of Reference (~~ae~~ad)).
  
3. RISK MANAGEMENT. Apply risk management principles to assessing the risks, establishing operating procedures, and applying supervision and other controls to enforce risk controls. Risk assessments include consideration of such risk factors as time on duty, the operator's physical condition, driving conditions, and length of travel. The following are guidelines for reducing the risk of mishaps from fatigue.
  - a. Rest. Provide operators the opportunity for 8 consecutive hours of rest during any 24-hour period.
  
  - b. Pre-Travel. Preceding a prolonged work or duty period, provide operators a 12-hour period that is as free of duties as possible and, ideally, have it spent sleeping.
  
  - c. Duty Period. Limit operators to driving no more than 10 hours in a duty period.
  
  - d. Alternative Considerations. Provide fatigued personnel alternate means of transportation or designated rest stops until they are sufficiently rested to operate a motor vehicle or plan for relief drivers.
  
  - e. Driving at Night. To the maximum extent possible, schedule driving for daylight periods. When traveling during hours of darkness, consider providing a second awake person in the vehicle cab or reducing the scheduled driving time.

ENCLOSURE 4

ANNUAL SAFETY BELT USAGE REPORT

1. USAGE RATE. Enter safety belt usage rates for previous calendar year calculated from the following formula:  $\text{usage rate} = \frac{\text{number of occupants observed wearing safety belts} \times 100 \%}{\text{number of occupants observed}}$ .

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

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

2. COST OF MILITARY INJURIES. Enter total cost of military injuries for reportable motor vehicle mishaps: \_\_\_\_\_

3. COST OF CIVILIAN INJURIES. Enter total cost of civilian injuries for reportable motor vehicle mishaps: \_\_\_\_\_

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

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ATV	all-terrain vehicle
CFR	Code of Federal Regulations
DD Form	Department of Defense Form
DoDD	DoD Directive
DoDI	DoD Instruction
DOT	Department of Transportation
DUSD(I&E)	Deputy Under Secretary of Defense for Installations and Environment
GMV	Government motor 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
OF	Optional Form
PPE	personal protective equipment
SDDC	Surface Deployment and Distribution Command
<i>SMS</i>	<i>short message service</i>
TOC	total ownership cost
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USTRANSCOM	United States Transportation Command

PART II. DEFINITIONS

Unless otherwise noted, the following terms and their definitions are for the purpose of this Instruction.

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), nonappropriated 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.

Class A mishap. Defined in Reference (~~aaab~~).

Class B mishap. Defined in Reference (~~aaab~~).

Class C mishap. Defined in Reference (~~aaab~~).

conviction. An official determination or finding as authorized by applicable Federal, State, city, county, or host-nation law or regulation, including a final conviction by a court or court-martial (whether based on a plea of guilty or a finding of guilty and regardless of whether the penalty is deferred, suspended, or probated); an unvacated 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, or otherwise. 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.

GMV. 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.

GMV mishap. A motor vehicle mishap involving the operation of a GMV as defined in this Instruction.

GVO. 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).

GVO mishap. A vehicle mishap involving the operation of a GVO as defined in this Instruction.

impaired driving. Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of section 911 of Reference (fg) (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.

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. (See Reference (pq).)

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 Instruction, 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.

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.

private motor vehicle mishap. Defined in Reference (*aaab*).

safety belt usage rate. The percentage of occupants from randomly selected vehicles determined to be wearing their safety belts while occupying an operating vehicle.

State. The 50 States, the District of Columbia, the Commonwealths of the Northern Mariana Islands and Puerto Rico, American Samoa, Guam, and the U.S. Virgin Islands.

*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.*

TOC. The sum of all financial resources necessary to organize, equip, sustain, and operate military forces sufficient to meet national goals in compliance with all laws; all policies applicable to the Department of Defense; all standards in effect for readiness, safety, and quality of life; and all other official measures of performance. Includes the costs to research, develop, acquire, own, operate, and dispose of weapons and support systems, other equipment, and real property; the costs to recruit, retain, separate, and otherwise support military and civilian personnel; and all other costs of business operations of the Department of Defense.

underage drinking. Consumption of alcohol by military personnel under the age of 21 regardless of the legal drinking age for the location in which the consumption takes place.

United States. The several States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands, the United States Virgin Islands, any other territory or possession of the United States, and associated navigable waters, contiguous zones, and ocean waters of which the natural resources are under the exclusive management authority of the United States. Also included are the Federated States of Micronesia and the Republic of the Marshall Islands.