



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5100.2A  
Safety  
12 DEC 2001

### STATION ORDER 5100.2A

From: Commanding General  
To: Distribution List

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) MCO 11240.66C  
(b) StaO P5510.2B  
(c) MCO 5102.1A  
(d) MCO 5100.19E  
(e) DoDINST 6055.4  
(f) MCO 5100.8F  
(g) StaO 1050.1

Encl: (1) Traffic Safety Program (DRIVESAFE)  
(2) Highway Safety Program Guidelines (HSPG)  
(3) PID/Motor Vehicle/Property Damage Report (Personal Injury/Death)

1. Purpose. To establish policy, responsibilities, and procedures for the Marine Corps Air Station (MCAS) Miramar Traffic Safety Program encompassing motor vehicle safety, traffic engineering, education, and enforcement, applicable both on and off the military installation.

2. Cancellation. StaO 5100.2.

3. Background

a. Motor vehicle mishaps are the leading cause of accidental death and injury to Marine Corps personnel. In addition to the physical and emotional impact of these mishaps on the victims and their families, the loss of specialized skills degrades mission capability.

b. Mishap analyses consistently show that vehicle operator error and poor driving attitudes are primary causal factors in most Marine Corps motor vehicle mishaps. A properly implemented traffic safety program can influence these factors and reduce losses. The safety program, short title "DRIVESAFE," (enclosure (1)), encompasses both on and off duty motor vehicle related activities. This program requires strong command leadership and the participation and cooperation of all personnel.

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c. Engineering, education, and enforcement are the cornerstones of the safety program. The director of facilities, in conjunction with the Public Works Officer and Provost Marshal are responsible for conducting traffic surveys and determining road network needs. Traffic safety education is the responsibility of the Safety Officer while the Provost Marshal enforces traffic rules and regulations. Commanders are also responsible for enforcement through the provisions of the Uniform Code of Military Justice.

d. Implementation of the traffic safety program is a function of the command. Commanders will assure that the program reflects command presence and leadership initiatives. Guidance, instruction and special emphasis programs will be developed to promote positive traffic safety attitudes. The references and enclosures (1) and (2) constitute the foundation for the Station's Traffic Safety Program.

#### 4. Applicability and Scope

a. The provisions of this Order are applicable to individuals working on, attached to, or employed by MCAS Miramar and to all other individuals subject to the motor vehicle registration and driver record requirements of references (a) and (b).

b. This Order and its enclosures are punitive. Failure to comply with this Order is punishable under the Uniform Code of Military Justice (UCMJ). Violations may also subject offenders to adverse administrative action.

c. This Orders governs all MCAS Miramar activities, including non-appropriated fund activities, which are involved with:

(1) The acquisition, operation, or maintenance of motor vehicles.

(2) The design, maintenance, or traffic control of activity road networks.

(3) The on and off duty safety of military personnel.

(4) The on duty safety of civilian personnel employed by MCAS Miramar.

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d. Roads, Roadways, and Streets. References to roads, roadways, and/or streets refer to the American National Standards Institute (ANSI) standard D.16.1-1983 definition of a road. The ANSI standard states that a road is " . . . that part of a traffic-way which includes both the roadway and any shoulder alongside the roadway."

e. This Order governs MCAS Miramar tenants.

5. Policy. It is MCAS Miramar's policy that a comprehensive traffic safety program as outlined in reference (d) be established and implemented as an integral element of the occupational safety and health program (reference (c)).

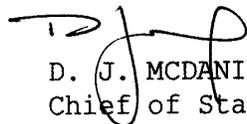
6. Funding. Expenditures of funds and other resources for this program will be included within normally authorized command operating resources.

7. Action

a. Commanding Officers, noncommissioned officers, and managers at all levels will ensure that strong emphasis is placed on the prevention of traffic mishaps utilizing guidelines and procedures within this Order. Enclosures (1) and (2) are the minimum requirements for the implementation of the traffic safety program.

b. Commanding Officers will incorporate Traffic Safety into applicable training programs on a continuing basis.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
D. J. MCDANIEL  
Chief of Staff

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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION MIRAMAR  
P O BOX 452001 SAN DIEGO CA 92145-2001

StaO 5100.2A Ch 1  
SAFETY

**24 JUL 2002**

STATION ORDER 5100.2A CH 1

From: Commanding General  
To: Distribution List

Subj: TRAFFIC SAFETY PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action. In enclosure 2, page 4, paragraph 3(d)(5), delete the header word "jacket" and leave High Visibility Vest. Delete paragraph 5 and replace with, "A commercially available mesh/fabric vest or other upper torso garment worn as the outer garment. The garment must not be covered or concealed, such as by a backpack. The garment will be bright yellow, international orange, or lime green and will have two 1 and 1/2 to 2 inch wide vertical or horizontal retro-reflective striped front and back. The vest is authorized for wear by Marines in uniform and should be removed as soon as the Marine gets off the motorcycle."
3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "G. L. Goodman".

G. L. GOODMAN  
Chief of Staff

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TRAFFIC SAFETY PROGRAM (DRIVESAFE)

1. Organization

a. Safe Driving Council. A safe driving council will be established and consolidated with the station safety council.

(1) Safe driving council members will consist of the following members:

(a) Station Commanding General (or designated representative) as chairperson.

(b) Safety Officer (or safety specialist) as recorder.

(c) Provost Marshal (or equivalent).

(d) Motor Transport Officer.

(e) Public Works Officer (or engineer).

(f) 3d MAW DOSS

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

(3) The purposes of the council is to:

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

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

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

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

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(5) The safe driving council shall maintain liaison with national, state and local traffic safety agencies, civil authorities and neighboring military commands.

(6) Minutes of safe driving council meetings will be maintained by the safety officer to ensure action items are monitored. Other command level safety officers will maintain minutes of their safe driving council meetings. A copy of the minutes will be provided to the safe driving council.

b. Reference (d) directs the placement of the traffic safety program and the safe driving council in the Safety Department.

## 2. Requirements

a. Highway Safety Program Guidelines. The provisions of the Department of Transportation, Highway Safety Program Guidelines, will be used by the Department of Defense (DoD) to the extent that they are relevant to DoD activities. MCAS Miramar's implementation is modified as necessary in consideration of military unique requirements and Marine Corps operations are contained in enclosure (2).

### b. Safety Standards for DoD Motor Vehicles

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

(2) Tactical and combat vehicles, designed to contract specifications, are exempt from the provisions of the FMVSS per 49CFR 571.7(c). Such specifications shall comply with the intent of those standards, provided compliance does not degrade essential military characteristics. Marine Corps special purpose and tactical vehicles, whether purchased commercially or designed to contract specifications, shall be equipped, when applicable, with safety belts, helmets, and rollover protection, unless the Commander, Marine Corps System Command (COMMARCORSSYSCOM) determines that such equipment unacceptably degrades an essential military characteristic. With the same limitation, compliance with applicable provisions of federal motor carrier safety regulations is a MCAS Miramar requirement.

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c. Operator Duty Time. To reduce the potential for traffic mishaps caused by operator fatigue, duty hours for drivers will be limited as follows:

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

(2) When transporting hazardous materials, two qualified drivers will be assigned if the trip will require more than eight hours, and total driving time for both drivers will not exceed ten hours. Whenever possible, the same guidelines should govern drivers transporting ordinary cargo and passengers; in no case will a driver drive more than ten hours in a duty period, and the total duty period will not exceed fifteen hours.

3. Investigation Reports and Records. Report motor vehicle mishaps per references (c) and (d).

a. Supervisors will complete enclosure (3) for on duty motor vehicle mishaps and military off duty motor vehicle mishaps with injuries. Submit the report to the MCAS Miramar Safety Department via the departmental chain of command within five working days after the mishap occurs. The Safety Officer will submit required reports to the Commandant of the Marine Corps Safety Division (SD) per reference (c).

b. Tenant activities will investigate and report motor vehicle mishaps via their chain of command. A copy of the report will be forwarded to the MCAS Miramar Safety Department who has the responsibility of providing assistance.

4. Pre-Departure Safety Briefings. Pre-departure safety briefings will be conducted for Marines under 26 years of age prior to departure to a permanent change of station or traveling extended distance (beyond established out-of-bounds limits) on leave or liberty. See enclosure (4).

5. Primary Program Elements. Mishap prevention is best accomplished through the application of principles in the areas of engineering, education, and enforcement.

ENCLOSURE (1)

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a. Engineering

(1) Engineering methods reduce traffic mishaps by eliminating defects in vehicles and roadways and establishing better traffic control measures. Traffic engineering includes the planning and design of streets, highways and abutting lands and the traffic operations thereon. These functions are the responsibility of the Public Works Officer. Engineering efforts will be accomplished in coordination with the Public Works Officer and the Provost Marshal.

(2) The Public Works Officer will establish and maintain a system of traffic engineering in coordination with the safe driving council. This system will assure accurate determination of the causes and locations of mishaps by:

(a) Inviting the cooperation of local traffic officials.

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

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

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

b. Education. A driver's conduct reflects social customs, behavior patterns, and attitudes. A continuous education program shall be established to improve the knowledge, skills, attitudes, and judgment of personnel operating or riding in or on motor vehicles. The program shall be designed to create and maintain interest in safe driving practices, and to inform drivers, passengers, and pedestrians through all available means, including classes, newspapers, posters, displays, and bulletin board material.

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

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(1) Reference (b) establishes a system of traffic law enforcement. It provides guidance on records, motor vehicle registration requirements, and mandatory revocation or suspension of driving privileges.

(2) As fatigue is a factor in many of our Marine privately owned vehicle mishaps, limits of travel for Marine Corps military personnel on liberty or leave over weekends will be established and publicized by the Commanding Officer.

6. Secondary Program Elements

a. Vehicle Administration. Reference (b) prescribes basic policies relative to control and regulation of privately owned motor vehicles on MCAS Miramar.

b. Incentive Programs. Incentive award programs will be established to create and maintain interest in traffic mishap prevention.

c. Information Services. The Public Affairs Officer will develop support for and foster favorable attitudes toward the traffic safety program.

7. Publications. Publications listed in reference (d) will be available to personnel assigned to duties that include supervising a traffic safety program whether on a full-time or part-time basis.

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HIGHWAY SAFETY PROGRAM GUIDELINES (HSPG)

1. Reference (f) directs the Marine Corps to implement the Highway Safety Program Guidelines (HSPG). The procedures that follow represent the HSPG as modified to reflect unique military and Marine Corps requirements and are mandatory for MCAS Miramar use in the traffic safety program.

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

a. DoD vehicles (including nonappropriated fund vehicles) must pass, at least annually, a safety inspection. The annual inspection will evaluate systems, subsystems and components having substantial relation to safe vehicle performance, e.g., lighting, glazing, seat belts, exhaust systems, wipers, horns, brake systems, steering systems, suspension systems, tires and wheel assemblies.

b. The inspection will ensure exhaust emissions do not exceed federal, state or municipal requirements.

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

a. Operators of government and privately owned motorcycles (both street and off-road versions) permitted to operate on DoD installations must be appropriately licensed to operate a motorcycle on public highways. A valid OF 346, "U.S. Government Motor Vehicle Operator's Identification Card," fulfills the licensing requirement for operators of tactical motorcycles except when used to transport hazardous materials.

b. Operator Training. Operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs (hereafter all included in the term "motorcycle") must successfully complete a rider or operator course prior to operation on MCAS Miramar.

(1) The safety course includes the following:

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

(b) Hands-on training.

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

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

(3) Motorcycle training is provided at no cost to military and DoD civilian personnel. DoD civilian personnel shall not be charged annual leave for course attendance. Supervisors are strongly encouraged to provide personnel the opportunity to attend the course. Attendees must be mentally alert and physically able to participate in the course. Personnel assigned watches/work immediately prior to or during the course will not be admitted to the class.

c. Motorcycle Safety Class

(1) The objective of the motorcycle safety class is to improve operator skills and habits by modifying individual behavior and attitudes, and to reduce injury or death resulting from motorcycle mishaps. Regardless of who conducts the specific courses, the MCAS Miramar Safety Officer has management oversight.

(2) Requirements. Military and civilian personnel will complete a basic (MRC/RSS) motorcycle safety class prior to operating a motorcycle onboard MCAS Miramar. Properly licensed motorcycle operators will be allowed to operate their vehicles on the installation for a brief period not to exceed 30 days while they complete the first available operator safety class. They will be required to attend an Experienced Rider Course (ERC) every two years thereafter to establish and reinforce a positive attitude toward riding. MCAS Miramar will use the Motorcycle Safety Foundation (MSF) and California Motorcyclist Safety Program (CMSP) courses of instruction.

(a) The MCAS Miramar Safety Department administers the station motorcycle safety course including scheduling, quota control, classroom, training aids, instructors and certification of completion for service record entry.

ENCLOSURE (2)

(b) Classes are limited to 12 students, with a minimum of 5 students to encourage student participation and discussion. Class is from 0700 to 1600.

(c) Sale, Lease, or Purchase of a Motorcycle displaying a Department of Defense Registration Decal.

1 Personnel who own a motorcycle displaying a DoD decal will ensure that the decal is removed by PMO prior to leasing or transferring title to a lessee or buyer.

2 Upon leasing or purchasing a motorcycle displaying a DoD decal, personnel will have the motorcycle immediately re-registered with PMO, after completion of the Motorcycle Safety Course. In no case, will personnel avoid attendance of the Motorcycle Safety Course by leasing or purchasing a motorcycle which displays a current DoD decal.

(3) Quotas. Request quotas by submitting a memorandum (fax 7-1545) to the Safety Department. Include student's name, grade, rate/rank, age and telephone number. Also include training personnel name, phone and email for quota confirmation. Call extension 7-1358 or 7-8595 for course dates.

(a) If for any reason an individual assigned a quota can not attend on the scheduled date, the command shall notify the Safety Department at 7-1358 at least two working days prior to the convening date. No shows will not be issued an extension of their temporary decal.

(b) Issue individual unit orders. No blanket orders.

(c) Motorcycles are inspected prior to registering for a quota for the class. Motorcycles that do not meet Federal Motor Vehicle Safety Standards, California Vehicle Codes or pertinent manufacturer's requirements will not pass inspection. Motorcyclist will receive a copy of the inspection results and any noted discrepancies must be in compliance with applicable codes prior to the first day of class.

(4) Military Uniform. Civilian attire is recommended and appropriate. Personal protective equipment (PPE) is required.

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(5) Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered on the unit S-1 for each individual who successfully completes the course. The individual's Service Record Book (SRB) or Officer Qualification Record (OQR) will be annotated also. Including the number on the course completion card and name and number of the instructor may be useful. For reservists a page 11 entry will be made in the OQR/SRB.

d. Personal Protective Equipment (PPE). Motorcycle operators and passengers on board MCAS Miramar will wear PPE as specified in subparagraphs (1) through (4) below:

(1) Helmet. Operators and passengers will wear an approved crash helmet that meets the American National Standards Institute (ANSI) Standard Number Z90.1, Department of Transportation (DOT), or SNELL Institute Standards.

(2) Goggles/Safety Glasses/Faces Shields. Impact or shatter resistant goggles (ANSI Z87.1) or full-face shield attached to the helmet is required. A windshield or eyeglasses alone are not considered proper eye protection.

(3) Clothing. Long sleeve shirt (sleeves rolled down, long pants, and full finger gloves.

(4) Footwear. Hard soled boots or shoes with heels. The use of leather boots is encouraged. Sandals, open toe shoes, or tennis shoes, or other footwear which does not offer proper foot protection are not permitted.

(5) High Visibility Vest/Jacket. A brightly colored outer upper garment will be worn during the day. Only the upper 1/2 of the garment is required to be brightly colored. Brightly colored does not include the camouflage utilities, dark blue, black, dark green, etc. During inclement weather, and from sunset to sunrise a brightly colored - reflective upper garment with two 1 1/2" to 2" wide vertical or horizontal retro-reflective strips front and back, or a commercially available mesh/fabric vest that is bright yellow, international orange or lime green with two 1 1/2" to 2" wide vertical or horizontal retro-reflective strips front and back will be worn. The vest is authorized for wear by Marines in uniform,

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and should be removed as soon as the Marine gets off the motorcycle. The garment must not be covered or concealed, such as by a backpack.

e. Equipment and Operator/Passenger Requirements

(1) General. Motorcycles must be maintained in good working condition and in compliance with the California Vehicle Code and this Order.

(2) Equipment Requirements

(a) Brakes. Motorcycles manufactured after 1965 must be equipped with brakes on all wheels (except on an attached sidecar). Brakes must be capable of stopping on a level road, within 25 feet at an initial speed of 20 miles per hour. Maintain brakes in good working order.

(b) Drive Guard. Chain drivers and drive shafts will have a proper cover. Inspect chain drivers for loose links and excess play. Chain should have approximately 1/2 inch of play when the cycle is off the stand and the operator's weight is on the cycle. The drive guard must be installed and properly secured to sufficiently protect rider and passenger.

(c) Fenders. Motorcycles must be equipped with front and rear fenders. Rear fenders must sufficiently cover tire to avoid the throwing of mud and debris on following vehicles. Front fenders may be "bobbed" but only to the extent that they continue to provide the operator with protection against mud and debris thrown up by the centrifugal force of the front tire. Fenders will not be broken, cut, or otherwise configured with sharp pointed edges.

(d) Fuel Tank Cap. A noncombustible material must be used to cap or cover the fuel tank-filling spout. No visible fuel leaks are permitted.

(e) Horn. Must be audible from a distance of 200 feet.

(f) Mirror. Motorcycles must be equipped with two clear, uncracked mirrors located to reflect a distance of at least 200 feet to the rear.

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(g) Muffler. No excessive or unusual noise and no cutout, bypass, or similar devices are permitted. The exhaust system must not emit noise above 82 dba at 35 mph or less, measured at a distance of 50 feet.

(h) Tires. Tires with less than 1/32 inch of tread depth remaining in any two adjacent grooves must be replaced. Regrooved tires are not permitted.

(i) Passenger Equipment. In addition to personal protective equipment (PPE) specified, equip motorcycles with footrests and a securely fastened seat designed for two riders with the passenger to the rear. Passengers will use footrests while motorcycle is in motion.

(j) Windshield. Not required. However, windshields sold or installed after 1 January 1969 must have approved safety-glazing material. The area below the level of the handlebars does not have to meet the visibility requirements. No red or amber glazing material may be used. Safety-glazing material must be used on windshield replacement.

(k) Lighting Equipment. Motorcycles must be equipped with a headlamp, license plate lamp, rear reflector, brake lamp, and tail lamp in good operating order. High and low beam headlamps are required.

1 Beam Indicator. Illuminated only when the headlamp is on high beam.

2 Headlamps. Have at least one and not more than two-illuminated white multiple-beam headlamps. Front headlamp must be mounted between 24 and 54 inches above the roadway and with sufficient intensity to meet the California Vehicle Code requirements.

3 License Plate Lamp. Either a tail lamp or a separate lamp must illuminate the entire surface of the license plate with visibility from a distance of 50 feet during darkness. If using a separate lamp, the tail lamp switch must control it.

4 Reflectors on Rear. At least one red or amber reflector, either separate or in combination with the tail lamp, mounted a minimum of 15 inches above the roadway is required.

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5 Stop Lamp. At least one red stop lamp that will illuminate upon braking and be visible from 300 feet to the rear is required. Stop lamps on vehicles manufactured after 1 January 1969 must be mounted 15 inches above the roadway.

6 Tail Lamps. Must have one or more red tail lamps illuminated during darkness that meet the California Vehicle Code requirements.

7 Turn Signals. Motorcycles manufactured (or first registered) on or after 1 January 1973, must be equipped with

8 Mopeds are safety inspected for compliance with paragraphs 2e(2)(a), (d), (g) and (h) above, including lighting equipment installed by the manufacturer or added by the owner. turn signal systems front and rear that meet the California Vehicle Code requirements.

(3) Prohibited Equipment

(a) Handlebars. Elevated handlebars (often referred to as "ape-hangers") at or above the driver's shoulder height when sitting astride the seat of the motorcycle.

(b) Seat. At a height that the driver cannot reach the ground when sitting astride in a normal riding position.

(c) "Sissy Bars". Sharply pointed ends or attached emblems with exposed sharp points.

(d) Extended Forks. Forks extended with slugs or other devices that do not meet the manufacturer's specifications. In no case will extensions exceed 12 inches.

4. Driver Education (HSPG No. 4)

a. The objective of driver education is to improve operator skills and habits by modifying individual behavior and attitudes, to reduce injury or death resulting from motor vehicle mishaps. Regardless of who conducts the specific courses, the MCAS Miramar Safety Officer has management oversight.

b. Driver Improvement Course (DIC). Military personnel under the age of 26 will complete a minimum of eight hours of classroom instruction in traffic safety designed to establish and reinforce a

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positive attitude toward driving. Individual responsibility and correct response to routine and emergency driving situations will be stressed. MCAS Miramar uses either the American Automobile Association (AAA) Driver Improvement Program or the eight hour National Safety Council (NSC) Defensive Driving Course.

(1) The MCAS Miramar Safety Department administers the station DIC including scheduling, quota control, classroom, training aids, instructors and certification of completion for service record entry.

(2) Classes are limited to a maximum of 25 students and a minimum of 6 students to encourage student participation and discussion. Class begins at 0700, building 9442.

(3) Quotas

(a) Request quotas by submitting a memorandum (fax 7-1545) to the Safety Department. Include student's name, grade, rate/rank, age and telephone number. Call 7-1358 for course dates.

(b) If for any reason an individual assigned a quota cannot attend on the scheduled date, the command shall notify the Safety Department at 7-1359 or 7-8595 at least two working days prior to the convening day of class. No shows will not be issued a temporary decal extension.

(c) Issue individual unit orders. No blanket orders.

(4) Military Uniform. Uniform of the day or utilities. No flight suits, coveralls, or civilian attire.

(5) Reserves. The requirement for reserve units to conduct a DIC may be deferred until post mobilization. However, individual reservists entering extended active duty will receive the same training as regular accessions.

(6) Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered by the unit S-1 for each individual who successfully completes the course. The individual's service record book or officer qualification record will also be annotated.

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

(1) The course provides eight hours of classroom instruction covering attitudes, fatigue, and driver impairment due to the use of alcohol or other drugs, consequences of improper/poor driving habits, and other appropriate topics. Included is a discussion with students covering the reason(s) they are in this class.

(2) The MCAS Miramar Safety Department administers the station remedial driver-training course including scheduling, quota control, classroom, training aids, instructors and certification of completion.

(3) The remedial driver-training course is independent of the DIC and students are not mixed with DIC students. Classes are limited to a maximum of 25 students and a minimum of 6 students to encourage student participation and discussion. Class begins at 0700, and is conducted in building 9442.

(4) Personnel directed by the Station Magistrate usually have 90 days to complete the remedial driver course, only the service member's Commanding Officer can change the date. In the event that a person does not complete the course within 90 days, their name will be turned over to PMO, who will suspend the service member's driving privilege.

(5) Offenders, military or DoD civilian, driving private vehicles on MCAS Miramar shall successfully complete the course as a condition to maintain their driving privileges.

d. Emergency Vehicle Operator Training. In addition to the driver selection and training requirements prescribed by the Secretary of Defense, the following applies:

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(1) Prior to assignment to drive DoD police vehicles, ambulances, fire trucks, and crash and rescue vehicles, individuals shall complete an Emergency Vehicle Operator Course (EVOC). This requirement applies to explosives ordnance disposal (EOD) and hazardous material (HAZMAT) response vehicle operators if the vehicle is operated in an emergency response mode with lights and sirens. The National Highway Traffic Safety Administration's (NHTSA) EVOC conducted by an approved instructor or other training approved by the CMC (SD) meets this requirement. Operators shall complete the training every three years per reference (f).

(2) The EVOC is conducted during on-duty time and at no cost or expense to civilian employees, which includes annual leave.

5. Driver Licensing (HSPG No. 5)

a. References (a) and (b) contain the minimum licensing and permit procedures. Personnel assigned as assistant drivers should hold at least a learner's permit for the type of vehicle to which assigned.

b. PMO is authorized to issue a temporary pass to properly licensed, registered, insured motorcycle operators who are assigned a motorcycle safety class quota. The temporary pass shall not exceed 30 days to allow completion of the first available motorcycle safety course.

6. Codes and Laws (HSPG No. 6)

a. Unless specifically provided to the contrary herein or by other competent authority, the California Vehicle Code is hereby adopted for use at MCAS Miramar.

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

7. Traffic Violations (HSPG No. 7)

a. Public information and education efforts to prevent impaired driving will be conducted at all levels on an ongoing basis using available sources including community special emphasis

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programs, classes, newspapers, posters, and displays. The information should emphasize alternatives to alcohol impaired driving, such as a designated driver and local taxi services.

b. While driving or riding in motor vehicles on MCAS Miramar, operators/passengers are prohibited from having open containers of alcoholic beverages in or near the passenger compartment.

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

a. Accidents that involve DoD vehicles are investigated and reported per references (c) and (d).

b. Local traffic mishaps involving MCAS Miramar personnel will be analyzed and corrective measures implemented to reduce the frequency and severity of future mishaps. This shall include mishaps occurring on and off base in close proximity to MCAS Miramar, e.g. access roads, and roads heavily traveled by MCAS Miramar vehicles. As a minimum this will provide for:

(1) Accurate identification of mishap locations and an analysis of high incident locations. The analysis includes identification of design and operating features that contribute to the high mishap frequency or severity. PMO and the safety department will present this data to the public works officer and the safe driving council so that appropriate improvements can be assessed and implemented.

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

(3) Close coordination between MCAS Miramar and local officials to resolve traffic problems of mutual concern.

9. Emergency Medical Services (HSPG No. 11). Procedures shall be established to:

a. Provide rapid identification and response to traffic mishaps.

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

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

10. Pedestrian and Bicycle Safety (HSPG No. 14). Pedestrian safety shall receive emphasis throughout MCAS Miramar as a part of the overall traffic safety program, to include separation of pedestrian and motor vehicle traffic and provisions for an adequate number of sidewalks, pedestrian crossings, and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety. An inventory of pedestrian-motor vehicle mishaps shall be maintained by the Public Works Officer and included in the analysis program required by paragraph 7 above.

a. Particular emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses and playing in military housing areas.

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

c. During high traffic density and peak traffic periods, individuals will not jog, run or walk on Miramar Way or Mitscher Way between the hours of 0600-0730 and 1530-1700, Monday through Friday. The "Red" Physical Fit Test (PFT) Course and Hanger 0 Course are the only areas authorized for unit formation Physical Training (PT). Unit formation is considered anything above a fire team. Unit formation shall not be broken down into smaller units to bypass the fire team requirements. When jogging on roadways not defined above, personnel should jog in patrolled areas and wear light colored clothing. During period of reduced visibility, personnel shall wear retro-reflective clothing or a reflective vest. Personnel shall jog facing traffic and obey traffic rules and regulations. Only authorized PFT courses with adequate safety measures shall be used.

d. Bicycle safety is an important part of the traffic safety program. Bicycle helmets approved by the ANSI or SNELL are mandatory for personnel who ride bicycles on streets and roadways.

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Workers operating bicycles in areas that require the use of ANSI approved helmets (hard hats) for protection from falling and flying objects can use those helmets instead of approved bicycle helmets.

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

f. The use of roller skates, in-line skates, skateboards, and scooters are prohibited in any workspace including hangars and the flight line. ANSI approved helmets are required for skating/skateboarding. Protective equipment such as elbow pads, knee pads and wrist guards are strongly recommended. Skaters shall yield to pedestrian and vehicular traffic, and use sidewalks whenever possible. Skating is permitted along the jogging path around the golf course and in open parking lots. Skaters should wear light colored clothing during the day and reflective clothing at night.

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

11. Debris Hazard Control and Cleanup (HSPG No. 16). Wreckage, spillage and debris resulting from motor vehicle mishaps shall be rapidly, orderly and safely removed from road networks to reduce the likelihood of secondary collisions.

12. Pupil Transportation Safety (HSPG No. 17). Provisions will be made to reduce the danger of death or injury to children while they are being transported to and from school, or related activities, in DoD or contractor-owned vehicles. DoD School buses will be marked,

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equipped, operated and maintained consistent with Highway Safety Program Guideline No. 17. Private contractors will comply with state, local, and foreign jurisdiction requirements in addition to unique installation command requirements.

12. Speed Control (HSPG No. 19)

a. Speed limits (maximum/minimum) established for MCAS Miramar will be based on traffic engineering requirements and be consistent with state and local laws. Speed limits will be strictly enforced.

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

13. Occupant Protection (HSPG No. 20)

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

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

c. All personnel (military, civilian, family members, contractors, nonappropriated fund employees, visitors, etc.) occupant is responsible for ensuring that this requirement is observed. All persons (military and civilian personnel, family members, contractor personnel, non-appropriated fund employees, visitors, etc.) operating or riding as a passenger in a privately owned or rented motor vehicle on any DoD installation will ride

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only in designated seating positions equipped with safety belts and will wear the belts. Safety belts will also be used when the privately owned motor vehicle is being used for official business off the installation.

d. Safety belts will be worn by military service members and reserve component members on active federal service, or inactive duty for training, while driving or riding in a PMV whether on or off duty, on or off MCAS Miramar.

e. Child restraints. Children less than age six, or weighing less than 60 pounds, will use an infant/child safety seat or booster seat in a proper manner, as approved by the DOT, while riding in a PMV on MCAS Miramar. Parents/guardians of newborn infants will ensure that newborns are placed in an approved infant safety seat prior to transporting home from hospitals or clinics. An infant/child safety seat loaner program will be established.

f. Safety belts will be maintained in a serviceable condition and will be readily available for occupant use.

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

h. Educational programs addressing the mandatory use of safety belts in private motor vehicles will be developed.

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

j. In cases of noncompliance, corrective measures will be taken with respect to the offender and the supervisor as appropriate. Nonuse or malfunctioning safety belts which result in injury to DoD personnel will be identified, along with action(s) taken to prevent recurrence, in the Marine Corps mishap reporting system implemented by reference (d).

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**12 DEC 2007**

**PID/Motor Vehicle/Property Damage Report**  
(Personal Injury/Death)

**Marine Corps Air Station Miramar**

This Form Supersedes All Other Forms (1 March 01)

Send to Station Safety, Bldg 9442, Ext 7-1359, Fax 7-1545

**Command Information**

Date/Time of Mishap \_\_\_\_\_ / \_\_\_\_\_ Type of Mishap \_\_\_\_\_

MCC \_\_\_\_\_ RUC \_\_\_\_\_ Comp CMD MARFORPAC Major Command MCABWA

Parent Command MCAS MIRAMAR Unit Command \_\_\_\_\_ Dept. \_\_\_\_\_

**Personnel Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Rank \_\_\_\_\_ MOS \_\_\_\_\_ Rate \_\_\_\_\_ AGE \_\_\_\_\_ Gender \_\_\_\_\_

Billet MOS \_\_\_\_\_ Indiv. Status \_\_\_\_\_ Job Title \_\_\_\_\_

State Driver License / Expiration \_\_\_\_\_ / \_\_\_\_\_

**Mishap Information - Summary** (Who, What, Where, When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Causal Factors** ("Why it happened") \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Location**

Base \_\_\_\_\_ State/Cntry \_\_\_\_\_ / \_\_\_\_\_ City/Cnty \_\_\_\_\_

General Location \_\_\_\_\_ Specific Location \_\_\_\_\_

Equip Involved \_\_\_\_\_ General Activity \_\_\_\_\_

Specific Activity \_\_\_\_\_

Environmental Conditions \_\_\_\_\_

Injury Type \_\_\_\_\_ Body Part/Extent \_\_\_\_\_

Chemical Involved/Comments \_\_\_\_\_

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StaO 5100.2A  
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**PPE USE**

Helmet/Hard Hat    Safety Boots    Gloves    Flak-jacket  
 Goggles/Glasses    Reflect.Vest    Earplugs    Personal Flotat. Dev.  
 Long Pants    Lg Slve Shirt    Seatbelts    Other \_\_\_\_\_

**Motor Vehicle**  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Seated \_\_\_\_\_  
**Under The Influence** Alcohol/Drugs/BAC \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ordnance** NSN \_\_\_\_\_ Lot # \_\_\_\_\_ DODIC \_\_\_\_\_

**Training**  
Formal Training Type/Date \_\_\_\_\_ / \_\_\_\_\_  
Motorcycle Training Place/Date \_\_\_\_\_ / \_\_\_\_\_  
Driver Improvement Training Place/Date \_\_\_\_\_ / \_\_\_\_\_

**Lost Time/Property Damage**  
Lost Days (Loss of Full Work Shift) \_\_\_\_\_ Restricted Days \_\_\_\_\_  
DOD Property Damage/Cost \_\_\_\_\_ / \_\_\_\_\_  
Non DOD Property Damage/Cost \_\_\_\_\_ / \_\_\_\_\_  
**Duty Status** (On/Off) \_\_\_\_\_

**Corrective Action**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Print/Signature of Supervisor or OIC** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Date** \_\_\_\_\_

PRIVACY ACT STATEMENT

**Authority:** SECNAVINST 5100.10E  
**Principal Purpose:** To ensure prompt investigation of occupational injuries, and to initiate any necessary immediate corrective action.  
**Routine Use:** Routinely used by the Safety Division to perform official duties in the investigation of mishaps that may have caused occupational injury or illness.  
**Disclosure:** Voluntary. Treatment will be provided without regard to employee's willingness to divulge all or part of the requested information.