



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
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SAN DIEGO, CALIFORNIA 92140-5001

DepO 5100.10B
15B

03 SEP 2003

DEPOT ORDER 5100.10B

From: Commanding General
To: Distribution List

Subj: DEPOT TRAFFIC SAFETY PROGRAM (DRIVESAFE)

Ref: (a) MCO 11240.66B
(b) MCO P5102.1A
(c) MCO 5100.19E
(d) DepO 5560.11C
(e) DoD Inst 6055.4

Encl: (1) TRAFFIC SAFETY PROGRAM (DRIVESAFE)
(2) HIGHWAY SAFETY PROGRAM GUIDELINES (HSPG)

1. Situation. 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. Mishap analysis consistently shows that operator error and poor driving attitudes are the primary factors in most Marine Corps motor vehicle mishaps. A properly implemented traffic safety program, short title "DRIVESAFE," encompasses both on and off duty motor vehicle related activities. This program requires strong command leadership and the participation and cooperation of all personnel.

2. Cancellation. DepO 5100.10A.

3. Mission. To establish policy, responsibilities and procedures for the Marine Corps Recruit Depot Traffic Program encompassing motor vehicle safety, traffic engineering, education, and enforcement, as required by references (a) through (e).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) MCRD policy dictates a comprehensive traffic safety program be established and implemented as an integral part of the occupational safety program.

(b) Officers, noncommissioned officers, and managers at all levels shall ensure strong emphasis is placed on the prevention of traffic mishaps. Enclosures (1) and (2) are the minimum requirements for the implementation of the traffic safety program.

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(2) Concept of Operation

(a) This Order governs all MCRD activities, including non-appropriated fund activities which involve:

- (1) The acquisition, operation, or maintenance of motor vehicles.
- (2) The design, maintenance, or traffic control of activity road networks.
- (3) The on or off duty time of military personnel.
- (4) The on duty safety of civilian personnel employed at MCRD.

(b) 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."

b. Subordinate Element Missions

- (1) Comply with the contents of this Order.
- (2) Commanders shall ensure that the traffic safety program is incorporated into all applicable training conducted aboard the Depot.

5. Administration and Logistics

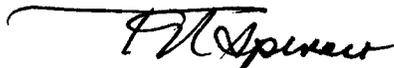
a. Engineering, education, and enforcement are the cornerstones of the safety program. The Director of Facilities, in conjunction with the Public Works Officer and the Provost Marshal, are responsible for conducting traffic surveys and determining road network needs.

b. Traffic safety education is the responsibility of the Safety Officer, while the Provost Marshal enforces traffic rules and regulations. Commanders are responsible for enforcement through the provisions of the Uniform Code of Military Justice.

6. Command and Signal

a. Command. The provisions of this Order are applicable to individuals working aboard, attached to, or employed by Marine Corps Recruit Depot and all other individuals subject to the Motor Vehicle registration and driver records requirements of references (a) and (d).

b. Signal. This Order is effective on the date signed.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

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TRAFFIC SAFETY PROGRAM (DRIVESAFE)

1. Organization

a. Safe Driving Council. A Safe Driving Council shall be established and consolidated with the station safety council.

(1) Safe Driving Council members shall consist of the following:

(a) Commanding General or Commanding Officer (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).

(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 purpose 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 investigations, reporting, and analysis.

(4) The Safe Driving Council shall meet quarterly, or more frequently, if circumstances warrant.

(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. A copy of the minutes will be provided to all members of the Safe Driving Council.

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. MCRD implementation guidance is contained in enclosure (2).

ENCLOSURE (1)

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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) 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 an MCRD requirement.

c. Operator Duty Time. In an effort 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 requires 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; in no case will a driver drive more than ten hours in a duty period exceeding fifteen hours.

3. Investigation Reports and Records. Motor Vehicle Mishaps will be reported in accordance with references (b) and (c).

a. Supervisors shall complete a Motor Vehicle Accident Report for military on-duty motor vehicle mishap and military off-duty motor vehicle mishaps with injuries. Submit the report to the MCRD Safety Office via the department 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 (SD) in accordance with reference (b).

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 MCRD Safety Officer who will provide assistance as needed.

4. Pre-Departure Safety Briefings. Pre-departure safety briefings shall be conducted for Marines under 26 years of age prior to departure on Permanent Change of Station orders or traveling beyond established out-of-bounds limits on leave or liberty.

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 operation 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 ensure accurate determination of the causes and locations of mishaps.

b. Education

(1) 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.

(2) 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

(1) 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.

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

(3) 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 published by the Commanding Officer.

ENCLOSURE (1)

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HIGHWAY SAFETY PROGRAM GUIDELINES (HSPG)

Reference (e) 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 Marine Corps Recruit Depot use in traffic safety program.

1. 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 shall 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 wheels assemblies.

b. The inspection shall ensure exhaust emissions do not exceed Federal, State or Municipal requirements.

2. Motorcycle and All Terrain Vehicle (ATV) Safety (HSPG No.31)

a. Operators of privately owned motorcycles (both street and off-road versions) permitted to operate on DoD installations must be appropriately licensed to operate on public highways.

b. 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 MCRD, San Diego.

(1) The safety course must include the following:

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

(b) Hands-on training.

(c) Performance-based and knowledge-based evaluations.

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

(3) Motorcycle training required by this Order shall be provided at no cost to military or DoD personnel. 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.

ENCLOSURE (2)

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(4) A statement attesting to the date and location of course completion is a mandatory element for unit dairy reporting and will be entered for each individual who successfully completes the course.

c. Personal Protective Equipment (PPE)

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

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

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

(c) A brightly colored outer upper garment during the day and a reflective upper garment at night or a commercially available mesh/fabric vest that is bright yellow, international orange or lime green and will have 1 ½" to 2" wide vertical or horizontal retro-reflective stripes, front and back. The vest is authorized for wear by Marines in uniform, and should be removed as soon as the Marine gets off the motorcycle. The garment must not be covered or concealed, such as by a backpack.

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

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

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

d. Equipment

(1) Privately owned motorcycles operated on MCRD shall meet Federal Motor Vehicle Safety Standards, California Vehicle Codes and pertinent manufacturer's requirements.

(2) Motorcycles shall not be operated without a rearview mirror mounted on each side of the handlebars or fairing. The mirrors shall afford a clear view of at least 200 feet.

(3) Motorcycle passengers shall be provided with a regulation seat and footrests.

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

f. When operated on MCRD San Diego, on and off road, government or privately owned motorcycles must have headlights turned on (if so equipped) except when prohibited by military mission or local laws.

ENCLOSURE (2)

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3. Driver Education (HSPG No. 4)

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

b. Military personnel under the age of 26 will complete a Driver Improvement Course (DIC) that encompasses a minimum of eight hours of classroom instruction in traffic safety designed to establish and reinforce a positive attitude toward driving. Individual responsibility and correct response to routine and emergency driving situations will be stressed. MCRD, San Diego will use the American Automobile Association (AAA), Driver Improvement Program or the eight hours National Safety Council (NSC) Defensive Driving Course.

(1) The Depot Safety Division shall administer the Depot DIC, to include scheduling, quota control, classroom, training aids, providing instructors and certificates of completion for service record entry.

(2) Classes are limited to 25 students to encourage student participation and discussion.

(3) Activities may request quotas by submitting a memorandum to the Safety Division. Include student's name, grade, rate/rank, age and telephone number. For course dates, contact the Safety Division at extension 4-8770.

(4) A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course.

c. A remedial driver course will be conducted, upon request, to reinforce positive attitudes and motivate persons who have been convicted of serious moving traffic violations, been found at fault in a traffic accident while driving a government vehicle, or have otherwise shown by their actions that their driving habits/attitude warrants additional attention.

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

(2) The Safety Division shall administer the Depot remedial driver training courses, to include scheduling, quota control, classroom, training aids, providing instructors and certificates of completion.

(3) The remedial driver-training course will be independent of the DIC. Remedial driver training classes will not be mixed with the DIC classes.

(4) Unit Commanders and unit Training Officers are responsible for assigning personnel to the remedial driver-training course.

ENCLOSURE (2)

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(5) The instructor will issue appropriate certificates to those personnel who successfully complete the course.

(6) Offenders, Military or DoD civilian, driving private vehicles on MCRD, San Diego shall successfully complete the course as a condition of continued authorized use of a vehicle on station.

4. Driver Licensing (HSPG No. 5)

a. Minimum licensing and permit procedures are addressed in references (a) and (b). Personnel assigned as assistant drivers should hold at least a learner's permit for the type of vehicle to which assigned.

b. Commanders may authorize properly licensed motorcycle operators to operate their vehicles on the installation for a brief period, not to exceed the time it takes to complete the first available operator safety class.

5. Codes and Laws (HSPG No. 6)

a. Unless specifically addressed herein or by other competent authority, the California Vehicle Code is hereby adopted for use at MCRD, San Diego.

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.

6. Traffic Violations (HSPG No. 7). Public information and education efforts to prevent impaired driving will be conducted at all levels on an ongoing basis, using all available sources, to include community special emphasis programs, classes, newspapers, posters, and displays. The information should emphasize alternatives to alcohol impaired driving, such as designated drivers and local taxi service.

7. Accident Investigations, Reporting and Analysis (HSPG Nos. 10/18)

a. Accidents that involve DoD vehicles shall be investigated and reported per reference (d).

b. A program shall be established to ensure that all local traffic mishaps involving MCRD, San Diego personnel are analyzed and corrective measures implemented to reduce the frequency and severity of future mishaps. This program shall include mishaps occurring on or in class proximity to the Depot. This program, at a minimum, shall provide for:

(1) Accurate identification of mishap locations and analysis of high incident locations. The analysis should include identification of design and operation features that contribute to the high mishap frequency or severity. Military Police and Safety organizations will present this data to the Public Works Officer and the safe driving council to be assessed and appropriate improvements initiated.

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

ENCLOSURE (2)

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

8. Emergency Medical Services (HSPG NO. 11)

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

9. Pedestrian and Bicycle Safety (HSPG No. 14)

- a. Pedestrian safety shall receive emphasis throughout MCRD San Diego 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.
- b. Appropriate fluorescent/retro-reflective PPE will be provided to, and used 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. Individuals will not jog, run, and walk on roadways during high traffic density and peak traffic periods. Personnel should jog in patrolled areas and wear light colored clothing. During periods of reduced visibility, personnel shall wear retro-reflective clothing or vests. Personnel shall jog facing traffic and obey traffic rules and regulations.
- 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. Workers operating bicycles in areas that require the use of ANSI-approved helmet (hard hat) 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 that is highly visible from the rear when being operated between sunset and sunrise. Bicycles shall be equipped with spoke/wheel-mounted reflectors for increased visibility from the side. To enhance visibility, bicycle riders shall wear light-colored clothing during the day and reflective clothing at night.
- f. The use of roller skates, in-line skates and skateboards are prohibited in any workspace. ANSI approved helmets are required for skating/skateboarding. Protective equipment such as elbow pads, kneepads and wrist guards are strongly recommended. Skaters shall yield to pedestrian, and vehicular traffic, and use sidewalks whenever possible. Skaters should wear light-colored clothing during the day and reflective clothing at night.

ENCLOSURE (2)

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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.

10. Debris Hazard Control and Cleanup (HSPG No. 16) Provisions shall be made for the rapid, orderly and safe removal from road networks of wreckage, spillage and debris resulting from motor vehicle mishaps, and for otherwise reducing the likelihood of secondary collisions.

11. Speed Control (HSPG No. 19)

a. Speed limits (maximum/minimum) established for MCRD San Diego shall be based on traffic engineering requirements and are consistent with state and local laws. Speed limits shall 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 MCRD San Diego.

12. Occupant Protection HSPG (NO. 20)

a. Commercial vehicles purchased, leased or rented by MCRD San Diego shall be equipped with the restraint systems (safety belts) required by the FMVSS. Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger), anti-lock brakes and daytime running lights.

b. Operators and passengers of U.S. Government vehicles will wear restraint systems on or off MCRD San Diego. The senior occupant is responsible for ensuring that this requirement is observed. If the senior occupant cannot be determined the, driver is responsible for enforcement.

c. All personnel (military, civilian, dependents, contractors, nonappropriated fund employees, visitors, etc.) operating or riding as a passenger in a privately owned or rented motor vehicle shall ride only in designated seating positions equipped with safety belts, and shall wear the safety belts. Safety belts will also be used when the Private Motor Vehicle (PMV) is being used for official business off the installation.

d. Safety belts will be worn by military service members while driving or riding in a PMV, whether on or off duty, on or off MCRD San Diego.

ENCLOSURE (2)

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e. Child restraints. Children under age four, or weighing less than 45 pounds, will be seated in an infant or child safety seat in a proper manner, as approved by the DOT, while riding in a PMV on MCRD San Diego. Parents/guardians of newborn infants shall ensure that newborns are placed in an approved infant safety seat prior to transporting home from hospitals or clinics.

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

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

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

j. In cases of noncompliance, corrective measures shall be taken with respect to the offender and the supervisor, as appropriate. Unused or malfunctioning safety belts, which result in injury to DOD personnel, shall be identified, along with action(s) taken to prevent reoccurrence, in the Marine Corps mishap reporting systems implemented by reference (b).

k. Headlights. Vehicles will be operated with headlights turned on during periods of precipitation and other reduced visibility conditions, whether or not; it is required by State or National law. Examples are, but not limited to, during periods of light or heavy rain, fog or smoke.

l. Cell phone use. Vehicle operators on the Depot and operators of government owned vehicles shall not use cellular phones while the vehicle is in operation, unless they are using a hands free device. A hands free device is a feature that permits a driver to use the telephone without lifting or holding the handset to the driver's ear.

ENCLOSURE (2)