DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

AFI91-207_AFMCSUP_AFMCGM2016-01

6 May 2016

MEMORANDUM FOR ALL AFMC UNITS

FROM: HQ AFMC/SE
4375 Chidlaw Rd
Wright-Patterson AFB OH 45433-5006

SUBJECT: Air Force Materiel Command Guidance Memorandum to AFI91-207_AFMCSUP, *The US Air Force Traffic Safety Program*

1. By Order of the Commander, Air Force Materiel Command, this AFMC Guidance Memorandum immediately implements changes to AFI91-207_AFMCSUP, *The US Air Force Traffic Safety Program*, dated 11 February 2014. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other AFMC publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management.*

2. In advance of a rewrite of AFI91-207_AFMCSUP, the following paragraph is changed effective immediately:

(Remove) 4.4.4.1. **(Added-AFMC)** First-term officers will attend Course III training via instructor-led course at those locations where the host safety office provides training in a formal setting. **(T-3)**

3. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon release of an AFMC publication incorporating the guidance, whichever is earlier.

DANIEL S. ORMSBY, Colonel, USAF
Director of Safety

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 91-207

12 SEPTEMBER 2013

AIR FORCE MATERIEL COMMAND Supplement

11 FEBRUARY 2014

Safety

THE US AIR FORCE TRAFFIC SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(AFMC)

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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) personnel, equipment and operations. This Instruction applies to all people in or on moving motor vehicles, bicycles and other non-motorized transportation devices on Air Force installations, Air Force employees operating a motor vehicle conducting official duties off base, Air Force military personnel (including United States Air Force Reserve (USAFR) and Air National Guard (ANG) on Federal Service) at all times regardless of location, and foreign students in training with the Air Force (who must complete applicable traffic safety courses), unless otherwise indicated. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office (SAF/CIO A6P). This Instruction requires collecting and maintaining information protected by the *Privacy*

Act of 1974 as authorized by Title 10 United States Code (USC), Section 8013, and Executive Order 9397 as amended by Executive Order 13478, *System of Record Notice F036 AF PC C*, (Military Personnel Records System) applies and is available at **http:privacy.defese.gov/notices/usaf**. 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 Air Force Reserve and Air National Guard. 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/Ground 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 a name or trademark of any specific manufacturer, commercial product, commodity or service in this Instruction does not indicate an endorsement by the United States Air Force.

Failure to observe prohibitions and mandatory provisions of this Instruction in paragraph **3.2.1** through **3.2.3** by active duty military members, USAFR members on active duty or inactive duty for training, and ANG members in federal 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.

(AFMC) Air Force Instruction (AFI) 91-207, 12 Sept 2013, is supplemented as follows:

(AFMC) 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. This supplement establishes the Air Force Materiel Command (AFMC) traffic safety program requirements. No areas of this supplemental instruction shall apply to the Air National Guard or the Air Force Reserves except for sections 3.6.4.1.3-3.6.4.1.4. Units may further supplement this instruction, as required. Unit supplements cannot be less restrictive than this supplement. If supplemented, send a copy to HQ AFMC/SE for coordination and approval prior to issue. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

(AFMC) Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

(AFMC) 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 Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision implements the current DoDI 6055.04. Establishes required assessment for cellular free zones at school and child development centers. It further defines personal protective equipment (PPE) usage and protective clothing requirements; broadens the motorcycle operator's safety training requirements to allow State approved curriculum for motorcycle operator's safety training; requires intermediate/advanced and refresher training for motorcycle operators; provides guidance in establishing an installation motorcycle mentorship program, and outlines mentor's duties and responsibilities.

(AFMC) This document has been substantially changed and must be completely reviewed. It updated the guidance and policies of Headquarters (HQ) AFMC/SE and aligns AFMC requirements with AFI 91-207 and DoDI 6055.04. This revised supplement includes requirements for budget submissions for motorcycle training, changes to the AFMC Commanders Initial Briefing Checklist, scanning and tracking of MSF cards into the MUSTT database, increased oversight by commanders of motorcycle riders and motorcycle training, clarification of —at risk personnel. It also mandates first-term officers to attend Course III training via instructor-led course at those locations where the host safety office provides training in a formal setting.

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Chapter 1

PROGRAM DESCRIPTION

1.1. General Information.

1.1.1. This publication establishes responsibilities, guidance and requirements for the Air Force Traffic Safety Program. Air Force 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 any time, on or off a Department of Defense (DoD) installation.

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

1.1.2.3. All persons in or on a government owned or government leased/rented 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 IAW AFI 33-360, *Publications and Forms Management*. 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. Each commander/director will keep, at a minimum, the previous commander's/director's waivers on file IAW their file plan. (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. The AF/SE is the waiver authority to policies contained in this Instruction unless identified by an 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)

1.3. Responsibilities.

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

1.3.1.1. Establish the requirements for the United States Air Force (USAF) Traffic Safety Program.

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

1.3.2. MAJCOMs, FOAs and DRUs 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 all required traffic safety training to personnel.

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

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. (T-0)

1.3.3.1.1. Require the use of child safety seats consistent with state, territory, or host nation laws. If there is no state, territory, or host nation law children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions. (T-0)

1.3.3.1.2. Include failure to use occupant protective devices, i.e., seat belts, child safety seats, as a primary traffic violation on AF installations. (T-0)

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

1.3.3.2.1. **(Added-AFMC)** Include funding for instructor training costs and applicable motorcycle safety training in their annual budget submission. **(T-3)**

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. Use educational programs and media programs, e.g., Local Conditions (Course II), First Term Airman's Center (FTAC), base paper, etc., to ensure military and civilian personnel are aware of the requirements in this Instruction. (T-0)

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

1.3.3.7. Ensure approved motorcycle operator safety training for novice and experienced riders is available IAW Section 4.5 of this instruction. (T-0)

1.3.3.7.1. Absent exceptional circumstances, provide initial motorcycle safety training within 30 duty days of request for training. (T-0)

1.3.3.7.2. Provide intermediate motorcycle operator safety training, ideally within 60 duty days of initial training, but in no case more than one year, and refresher training at least every five years. (T-0)

1.3.3.7.3. Host nation equivalent courses are acceptable only if they meet or exceed training IAW Section **4.5** Host nation equivalent courses must be approved by MAJCOM/SE in coordination with AFSEC/SEG to include establishing documentation procedures. (T-2)

1.3.3.7.4. 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. Commanders will ensure training of personnel who purchase motorcycles after arrival at these locations is completed.

1.3.3.8. Promote motorcycle safety and encourage the formation of motorcycle mentoring program(s) fostering esprit de corps.

1.3.3.9. Emphasize pedestrian, bicycle and recreational motor vehicle (RMV) safety as part of the traffic safety program.

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

1.3.3.11. Ensure installation DoD school buses comply with the DoDI 6055.04, *DoD Traffic Safety Programs,* Vehicle Operations section. Vehicles used in Child Development Centers to transport children are held to school bus standards by the National Association for the Education of Young Children (NAEYC) accreditation standards IAW AFI 34-248, *Child Development Centers.* (T-0)

1.3.3.12. Ensure enforcement of all traffic rules to include speed limits, use of occupant restraints, driving under the influence, and distracted driving. Promote individual risk management (RM) and other requirements of this Instruction. (T-1)

1.3.3.13. Ensure a driver improvement and rehabilitation course is available. (T-0)

1.3.3.14. Ensure commanders of units with motorcycle riders appoint, in writing, at least one Motorcycle Safety Representative (MSR) to coordinate the motorcycle safety program. MSR should be an experienced rider and will assist the unit commander with the functions and services of the motorcycle safety program, e.g., Motorcycle Unit Safety Tracking Tool (MUSTT)/Training module, training, licensing, registration information, etc. Units with a limited number of riders may establish a common MSR(s) across multiple organizations. (T-2)

1.3.4. Commanders and functional managers below wing level will:

1.3.4.1. Consider intentional misconduct or willful negligence in accordance with 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 US Air Force, local, state, federal or Host Nation laws. (T-0)

1.3.4.1.1. **(Added-AFMC)** Commanders/Directors must ensure a minimum competency level for vehicle operations has been achieved. Ensure training and documentation requirements are consistent with AFI 24-301, 24-302, and AFMAN 24-306 (I). **(T-2)**

1.3.4.2. Take actions as needed to intervene when unsafe behaviors are identified. Direct problem drivers and at-risk personnel to attend driver improvement training. (T-0)

1.3.4.3. Appoint in writing, at least one MSR, when riders are assigned to the unit, to coordinate the motorcycle safety program. Ensure motorcycle riders in their units are identified to the MSR and required information is provided to populate the MUSTT/Training module database. Units with a limited number of riders may establish a common MSR(s) across multiple organizations. (T-2)

1.3.4.4. Ensure motorcycle riders attend commander's initial motorcycle safety briefing within 30 duty days of arrival at a new unit assignment, identification as a rider or purchase of a motorcycle. Air Reserve and Air National Guard riders will complete commander's initial motorcycle safety briefing within two unit training assemblies. (T-1)

1.3.4.4.1. **(Added-AFMC)** Commanders/Directors are responsible for knowing who their riders are and to manage their high-risk motorcycle riders (history of traffic violations, observed unsafe activity, motorcycle mishap, etc.) The checklist at Attachment 3A, Commanders Initial Briefing, provides a minimum guide. **(T-2)**

1.3.4.5. Ensure on-road motorcycle riders attend an annual/pre-season motorcycle riders' briefing; seasonal considerations will be factored in when scheduling this briefing. (T-1)

1.3.4.6. Fund required training for personnel operating government owned, leased or rented vehicles in the performance of official duties. (T-0)

1.3.4.7. Ensure personnel complete training as required by this AFI. Take appropriate administrative or disciplinary actions for personnel who fail to attend scheduled training including restricting operation of the motorcycle for military personnel. (T-2)

1.3.4.8. Utilize available tools to promote traffic safety. (T-2)

1.3.4.8.1. Air Force Combined Mishap Reduction System (AFCMRS) Surveys for unit personnel. The AFCMRS Surveys can be completed at **https://www.afcmrs.org**/.

1.3.4.8.2. Travel Risk Planning System (TRiPS) program to assist in travel planning. TRiPS is accessed through the Air Force portal **https://www.my.af.mil/trips/af/Login.aspx**.

1.3.4.8.3. Traffic safety briefings or other proactive measures prior to major holidays, extended weekends and other high risk periods to reinforce responsible driving behaviors.

1.3.4.9. Ensure development and implementation of vehicle-specific training for operators of government owned, leased or rented vehicles in accordance with AFI 24-301, *Vehicle Operations*. (T-0)

1.3.5. Host Center, Wing, Installation and Geographically Separated Unit (GSU) Ground Safety Managers (GSM) will:

1.3.5.1. Establish the local traffic safety education program IAW **Chapter 4** of this Instruction. (T-0)

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-0)

1.3.5.4. Ensure only qualified, proficient and certified (as required by curriculum being taught) personnel perform instructor duties for the traffic safety courses required by this Instruction. (T-2)

1.3.5.5. Participate in state and local community level traffic safety coalitions where available (i.e., Safe Communities, Federal Safety Councils, etc.). (T-0)

1.3.5.6. Actively participate with the installation TSCG. (T-2)

1.3.5.7. Ensure the unit MSR is trained within 30 working days of receipt of appointment letter on duties and responsibilities (e.g., MUSTT/Training Module, program and training requirements, licensing and registrations, etc.). Air Reserve and Air National Guard Primary and Alternates will complete initial training within two unit training assemblies. (T-2)

1.3.6. Traffic Safety Coordination Group:

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

1.3.6.2. TSCG membership will include, at a minimum, installation safety, security forces, civil engineering, and transportation functions. Additional attendees may include: installation drug and alcohol program officials, local community authorities, installation legal office and other agencies as necessary. (T-3)

1.3.6.3. The TSCG will evaluate, study, propose and approve mitigation measures to traffic hazards and improve installation traffic safety. Identify locations experiencing high numbers or sharp increases in vehicle mishaps; identify design and operational features associated with high vehicle mishap frequencies or severities. 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)

1.3.6.4. The TSCG will work with local authorities to assess and mitigate off installation traffic hazards. (T-3)

1.3.7. Base Civil Engineer will:

1.3.7.1. Provide traffic safety support to the installation traffic safety program and TSCG. (T-3)

1.3.7.2. Ensure traffic signs, signals, markings, and devices comply with the latest edition of the Federal Highway Administration's (FHWA) Manual on Uniform Traffic Control Devices (MUTCD) and all associated FHWA final rules. (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. Provide the installation TSCG with law enforcement support. (T-3)

1.3.8.2. Ensure impaired driving, seat belt, speed, PPE and distracted driving enforcement actions are conducted in support of the installation's traffic safety program, IAW AFI 31-218(I) *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision.*(T-1)

1.3.8.3. Provide TSCG a summary of traffic violation citations and recorded accidents for use at scheduled meetings. (T-3)

1.3.9. Motorcycle Safety Representatives will:

1.3.9.1. Use the MUSTT/Training module to track unit motorcycle (on and off-road), motor scooters, and three wheeled vehicle riders, as listed in **1.3.9.1.1** through **1.3.9.1.3**, except as listed in **1.3.9.2** (T-2)

1.3.9.1.1. Military personnel, regardless if member intends to ride or register their vehicle on the installation.

1.3.9.1.2. Operators of government-owned/leased motorcycles.

1.3.9.1.3. AF civilian personnel who are required to operate a motorcycle in the performance of assigned duties.

1.3.9.2. Exceptions to MUSTT/Training module tracking are:

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

1.3.9.2.2. AF Reserve and Air National Guard members who do not operate their motorcycle while under Title 10 or Title 32 Orders.

1.3.9.2.3. Riders of All Terrain Vehicles (ATVs), mopeds or motorcycles with an engine displacement of 49cc (cubic centimeters) or less, do not need to be tracked.

1.3.9.3. Be the focal point for information on motorcycle training, licensing and registration.

1.3.9.4. Assist the commander in identifying the most capable and mature riders, based on experience and demonstrated proficiency to run the unit's mentorship program.

1.3.9.5. Assist the commander in conducting the commander's initial and annual/pre-season motorcycle safety briefing. See **Attachments 2** and **3** examples briefings.

1.3.10. Air Force 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 and host nation traffic laws, and PPE requirements while operating or riding in or on a motor vehicle. (T-0)

1.3.10.3. Attend all required motor vehicle training. (T-0)

Chapter 2

VEHICLE REQUIREMENTS

2.1. Motor Vehicle Safety Standards.

2.1.1. The vehicle categories described in the following paragraphs align with DoD, AF and recognized national and consensus standards. The intent of this chapter is to assist commanders in developing local traffic codes and to identify minimum safety standards for government and non-government motor vehicles and motorized transportation devices. Transportation of munitions/explosives must comply with AFMAN 91-201, *Explosives Safety Standards.* (T-1)

2.2. Government Owned, Leased, and Rented Vehicles.

2.2.1. Government Motor Vehicles (GMV). Commercial design vehicles which are purchased, leased or rented by the Air Force for use in the United States and U.S. territories and possessions shall meet all applicable requirements of 49 CFR (Code of Federal Regulations) 571, *Federal Motor Vehicle Safety Standards* (latest edition), and Public Law No 99-570, *Commercial Motor Vehicle Safety Act of 1986.* (T-0)

2.2.1.1. Commercial design vehicles of foreign manufacture purchased, leased or rented for use outside the United States and U.S. territories and possessions shall meet all applicable safety requirements of the country in which they are to be used. Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger). (T-0)

2.2.1.2. Where available, as a procurement option, equip government-owned or leased commercial design vehicles at high risk of mishaps, mechanical failure or abuse with safety monitoring devices (e.g., remote tracking and diagnostic monitoring systems) to support monitoring of safe vehicle operations and to influence driving behavior. Determination of vehicles at high risk will be identified by commander's formal risk assessment IAW AFI 90-802. (T-0)

2.2.1.3. Except for school buses, ensure procured and leased commercial vehicles are equipped with air bags, anti-lock braking systems, and electronic stability control (for rollover and yaw prevention on vehicles such as sport utility vehicles and vans), where available. (T-0)

2.2.2. Government Vehicles Other (GVO). The safety design requirements for GVOs are mandated by government contract, nationally recognized motor vehicle design standards, occupational safety and health standards, or other manufacturing related safety standards. These requirements cross the spectrum of recreational, industrial, agricultural, aviation support or other commercial or non-commercial industries both within the United States and overseas.

2.2.2.1. 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 the equipment. Purchasing authorities and end-users of GVOs will ensure applicable mandatory and necessary optional safety devices and features are installed, maintained, and used. (T-0)

2.2.2.2. The majority of GVOs are inherently off-road vehicles such as material handling, construction, or agricultural equipment. The use of these vehicles 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-1)

2.2.2.3. Tactical and combat vehicles designed to contract specifications may have been exempted from 49 CFR Part 571 if such compliance would have unacceptably degraded essential military characteristics.

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

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

2.2.3. Government Low-Speed Vehicles (LSV). Routine use of these vehicles will be restricted to low speed areas of Air Force installations with speed limits not exceeding 35 miles per hour. (T-1)

2.2.3.1. These vehicles will meet all applicable requirements of the LSV Federal Motor Vehicle Safety Standard (FMVSS) No. 500 (49 CFR 571.500) when used in traffic on an Air Force installation. (T-0)

2.2.3.2. LSVs will comply with local, state, U.S. territory, and host nation requirements when authorized to be used off installations. Additional requirements for these vehicles are contained in AFI 24-302, *Vehicle Management.* (T-1)

2.2.4. Government Motorcycles and All-Terrain Vehicles. Mandatory safety equipment and training are addressed in paragraphs **3.4** and **4.5**; additional requirements are listed in paragraph **2.2.5** for off-road motorcycles or ATVs.

2.2.5. Government Off-Road Vehicles. This includes Government Owned Recreational Motor Vehicles (GORMVs) also known as Other Government Motor Vehicle Conveyances (OGMVC). Commanders will limit use of these vehicles to off-road areas and tactical operations as much as possible. The installation commander may authorize the use of these vehicles in traffic, industrial or pedestrian environments by type, design and authorized operating areas. (T-1)

2.2.5.1. The use of seat belts, ROPS and other safety features are necessary for the safety of operators, passengers, bystanders, and preservation of the equipment. Purchasing authorities and end-users of government off-road vehicles will ensure applicable safety devices and features are installed, maintained and used. (T-0)

2.2.5.2. Government Off-Road Motorcycles and All-Terrain Vehicles. Mandatory safety requirements are addressed in paragraph **2.2.5.1** and **3.4.2**

2.2.5.3. Risk Assessment. When government off-road vehicles are authorized to be used in traffic, industrial, or pedestrian environments, owning organizations will complete a

formal risk assessment IAW AFI 90-802. If time critical, a real time risk assessment will be utilized. The assessment will include, but not be limited to the following areas: (T-1)

2.2.5.3.1. Applicable manufacturer recommendations, manuals, local, state, or host nation requirements will be reviewed. (T-2)

2.2.5.3.2. Operator and passenger requirements such as: minimum age, training or licensing. All training will require lesson plans, and be documented. (T-2)

2.2.5.3.3. Operator and passenger PPE, as necessary (e.g., helmets, eye protection, gloves, long pants, long-sleeved shirt, pads, sturdy footwear, etc.) (T-0)

2.2.5.3.4. Required vehicle safety devices and equipment (e.g. seat belts, rollover protection, taillights, reflectors, brakes etc.) (T-0)

2.2.5.3.5. Authorized operating areas, environments, times and any specific restrictions, including seasonal or weather operating restrictions. (T-1)

2.2.5.3.6. Applicable SOFA, local, state, U.S. territory, and host nation requirements.

2.3. Non-Government Motor Vehicles on Air Force Installations and AF Led Joint Bases.

2.3.1. Contractor or Privately Owned motor vehicles. Installations located in the U.S. will adopt and enforce the state laws regarding standards for motor vehicles in traffic as described in Department of Defense Directive (DoDD) 5525.4, *Enforcement of State Laws on DoD Installations.* (T-0)

2.3.2. Operation of Recreational Motor Vehicles. The installation commander may authorize the on-installation use of government or privately owned RMVs. A risk assessment IAW paragraph **2.2.5.3** will be performed. (T-1)

2.3.3. Low Speed Vehicles. The installation commander may authorize the use of LSVs in traffic environments restricted to low speed areas not exceeding a posted speed limit of 35 mph.

Note: LSVs will meet all applicable requirements of the LSV FMVSS No. 500 (49 CFR 571.500) when used in traffic on an Air Force installation. (T-0)

Chapter 3

PROGRAM AND INDIVIDUAL REQUIREMENTS

3.1. Overview.

3.1.1. The following paragraphs describe safety requirements applicable to vehicle operators, passengers, bicyclists, and pedestrians. This includes those operating all motorized and non-motorized transportation unless otherwise exempted elsewhere in this Instruction.

3.2. Operator Distractions.

3.2.1. Vehicle operators shall give their full attention to the operation of the vehicle. 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)

3.2.2. 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)

3.2.3. All persons on official government business while driving are prohibited from text messaging or using any hand held electronic device. (T-0)

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

3.2.5. Exceptions to 3.2.1 through 3.2.3 are:

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

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

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

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

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

3.2.5.6. 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.

3.2.6. Cellular Phone Free School Zone. All installations having school and child development centers will evaluate, in coordination with 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)

3.2.7. Use of hands-free devices are discouraged as they create significant distractions from safe driving performance.

3.3. Duty Related Operator Driving Time.

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

3.3.2. Directed Travel. Follow the guidance for directed travel contained in the Joint Federal Travel Regulation (JFTR), Volume 1, Chapter 3, Part A, Section U3025. 3.3.3. Risk Management. To reduce the potential for traffic mishaps caused by operator fatigue; commanders, supervisors and all personnel listed in paragraphs **1.1.1.1** through **1.1.1.3** will apply a formal risk assessment IAW AFI 90-802. If time critical, a real time risk assessment will be used to assess the risks, establish operating procedures, apply supervision and other controls to mitigate risks. This applies to missions exceeding a singular shift or duty day. Risk assessments include but are not limited to; time on duty, operator's physical condition, driving conditions, duty requirements and length of travel. Commanders and supervisors are encouraged to use and have their personnel use the TRiPS program to assist in travel planning. TRiPS is accessed through the Air Force portal **https://www.my.af.mil/trips/af/Login.aspx**. (T-0)

3.4. Operator and Passenger Protection.

3.4.1. Seat Belts and Occupant Restraints.

3.4.1.1. All persons listed in paragraph **1.1** while operating or riding in or on motor vehicles, shall properly use installed seat belts, child restraint system or booster seat as prescribed by the manufacturer. Child restraint seat systems/booster seats should be placed in the back seat and center of vehicle when possible. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or have been rendered inoperative. (T-0)

3.4.1.1.1. 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.

3.4.1.1.2. Air Force Office of Special Investigation (AFOSI) on-duty agents and augmentees to the AFOSI, not driving, but actively performing protective services operations are exempt and will use seat belts at their discretion.

3.4.1.1.3. When the wearing of mission required equipment restricts the use of passenger seat belts, unit commanders may issue a temporary exemption based on a formal risk assessment IAW 90-802. If time critical, a real time risk assessment will be used.

3.4.1.2. Vehicle occupants shall not ride in areas of a vehicle without fixed seats. Personnel may be transported in vehicles without fixed seats for duty operations only after completion of a formal risk assessment IAW 90-802. If time critical, a real time risk assessment will be used. Transport is limited to military installations and for short distances only providing all installed seat belts are in use. During transport each

passenger will remain seated wholly within the body of the vehicle. Additionally, the vehicle cargo area will not have open sides, and no person may rest against a side area or gate that opens. (T-0)

3.4.1.3. Government Vehicles. A vehicle seat belt retrofit kit will be purchased and installed if the vehicle manufacturer develops one for a government vehicle which originally did not have seat belts or where seat belts were erroneously removed. Seat belts will be installed in accordance with manufacturer guidelines. Exempt from this rule are combat/tactical vehicles where a DoD component has decided occupant protection requirements are not appropriate in designated occupant positions, and vehicles that do not require seat belts such as the passenger seats in buses. (T-0)

3.4.1.4. The operator of any vehicle is responsible for informing all passengers of applicable seat belt, child safety seat and PPE requirements of this Instruction. It is the senior ranking occupant's responsibility 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. Motorcycle and All Terrain Vehicle (ATV) Safety.

3.5.1. The following requirements apply to all persons as listed in paragraph **1.1.1** while operating or riding as a passenger on a motorcycle, ATV or three-wheeled vehicle. When military mission tactics, techniques and procedures conflict with these requirements, a formal risk assessment IAW AFI 90-802 will be accomplished. If time critical, a real time risk assessment will be used to determine the most appropriate balance of mission and safety. (T-0)

3.5.2. Headlights (when equipped). All motorcycles, mopeds, motor scooters, three wheeled vehicles 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)

3.5.3. Passengers. Passengers are not authorized on government owned motorcycles, ATVs or three-wheeled vehicles unless they are specifically designed (as determined by the manufacturer) to carry a passenger and there is a valid operational need for the passenger to ride with the operator.

3.5.4. Personal Protective Equipment. Motorcycle, ATV and Three-Wheeled vehicle riders will wear: (T-0)

3.5.4.1. 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. For personnel riding motorcycles and ATVs outside the United States, helmets must also meet the host nation standards. Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training based on a formal risk assessment IAW AFI 90-802. If time critical, a real time risk assessment will be used. (T-0)

3.5.4.2. 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. A windshield does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1. (T-0)

3.5.4.3. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material. (T-0)

3.5.4.4. Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles. (T-0)

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

3.5.5. Motorcycle Mentorship Program. Wing, installation, and unit commanders are strongly encouraged to establish a mentorship program using the Mentorship Modules designed by the Defense Safety Oversight Committee (DSOC), 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:

3.5.5.1. Conduct periodic meetings with riders.

3.5.5.2. Review recent mishaps and causes with riders.

3.5.5.3. Advocate personal RM and decision making to riders.

3.5.5.4. Emphasize formal and informal training opportunities.

3.5.5.5. Highlight impact of seasonal conditions on safe riding.

3.5.5.6. Promote esprit de corps amongst motorcycle riders.

3.5.6. All unit motorcycle (on and off-road), motor scooters, and three wheeled vehicle riders, will be tracked using the MUSTT/Training module, excludes All Terrain Vehicles (ATVs) or two-wheeled motorized vehicles with an engine displacement of 49cc or less. (T-2)

3.5.6.1. **(Added-AFMC)** MSR(s) **are strongly encouraged** to scan and upload a copy of the riders MSF card, signed copy of the initial commander's brief, and any other significant documentation. This should ensure documentation is effectively maintained in a system of record which can be transferred to rider’s next duty station/work section. **(T-3)**

3.5.7. All newly assigned personnel will complete the commander’s initial motorcycle safety briefing within 30 duty days of assignment or identification as a rider.

3.5.7.1. Transferring personnel will out-process through the motorcycle safety representative to have their record transferred in MUSTT/Training module. (T-1)

3.5.7.2. Air Reserve and Air National Guard riders will complete commander's initial motorcycle safety briefing within two unit training assemblies.

3.5.8. Motorcycle riders will attend an annual/pre-season motorcycle safety briefing.

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

3.6. Installation Pedestrian and Bicycle Safety.

3.6.1. Individuals are not authorized to jog, run or walk on roadways with high traffic density or during peak traffic periods, as determined by the installation commander. (T-0)

3.6.2. Individuals jogging, running or walking on roadways at night or in inclement weather (e.g., fog, rain, sleet, snow, etc.), will wear clothing/accessories containing retro-reflective properties visible from the front and back. (T-1)

3.6.3. All individuals who are 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)

3.6.3.1. 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-0)

3.6.3.2. This applies to traffic control, road construction, pavement marking, utility maintenance, road clean-up and any other crew or individual required to work as a pedestrian on a roadway surface while the roadway remains open to traffic. (T-0)

3.6.3.3. **Exception**, Security Forces are exempt from this requirement at the option of the local security forces commander based on a formal risk assessment IAW AFI 90-802. If time critical, a real time risk assessment will be used. (T-3)

3.6.3.4. Reflective equipment shall be at the discretion of the supervisor/commander for personnel transiting a roadway incidental to their assigned task(s). (T-3)

3.6.4. 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: (T-2)

3.6.4.1. Wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night.

3.6.4.1.1. **Exception:** Security Forces are exempt from this requirement at the option of the local security forces commander based on a formal risk assessment IAW AFI 90-802. If time critical, a real time risk assessment will be used. (T-3)

3.6.4.1.2. Reflective equipment shall be at the discretion of the supervisor/commander for personnel transiting a roadway incidental to their assigned task(s). (T-3)

3.6.4.1.3. **(Added-AFMC)** Bicyclists must wear retro-reflective high visibility outer garments when riding during periods of inclement weather. **(T-2)**

3.6.4.1.4. **(Added-AFMC)** Bicycle riders will ride single file on installation roadways. **(T-3)**

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

3.6.4.3. Ensure bicycles are equipped with a white front light visible for 500 feet and red reflector or light clearly visible from the rear for 300 feet.

3.6.5. Non-Motorized Transportation Devices. Operators of these devices, including but not limited to skateboards, kick-scooters, roller skates, in-line skates, and other similar equipment not meeting DOT motor vehicle standards are prohibited on installation roadways except for incidental road access associated with pedestrians and will comply with all pedestrian related traffic laws. (T-2)

3.6.5.1. Operators of these devices, unless determined to be a hazard to pedestrians, will use designated pedestrian walkways and paths. Commanders may authorize the use of certain types of these devices in the traffic environment, by inclusion into the traffic safety code.

3.6.5.2. An approved helmet is required to be worn on AF installations.

3.6.5.3. Additional required PPE, such as knee pads, wrist guards, elbow pads, etc. will be determined by a formal risk assessment IAW AFI 90-802 and included in the installation traffic safety code.

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

3.7. Driver Licensing.

3.7.1. DoD licensing requirements are contained in DoD 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, DoDI 6055.04 *DoD Traffic Safety Program*, AFI 24-301, *Vehicle Operations,* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*

3.7.2. Operators of government and private motorcycles authorized to operate on an AF installation shall possess a valid license, issued by civil authorities to operate motorcycles on public highways, except where not required by SOFA or state or local laws. Where state or local laws require special licenses to operate privately owned motorized bicycles (mopeds), motor scooters, all-terrain vehicles or other recreational motor vehicle, such license requirements, as a minimum, shall apply to operation of those vehicles on AF installations. (T-0)

3.7.3. Drivers of vehicles authorized to operate on an airfield shall be certified and operate IAW AFI 13-213, *Airfield Driving,* and the installation airfield driving instruction. (T-1)

3.7.4. The owner of a motor vehicle or motorcycle authorized to be operated on an AF installation shall ensure that only properly licensed operators are allowed to operate the vehicle. (T-1)

3.7.5. Commands shall follow host nation, federal, or state licensing procedures including SOFAs. (T-0)

3.8. Emergency Vehicle Operators.

3.8.1. Emergency vehicle operators shall not operate their vehicles at any time at a speed that is not reasonable for weather, visibility, traffic or roadway conditions. (T-0)

Chapter 4

TRAFFIC SAFETY TRAINING

4.1. Training Guidance.

4.1.1. Funding. Air Force military and civilian personnel will not be required to pay for or use annual leave for training or education mandated by this Instruction with the exception of off-road, privately owned ATV and dirt bike training. This instruction does not require the government to furnish training equipment such as motorcycles or ATV's, except when training is required for the operation of government vehicles. Travel expenses to attend training are not reimbursable when mandatory course attendance is for operation of a private motor vehicle. Air Force funded training applies only to courses provided, sponsored, contracted or arranged by local agreement by the military services. Attendance in other courses for personal convenience does not require Air Force reimbursement. For funding purposes, Air Force civilian personnel include the following: Department of Air Force (DAF), Non-Appropriated Funds (NAF) and Air Force Foreign National employees assigned to or employed at the installation. In addition, Department of Defense military personnel and civilians from other services or agencies whom are assigned to or employed on the Air Force installation should receive the training under the same conditions. Other DoD civilian personnel, military retirees, military dependents and long term contractors may attend AF-sponsored training on a space-available basis at no additional cost to the Government. DoD civilian personnel participating in voluntary training will obtain approval through their commander IAW civilian personnel office. Any driver improvement training mandated by an outside court or federal magistrate shall be at the individual's expense. (T-0)

4.1.2. Documentation. Traffic safety training course completions will be documented in the current Military Personnel Data System (MILPDS) for ancillary training, or other AF authorized system. The Military Personnel Flight Personnel Systems Manager will provide safety personnel access to update course codes. The documentation method for emergency vehicle operator training is at the discretion of the appropriate functional managers. (T-1)

4.1.3. Alternate Driver Training Courses. Requests to use suitable substitute training courses in lieu of those outlined in this chapter must be staffed through higher headquarters to HQ AFSEC/SEG for evaluation and approval. (T-1)

4.1.4. Failure to Attend Scheduled Training. Commanders will take appropriate administrative or disciplinary actions for personnel who fail to attend scheduled training including restricting vehicle operation. (T-2)

4.2. Course I, 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. Each training location may incorporate appropriate supplemental traffic safety training materials. The course is approximately four-hours in length and instructor led. (T-0)

4.3. Course II, Local Conditions Course.

4.3.1. The course provides essential information to newcomers to enhance safety awareness of their new surroundings. This is a classroom or mass briefing style presentation led by an

instructor and approximately 30 minutes in length. Specific topics will be determined locally and should enhance awareness of local laws and requirements related to traffic safety. The course will cover significant risk concerns and preventive measures for local weather, recreation, driving environment and other frequent or severe injury causing activities. The course will specifically address safety rules for operation of motorcycles, mopeds, motor scooters and bicycles. The ground safety manager will review the course annually for currency. Handouts may be used to supplement the course presentation. Attendees are: (T-0)

4.3.2. All newly assigned military (including foreign military students), DAF and NAF civilian personnel (identified during in-processing), should schedule and receive training as part of the Newcomers' Orientation Program or by a separately scheduled presentation, within 30 days. Family members are encouraged to attend. In overseas areas, family members who drive may be required to attend the course before licensing.

4.3.3. Personnel assigned in temporary duty (TDY) status for 30 calendar days or more must complete the course at the TDY unit and accomplish such training at the beginning of the TDY. The course instruction may be limited to subjects pertinent to the hazard exposures of the TDY personnel. This training may be completed by non-safety personnel utilizing the installation safety office's materials, or provided to TDY personnel via informational handouts. Local attendance rosters, maintained by the instructor for the duration of the TDY, will be used to document TDY Course II completion. (T-2)

4.4. Course III, Traffic Safety Training.

4.4.1. Is designed to reaffirm and build upon the driving and decision-making skills taught in Course I. Course materials are available electronically through AFSEC/SEG. (T-0)

4.4.2. The course is approximately two-hours in length and instructor led. This course will be taught to all first-term Airmen during attendance at the installation FTAC.

4.4.3. Airman (enlisted/officer) unable to attend FTAC will attend instructor led Course III as soon as possible.

4.4.4. ANG, Air Force Reserve Command (AFRC), AF personnel assigned to remote locations (MAJCOM determined) and first term officers may complete computer based Traffic Safety Training in lieu of Course III instructor led, accessible through Advanced Distributed Learning Service.

4.4.4.1. **(Added-AFMC)** First-term officers will attend Course III training via instructor-led course at those locations where the host safety office provides training in a formal setting. **(T-3)**

4.4.5. When recording this training into MILPDS use the Course III code for all approved suitable substitutes. AFSEC/SEG is final approval for suitable substitutes.

4.4.6. Approved substitute courses are National Safety Council® Defensive Driving Course (DDC), Alive @ 25, or American Automobile Association (AAA) DDC.

4.5. Motorcycle and ATV Operator Training.

4.5.1. Military personnel, who operate or intend to operate a motorcycle on a roadway, operators of government-owned or leased motorcycles and AF civilian personnel who are required to operate a motorcycle IAW position description, will successfully complete the

motorcycle safety training as outlined in **Table 4.1** **Exception:** Motorcycles with an engine displacement of 49cc or less unless required by state, territory, host nation or applicable SOFA requirements. (T-0)

4.5.2. Motorcycle safety training is not intended to meet state, territory, host nation or applicable SOFA licensing requirements. It is the rider's responsibility to possess a valid motorcycle license, endorsement or riders permit before operating a motorcycle on a roadway, to include travel to and from training location(s).

Table 4.1. Motorcycle Operator Training.

INITIAL TRAINING	INTERMEDIATE TRAINING	REFRESHER TRAINING
Time Frame		
Prior to operation of a motorcycle. (T-0) Pending completion of initial training, commanders may authorize operators who possess a valid motorcycle license, endorsement or riders permit to ride subject to any restrictions imposed by such license, endorsement, or permit.	Ideally within 60 days but no later 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. (OCONUS Host nation courses refer to **paragraph 1.3.3.7.3**)	Meet or exceed requirements for initial training. (T-0) MSF BRC-2, Military Sportbike Riders Course^{SM} (MSRC), Advanced Riders Course^{SM} (ARC), Air Mobility Command (AMC) Sport Bike, or DoD Component defined training. (T-0) Sport bike riders shall attend the MSRC, ARC, AMC Sport Bike or a DoD Component defined training (sport bike focused) (T-1)	Meet or exceed requirements for intermediate training. DoD Component defined training. Installation or unit organized rides, IAW **Attachment 4**
Options		
Accept the original or certified copy of a completion card of		

any MSF or State-approved course in lieu of DoD initial training.		

4.5.3. Operators of three wheeled motorcycles do not require approved training. Riders of three wheeled motorcycles and motorcycles with side cars will be entered into MUSTT/Training Module. (T-2)

4.5.4. Riders who have an extended absence from riding, change motorcycle types and/or handling characteristics are encouraged to complete an approved motorcycle safety course as soon as possible.

4.5.5. Air Force foreign national employees working at overseas installations will comply with SOFA defined training requirements to operate motorcycle or ATV as part of their official duties. Required training will be provided at no cost to the individual. (T-1)

4.5.6. Air Force and/or DoD Component Approved Motorcycle Rider Education Training Courses.

4.5.6.1. Course IVA, Initial Training. Courses approved include the MSF Rider Street Skills (RSS), Basic Riders Course (BRC), state approved motorcycle safety curriculum and any DOD Component approved training course.

4.5.6.2. Course IVB, Approved Intermediate and Refresher Training.

4.5.6.2.1. MSF Basic Riders Course – 2 (BRC-2), Military Sportbike RidersCourse^{SM} (MSRC), Advanced Riders Course (ARC), AMC Sport Bike Riders Course.

4.5.6.2.2. Refresher training mentorship programs as outlined in **Attachment 4**.

4.5.6.2.3. Submit request for DoD Component Defined Training approval through applicable MAJCOM and approved by AFSEC/SEG prior to use.

4.5.7. Courses not approved by this instruction or AFSEC/SEG are invalid.

4.5.8. Off-Road Motorcycle and ATV Training.

4.5.8.1. Operators of privately owned off-road vehicles and off-road vehicles controlled by AF Services, will attend appropriate off-road performance-based safety training for on-installation operation. The AF is not required to 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. (T-0)

4.5.8.2. Operators of government owned, leased, or rented off-road motorcycles shall successfully complete the MSF's Dirt Bike School (DBS), AFSOC Special Tactics Advanced Skills Training (AST) Course, or DoD Component Defined Training. (T-1)

4.5.8.3. Operators of Government-owned, leased, or rented ATVs shall complete the Specialty Vehicle Institute of America (SVIA) based course and training tailored to satisfy specific mission objectives. (T-0)

4.6. Course V, Driver Improvement and Rehabilitation Course.

4.6.1. This training is an instructor led course and is intended as a traffic offender rehabilitation course to improve driving skills.

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 will utilize AF developed or provided courseware, or an approved substitute. The course is instructor led and a minimum of two-hours in length. Curriculum may be augmented with relevant supplemental information and materials. (T-1)

4.6.4. Approved substitute courses are National Safety Council® DDC, Alive @ 25, AAA DDC or Court-approved local community driver improvement programs.

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. Emergency Vehicle Operators.

4.7.1. In addition to driver selection and training requirements under DoD 4500.36-R, *Management, Acquisition, and use of Motor Vehicles*, DoD 6055.06-M, *Fire and Emergency Services Certification Program*, (Reference (u)) and before assignment as a driver of a DoD emergency vehicle, candidate operators shall successfully complete a localized emergency vehicle operator training to ensure competency in the safe operation of the vehicle under emergency conditions. Refresher training will be conducted every two years or when an event or mishap indicates the operator did not adhere to minimum safe operating practices. Initial and refresher training is sponsored or provided by the vehicle owning or operating organization. As a minimum, the localized training shall include the following elements: (T-0)

4.7.2. Applicable laws and regulations.

4.7.3. Safe operating practices under normal and emergency conditions.

4.7.4. Operator inspection and primary preventive maintenance.

4.8. Course Modifications.

4.8.1. Curriculum for operator or rider safety courses required by this Instruction shall not be modified, or an equivalent/alternate curriculum used without AFSEC/SEG approval. This does not include emergency vehicle operator training. (T-2)

4.9. Government Vehicle Other Training.

4.9.1. Operators of GVOs not otherwise addressed in this instruction shall be trained in the proper use and unique handling characteristics of the vehicle. GVO training shall specify vehicle type, content of initial training required, quantity of supervised driving experience, certification procedures, driving restrictions for operators awaiting training and certification, frequency and content of refresher training, and remedial training for observed undesirable driving behaviors. (T-0)

4.10. Passenger Vans Operator Training.

4.10.1. Operators of Government-owned passenger vans shall receive training stressing the unique handling characteristics of these vehicles. All such training shall include at a minimum: (T-0)

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

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

Kurt f. neubauer, Major General, USAF
Chief of Safety

(AFMC)

EDWARD S. CONANT, Colonel, USAF
Chief of Safety

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-213, *Airfield Driving,* 1 June 2011

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Abbreviations and Acronyms

AAA—American Automobile Association

AF—Air Force

AFB—Air Force Base

AFCMRS—Air Force Combined Mishap Reduction System

AFI—Air Force Instruction

AFMAN—Air Force Manual

(Added-AFMC) AFMC—Air Force Materiel Command

AFOSI—Air Force Office of Special Investigation

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSEC—Air Force Safety Center

AMC—Air Mobility Command

ANG—Air National Guard

ANSI—American National Standards Institute

ARC—Advanced Riders Course

AST—Advanced Skills Training

ATV—All Terrain Vehicle

BRC—Basic Rider Course

CFR—Code of Federal Regulation

DAF—Department of the Air Force

DBS—Dirt Bike School

DDC—Defensive Driving Course

DoD—Department of Defense

DoDD—Department of Defense Directive

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

GORMV—Government Owned Recreational Motor Vehicles

GSM—Ground Safety Manager

GSU—Geographically Separated Unit

GVO—Government Vehicle Other

HQ—Headquarters

IAW—In Accordance With

JFTR—Joint Federal Travel Regulation

LMR—Land Mobile Radios

LSV—Low-Speed Vehicle

MAJCOM—Major Command

MILPDS—Military Personnel Data System

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

MUTCD—Manual for Uniform Traffic Control Devices

NAEYC—National Association for the Education of Young Children

NAF—Non-Appropriated Funds

NATO—North Atlantic Treaty Organization

OGMVC—Other Government Motor Vehicle Conveyances

OPR—Office of Primary Responsibility

PMV—Private Motor Vehicle

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

RM—Risk Management

RMV—Recreational Motor Vehicle

ROPS—Rollover Protection Systems

RSS—Rider Street Skills

SEG—Ground Safety

SMS—Short Message Service

SOFA—Status of Forces Agreement

SVIA—Specialty Vehicle Institute of America

TRiPS—Travel Risk Planning System

TSCG—Traffic Safety Coordination Group

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

UNECE—United Nations Economic Commission for Europe

USAF—United States Air Force

USAFR—United States Air Force Reserve

USC—United States Code

USEUCOM—United States European Command

USSTRATCOM—United States Strategic Command

Terms

Abrasion Resistant—The characteristics of a material to resist wear due to contact and rubbing across another material or surface.

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.

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.

Armor— Sections or pads (hard or soft) positioned to protect parts of the body including hips, knees, shoulders, elbows and spine and intended to absorb direct energy from impacts.

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.

Cordura®—A trademark of the DuPont Company for air-textured, high tenacity nylon yarns.

Department of Defense Civilian Personnel—Civil Service employees of the DoD Components (including Reserve Component military and 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; foreign nationals employed by the DoD Components; Navy Civil Service Mariners with the Military Sealift Command, and Army-Air Force Exchange Service employees.

Department of Defense Military Personnel—All US military personnel on active duty or Reserve status under the provisions of 10 U.S.C. (reference (m)). National Guard personnel under the provisions of 32 U.S.C. (reference (n)); Service Academy cadets; Reserve Officer Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to the DoD Components.

Department of the Air Force (DAF) Civilian Personnel—Includes Senior Executive Service (SES); general schedule (GS); wage board (WB); wage grade (WG); ANG and AFRC technicians unless in a military duty status; non-appropriated fund (NAF) employees who are not military personnel working part time; Youth Opportunity Program (YOP) and Student Assistance Program employees and AFFN employees. This includes Air Force responsibility for any compensation claims arising from employment injury. Air Force Foreign National employees fall into two categories (see Department of Defense Civilian Personnel). Mishaps involving an AFFN employee who is a direct hire will be investigated and reported via AFSAS.

Indirect hire employee mishaps will normally be investigated by the host nation however safety will work with the host nation to ensure violations or hazards that are indentified as causal are corrected.

Department of the Air Force Military Personnel—These are Air Force personnel on active duty with the Air Force or ANG and AFRC personnel in Title 10 status. Includes US Air Force Academy cadets; US Air Force Academy Preparatory School cadet candidates; and Reserve Officer Training Corps (ROTC) cadets engaged in directed training activities. Includes members of other US military services serving on extended active duty with the Air Force or foreign-national military personnel assigned to the Air Force.

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.

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

Golf Cart—A motorized cart for carrying golfers and their equipment over a golf course.

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 Off-Road Vehicle—Any government owned motorized vehicle designed for or capable of travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or natural terrain, that does not meet the FMVSS for operation on public roadways.

Government Owned Recreational Motor Vehicle (GORMV)—A motorized device, meeting the definition of RMV in this standard, that is owned, leased, or rented by a DoD component on an Air Force installation or property. This includes vehicles classified as OGMVC, but does not include Low-Speed Vehicles meeting the design standards of 49 CFR, Part 571, Federal Motor Vehicle Safety Standards No. 500.

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

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 vehicle operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

Low-Speed Vehicle—A 4-wheeled motor vehicle, other than a truck, whose speed attainable in 1 mile (1.6km) is more than 20 mph (32 Kilometers per hour (KPH)), and not more than 25 mph (40 KPH) on a paved level surface. This group only includes vehicles meeting the design standards of 49 CFR, Part 571, Federal Motor Vehicle Safety Standards No. 500.

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 safety training program. The MSR(s) should be an experienced rider, approved course graduate and have local riding experience.

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

Motorcycle Unit Safety Tracking Tool (MUSTT)—A motorcycle tracking tool that will allow management to instantly know their rider demographics and population.

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.

Off-Road Vehicle—Any motorized vehicle designed for or capable of travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or natural terrain, that does not meet the FMVSS for operation on public roadways.

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.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

Pedestrians—Are defined as anyone on foot, e.g., walkers or joggers or any mobility impaired person using a wheelchair.

Personal Golf Cart— A privately owned motorized cart for carrying golfers and their equipment over a golf course.

Private Motor Vehicle (PMV)—Are owned, leased, rented or controlled by individuals in their personal capacities. A trailer towed by a PMV is considered part of the vehicle, even if it is detachable from the vehicle. Snowmobiles, dune buggies or other vehicles specifically designed for recreational, off-highway use and street legal four-wheel drive vehicles operated in an off-highway environment for recreational purposes are not considered as PMVs under this definition.

Protective Service Operation (PSO)—The use of specialized techniques and procedures by trained personnel to ensure a principal's personal safety and security during a specific event, while traveling, or over an extended period of time. When required, a PSO can be tailored to provide 24-hour protection. In such cases, the security detail establishes defensive overt or clandestine perimeters around the principal for the term of the PSO at the residence, during travel, and at all sites on the principal's daily itinerary.

Recreational Motor Vehicle (RMV)—These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standards required for vehicle registration or roadway use in the state, territory, or host nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include, but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; non-street legal race cars, racing carts, off-road motorcycles, go-carts, motorized skateboards, snowmobiles, personal golf carts, Gators, utility carts, mini-motorcycles, dune buggies, pocket bikes, and self balancing or similar standing human transportation devices. Not included in this category are motorized devices that allow people with disabilities to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

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.

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 and excludes the sidewalk or areas adjacent to roadways not designed for vehicle traffic. Excludes areas specifically engineered for recreational use, fitness, or pedestrians.

Segway®— Is a two wheeled, self balancing, battery powered personal transportation device. For the purpose of this AFI this type of vehicle is considered an RMV (self balancing or similar standing human transportation devices) unless usage is in accordance with the Americans with Disabilities Act.

Sport bike—A high-powered motorcycle on which the rider leans forward over the gas tank.

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.

Text Messaging—Reading from or entering data into any handheld or other electronic device, including for the purpose of short message service (SMS) or 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, OGMV or LSV designed to be registered, licensed and driven on roadways.

Tier Definitions—**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 equiv).

Trafficway—A trafficway is any land way 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

TABLE A2.1 COMMANDER'S INITIAL MOTORCYCLE SAFETY BRIEFING CHECKLIST (EXAMPLE).

Table A2.1. Commander'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 – MUSTT/Training Module		
	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 (MC)		
	Hazards associated with loaning/borrowing motorcycles		
	Hazards associated with renting motorcycles		
Local driving conditions			
	Weather conditions as applicable to MC 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		
Host Installation Traffic Safety Manager			

	Name/Phone/Email		

Rider's Name: _____

Rider's Signature: _____ Date: _____

Commander's Name: _____

Commander's Signature: _____ Date: _____

Attachment 3

MOTORCYCLE PRE-SEASON 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 should 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 3 (AFMC)

COMMANDER'S INITIAL BRIEFING CHECKLIST

Table A3.1. COMMANDER'S INITIAL BRIEFING CHECKLIST (Example)

TOPICS	BRIEF FOLLOWING ITEMS	Yes	No
(Added) Riders Condition			
	(Added) Discuss fatigue factors, proper rest periods when traveling, drinking and driving, environmental factors which may affect riders performance (cold or inclement weather, hot weather, riding during hours of darkness, etc.) and potential personal problems.		
(Added) Riders Discipline			
	(Added) Discuss risks involved in operating a motorcycle, lack of self-discipline, disregard for laws, and lowered standards of conduct. Speeding is the leading cause of most Air Force traffic fatalities and is implicated in the vast majority of motorcycle mishaps, followed by alcohol consumption and a failure to wear proper personal protective equipment. A disregard for mandatory requirements may subject the rider to UCMJ disciplinary action.		
(Added) Determining High Risk Riders	** *If Yes to one or more of the following blocks, then the rider should be considered "High-Risk"* **		
	(Added) Male, 18-26 years old (single/junior grade): Air Force statistics have consistently shown these demographic experiences the highest percentage of the Air Force recorded mishaps.		
	(Added) Sport Bike: riders of newer, faster, and more aerodynamically designed Sports Bikes are involved in the greater proportion of motorcycle mishaps		
	(Added) Previous traffic violations: riders with a history of citations for speeding or disregard for traffic laws are at a higher risk for mishaps		

	(Added) Failure to wear PPE: riders who do not wear proper personal protective equipment (helmets, face shield, gloves, etc.) are at a higher of injury or death when involved in a motorcycle mishap		
	(Added) Demonstrated negative performance indicators: poor duty performance, missed appointments, negative attitude toward authority, mediocre performance reports, failure to meet established standards, etc.		

Attachment 4

MENTORSHIP REFRESHER TRAINING

A4.1. Installation or Unit organized mentorship refresher training will meet the requirements listed below.

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

A4.1.2. Consisting of both instructional and hands-on content, minimum four hours:

A4.1.2.1. Incorporating at least three skill based DSOC Mentorship Modules from the table below, modules are available electronically through **https://cs3.eis.af.mil/sites/OO-SE-AF-18/traffic.safety/PMV2/Forms/AllItems.aspx?RootFolder=%2Fsites%2FOO%2DSE%2DAF%2D18%2Ftraffic%2Esafety%2FPMV2%2FDefense%20Safety%20Oversight%20Council%20%28DSOC%29%20PMV%2D2%20Mentorship%20Modules&FolderCTID=0x012000636E6C6D332A99499C49D9C00CB7B2F4&View={B9092C04-7969-497D-95C1-1D03C3B7F444}**.

A4.1.2.2. Instructional content may be covered during hands-on training.

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