

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 91-207



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**Safety
THE US AIR FORCE TRAFFIC SAFETY
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and the guidance portion of Department of Defense Instruction (DoDI) 6055.04, *DoD Traffic Safety Program*. The Traffic Safety Program's goal is to prevent or reduce the frequency and severity of vehicular mishaps involving Air Force (AF) and Air National Guard (ANG) personnel, equipment and operations. This instruction applies to all persons on Air Force installations, Air National Guard (ANG) installations, Air Force Reserve (USAFR) installations and AF-controlled installations, hereafter referred to as AF installations, and to all persons operating a motor vehicle conducting official duties off of an AF installation. This instruction also applies, at all times regardless of location, to AF military personnel and foreign students in training with the AF (who must complete applicable traffic safety courses), unless otherwise indicated. Failure to observe prohibitions and mandatory provisions of this instruction in paragraph 3.3.2 of this publication by active duty military members, USAFR members on active duty or inactive duty for training, and ANG members in military Title 10 status is a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*. Violations by civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. This instruction sets forth guidance regarding traffic safety for Air Force civilian and military personnel, including the USAFR and ANG. Send major command (MAJCOM), field

operating agency (FOA) or direct reporting unit (DRU) supplements and requests for coordination of supplements to this instruction to Air Force Safety Center/Occupational Safety (AFSEC/SEG), 9700 G Avenue SE, Kirtland Air Force Base (AFB) NM 87117-5670, for coordination and approval before publication. Request for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority IAW Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. See [Attachment 1](#) for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the AF.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision implements a change to categorization of vehicles. The document was reorganized to place requirements so they align with appropriate chapter within the document. A section was added for backing of government-owned motor vehicles and clarified training requirements for vehicle operators and spotters. It incorporates changes from guidance memorandum GM 02-2015 and broadens guidance by reference to DoDI 6055.04 and clarifies definitions. It removes the requirement to document training in MilPDS. It eliminates and modifies various Traffic Safety Courses requirement to comply with SECAF reducing ancillary training directives.

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Chapter 1

PROGRAM OVERVIEW

1.1. General Information.

1.1.1. This publication establishes responsibilities, guidance and requirements for the AF Traffic Safety Program. AF units at all levels must ensure compliance to reduce deaths, injuries and property damage caused by vehicular mishaps.

1.1.2. Applicability:

1.1.2.1. All AF military personnel (including ANG and USAFR) any time, on or off a Department of Defense (DoD) installation.

1.1.2.2. All on-duty AF civilian personnel, on or off a DoD installation.

1.1.2.3. All persons operating or riding in or on a government-owned motor vehicle.

1.1.2.4. All persons any time on an AF installation; includes all leased, owned or privatized property, including housing areas.

1.1.3. Waivers. When complying with official policy, guidance, and/or procedures that have been designated with a Tier Waiver Authority number, i.e. T-0, T-1, T-2 or T-3 (refer to [Attachment 1](#)), the unit may request a waiver in accordance with (IAW) AFI 33-360. In addition to the waiver requirements of AFI 33-360, the following are included for this instruction:

1.1.3.1. Reevaluate risk throughout the waiver period and adjust risk controls as necessary IAW AFI 90-802, *Risk Management*.

1.1.3.2. Commanders/directors will maintain all current waivers to include previous commander's/director's waivers on file IAW their file plan. **(T-1)** Rescinded waivers will be disposed of IAW AFMAN 33-363. **(T-1)**

1.1.3.3. Ensure a copy of the approved waiver is sent to the OPR of the affected AFI.

1.1.3.4. AF/SE is the waiver authority to the policy guidance contained in this instruction unless identified by a tier waiver authority number. Submit waiver requests for AF/SE consideration/approval through the appropriate chain of command.

1.2. Official Support Agreements, Memorandums of Agreement/Understanding (MOA/MOUs) and Status of Forces Agreements (SOFA).

1.2.1. Some requirements addressed in this instruction may be the responsibility of the host or supporting service, installation or wing through an official Support/Operating Agreement, MOU or MOA, and/or SOFA.

1.2.2. Commanders will support host installation traffic safety programs. **(T-0)**

1.2.2.1. Serve as the liaison with the DoD and sister services for traffic safety matters related to the DoDI 6055.04. **(T-1)**

1.3. Responsibilities.

1.3.1. Headquarters, Air Force Safety Center Commander (HQ AFSEC/SE) will:

1.3.1.1. Establish the requirements for the AF Traffic Safety Program.

1.3.1.2. Develop, maintain and oversee implementation of traffic safety training courses in support of this instruction.

1.3.1.3. Serve as the liaison with the DoD and sister services for traffic safety matters related to the DoDI 6055.04.

1.3.2. MAJCOM, FOA and DRU commander(s) will:

1.3.2.1. Implement the requirements of the USAF Traffic Safety Program.

1.3.2.2. Validate that Center, Wing and Installation Commanders provide required traffic safety training to personnel.

1.3.2.3. Provide support and oversight as needed to comply with this instruction.

1.3.2.4. Validate subordinate organizations are utilizing Air Force Safety Automated System (AFSAS) Training Module-Motorcycle Unit Safety Tracking Tool (MUSTT).

1.3.2.5. Refer all substitute traffic safety training course requests to HQ AFSEC/SEG for evaluation and approval.

1.3.3. Center, Wing and Installation Commanders will:

1.3.3.1. Establish and implement a local traffic safety program that supports the USAF Traffic Safety Program. Tenant organization commanders will support the installation traffic safety program IAW paragraph **1.2. (T-0)**

1.3.3.1.1. Ensure child safety seats are used in motor vehicles consistent with applicable state and local child safety seat laws or host-nation requirements. **(T-0)**

1.3.3.1.2. If there is no applicable requirement, the installation traffic safety program shall specify age, weight or other criteria for child safety seat use. **(T-0)**

1.3.3.2. Provide support, facilities and funding to comply with this instruction. **(T-1)**

1.3.3.3. Maintain installation trafficways in a safe condition. **(T-0)**

1.3.3.4. Establish a Traffic Safety Coordination Group (TSCG) to evaluate, study, propose and approve measures to mitigate traffic hazards and improve installation traffic safety. **(T-0)**

1.3.3.5. The installation commander or designated official will chair the TSCG. **(T-3)**

1.3.3.6. Use educational programs and media programs to ensure military and civilian personnel are aware of the requirements in this instruction. **(T-1)**

1.3.3.7. Promote and reinforce responsible driving behavior. **(T-1)** Consider means that target at-risk groups during high risk periods such as major holidays and extended weekends.

1.3.3.8. Ensure approved motorcycle operator safety training is available for motorcycle operators who are properly licensed or hold a motorcycle learners permit IAW paragraph **4.5. (T-0)**

1.3.3.9. Promote motorcycle safety and encourage formation of motorcycle mentoring program(s) fostering safety, education and esprit de corps.

1.3.3.10. Emphasize pedestrian, bicycle and motor vehicle safety.

1.3.3.11. Ensure special provisions for separation of pedestrians, bicycle and vehicle traffic are made to allow for safe traffic flow. **(T-0)** Provisions shall be made for compliance with the Americans with Disabilities Act. **(T-0)**

1.3.3.12. Ensure installation DoD school buses comply with the DoDI 6055.04 and AFI 24-302, *Vehicle Management*.

1.3.3.13. Ensure enforcement of all traffic rules to include speed limits, use of occupant restraints, driving under the influence and distracted driving. **(T-0)**

1.3.3.14. Ensure a driver improvement and rehabilitation course as identified in section **4.6** is available. **(T-0)**

1.3.3.15. Promote individual risk management (RM) and other requirements of this instruction.

1.3.3.16. Ensure the host safety office is provided time to brief new personnel on local conditions. **(T-0)**

1.3.4. Commanders below wing level will:

1.3.4.1. Consider intentional misconduct or willful negligence IAW AFI 36-2910, *Line of Duty (Misconduct) Determination*, for personnel who fail to properly use seat belts, wear protective equipment, or operate a motor vehicle while intoxicated or distracted, in violation of requirements by the AF, local, state, federal or Host Nation laws. **(T-0)**

1.3.4.2. Ensure actions are taken to intervene when unsafe behaviors are identified. Direct problem drivers and at-risk personnel to attend driver improvement training. **(T-1)**

1.3.4.3. For units with motorcycle operators, appoint in writing a primary and alternate motorcycle safety representative (MSR) to coordinate the motorcycle safety program and provide the host safety office a copy of the appointment letter. **(T-2)** Units may establish a common MSR(s) across multiple units. MSR(s) should have experience as an on-road motorcycle operator.

1.3.4.4. Ensure procedures are established to have personnel in and out-process through MSR. **(T-2)**

1.3.4.5. Ensure on-road motorcycle operators are provided unit's initial motorcycle safety briefing within 30 duty days of arrival at a new unit or when newly identified as an operator. **(T-2)** USAFR and ANG operators will complete this briefing within two unit training assemblies. **(T-2)**

1.3.4.6. Ensure on-road motorcycle operators attend an annual/pre-season briefing highlighting safety expectations, trends and any policy changes. **(T-2)**

- 1.3.4.6.1. Unit commanders are encouraged to speak at the annual/pre-season briefing.
- 1.3.4.6.2. It is acceptable to meet this requirement through an installation or group commander briefing.
- 1.3.4.6.3. For operators arriving after the annual/pre-season briefing has been conducted, the initial unit's briefing will meet this requirement.
- 1.3.4.7. Fund required training for personnel operating government-owned vehicles in the performance of official duties. **(T-0)**
- 1.3.4.8. Consider appropriate administrative or disciplinary actions, to include restricting installation driving/riding privileges, for personnel who fail to comply with this instruction.
- 1.3.4.9. Reinforce responsible driving behaviors and traffic safety prior to high-risk periods (e.g. holidays, extended weekends, seasonal conditions, etc.). **(T-2)** Available tools include Air Force Combined Mishap Reduction System (AFCMRS) surveys, Travel Risk Planning System (TRiPS), traffic safety briefings, etc.
- 1.3.4.10. Ensure development and implementation of vehicle-specific training for operators of government-owned motor vehicles IAW AFI 24-301, *Vehicle Operations* and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.
- 1.3.5. Host, Center, Wing, Installation and Geographically Separated Unit Occupational Safety Managers will:
 - 1.3.5.1. Establish and manage the local traffic/motorcycle safety program IAW this instruction. **(T-0)**
 - 1.3.5.1.1. Ensure MSR(s) are trained within 30 working days of appointment on duties and responsibilities. **(T-2)** MSR training materials and tutorial are available on AFSEC Occupational Safety SharePoint®
 - 1.3.5.1.2. USAFR and ANG Primary and Alternates will complete MSR initial training within two unit training assemblies. **(T-2)**
 - 1.3.5.2. Budget and manage funds for implementation of the traffic safety program. **(T-1)**
 - 1.3.5.3. Develop and implement local programs which emphasize the use of occupant protective devices (e.g. safety belts, air bags, child safety seats, helmets, etc.). **(T-1)**
 - 1.3.5.4. Ensure only qualified personnel perform instructor duties for the traffic safety courses required by this instruction. **(T-1)** Qualifications are based on the curriculum being taught including any required certifications.
 - 1.3.5.5. Participate in state and local community level traffic safety coalitions where available (e.g., Safe Communities, Federal Safety Councils, etc.). **(T-0)**
 - 1.3.5.6. Actively support and participate with the installation TSCG.
- 1.3.6. Traffic Safety Coordination Group will:

1.3.6.1. Evaluate, study, propose and approve mitigation measures to traffic hazards and improve installation traffic safety. **(T-0)**

1.3.6.2. Identify locations experiencing high numbers or sharp increases in vehicle mishaps. **(T-0)**

1.3.6.3. Identify design and operational features associated with high vehicle mishap frequencies or severities. **(T-0)**

1.3.6.4. Develop measures for reducing vehicle mishaps and evaluate the effectiveness of safety improvements on any specific section of the road or street system. **(T-0)**

1.3.6.5. Membership will include installation safety, security forces, civil engineering and transportation functions. **(T-2)** Additional attendees may include: installation drug and alcohol program officials, local community authorities, installation legal office and other agencies as necessary.

1.3.6.6. Work with local authorities to assess and mitigate off-installation traffic hazards. **(T-2)**

1.3.7. Base Civil Engineer will:

1.3.7.1. Provide traffic safety support to the installation traffic safety program and TSCG. **(T-2)**

1.3.7.2. Ensure traffic signs, signals, markings and devices comply with the latest edition of the Federal Highway Administration (FHWA) and DOT, subject to any applicable international agreements, by an equivalent host-nation authority if the installation is located outside the United States. **(T-0)**

1.3.7.3. Participate in and apply the Surface Deployment and Distribution Command traffic engineering services program traffic safety measures and techniques. **(T-0)**

1.3.8. Installation Security Forces will:

1.3.8.1. Ensure impaired driving, seat belt, speed, personal protective equipment (PPE) and distracted driving enforcement actions are conducted in support of the installation's traffic safety program. **(T-1)**

1.3.8.2. Provide the installation TSCG with law enforcement support to include a summary of traffic violation citations and recorded accidents for use at scheduled meetings. **(T-2)**

1.3.9. Motorcycle Safety Representatives will:

1.3.9.1. Be the focal point for information on motorcycle training, education, mentorship and AFSAS Training module-MUSTT. **(T-3)**

1.3.9.2. Assist commander in identifying mentors to manage the unit's mentorship program based on their riding experience, proficiency and demeanor in riding.

1.3.9.3. Brief on-road motorcycle operators, within 30 duty-days of arrival or identification. Briefing topics will include items prescribed in Unit Motorcycle Safety Briefing Checklist, **Attachment 2**. **(T-2)** USAFR and ANG operators will complete initial motorcycle safety briefing within two unit training assemblies. **(T-2)**

1.3.9.4. Coordinate with the unit commander on the preseason/annual motorcycle safety briefing, see [Attachment 3](#). **(T-2)**

1.3.9.5. Use the AFSAS Training module-MUSTT to track AF Military personnel on-road motorcycle operator's trainings, briefings and demographics. **(T-2)**

1.3.9.5.1. Civilian Employee motorcycle operators will not be tracked unless their position description (PD) requires the operation of a motorcycle.

1.3.9.5.2. Review unit MUSTT accounts annually for current training and ridership.

1.3.9.6. Exceptions to AFSAS Training Module-MUSTT tracking are:

1.3.9.6.1. AF personnel assigned permanently to North Atlantic Treaty Organization (NATO), United States European Command (USEUCOM), United States Strategic Command (USSTRATCOM) or similar organizations.

1.3.9.6.2. Operators of motorcycles, mopeds or scooters having an engine displacement of 49cc (cubic centimeters) or less, or electric motorcycles having a motor operating at 2250 watts or less.

1.3.9.6.3. Operators of three-wheeled motorcycles.

1.3.10. AF personnel will:

1.3.10.1. Operate a motor vehicle in a safe and prudent manner. **(T-0)**

1.3.10.2. Comply with all AF directives, orders, applicable state, local, host nation traffic laws and PPE requirements while operating or riding in or on a motor vehicle. **(T-0)**

1.3.10.3. Attend/complete all required motor vehicle training. **(T-1)**

1.3.11. On-road AF motorcycle operators will:

1.3.11.1. Follow local policies or procedures before attending any AF sponsored motorcycle training.

1.3.11.2. Coordinate through the unit MSR during in and out-processing or change of rider status. **(T-1)**

1.3.11.3. Create and maintain an accurate AFSAS Training Module-MUSTT account. **(T-1)**

1.3.11.4. Close their AFSAS Training Module-MUSTT account prior to separating or retiring. **(T-1)**

1.3.11.5. Attend all motorcycle safety training and briefings mandated by this instruction. **(T-1)**

1.3.11.6. Attend unit's initial motorcycle safety briefing within 30 duty days of arrival or identification as an on-road motorcycle operator. **(T-2)** USAFR and ANG operator will complete unit's initial motorcycle safety briefing within two unit training assemblies. **(T-2)**

Chapter 2

VEHICLE REQUIREMENTS

2.1. Overview. The intent of this chapter is to assist commanders in developing local traffic safety program and to identify minimum standards for government and non-government motor vehicles and motorized transportation devices.

2.2. Government-Owned Vehicles

2.2.1. Government Motor Vehicle (GMV):

2.2.1.1. Commercial GMVs for use in the United States and US territories and possessions shall meet all applicable requirements of 49 CFR (Code of Federal Regulations) 571, *Federal Motor Vehicle Safety Standards (FMVSS)*, and *Commercial Motor Vehicle Safety Act of 1986* for the year of manufacture. **(T-0)**

2.2.1.2. Commercial GMVs of foreign manufacture purchased, leased or rented for use outside the United States and US territories and possessions shall meet all applicable safety requirements of the country in which they are to be used IAW DoDI 6055.04. **(T-0)**

2.2.2. Government Vehicle Other (GVO):

2.2.2.1. The majority of GVOs are off-highway motorized vehicles such as specialty/special purpose, material handling, construction or tactical vehicles. Commanders will limit the use of GVOs to off-road areas and tactical operations as much as possible. **(T-0)**

2.2.2.2. The use of GVOs in traffic is considered incidental to their travel between off-road areas. Users will ensure their movement on and off AF installations complies with applicable traffic laws and codes. **(T-0)**

2.2.2.3. The installation commander may authorize the routine use of GVOs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802.

2.2.2.4. Owing organizations will ensure every GVO has a written plan of instruction (POI), IAW AFI 24-301 and AFMAN 24-306, to include identifying vehicle operational environment, usage requirements and manufacturer recommendations. **(T-1)**

2.2.3. Low Speed Vehicles (LSV):

2.2.3.1. The installation commander may authorize the use of LSVs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802.

2.2.3.2. LSVs will meet all FMVSS standards and be identified by the manufacturer as an LSV. **(T-0)**

2.2.3.3. Routine use of LSVs will be restricted to low-risk roadways of AF installations with speed limits not exceeding 35 miles per hour. **(T-1)**

2.2.4. Motor Vehicle Operations:

2.2.4.1. Owing organizations of government-owned motor vehicles will ensure operators meet the requirements of AFI 24-301 and AFMAN 24-306. **(T-1)**

2.2.4.2. Transportation of munitions/explosives must comply with AFMAN 91-201, *Explosives Safety Standards*.

2.2.5. Motor Vehicle Safety Standards:

2.2.5.1. Vehicle design standards will meet all requirements of DoDI 6055.04, AFI 24-301, AFI 24-302, and this instruction.

2.2.5.2. Installations located in the US will adopt and enforce the state laws regarding standards for motor vehicles in traffic as described in DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*. **(T-0)**

2.2.5.3. Requirement owners will include safety technologies in system acquisitions or modernizations whenever these technologies are identified as a means to reduce system-related hazard(s) and reduce total ownership cost (TOC). **(T-0)** Include the cost of damage and injuries resulting from mishaps as a part of the TOC.

2.2.5.4. AF special purpose, tactical and combat vehicles whether purchased commercially or designed to contract specifications, shall be equipped with safety belts, shoulder harnesses and occupant rollover protection, unless the designated DoD Component Acquisition Executive determines such equipment unacceptably degraded an essential military characteristic. **(T-0)**

2.2.5.5. When available as a procurement option, equip government-owned commercial-designed 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. **(T-0)** Determination of vehicles at high risk will be identified by commander's risk assessment IAW AFI 90-802. **(T-1)**

2.2.5.6. MIL-STD-1180B, *Safety Standards for Military Ground Vehicles* provides guidance to ensure that proper safety characteristics are designed into tactical and combat vehicles.

2.3. Non-Government Vehicles

2.3.1. The use of seat belts, airbags, rollover protection systems (ROPS) and other safety features is necessary for the safety of operators, passengers, bystanders, and preservation of property. Users will ensure installed safety devices and features are maintained and used. **(T-0)**

2.3.2. Private Motor Vehicles (PMV) operated on AF installations shall meet all applicable safety requirements of the country in which they are to be used. **(T-0)**

2.3.3. Off-Highway Vehicles (OHV) cross a broad spectrum of motorized vehicles including agricultural, recreational, personal conveyance devices, industrial, aviation support or commercial and non-commercial. Users will ensure their movement on AF installations complies with applicable traffic laws and codes. **(T-0)**

2.3.3.1. The installation commander may authorize the routine use of OHVs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802.

2.3.3.2. The manufacturer-recommended PPE will be the minimum PPE for OHVs operated on an AF installation. **(T-1)**

Chapter 3

PROGRAM AND INDIVIDUAL REQUIREMENTS

3.1. Overview. The following paragraphs describe safety requirements applicable to vehicles and transportation devices operated on AF installations, property and persons covered under the scope of this instruction.

3.2. Backing of government-owned motor vehicles

3.2.1. Backing of government-owned motor vehicles and the usage of spotters will be IAW AFMAN 24-306. **(T-1)**

3.2.1.1. Government-owned motor vehicle operators will immediately stop if they lose visual contact with the spotter or notice the spotter is dangerously positioned between the vehicle and another object. **(T-1)** In such cases, vehicle operators will secure the vehicle, exit and make an on-the-spot correction before continuing operations. **(T-1)**

3.2.1.2. Spotter(s) will position themselves away from the vehicle's path of travel and maintain visual contact with the vehicle operator. **(T-1)**

3.2.2. Government-owned motor vehicles equipped with back-up warning alert systems will be maintained in an operational fashion as designed and not modified. **(T-0)**

3.3. Operator Distractions.

3.3.1. Operators of motor vehicles on an AF installation will not use hand-held electronic devices unless the vehicle is safely parked. **(T-1)** All drivers must comply with applicable federal, state, local and host nation laws that are more stringent than this guidance regarding distractions while driving (e.g., using cellular phones, text messaging). **(T-0)**

3.3.2. Failure to obey the prohibitions in subparagraphs **3.3.2.1** through **3.3.2.3** of the following by active duty military members, USAFR members on active duty or inactive duty for training, and ANG members in military Title 10 status is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations by civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

3.3.2.1. All persons while driving any vehicle are prohibited from using government-supplied electronic device(s) for text messaging or other hand-held uses. **(T-0)**

3.3.2.2. All persons operating a vehicle on official government business are prohibited from text messaging or using any hand-held electronic device. **(T-0)**

3.3.2.3. All persons while driving any government-owned motor vehicle are prohibited from text messaging or using any hand-held electronic device. **(T-0)**

3.3.3. Exceptions to paragraphs **3.3.2** are:

3.3.3.1. When the vehicle is safely parked off the roadway.

3.3.3.2. When using a single ear bud or hands-free device, where allowed by law.

3.3.3.3. Motorcycle operator/passenger intercom devices, where allowed by law.

3.3.3.4. Receiving or placing calls in the performance of duties from tactical or emergency vehicles or other mission-critical duties.

3.3.3.5. Law enforcement use of in-car mobile data terminals and other in-car electronic devices as required in performance of official duties.

3.3.3.6. A Land Mobile Radio (LMR) is primarily a listening device and is not restricted. Cellular phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are considered LMR, if required and issued for the performance of official duties.

3.3.4. Cellular Phone Free School Zone. All installations having school and child development centers will evaluate, in coordination with the TSCG, the need to establish a cellular phone free (including hands-free devices) school zone IAW applicable federal, state, local and host nation laws. **(T-2)**

3.4. Duty-Related Operator Driving Time.

3.4.1. Duty-Hour Limits. Unit commanders will establish and enforce duty-hour limits for operators of government-owned motor vehicles to reduce the potential for traffic mishaps caused by operator fatigue IAW DoDI 6055.04. **(T-0)**

3.4.2. Directed Travel. Follow the guidance for directed travel contained in the Joint Travel Regulation (JTR). **(T-0)**

3.4.3. Risk Management. To reduce the potential for traffic mishaps caused by operator fatigue commanders, supervisors and all personnel will apply risk management IAW AFI 90-802. **(T-0)** Commanders, supervisors and personnel are encouraged to use the TRiPS program to assist in travel risk management.

3.5. Operator and Passenger Protection.

3.5.1. All persons while operating or riding in or on a motor vehicle will use installed seat belts, child restraint system or booster seat as prescribed by the manufacturer. **(T-0)** Child restraint systems/seats should be placed in the back seat and center of vehicle when possible, in accordance with manufacturer instructions. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or have been rendered inoperative. **(T-0)**

3.5.1.1. This does not apply to vehicles not designed for seat belts such as buses, some off-road motor vehicles, combat/tactical vehicles not designed with belts or vehicles with a manufactured year of 1966 or earlier. Nothing in this section will require seat belt installation into these vehicles unless mandated by applicable host nation, state or territory laws. Occupants are required to wear seat belts if they have been installed in the vehicle.

3.5.1.2. When wearing a seat belt with mission-required equipment creates an unsafe condition, group/wing commanders may issue a temporary exemption based on a risk assessment IAW 90-802. This exception is not intended for day-to-day or routine operations and limited to on-installation tactical vehicles.

3.5.2. Vehicle occupants shall not ride in areas of a vehicle without fixed seats. **(T-0)**

3.5.2.1. To the extent possible, transport personnel in passenger-style vehicles.

3.5.2.2. Commanders may approve personnel to be transported in vehicles without fixed seats for duty operations only after completion of a risk assessment IAW AFI 90-802.

3.5.2.2.1. Transport is limited to military installations and for short distances only providing all installed seat belts are in use.

3.5.2.2.2. During transport each passenger will remain seated wholly within the body of the vehicle. **(T-0)**

3.5.2.2.3. The vehicle cargo area will not have open sides and no person may rest against a gate that opens. **(T-1)**

3.5.3. The operator of any vehicle is responsible for informing all passengers of applicable seat belt, child safety seat and PPE requirements of this instruction. The senior ranking occupant is responsible to ensure enforcement of occupant restraints; all persons are to be properly secured prior to placing the vehicle in motion. If the senior ranking occupant cannot be determined, the driver shall be responsible for enforcement. **(T-0)**

3.5.4. Motor vehicle operators and passengers will follow manufacturer recommendations, installation, local, state or host nation requirements for PPE. **(T-1)**

3.6. Motorcycle and All-Terrain Vehicle (ATV) Safety. Operators and passengers of a motorcycle, ATV or three-wheeled vehicle will ensure the following safety requirements are followed:

3.6.1. Headlights (when equipped). All motorcycles and ATVs will have headlights turned on at all times when operating on a DoD installation on or off road, except where prohibited during military mission or by state, local or host nation law. **(T-0)**

3.6.2. Passengers. Passengers are not authorized on motorcycles, ATVs or three-wheeled vehicles unless they are specifically designed (as determined by the manufacturer) to carry a passenger.

3.6.3. Personal Protective Equipment. Motorcycle, ATV and Three-Wheeled vehicle riders will wear:

3.6.3.1. Head Protection. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin. **(T-0)** For personnel riding motorcycles and ATVs outside the United States, helmets must also meet the host-nation standards. **(T-0)** Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training based on a risk assessment IAW AFI 90-802.

3.6.3.2. Eye Protection. Goggles, wrap-around glasses or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. **(T-0)** A windshield does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1.

3.6.3.3. Protective Clothing. Wearing of long-sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. **(T-0)** Gloves or mittens will be made from

leather or other abrasion-resistant material. **(T-0)** Wearing of a motorcycle jacket and pants constructed of abrasion-resistant materials containing impact absorbing padding is strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

3.6.3.4. Foot Protection. Sturdy over-the-ankle footwear that affords protection for the feet and ankles. **(T-0)**

3.6.3.5. Tactical Motorcycle and ATV Rider Protection. In addition to the above listed items, government-owned motorcycle and ATV operators during off-road operations should also wear knee pads, shin guards and padded full-fingered gloves.

3.6.3.6. MAJCOM/Installation-specific PPE requirements may not be used as criterion to deny access to any visiting person whose PPE meets the requirements of this section.

3.7. Installation Pedestrian and Bicycle Safety.

3.7.1. The installation commander will designate when individuals are not authorized to jog, run or walk on roadways with high traffic density or during peak traffic periods. **(T-0)**

3.7.2. Individuals shall use paths or sidewalks along roadways. **(T-0)** When sidewalks or paths are not available, individuals shall travel facing oncoming traffic while on roadways. **(T-0)** Individuals walking/jogging/running are encouraged to wear highly visible clothing and accessories. During nighttime hours and inclement weather clothing should contain retro-reflective properties.

3.7.3. All individuals exposed to traffic hazards as part of their assigned duties shall wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night. **(T-0)**

3.7.3.1. This applies to traffic control, installation entry control points, road construction, maintenance or any other crew or individual required to work in a traffic environment while the roadway remains open to traffic.

3.7.3.2. This guidance applies to troop formations only to the degree determined necessary to maintain formation visibility to traffic. At a minimum road guards will wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night. **(T-1)**

3.7.3.3. This guidance does not apply during operations where personnel may be at greater risk from increased visibility. Based on a documented commander's risk assessment IAW AFI 90-802.

3.7.4. All persons who ride a bicycle, tricycle or other human powered vehicle, including motorized bicycles, on an AF installation roadway, to include flight lines will:

3.7.4.1. Wear highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility. **(T-2)** Riders are recommended to wear a highly visible outer garment during daylight hours.

3.7.4.2. Wear a properly fastened, approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host-nation equivalent) bicycle helmet. **(T-2)** MAJCOMs will be the approving official on what qualifies as host-nation equivalent. **(T-2)**

3.7.4.3. Bicycles will be equipped with front-facing, pedal, side and a rear-facing reflectors consistent with 16 CFR part 1512 and/or local, state or host-nation requirements. **(T-0)**

3.7.4.4. Use marked bicycle lanes when they are available. **(T-2)**

3.7.5. Non-motorized transportation devices not meeting DOT motor vehicle standards are prohibited on installation roadways and will comply with all pedestrian-related traffic laws. **(T-0)**

3.7.5.1. An approved helmet is required to be worn on AF installations. **(T-2)**

3.7.5.2. Additional PPE requirements should follow United States Consumer Product Safety Commission, manufacturer instructions and be included in the installation traffic code.

3.7.6. The use of portable headphones, earphones, cellular phones, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating or skateboarding on roadways is prohibited. **(T-0)** Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

Chapter 4

TRAFFIC SAFETY TRAINING

4.1. Training Guidance.

4.1.1. AF military and civilian personnel, as applicable, will not be required to use leave for training mandated by this instruction. **(T-0)** Training mandated by this instruction will be paid for by the Government. **(T-0)**

4.1.1.1. DoD military personnel from other services or agencies whom are assigned to or employed on the AF installation should receive the training under the same conditions.

4.1.1.2. Installations may pay for training through a reimbursement program.

4.1.1.2.1. Personnel may be required to pay for training and will be reimbursed based on installation procedures. **(T-0)**

4.1.1.2.2. On-road AF motorcycle operators must provide proof of successful completion of training and be registered in AFSAS Training Module-MUSTT. **(T-1)**

4.1.1.3. This instruction does not require the government to furnish training equipment such as motorcycles or ATVs, except when training is required for the operation of government vehicles.

4.1.1.4. Cost to attend training for privately-owned ATV and off-road motorcycles is the responsibility of the rider and is not reimbursable.

4.1.1.5. Any driver improvement training mandated by an outside court or federal magistrate shall be at the individual's expense. **(T-0)**

4.1.1.6. DoD civilian personnel participating in voluntary training will obtain approval through their supervisor IAW civilian personnel policy. **(T-2)**

4.1.1.7. Other DoD civilian personnel, military retirees and military dependents may attend motorcycle operator training on a space-available basis at no additional cost to the Government.

4.1.2. Traffic safety courses required by this instruction shall not be modified, or an equivalent/alternate course used without AFSEC/SEG approval. **(T-1)**

4.1.2.1. Requests to use substitute training courses in lieu of those outlined in this AFI must be staffed through applicable MAJCOM to HQ AFSEC/SEG for evaluation and approval. **(T-1)**

4.1.2.2. Approved substitute courses and guidance are located on AFSEC Occupational Safety SharePoint®.

4.2. Introductory Traffic Safety.

4.2.1. The course provides mandatory traffic safety training for military service members who are under the age of 26. The course curriculum shall be obtained from AFSEC/SEG. **(T-1)** Each AETC training location may incorporate appropriate supplemental traffic safety training materials. The course will be a minimum of four hours in length and instructor led. **(T-0)** This course is taught as part of the curriculum at Basic Military Training, Technical

Training, and Officer Training School or at the AF Academy and does not have to be documented separately.

4.3. Local Conditions.

4.3.1. The Safety Office will provide local conditions information during the installation newcomers' orientation program, if an orientation program is available. **(T-0)** If no orientation program exists, safety offices will develop and disseminate relative information to commanders. **(T-1)** Commanders may use methods such as e-mails, flyers, and web sites may to supplement and disseminate the information as needed.

4.3.1.1. The safety office will review the information annually. **(T-1)** Specific topics will be included to enhance awareness of traffic safety (including motorcycle safety), weather, recreation, and other frequent injury causing activities. **(T-1)**

4.3.1.2. Personnel in temporary duty (TDY) status for 30 calendar days or more will coordinate with the TDY location safety office to obtain local conditions information. **(T-2)** If there is no safety office at the TDY location, the TDY personnel will use other available sources for information. **(T-2)**

4.3.1.2.1. Information will be provided to personnel before or at the beginning of the TDY **(T-2)**

4.3.1.2.2. TDY units will maintain documentation of information provided and method(s) of dissemination for the duration of the TDY. **(T-2)**

4.4. Motorcycle and ATV Operator Training.

4.4.1. Military members intending to operate motorcycles on a roadway must possess a valid motorcycle license, endorsement or learners permit. **(T-0)**

4.4.2. Military personnel, who operate or intend to operate a motorcycle on a roadway, operators of government-owned motorcycles and AF civilian personnel whose PD requires operating a motorcycle, will successfully complete the motorcycle safety training as outlined in **Table 4.1**. **(T-0)**

4.4.2.1. AF motorcycle safety training is not intended to meet state, territory, host-nation or applicable SOFA licensing requirements.

4.4.2.2. The operator must possess a valid motorcycle license, endorsement or learners permit to attend AF sponsored motorcycle training, to include travel to and from training location(s). **(T-1)**

4.4.2.3. Military personnel are not required to attend initial motorcycle training if the member has a state motorcycle license/endorsement or has completed a MSF or state approved training. Intermediate training date will begin when member is initially identified as a rider.

4.4.2.4. Motorcycle operator will be enrolled in MUSTT prior to attending training. **(T-1)**

4.4.2.5. Host-nation equivalent courses are acceptable only if they meet or exceed training IAW this section. Host-nation equivalent courses must be approved by

MAJCOM/SE in coordination with AFSEC/SEG to include establishing documentation procedures. **(T-2)**

4.4.3. Commanders at locations where an approved program is not feasible may implement MAJCOM-authorized procedures to ensure inbound personnel are directed to complete training prior to arrival. Personnel who purchase a motorcycle and require training at these locations, may attend training in conjunction with leave or official TDY at a location with an approved training program.

Table 4.1. Motorcycle Operator Training.

INITIAL TRAINING	INTERMEDIATE TRAINING	REFRESHER TRAINING
Time Frame		
Provide initial training within 30 duty days of request. (T-0) Pending completion of initial training, commanders may authorize operators who possess a valid motorcycle license, endorsement or learners permit to ride subject to any restrictions imposed by such license, endorsement, or permit.	Provide within 60 days of requests for training, but in no case more than 1 year after completing initial training.	Complete at least every 5 years. (T-0)
Training Curriculum		
Meet Motorcycle Safety Foundation® (MSF) Basic RiderCourse SM (BRC) or State-approved course in lieu of DoD initial training. Approved Host Nation-equivalent courses IAW 4.4.2.6.	Meet or exceed requirements for initial training. (T-0) MSF BRC-2, Military SportBike RiderCourse SM (MSRC), Advanced RiderCourse SM (ARC), Air Mobility Command (AMC) Sport Bike, or DoD Component defined training. (T-0) Sport bike operators shall attend the MSRC, ARC, AMC Sport Bike, BRCu-2 or a DoD Component defined training (sport bike focused) to satisfy intermediate training requirements. (T-1)	Meet or exceed requirements for intermediate training. DoD Component defined training. Installation or unit organized rides, IAW Attachment 4. Sport bike operators may attend any approved refresher training. A sport bike focused refresher course is highly recommended.

Options		
Accept the original or certified copy of a completion card of any MSF or State-approved course in lieu of DoD initial training.	AF motorcycle operators who were current with required training prior to 12 Sep 2013 are exempt from intermediate training. These operators will be entered into refresher training status with a due date no later than 12 September 2018.	

4.4.4. Operators of three wheeled motorcycles and motorcycles equipped with side cars do not require training. Operators of motorcycles with side cars are only exempt from the training requirements when the side car is attached.

4.4.5. AF Foreign-national employees working at overseas installations will comply with SOFA-defined training requirements to operate motorcycles, ATVs or specialty vehicles as part of their official duties. **(T-1)** Required training will be provided at no cost to the employee. **(T-1)**

4.4.6. Approved AF and/or DoD-Component Motorcycle Rider Education Training Courses include the following:

4.4.6.1. Initial Training. Courses include the MSF Rider Street SkillsSM (RSS), Basic RiderCourseSM (BRC), state or host nation licensing motorcycle safety curriculum and any DOD Component approved training course.

4.4.6.2. Sustainment training will include approved Intermediate and Refresher Training. **(T-1)**

4.4.6.2.1. Refresher training includes mentorship programs as outlined in [Attachment 4](#).

4.4.6.2.2. Submit request for DoD-Component-defined training approval through applicable MAJCOM and approved by AFSEC/SEG prior to use.

4.4.7. Off-Road Motorcycle, Specialty Vehicle and ATV Training.

4.4.7.1. Operators of privately-owned off-road vehicles and off-road vehicles controlled by AF Services, will successfully complete appropriate off-road performance-based safety training for on installation operation. **(T-0)** The AF is not required to provide or pay for riders to attend this training. Personnel who operate privately-owned ATVs or off-road motorcycles off-installation are encouraged to complete appropriate off-road safety training.

4.4.7.2. Operators of government-owned off-road motorcycles shall successfully complete the MSF's Dirt Bike School, AFSOC Special Tactics Advanced Skills Training (AST) Course, or DoD Component Defined Training. **(T-0)**

4.4.7.3. Operators of Government-owned specialty vehicles or ATVs shall complete Specialty Vehicle Institute of America (SVIA) or DoD-Component-approved specialty vehicle training tailored to satisfy specific mission objectives, IAW DoDI 6055.04. **(T-0)**

4.4.7.3.1. Newly assigned personnel already qualified will receive local operational conditions refresher training from gaining unit. **(T-1)**

4.5. Motorcycle Mentorship Program. Wing, installation, and unit commanders are strongly encouraged to establish a mentorship program using approved Mentorship Modules to provide both experienced and inexperienced operators an opportunity to share information and promote safe riding. At a minimum the program should encompass the following:

- 4.5.1. Conduct periodic meetings with riders.
- 4.5.2. Review recent mishaps and causes with riders.
- 4.5.3. Advocate personal RM and decision making to riders.
- 4.5.4. Emphasize formal and informal training opportunities.
- 4.5.5. Highlight impact of seasonal conditions on safe riding.
- 4.5.6. Promote safety and esprit de corps amongst motorcycle riders.

4.6. Driver Improvement and Rehabilitation Course.

- 4.6.1. This is a one hour driver rehabilitation course intended to educate personnel on safe driving.
- 4.6.2. Personnel while operating a GMV who have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap will attend the course or lose installation driving privileges. **(T-0)**
- 4.6.3. Safety personnel may utilize AF-developed or provided courseware. Curriculum may be augmented with relevant supplemental information and materials.
- 4.6.4. Commanders may use approved civilian on-line or classroom courses. Approved traffic safety courses are posted on the AFSEC SharePoint® site.
- 4.6.5. Individuals who have been mandated to attend driver-improvement training by an outside court must satisfactorily complete the training, at no expense to the Government, or lose installation driving privileges. **(T-0)**

4.7. Government-owned Motor Vehicle Training.

- 4.7.1. Operators of government-owned motor vehicles will be trained IAW AFI 24-301 and AFMAN 24-306 including the proper usage of spotters when required. **(T-1)**
- 4.7.2. Operators of GVOs not otherwise addressed in this instruction shall be trained in the proper use and unique handling characteristics of the vehicle IAW DoDI 6055.04. **(T-0)**
- 4.7.3. Owning units of GVOs that have no standard Plan of Instruction (POI), will develop written POI's and training documentation for the specific vehicle type. **(T-0)**
 - 4.7.3.1. Units will ensure instructors meet the qualification requirements of the curriculum developer. **(T-1)**
 - 4.7.3.2. Training will include hands-on drivers training designed to fit environmental conditions in which the trainee will operate vehicle. **(T-1)**
- 4.7.4. Newly assigned personnel already qualified to operate GVOs will receive local operational conditions refresher training from gaining unit. **(T-1)**

4.7.5. Operators of emergency vehicles will receive emergency response training to ensure the safe operation of vehicles under emergency conditions. **(T-0)**

4.7.5.1. Units will use POI's as established or approved by their corresponding functional area. **(T-0)**

4.7.5.2. Units will include relevant information or conditions applicable to their specific location and type of vehicle. **(T-1)**

4.7.5.3. Passenger van operators will receive training IAW DoDI 6055.04. **(T-0)**

ANDREW M. MUELLER, Major General, USAF
Chief of Safety

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 24-302, *Vehicle Management*, 26 June 2012
- AFI 24-301, *Vehicle Operations*, 5 May 2016
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 October 2015
- AFI 90-802, *Risk Management*, 11 February 2013
- AFI 91-204, *Safety Investigations and Reports*, 12 February 2014
- AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- AFPD 91-2, *Safety Programs*, 24 July 2012
- DODI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, February 27, 2013
- DoDI 6055.04, *DoD Traffic Safety Program*, 20 April 2009
- MIL-STD-1180B, *Safety Standards for Military Ground Vehicles*, 7 August 1991
- ANSI/ASSE Standard Z87.1-2010, *Occupational and Educational Personal Eye and Face Protection Devices*, April 2010
- British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*, November 1985
- Federal Motor Vehicle Safety Standards and Regulations, *Safety Assurance*, Standard No. 218, *Motorcycle Helmets*, March 1, 1974
- Joint Travel Regulations, Volume 1, *Uniformed Services Members*, current edition
- Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*, 2005
- Title 49 Code of Federal Regulations, Part 571, *Federal Motor Vehicle Safety Standards*, 1 October 2012
- 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 Motorcycles and Mopeds*, current edition
- 10 USC **Chapter 47**, *Uniform Code of Military Justice*, current edition

Adopted Forms

- AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSAS—Air Force Safety Automated System

AFSEC—Air Force Safety Center

AMC—Air Mobility Command

ANG—Air National Guard

ANSI—American National Standards Institute

ARC—Advanced RiderCourseSM

ATV—All-Terrain Vehicle

BRC—Basic RiderCourseSM

CFR—Code of Federal Regulation

DAF—Department of the Air Force

DDC—Defensive Driving Course

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOT—Department of Transportation

DRU—Direct Reporting Unit

DSOC—Defense Safety Oversight Committee

FHWA—Federal Highway Administration

FMVSS—Federal Motor Vehicle Safety Standard

FOA—Field Operating Agency

FTAC—First Term Airman Center

GMV—Government Motor Vehicle

GVO—Government Vehicle Other

HQ—Headquarters

IAW—In Accordance With

LMR—Land Mobile Radios

LSV—Low-Speed Vehicle

LT ATV—Light Tactical All-Terrain Vehicle
MAJCOM—Major Command
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MSF—Motorcycle Safety Foundation
MSR—Motorcycle Safety Representatives
MSRC—Military SportBike RiderCourseSM
MUSTT—Motorcycle Unit Safety Tracking Tool
NAF—Non-Appropriated Funds
OPR—Office of Primary Responsibility
PMV—Private Motor Vehicle
POI—Plan of Instruction
PPE—Personal Protective Equipment
RDS—Records Disposition Schedule
RM—Risk Management
ROPS—Rollover Protection Systems
RSS—Rider Street Skills
SEG—Occupational Safety
SMS—Short Message Service
SOFA—Status of Forces Agreement
TRiPS—Travel Risk Planning System
TSCG—Traffic Safety Coordination Group
TDY—Temporary Duty
UNECE—United Nations Economic Commission for Europe
USAF—United States Air Force
USAFR—United States Air Force Reserve
USC—United States Code

Terms

Air Force Foreign National—Is employed by the AF and is an individual who is a citizen of any country other than the United States.

AFSAS Training Module-MUSTT—A motorcycle tracking tool providing motorcycle operator demographics and information.

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

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

Commercial Design Vehicle—A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment. Commonly referred to as COTS (Commercially off the shelf).

Distracted Driving—Is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing.

DoD-Component-Defined Training—Is an AFSEC/SEG approved organized training curriculum providing a motorcycle operator with academic, behavioral and hands on instruction to improve riding techniques and skills.

Driving—Operating a motor vehicle 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, roadway or parking area and has halted in a location where the driver can safely remain stationary.

Emergency Vehicles—Police, ambulance, fire, crash and rescue, explosive ordnance disposal (EOD) and hazardous material (HAZMAT) response vehicles.

Government Motor Vehicle (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.

Government-Owned—For this instruction means any asset that is owned, leased, rented or controlled by a DoD Component.

Government Vehicle Other (GVO)—Vehicles designed primarily for off-the-highway operation such as specialty/special purpose vehicles, 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).

Hands-Free Device Operation/Use—The use of a vehicle voice-activated system or cellular phone in speaker mode or with a hands-free attachment (headset or single bud earpiece) that allows operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

Light Tactical All-Terrain Vehicle (LT ATV)—(See Specialty Vehicles)

Low-Speed Vehicle (LSV)—Any 4-wheeled motor vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour, and whose gross vehicle weight rating is less than 3,000 pounds. LSVs meet the design standards of 49 CFR Part 571, Federal Motor Vehicle Safety Standards No. 500 and will be designated by a manufacturer certification.

Military Personnel—US military personnel on active duty, Reserve or National Guard personnel on active duty or performing inactive duty training (federal service), 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.

Moped or Motorized Bicycle—Any two or three wheel device having operative capability: human propulsion power (or no pedals if powered solely by electrical energy) and an automatic transmission. Additionally, a motor that produces less than two gross brake horsepower; propels the device at a maximum speed of not more than 30 miles per hour on level ground and has a maximum engine size of 49cc. A moped only refers to motor vehicles both clearly defined by and authorized in traffic by applicable traffic codes and laws.

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).

Motorcycle Safety Representative (MSR)—An individual appointed by installation, group or squadron commander to manage the unit's motorcycle mishap prevention program.

Motor Vehicle—Any transportation device with a self-contained power unit mounted on wheels or tracks or is designed to be towed by and used together with such self-propelled device, that derives motive power from fossil fuels, electricity, or other external sources of energy, except devices moved by human power or those designed to be operated solely on a rail or track system.

Non-Motorized Transportation Devices—Included in this category are non-motorized skateboards, scooters, rollerblades, skates, and other wheeled devices used as transportation or for recreation. This category does not include standard non-motorized bicycles. Also not included are wheelchairs used by people with disabilities.

Off-Duty—DoD personnel are off-duty when they are not on-duty. Additional guidance on determining duty status is provided in AFI 91-204, *Safety Investigations and Reports* and applies to this instruction.

On-Duty—DoD personnel are on-duty when physically present at any location where they are to perform their officially assigned work. Additional guidance on determining duty status is provided in AFI 91-204, *Safety Investigations and Reports* and applies to this instruction.

Off-Highway Vehicle (OHV)—Are motor vehicles owned, leased, rented or controlled by non-DoD Component entities or individuals primarily designed for off-highway use and capable of cross-country travel on land, snow, ice, marsh, swampland, or other natural terrain. Example of OHVs are Side-by-Side, a Recreational Utility Vehicle (RUV), Utility Terrain Vehicle (UTV), construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs.

Pedestrians—Individuals on foot within the trafficway, (e.g. walking, jogging, running or using a personal conveyance device).

Private Motor Vehicle (PMV)—Are motor vehicles owned, leased, rented or controlled by non-DoD Component entities or individuals primarily designed for over-the-road operations, and whose general purpose is the transportation of cargo or personnel. Examples of PMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. A trailer towed by a PMV is considered part of the vehicle, even if it is detachable from the vehicle.

Retro-reflective—The unique ability of a surface to reflect light back toward the light source even when the surface is not perpendicular to the light; and retro reflectivity is the measure of this unique property.

Risk Assessment—The deliberate process of detecting hazards, their causes, and systematically assessing the associated risks IAW AFI 90-802, *Risk Management*.

Roads (Roadway)—The part of a trafficway designed, improved and ordinarily used for motor vehicle travel, including shoulder and median when present. This includes parking lots but excludes the sidewalk or areas adjacent to roadways not designed for vehicle traffic. Excludes areas specifically engineered for recreational use, fitness or pedestrians.

Specialty/Special Purpose Vehicle—A commercially or military designed motor vehicle primarily for off-highway usage such as utility vehicles, side by sides, LT ATV's and multi-purpose vehicles. Includes special purpose motor vehicles such as tugs, jammers, ambulift, etc. both tactical and non-tactical motor vehicles. Excludes motorcycles or ATV's.

Sport bike—A motorcycle optimized for speed, acceleration, braking, and cornering on paved roads, typically with a front fork rack below 30 degrees. This includes any motorcycle where the foot-pegs are behind the operators center of gravity or the manufacturer classifies or advertises it as a sport bike.

State-Approved Course—Any course accepted by the sponsoring State or host nation in lieu of riding skills testing for the issuance of a motorcycle license or endorsement.

Tactical Vehicle—A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations.

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

Three-Wheeled Vehicle or Trike—A three-wheeled vehicle or trike other than an ATV, designed to be registered, licensed and driven on roadways.

Tier—A level or grade within the hierarchy of an organization or system. Synonyms: grade, gradation, echelon, rank, stratum, level, rung on the ladder “the most senior tier of management”

Tier 0 (T-0)—Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non- applicable, or external to AF.

Tier 1 (T-1)—Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse.

The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2)—Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3)—Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or civilian equivalent).

Trafficway—Is any land open to the public as a matter of right or custom for moving persons or property from one place to another, includes shoulders, median and sidewalks.

Attachment 2

UNIT'S INITIAL MOTORCYCLE SAFETY BRIEFING CHECKLIST (EXAMPLE).

Table A2.1. Unit's Initial Motorcycle Safety Briefing Checklist (Example).

TOPICS	BRIEF FOLLOWING ITEMS	Yes	No
AFI 91-207 – The US Air Force Traffic Safety Program			
	Introduction to unit Motorcycle Safety Representative (MSR)		
	Tracking & training requirements – AFSAS Training Module-MUSTT		
	Training and scheduling procedures		
	Verification of training completed (e.g. MSF card or training cert.)		
	Unit motorcycle safety procedural requirements		
	Mentorship programs – (unit, installation, or private clubs)		
MAJCOM/Installation/Unit instructions			
	Requirements different from those already covered in previous instructions		
Licensing & registration requirements			
	State/Host nation requirements		
	Local ordinances regarding motorcycles		
	Hazards associated with loaning/borrowing motorcycles		
	Hazards associated with renting motorcycles		
Local driving conditions			
	Weather conditions as applicable to riding		
	High hazard areas/intersections/ roads		
	MAJCOM/Installation/Unit DWI – DUI awareness programs and initiatives		
Unit mishap statistics			
	Brief unit mishap synopsis in past 3 years and top 3 causes		
	CC's policy regarding mishaps and mishap prevention		
Installation Motorcycle Safety Representative			
	Name/Phone/Email		
Rider's Name:			
Signature:		Date:	
Briefer/Title:			
Signature:		Date:	

Attachment 3

MOTORCYCLE PRE-SEASON/ANNUAL BRIEFING CHECKLIST (EXAMPLE).

Table A3.1. Motorcycle Pre-Season Briefing Checklist (Example).

SUGGESTED TOPICS	RECOMMENDED BRIEFING ITEMS	YES	NO
Pre-ride inspection of motorcycle checklist	T-CLOCs Inspection: Tires, Controls, Lights & Electronics, Oil & Fluids, Chassis, Side or Center Stands		
Wear proper PPE	Head protection, eye protection, foot and ankle protection, full fingered gloves or mittens, long trousers, long sleeved shirt or jacket (Abrasion resistant or leather offers more protection) Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.		
Riding skills	Examples: BRC – MSRC		
	Start slow, short rides		
	Avoid highly congested areas until you have a chance to freshen up your observation and riding skills		
Weather/Local riding conditions	Conditions can change rapidly in early spring, be prepared		
Licensing/Registration	State/Local/Installation/ Host Nation requirements		
Mishap trends	Local area – High mishap potential areas		
	Air Force – Top 3 mishap causes		
Risk Management	RM process before riding		
Mentorship (if available)	Installation/Unit/Local mentorship organizations		

Attachment 4

MENTORSHIP REFRESHER TRAINING

A4.1. Installation or Unit organized mentorship refresher training will meet the following requirements:

A4.1.1. Organized curriculum with a written outline or lesson plan.

A4.1.2. Consists of both instructional and hands-on content, minimum four hours, to include at least three skill based DSOC Mentorship Modules from the table below.

A4.1.2.1. Instructional content may be covered during hands-on training.

A4.1.2.2. Modules are available on the AFSEC/SEG SharePoint® site.

A4.1.2.3. Documentation of successful completion will be uploaded to the motorcycle operators MUSTT record.

A4.1.3. Must be approved by the installation or squadron commander in coordination with the safety office.

A4.1.4. If refresher training incorporates an official mentorship ride a pre-ride safety briefing and T-CLOCS inspection will be conducted by commander or designated representative.

Table A4.1. Skill-Based DSOC Mentorship Modules.

Skill Based DSOC Mentorship Modules	
Module #	Name:
06	Seeing and Being Seen
08	Risk Awareness
09	Distractions and Fatigue
10	Highway Hypnosis
16	Modifications: Changing Motorcycle Dynamics
17	Personal Protective Equipment
18	Riding in Different Environments
21	Highway and Interstate Riding Techniques
22	Dynamics of Cornering and Traction Management
24	Cornering Proper Speed and Lane Position
25	Dynamics of Stopping
27	Emergency Braking
33	Stunting and Risky Behavior

Attachment 5**TRAFFIC SAFETY PROGRAM OVERVIEW CHECKLIST****A5.1. Traffic Safety Program Overview Checklist.**

- A5.1.1. Are current and previous commanders/directors program waivers on file IAW their file plan? Reference: [1.1.3](#)
- A5.1.2. Does the installation traffic code include a child restraint requirement? References: [1.3.3.1.1](#) and [3.5.1](#)
- A5.1.3. Does the installation traffic code include a requirement for a motorcycle helmet? Reference: [3.6.4.1](#)
- A5.1.4. Has the installation commander issued a prohibition on hand held electronic devices while operating a motor vehicle? Reference: [3.3.1](#)
- A5.1.5. Does the TSCG membership include, at a minimum, installation safety, security forces, civil engineering and transportation functions? References: [1.3.6.5](#), [1.3.7.1](#) and [1.3.8.2](#)
- A5.1.6. Does the TSCG coordinate with local authorities to mitigate off-base traffic hazards? Reference: [1.3.6.6](#)
- A5.1.7. Does the installation commander ensure enforcement of all traffic rules and promote traffic safety educational/media programs? References: [1.3.3.6](#) and [1.3.3.13](#)
- A5.1.8. Does the unit in and out processing procedures include contacting the MSR? Reference: [1.3.4.4](#)
- A5.1.9. Does the unit conduct initial motorcycle safety briefing? Reference: [1.3.4.5](#)
- A5.1.10. Are MSR appointment letters forwarded to the safety office? Reference: [1.3.4.3](#)
- A5.1.11. Are MSR's trained within 30 days of appointment? Reference: [1.3.5.1.1](#)
- A5.1.12. Are MSR's using AFSAS Training module-MUSTT to track active military riders? References: [1.3.9.5](#) and [4.1.1.6](#)
- A5.1.13. Does the installation have purchasing procedures in place to ensure commercial available or contractually designed GVOs are equipped with required safety features and meet federal or host nation safety requirements? References: [2.2.1.1](#), [2.2.1.2](#), [2.2.3.2](#), [2.2.5.1](#), [2.2.5.3](#), [2.2.5.4](#), [2.2.5.5](#) and [2.2.5.6](#)
- A5.1.14. Have guidelines been established for pedestrians, vehicles, bicycles and non-motorized vehicles in traffic and pedestrian environments? References: [1.3.3.11](#), [2.2.2.3](#), [2.2.3.3](#), [2.3.3](#), [3.7.1.](#), [3.7.4](#), [3.7.5](#) and [3.7.6](#)
- A5.1.15. Have commanders established duty-hour limits for operators of GOVs? Reference: [3.4.1](#)

A5.2. Traffic Safety Training Checklist.

A5.2.1. Does the unit have written training guidance and vehicle specific POI's for government-owned motor vehicles (any self-propelled vehicle)? References: [1.3.4.10](#), [2.2.2.4](#), [3.2](#) and [4.7](#)

A5.2.2. Is the installation Safety Office presenting local conditions information at the installation's Newcomer Orientation Program? Reference [4.3.1](#)

A5.2.3. Is the local conditions information being reviewed annually? Reference: [4.3.1.1](#)

A5.2.4. Is a Driver Improvement and Rehabilitation Training class available? Reference: [1.3.3.14](#) and [4.6.3](#)

A5.2.5. Are annual motorcycle safety briefings being conducted? Reference: [1.3.4.6](#) and [1.3.9.4](#)

A5.2.6. Is approved motorcycle training made available for military riders? Reference: [1.3.3.8](#) and [4.4.6](#)

A5.2.7. Are only approved and unmodified traffic safety courses being used? Reference: [4.1.2](#) and [4.4.4](#)