

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



AIR FORCE INSTRUCTION 91-207

27 OCTOBER 2011

**ELLSWORTH AIR FORCE BASE
Supplement**

28 NOVEMBER 2012

Safety

**THE US AIR FORCE TRAFFIC SAFETY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFSC/SEG

Certified by: AF/SE (Maj Gen Gregory A.
Feest)

Supersedes: AFI 91-207, 22 May 2007

Pages: 40

(ELLSWORTHAFB)

OPR: 28 BW/SE

Certified by: 28 BW/SE (Lt Col Jason R.
Sanderson)

Pages:5

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 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 Air Force Reserve and Air National Guard 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 all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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, *System of Record Notice F036 AF PC C*. 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 and review of waiver requests to this Instruction to AFSC/SEG, 9700 G Avenue SE, Kirtland AFB NM 87117-5670, for coordination and approval before publication. 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

Failure to observe prohibitions and mandatory provisions of this directive in paragraph 3.2.2 by active duty Air Force 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.

(ELLSWORTHAFB) AFI 91-207, dated 27 Oct 11 is supplemented as follows: The purpose of this instruction is to establish the Traffic Safety Program for all personnel assigned to the 28th Bomb Wing (28 BW), associated units, and tenant units assigned to Ellsworth (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Send comments and suggested changes to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to 2300 Vandenberg Ct, Suite 112, Ellsworth AFB, SD 57706.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision implements the current DoDI 6055.04, provides clarification for vehicle operators on distractions while driving and prohibits the use of handheld cellular phones, e.g., using cellular phones, text messaging, etc. It further defines personal protective equipment (PPE) usage, protective clothing requirements and motorcycle helmet standards. It also broadens the motorcycle operator’s safety training requirements to allow Deputy Under Secretary of Defense for Installations and Environmental (DUSD(I&E)) endorsed training curriculum. It requires intermediate/advanced training for motorcycle riders at Joint Bases and encourages Sportbike operators to complete an approved Sportbike rider’s course. It further provides guidelines to establish installation motorcycle mentorship program and outlined mentor’s duties and responsibilities. It incorporates the Motorcycle Unit Safety Tracking Tool (MUSTT) database for tracking installation riders.

Chapter 1—PROGRAM DESCRIPTION **5**
1.1. Applicability. 5

1.2.	Official Support Agreements, Memorandums of Agreement/Understanding (MOA/MOUs) and Status of Forces Agreements (SOFA).	5
1.3.	Responsibilities.	5
Chapter 2—VEHICLE REQUIREMENTS		10
2.1.	Motor Vehicle Safety Standards.	10
2.2.	Government Owned, Leased, and Rented Vehicles.	10
2.3.	Non-Government Motor Vehicles on Air Force Installations and AF Led Joint Bases.	12
Chapter 3—PROGRAM AND INDIVIDUAL REQUIREMENTS		13
3.1.	Overview.	13
3.2.	Operator Distractions.	13
3.3.	Duty Related Operator Driving Time.	13
3.4.	Operator and Passenger Protection.	14
3.5.	Installation Pedestrian and Bicycle Safety.	17
3.6.	Driver Licensing.	18
3.7.	Emergency Vehicle Operators.	19
Chapter 4—TRAFFIC SAFETY TRAINING		20
4.1.	Training Guidance.	20
4.2.	Course I, Introductory Traffic Safety.	20
4.3.	Course II, Local Conditions Course.	20
4.4.	Course III, Traffic Safety Training.	21
4.4.	(ELLSWORTHAFB) Ellsworth AFB will teach either Course III or the “Alive at 25” course based on the availability of certified instructors.	21
4.5.	Motorcycle and ATV Operator Training.	21
4.6.	Driver Improvement and Rehabilitation Course.	24
4.7.	Supervisor Safety Training – Traffic Safety Module.	24
4.8.	Emergency Vehicle Operators.	25
4.8.	(ELLSWORTHAFB) Units with Emergency Response requirement (SFS, CES, MDG) will forward a copy of their training program for review to 28 BW/SEG annually in June.	25
4.9.	Course Modifications.	25
4.10.	Government Vehicle Other (GVO) Training.	25
4.11.	Passenger Vans Operator Training.	25
4.12.	Adopted Forms	25

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	26
Attachment 2—ANNUAL SAFETY BELT USAGE REPORT	34
Attachment 3—GUIDELINES FOR CREW REST AND OPERATOR DUTY TIME	35
Attachment 4—COMMANDER’S INITIAL BRIEFING CHECKLIST	36
Attachment 5—MOTORCYCLE ANNUAL/PRE-SEASON BRIEFING CHECKLIST	38
ATTACHMENT 6—(Added-ELLSWORTHAFB) DEPARTMENT OF THE AIR FORCE	39
ATTACHMENT 7—(Added-ELLSWORTHAFB) GORMV RISK MANAGEMENT EVALUATION	40

Chapter 1

PROGRAM DESCRIPTION

1.1. Applicability. This Instruction applies to the following:

- 1.1.1. All AF military personnel at any time, on or off a DoD installation.
- 1.1.2. All AF civilian personnel, on a DoD installation or in a duty status when off a DoD installation.
- 1.1.3. All persons in or on a government owned or government leased/rented motor vehicle.
- 1.1.4. All persons at any time on an AF installation, includes all leased, owned or privatized property, including housing areas.

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 and to the maximum extent possible comply with this Instruction.

1.3. Responsibilities.

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

- 1.3.1.1. Establish the requirements for the USAF Traffic Safety Program.
- 1.3.1.2. Develop, maintain and oversee implementation of traffic safety training courses in support of this Instruction.
- 1.3.1.3. Submit the Annual Safety Belt Usage Report to the DUSD(I&E) no later than April 30th for the previous calendar year using the format in [Attachment 2](#). Installation tenant component data may be represented by the installation host component data.

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 funding as needed to comply with this Instruction.
- 1.3.2.4. Submit the Annual Safety Belt Usage report for their bases and areas of responsibility to AFSC/SEG no later than March 1st for the previous calendar year for inclusion to the Annual Safety Belt Usage Report to DUSD(I&E) (see [Attachment 2](#)).

1.3.3. Center, Wing and Installation Commanders will:

- 1.3.3.1. Establish and implement a traffic safety program that supports the USAF Traffic Safety Program.

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 all children under 4 years of age regardless of weight or less than 60 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 60 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 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.

1.3.3.1.2. Include failure to use occupant protective devices, i.e., safety belts, child safety seats, distracted driving violations and PPE as a primary traffic violation on AF installations.

1.3.3.1.3. Establish procedures to ensure compliance, including administrative or disciplinary action. Ensure all levels of supervision and management participate actively in the enforcement of the program and become involved by personal example.

1.3.3.2. Provide support, facilities and funding to comply with this Instruction.

1.3.3.3. Maintain installation roadways in a safe condition.

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.

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.

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.

1.3.3.7. Ensure Motorcycle Safety Foundation (MSF) approved courses or DUSD(I&E) endorsed curriculum for both novice and experienced riders are made available for personnel who operate a motorcycle. **NOTE:** To receive DUSD(I&E) endorsement, courses must be state or host nation approved.

1.3.3.7.1. Host nation equivalent courses are acceptable only if the course is taught by certified or licensed instructors, includes hands-on training, a riding skills evaluation and a knowledge-based evaluation. Host nation equivalent courses must be approved by MAJCOM/SE to include establishing documentation procedures.

1.3.3.7.2. 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. Encourage and support the formation of motorcycle mentoring program(s). The purpose of these programs is to foster esprit de corps and promote motorcycle safety.

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.

1.3.3.11. When applicable, ensure installation DoD school buses comply with the Traffic Highway Safety Program Guideline No. 17 (from the Uniform Guidelines for State Highway Safety Programs,) and all state and local or host nation requirements. 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*.

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.

1.3.3.13. Ensure a driver improvement and rehabilitation course is available.

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, licensing, registration information, etc. Units with a limited number of riders may establish a common MSR(s) across multiple organizations.

1.3.4. Commanders and functional managers below wing level will:

1.3.4.1. Consider intentional misconduct or willful negligence during line of duty (LOD) determinations for personnel who fail to use occupant protection devices, wear required protective equipment, operate a motor vehicle while intoxicated, use handheld cellular phones (e.g., using cellular phones without hands free devices or text messaging) as outlined in US Air Force Traffic Safety program requirements, local, state or federal laws.

1.3.4.2. Take actions as needed to intervene when unsafe patterns are identified. Actively refer and direct problem drivers and at-risk personnel to attend driver improvement training.

1.3.4.3. If applicable, appoint in writing, at least one Motorcycle Safety Representative (MSR) 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 database. Units with a limited number of riders may establish a common MSR(s) across multiple organizations.

1.3.4.3.1. **(Added-ELLSWORTHAFB)** An example appointment letter is provided in Attachment 6

1.3.4.4. Ensure personnel assigned to their unit 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 on or off-base for military personnel and on base for AF civilians.

1.3.4.5. Utilize available tools to promote traffic safety. Commanders are encouraged to use the Air Force Culture Assessment Safety Tool (AFCAST) Surveys for unit personnel. The AFCAST Surveys can be completed at <https://www.afcast.org/mainpage.aspx>.

1.3.4.6. Consider using traffic safety briefings or other proactive measures prior to major holidays, extended weekends and other high risk periods to reinforce responsible driving behaviors.

1.3.5. 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.

1.3.5.2. Budget and manage funds for implementation of the traffic safety program.

1.3.5.3. Develop and implement local programs which encourage the use of occupant protective devices (safety belts, air bags, child safety seats, helmets, etc.).

1.3.5.4. Ensure only fully qualified, proficient, and certified (as necessary) personnel perform instructor duties for the traffic safety courses required by this Instruction.

1.3.5.5. Encourage safety personnel to participate in state and local community level traffic safety coalitions where available (i.e., Safe Communities, Federal Safety Councils, etc.).

1.3.5.6. Actively participate with the installation TSCG.

1.3.5.7. If applicable, coordinate with unit commanders to ensure appointment of MSR(s) with units having motorcycle riders. Ensure the unit MSR is trained within 30 days of appointment on duties and responsibilities (e.g., MUSTT, program and training requirements, licensing and registrations, etc.). Thirty day time frame begins upon receipt at the safety office.

1.3.6. Traffic Safety Coordination Group:

1.3.6.1. The installation commander or designated official will chair the TSCG.

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 and the installation legal office, as necessary.

1.3.6.3. The TSCG will evaluate, study, propose and approve measures to mitigate traffic hazards and improve installation traffic safety. When applicable 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.

1.3.6.4. The TSCG will work with local authorities to address off installation traffic hazards.

1.3.7. Base Civil Engineer will:

1.3.7.1. Provide traffic safety support of the installation traffic safety program and TSCG as required.

1.3.7.2. Consider special provisions for separation of pedestrians, bicycle and vehicle traffic to allow for safe traffic flow. Provisions shall be made for compliance with the Americans with Disabilities Act.

1.3.7.3. 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.

1.3.8. Installation Security Forces will:

1.3.8.1. Provide the installation TSCG with law enforcement support.

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.

1.3.8.3. Provide TSCG a summary of traffic violation citations and recorded accidents for use at scheduled meetings.

1.3.9. Air Force military personnel will:

1.3.9.1. Operate a motor vehicle in a safe and prudent manner.

1.3.9.2. 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.

1.3.9.3. Attend all required motor vehicle training.

Chapter 2

VEHICLE REQUIREMENTS

2.1. Motor Vehicle Safety Standards. The vehicle categories described in the following paragraphs align with DoD 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*.

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 571, *Federal Motor Vehicle Safety Standards* (latest edition), and Public Law No 99-570, *Commercial Motor Vehicle Safety Act of 1986*.

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).

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.

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.

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.

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.

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. LSVs may cross roadways with higher posted speed limits.

2.2.3.1. The 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.

2.2.3.2. The vehicles 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 23-302, *Vehicle Management*.

2.2.4. Government Motorcycles and All-Terrain Vehicles (ATV). Mandatory safety equipment and training are addressed in paragraphs 3.4 and 4.5.8; 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. Additional related requirements are located in AFI 23-302.

2.2.5.1. The use of seatbelts, 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.

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

2.2.5.3. Risk Management (RM) Evaluation. When government off-road vehicles are authorized to be used in traffic, industrial, or pedestrian environments, owning organizations will complete a written RM evaluation, unless time critical, before authorizing any on-installation use of government owned or privately owned RMV in traffic, industrial, or pedestrian environments. Applicable manufacturer recommendations, manuals, local, state, or host nation requirements will be considered when performing an evaluation. The evaluation will include, but not be limited to, the following areas:

2.2.5.3.1. Operator and passenger requirements such as: minimum age, training or licensing. All training will require lesson plans, documentation and be in addition to requirements of this Instruction, state, local or host nation requirements.

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

2.2.5.3.3. Vehicle safety devices and equipment (e.g. seatbelts, rollover protection, taillights, reflectors, brakes etc.)

2.2.5.3.4. Authorized operating areas, environments, times and any specific restrictions, including seasonal or weather operating restrictions.

2.2.5.3.5. **(Added-ELLSWORTHAFB)** An example RM Evaluation is at Attachment 7. All owning organizations shall ensure a RM evaluation follows the minimum data provided in the example and shall ensure that it is signed by the unit commander. A copy of the approved RM evaluation shall be forwarded to 28 BW/SEG

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 apply and enforce the state laws regarding standards for motor vehicles in traffic as described in DoDD 5524.4, *Enforcement of State Laws on DoD Installations*.

2.3.2. Operation of Recreational Motor Vehicles. Unless authorized by Host Nation, state laws, the Installation Traffic Code, or by an installation commander's signed policy memorandum, all RMVs are prohibited from use on installation public access roadway. Some states, U.S. Territories, or host nations may authorize selected types of these vehicles in traffic off the installation. Commanders shall consider mirroring off-installation laws in regards to these vehicles if the authorization does not adversely affect public safety. The installation commander will require the requestor or using organization to complete a RM evaluation before authorizing any on-installation use of government owned or privately owned RMV (paragraph [2.2.5.3](#)).

Chapter 3

PROGRAM AND INDIVIDUAL REQUIREMENTS

3.1. Overview. 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. The use of headphones, earphones and cellular telephones hinders or prevents recognition of emergency signals, alarms, announcements, approach of vehicles, human speech and the ability to determine the direction from which sounds are coming. Vehicle operators 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).

3.2.2. All persons listed in paragraphs **1.1.1** and **1.1.2**, while operating a government motor vehicle, operating a PMV on official government business or utilizing a government owned electronic device are prohibited from text messaging on or off a DOD installation. Using cell phones, any listening device or other hand-held electronic devices, that takes attention away from driving is discouraged unless the vehicle is safely parked, off the roadway or they are using a single ear bud or voice-activated hands-free device, where allowed by law. Use of hands-free devices is also discouraged as they create significant distractions from safe driving performance.

3.2.2.1. Exceptions are motorcycle operator/passenger intercom devices, where allowed by law and for receiving or placing calls in the performance of duties from tactical or emergency vehicles or other mission critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices.

3.2.2.2. 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.

3.2.3. All persons while driving any vehicle are prohibited from using Government-supplied electronic equipment for text messaging or other hand-held uses unless the vehicle is safely parked or they are using a single ear bud or voice-activated hands-free device, except as outlined in paragraph **3.2.2**

3.2.4. Cellular Phone Free School Zone. All installations having school and child development centers are highly encouraged to establish a cellular phone free (including hands free devices) school zone IAW applicable federal, state, local and host nation laws.

3.3. Duty Related Operator Driving Time.

3.3.1. Duty Hour Limits. Commanders will establish and enforce duty hour limits for operators of motor vehicles to reduce the potential for traffic mishaps caused by operator fatigue.

3.3.1. **(ELLSWORTHAFB)** No person from Ellsworth AFB will operate a vehicle more than 10 hours while in normal duty, TDY or PCS status. If a member must travel more than 10 hours in a duty period, additional drivers shall be utilized to prevent fatigue and a Risk Management Evaluation accomplished IAW AFI 91-207, para 3.3.3. NOTE: This requirement is intended for continuous driving during off-station travel. This requirement does not apply to 28 BW personnel working 12-hour shifts as part of their normal duties while on base.

3.3.2. Directed Travel. Follow the guidance for directed travel contained in the Joint Federal Travel Regulation (JFTR), Volume 1. Additional information on official travel distances can be found in Joint Federal Travel Regulations (<https://dtod.sddc.army.mil/default.aspx>).

3.3.3. Risk Management. To reduce the potential for traffic mishaps caused by operator fatigue; commanders, supervisors and all personnel listed in paragraph 1.1.1 through 1.1.3 will apply a written RM evaluation (see **Attachment 3**), unless time critical, to assess the risks, establish operating procedures, applying supervision, and other controls to mitigate risks. This applies to missions exceeding a singular shift or duty day, risk assessments include, but not limited to, time on duty, operator's physical condition, driving conditions, and length of travel. Recommended guidelines are contained in **Attachment 3**.

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.

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 seatbelt installation into these vehicles unless mandated by applicable host nation, state, or territory laws. Occupants are required to wear seatbelts 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 performing protective services operations (see glossary) are exempt and will use seat belts at their discretion.

3.4.1.2. To the maximum extent possible, vehicle occupants shall not ride in areas of a vehicle without fixed seats. Upon completion of a written RM evaluation, unless time critical, and approval by the unit commander, for duty operations only, personnel may be transported in vehicles without fixed seats. Transport is limited to short distances on DoD installations only, if each passenger remains seated wholly within the body of the vehicle all installed seat belts are in use, the vehicle cargo area has no open sides, and no person is resting against a side area or gate that may open.

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. Seatbelts 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.

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 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 occupant cannot be determined, the driver shall be responsible for enforcement.

3.4.1.5. Seat belts shall be maintained in a serviceable condition and shall be readily available for driver and passenger(s) use.

3.4.2. Requirements for Motorcycle and ATV Operation. The following requirements apply to all persons as listed in paragraph 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 user developed RM analysis will be used to determine the most appropriate balance of mission and safety. When non-compliance is found necessary due to military mission, these actions will be documented and approved by the center, wing, installation or equivalent commander. 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. AF specific PPE requirements mandated by this Instruction may not be used as a criterion for limiting access to an AF installation for any other military component member or visitor who's PPE meets the requirements of DoDI 6055.04.

3.4.2.1. 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.

3.4.2.2. 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.

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

3.4.2.3.1. Head Protection. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658 or Snell Standard M2005 shall be worn and properly fastened under the chin. For personnel riding motorcycles and ATVs outside the United States, helmets must meet the host nation standards. In those instances where the host has no standard, helmets must, at a minimum, meet the Federal Motor Vehicle Safety standard. Commanders may authorize use of combat

helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training based on a RM evaluation.

3.4.2.3.2. Eye Protection. Goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 for impact and shatter resistance will be worn and properly used. A windshield does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1 for impact and shatter resistance.

3.4.2.3.3. 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. Gloves should be a sturdy, non-slip type to permit a firm grip on the controls. 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.

3.4.2.3.4. Foot Protection. Sturdy, over the ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn). Sandals, low quarters, sneakers and similar footwear will not be used.

3.4.2.3.5. Tactical Motorcycle and ATV Rider Protection. All on-duty riders of government-owned motorcycles and ATV operators during off-road operations will also wear knee pads, shin guards and padded full-fingered gloves. Special duty requirements may dictate limited compliance.

3.4.2.4. Garment and Motorcycle Visibility. A motorcycle rider who is conspicuous to other vehicle operators is less likely to be involved in a vehicle to vehicle collision. Motorcycle riders will choose riding apparel as upper garments that incorporate high visibility colors (e.g. fluorescent yellow-green, fluorescent orange-red or fluorescent red, etc.) during the day and a retro-reflective upper garment during the night. Outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has high visibility colors/high visibility reflective properties or does not obscure the high visibility and reflectivity of the rider's upper garment. Additionally, riders are encouraged to use other methods of increasing conspicuity such as headlight and brake light modulators, auxiliary running lights, reflective tape to the sides of your motorcycle and installation of position/marker lights.

3.4.2.5. Off-Road Vehicle Ranges. If an installation has an off-road vehicle range open to the public, operators of privately owned motorcycles, ATVs or three-wheelers must show proof of training such as MSF, SVIA (Specialty Vehicle Institute of America) course completion card to the range official before operating on the range. Local, state or host nation training can be acceptable as determined by the installation commander. The AF is not required to pay for riders to attend this training.

3.4.3. Motorcycle Program

3.4.3.1. Motorcycle Mentorship Program. A properly structured program has been proven to be a highly effective means of preventing mishaps. Wing, installation, and unit commanders are strongly encouraged to establish a mentorship program to provide both

experienced and inexperienced operators an opportunity to share information and be better informed and safer riders. Commanders in conjunction with the MSR should identify the most capable and mature riders, based on experience and demonstrated proficiency, to run the unit's mentorship program. At a minimum the program should encompass the following:

- 3.4.3.1.1. Conduct periodic meetings with riders.
- 3.4.3.1.2. Review recent mishaps and causes with riders.
- 3.4.3.1.3. Advocate personal RM and decision making to riders.
- 3.4.3.1.4. Emphasize formal and informal training opportunities.
- 3.4.3.1.5. Highlight impact of seasonal conditions on safe riding.
- 3.4.3.1.6. Ensure riders are aware of the benefits and opportunities of mentorship organizations.
- 3.4.3.1.7. Promote esprit de corps amongst motorcycle riders.

3.4.3.2. Motorcycle Unit Safety Tracking Tool (MUSTT) database. Tracking of all unit motorcycle (on and off-road), scooter, moped (scooters and mopeds with engine displacement of 50cc or greater) and three wheeled vehicle riders will be accomplished utilizing this database. The requirement to track motorcycle riders applies to military personnel on- or off-duty, on or off a DOD installation. Requirement also applies to AF civilian personnel on or off a DOD installation when in a duty status on official business; and operators of government owned motorcycles. This requirement does not apply to AF personnel assigned permanently to NATO, USEUCOM, USSTRATCOM or similar organizations.

3.4.3.3. All newly assigned and PCSing personnel will be required to process through the commander or designated representative. Unit commander or designated MSR(s) will provide an initial briefing to all new or newly assigned motorcycle riders within 30 days from initial assignment, identification as a rider or purchase of a motorcycle (see [Attachment 4](#)). Additionally, an annual/pre-season motorcycle riders' briefing will be performed by the unit commander or designated representative. Seasonal considerations will be factored in when scheduling this briefing. Use [Attachment 5](#) as an example for required briefings. The MSR will be the focal point for information on motorcycle training, licensing and registration.

3.5. Installation Pedestrian and Bicycle Safety.

3.5.1. Individuals are not authorized to jog, run or walk on roadways with high traffic density and during peak traffic periods, as determined by the installation commander. Road guards or safety spotters will be utilized to safely control traffic for formation runs or group running events.

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

3.5.3. All individuals who are exposed to traffic hazards as part of their assigned duties shall wear a highly visible outer garment, vest/jacket during the day and retro-reflective vest/jacket

or outer garment containing retro-reflective material at night. This guidance applies to troop formations only to the degree determined necessary to maintain formation visibility to traffic. This is directly applicable 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.

3.5.4. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and 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. During hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material. In addition, bicycles will be equipped with a white front light (not a reflector) visible for 500 feet and red rear reflector or light clearly visible from the rear of the bicycle from a distance of 300 feet.

3.5.5. Non-Motorized Transportation Devices. Operators of these devices, including but not limited to skateboards, kick-scooters, roller-blades and roller-skates, are prohibited on installation roadways except for incidental road access associated with pedestrians and will comply with all pedestrian related traffic laws. 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. An approved helmet is required to be worn on AF installations. Additions to minimum required PPE, such as knee pads, wrist guards, elbow pads, etc. will be determined by commander endorsed RM evaluation and included in the installation traffic safety code.

3.5.6. Wearing 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 to all persons listed in paragraph 1.1.4 Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

3.6. Driver Licensing.

3.6.1. DoD licensing procedures are contained in DoD 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, and AF guidance and procedures for testing and licensing vehicle and equipment operators is outlined in AFI 24-301, *Vehicle Operations*.

3.6.2. Operators of government and private motorcycles authorized to operate on an AF installation shall be licensed by civil authorities to operate motorcycles on public highways, except where not required by Status of Forces Agreements (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.

3.6.3. 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.

3.6.4. 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.

3.6.5. Commands shall follow host nation, federal, or state licensing procedures including SOFAs.

3.7. Emergency Vehicle Operators. 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.

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. 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: DAF, 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. Civilians employed by other federal agencies, military dependents, long-term contractors and retirees may be provided voluntary training at no cost on a space-available basis, as determined by the installation commander. Any driver improvement training mandated by an outside court or federal magistrate shall be at the individual's expense.

4.1.2. Documentation. Traffic safety training course completions will be documented in the current Military Personnel Data System for ancillary training. 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. The organizations providing training shall maintain a listing of personnel trained for a period of 5 years from the date of issue.

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 AFSC/SEG for evaluation and approval.

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.

4.2. Course I, Introductory Traffic Safety. Course I is a mandatory accession traffic safety training course. The course is required by DoDI 6055.04. The course presentation materials and format are provided by AFSC/SEG. Each training location shall incorporate appropriate supplemental traffic safety training materials. This is an instructor led course.

4.3. Course II, Local Conditions Course. 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. 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:

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

4.3.2. 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.

4.4. Course III, Traffic Safety Training. This traffic safety course will be taught to all first-term Airmen (including officers) following Course II training, during attendance at the installation FTAC. Those Airmen who do not attend FTAC, including first-term officers, will attend the course as soon as possible in a locally determined setting. It is designed to reaffirm and build upon the driving and decision-making skills taught in Course I. Course materials and formats are provided by AFSC/SEG. The course is approximately two-hours in length. This is an instructor led course. Air National Guard (ANG), Air Force Reserve Command (AFRC) and AF personnel assigned to remote locations (MAJCOM determined) may utilize course material as individual computer based training. When recording this training into Military Personnel Data System (MILPDS) use the Course III code for all approved suitable substitutes.

4.4. (ELLSWORTHAFB)Ellsworth AFB will teach either Course III or the "Alive at 25" course based on the availability of certified instructors. Both courses have been approved by AFSEC. Additionally, all first term officers that are assigned to Ellsworth AFB as their first duty assignment will contact 28 BW/SEG to schedule a course within 30 days of arrival. Commanders and USRs must verify course completion during in-processing by adding this requirement to in-processing checklists.

4.5. Motorcycle and ATV Operator Training.

4.5.1. Initial Training. All military personnel who operate a motorcycle on a roadway any time, on or off-duty and on or off military installations and all AF civilian personnel while in a duty status on official business, who operate a motorcycle on a roadway, and all operators of a government owned motorcycle, are required to attend and complete an approved motorcycle rider education course. AF civilian personnel duty status is defined for this training as an AF civilian that has the riding of a motorcycle in their position description. Riding a privately owned motorcycle as transportation to and from work or lunch isn't considered in a duty status.

4.5.1.1. Approved training will include an appropriate MSF course or DUSD(I&E) endorsed, curriculum for motorcycle operator's safety training.

4.5.1.2. Commanders shall accept the completion card of any MSF course or DUSD (I&E) endorsed course that includes a written and riding evaluation as proof of successful completion of the required training.

4.5.1.3. Those seeking to become motorcycle operators on roadways must comply with the skills training, permit and license requirements of state, territory, host nation and/or applicable SOFAs, as required.

4.5.1.4. Air Force civilian personnel not in a duty status (Refer to paragraph 4.5.1), non-military family members, military retirees, civilian visitors or contractors who are properly licensed to ride a motorcycle will not be required to receive service sponsored training or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation.

4.5.1.5. Absent exceptional circumstances, provide training within 30 days of requests for training. Installation commanders may authorize properly licensed or permitted operators awaiting training to ride on an installation roadway subject to any restrictions imposed by such permit. Riders must comply with state, territory, host nation and/or applicable SOFAs requirements.

4.5.1.6. Operators of motorcycles with attached sidecars or three wheeled motorcycles do not require approved training. In the event the side car is removed approved training is required and rider will be entered into MUSTT.

4.5.2. All military who ride a motorcycle on or off-duty and AF civilian personnel who ride in a duty status should complete an intermediate approved motorcycle course (e.g., BRC 2, Experienced Rider Course (ERC), Advanced Riders Course (ARC), Military Sportbike Rider Course (MSRC), etc.) within 120 days after completion of initial training.

4.5.3. Recommended Refresher Training. All military who operate a motorcycle on a roadway or civilian personnel on a DoD installation, or in a duty status when off a DoD installation and all operators of government owned motorcycles, should attend and complete at least one approved motorcycle rider education course at intervals not less than three years and not more than five years. Refresher training consists of hands-on skills based training, as indicated below:

4.5.3.1. Any MSF training program, DUSD(I&E) endorsed program, state approved program, or the Air Mobility Command (AMC) Sportbike program.

4.5.3.2. Installation or unit mentorship organized rides or track days, meeting the following criteria will be recognized as refresher training:

4.5.3.2.1. An outline containing operational details, and training objectives reviewed and approved by the installation or unit commander.

4.5.3.2.2. An official pre-ride safety briefing by commander or designated representative.

4.5.3.2.3. Recommend students/participants in mentorship rides or track days be issued a certificate of completion, for proof of training.

4.5.3.3. 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.

4.5.3.4. Sport bike operators are encouraged to complete an approved Sportbike rider's course within 120 days of completion of initial training or purchase of a sport bike.

4.5.4. Joint Basing Training. Utilizing centralized funding when available, AF-led Joint Bases will provide motorcycle safety training to all DoD components as agreed to under Joint Base guidance. In addition to the requirements listed in paragraph 4.5.1, all military members will complete intermediate and refresher training. Military personnel should complete intermediate training within 120 days of initial training, but in no case more than 1 year after completing initial training. Refresher training will be completed at intervals not less than three years and not more than 5 years.

4.5.5. Air Force foreign nationals working at overseas installations will comply with the SOFA effect at the overseas location. If training is required, it will be provided at no cost.

4.5.6. Air Force civilian personnel not in a duty status, (Refer to paragraph 4.5.1), non-military family members, military retirees, civilian visitors or contractors who operate a motorcycle while on an AF installation are encouraged, but not required, to attend an approved motorcycle rider safety course. Personnel who are exempted from attending an approved motorcycle rider safety course under this section may be required under additional sections to complete training.

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

4.5.7.1. Course IVA, Initial Training. Courses in use, or used in the past, that meet this course completion requirement are the Basic Riders Course (BRC), Motorcycle Rider Course: Riding and Street Skills (MRC:RSS).

4.5.7.2. Course IVB, Refresher Training. Courses in use, or used in the past, that meet this course completion requirement are the Basic Riders Course 2 (formerly ERC), MSRC, and Advanced Riders Course (ARC).

4.5.7.3. Military SportBike Rider Course. Courses in use, or used in the past that meet this course completion requirement are the MSRC, ARC and AMC Sportbike Training.

4.5.7.4. DUSD(I&E) Endorsed courses. Requests for DUSD(I&E) endorsement will be sent through the MAJCOM to AFSC.

4.5.7.5. Invalid DoD and AF Sponsored Motorcycle Courses. Courses used by the DoD and Air Force in the past no longer meet current hands-on training requirements. These include Motorcycle Operator's Skill Test (MOST), MOST II (Alt MOST), Multi Media (MMII), and the classroom only course Motorcycle Challenges Course VII.

4.5.8. Government owned Off-Road Motorcycle and ATV Training Courses.

4.5.8.1. Operators of a government owned, leased, or rented off-road motorcycle shall successfully complete either the Military Motorcycle Operator Training Program (MILMO) or the MSF's Dirt Bike School (DBS). Air Force Special Operations Command (AFSOC) personnel who operate government owned tactical motorcycles can substitute

attendance at MILMO with completion of the AFSOC Special Tactics Advanced Skills Training (AST) Course.

4.5.8.2. Each operator of a government owned, leased, or rented ATV shall successfully complete the Specialty Vehicle Institute of America's ATV Rider Course.

4.5.8.3. Off-Road Training. Require additional performance-based training for on-installation operation of off-road vehicles controlled by Services and privately owned off-road vehicles. Personnel who operate privately owned ATVs or off-road motorcycles off-installation will be highly encouraged to complete appropriate operator safety training such as Specialty Vehicle Institute of America's ATV Rider Course or the MSF Dirt Bike School (DBS).

4.5.8.4. Commanders of units whose personnel operate government owned ATVs and/or off-road motorcycles will fund and obtain required operator training.

4.6. Driver Improvement and Rehabilitation Course. This training course is intended as a driver skill improvement and traffic offender rehabilitation course. Safety personnel will facilitate and utilize AF developed or provided courseware. Curriculum may be augmented with relevant supplemental information and materials.

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

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

4.6.3. Requests to use suitable substitute training courses in lieu of those outlined in this chapter must be staffed through higher headquarters to AFSC/SEG for evaluation and approval.

4.6.4. **(Added-ELLSWORTHAFB)** This course is not intended for drinking and driving/alcohol related offenses. Air Force members assigned to Ellsworth AFB will complete a substance abuse course in lieu of this course.

4.6.5. **(Added-ELLSWORTHAFB)** The safety office will offer this course once a month. Personnel requiring this course to reinstate traffic privileges will coordinate with 28 BW/SEG for an appropriate course date and/or schedule.

4.7. Supervisor Safety Training – Traffic Safety Module. This training module will be taught to new AF military and civilian supervisors. This module supplements the existing Supervisor Safety Training curriculum. Additional documentation is not required. This training is an instructor led course and approximately four hours in length.

4.8. Emergency Vehicle Operators. In addition to driver selection and training requirements under DoD 4500.36-R, 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:

4.8. (ELLSWORTHAFB)Units with Emergency Response requirement (SFS, CES, MDG) will forward a copy of their training program for review to 28 BW/SEG annually in June.

4.8.1. Applicable laws and regulations.

4.8.2. Safe operating practices under normal and emergency conditions.

4.8.3. Operator inspection and primary preventive maintenance.

4.9. Course Modifications. Curriculum for operator, supervisor safety or rider safety courses required by this Instruction shall not be modified, or an equivalent/alternate curriculum used without AFSC/SEG approval. This does not include emergency vehicle operator training.

4.10. Government Vehicle Other (GVO) Training. Commanders will ensure development and implementation of vehicle-specific training requirements for operators of GVOs. Training requirements shall specify vehicle type, content of initial training required, quantity of supervised driving experience, certification procedures, driving restrictions for operators awaiting training and certification, frequency and content of refresher training, and remedial training for observed undesirable driving behaviors. Commanders will ensure all unit personnel receive this training prior to operation of a GVO.

4.11. Passenger Vans Operator Training. Commanders will ensure development and implementation of vehicle-specific training, stressing the unique handling characteristics of these vehicles. All such training will be at the government's expense and shall include at a minimum; improper vehicle loading, gross vehicle weight, weight balance, mismatched tires and tire pressures at variance with manufacturers' recommendations, tire blowouts, risk of rollover and requirements for passengers to use safety belts at all times. Hands-on familiarization training must be completed for fully loaded vans with a capacity of 15 passengers or more.

4.12. Adopted Forms AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

GREGORY A. FEEST, Major General, USAF
Chief of Safety

(ELLSWORTHAFB)

MARK E. WEATHERINGTON, Colonel, USAF
Commander, 28th Bomb Wing

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

- AFI 13-213, *Airfield Driving*, 11 June 2011
- AFI 23-302, *Vehicle Management*, 29 October 2007
- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 1 July 2000
- AFI 34-248, *Child Development Centers*, 1 October 1999
- AFI 36-2910, *Line of Duty (Misconduct) Determination*, 4 October 2002
- AFI 71-101V2, *Protective Service Matters*, 17 May 2011
- AFI 90-901, *Operational Risk Management*, 1 April 2000
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 August 1998
- AFI 91-204, *Safety Investigations and Reports*, 24 September 2008
- AFMAN 24-306, *Manual for the Wheeled Operator*, 1 July 2009
- AFMAN 32-1017, *DoD Transportation Engineering Program*, 17 November 2003
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- (Added-ELLSWORTHAFB)** AFI 91-207, *The US Air Force Traffic Safety Program*, 27 Oct 2011
- AFPD 91-2, *Safety Programs*, 28 September 1993
- Executive Order 13043, *Increasing Seat Belt Use in the United States*, 16 April 1997
- Executive Order 13513, *Federal Leadership on Reducing Text Messaging While Driving*, 1 October 2009
- DoD 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, 10 June 2008
- DoD 6055.06-M, *Fire and Emergency Services Certification Program*, 23 February 2006
- DoD Directive 5524.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981
- DoD Instruction 6055.04, *DoD Traffic Safety Program*, 20 April 2009
- DoD Instruction 6055.7, *Accident Investigation, Reporting, and Record Keeping*, 6 June 2011
- MIL-STD-1180B, *Safety Standards for Military Ground Vehicles*, 7 August 1991
- ANSI/ASSE Standard Z87.1-2003, *Occupational and Educational Personal Eye and Face Protection Devices*, August 2003
- British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*, November 1985

Federal Highway Administration Manual, *Manual on Uniform Traffic Control Devices for Street and Highways*, December 2009

Federal Motor Vehicle Safety Standards and Regulations, *Safety Assurance*, Standard No. 218, *Motorcycle Helmets*, March 1, 1974 Joint Federal Travel Regulations, Volume 1, *Uniformed Services Members*, current edition

Public Law No. 99-570, *Commercial Motor Vehicle Safety Act of 1986*, 27 October 1986

Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*, 2005

TEA-21, *Transportation Equity Act for the 21st Century*, 9 June, 1998,

Title 32 Code of Federal Regulations, Part 634, *Motor Vehicle Traffic Supervision*, 8 June 2011

Title 49 Code of Federal Regulations, Part 571, *Federal Motor Vehicle Safety Standards*, October 2000

Title 49 Code of Federal Regulations, Part 390, *Federal Motor Carrier Safety Regulations*, October 2005

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*, 24 September 2002

National Highway Traffic Safety Administration, *Highway Safety Grant Management Manual*, May 2004

National Highway Traffic Safety Administration, *Uniform Guidelines for State Traffic Safety Program*, Highway Safety Program Guidelines, July 18, 1995

10 USC Chapter 47, *Uniform Code of Military Justice*, current edition

Abbreviations and Acronyms

(Added-ELLSWORTHAFB) 28 BW—28th Bomb Wing

AFCAST—Air Force Culture Assessment Safety Tool

AFOSI—Air Force Office of Special Investigation

AFRC—Air Force Reserve Command

(Added-ELLSWORTHAFB) AFRIMS—Air Force Records Information Management System

AFSC—Air Force Safety Center

AMC—Air Mobility Command

ANG—Air National Guard

ANSI—American National Standards Institute

ARC—Advanced Riders Course

ATV—All Terrain Vehicle

BRC—Basic Rider Course

CBT—Computer Based Training
CONUS—Continental United States
DAF—Department of the Air Force
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DRU—Direct Reporting Unit
DUSD(I&E)—Deputy Under Secretary of Defense Installations and Environment
(Added-ELLSWORTHAFB) EAFB—Ellsworth Air Force Base
ERC—Experienced Rider Course
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
(ELLSWORTHAFB) GORMV—Government Off-Road Motor Vehicles
GSM—Ground Safety Manager
GSU—Geographically Separated Unit
GVO—Government Vehicle Other
HSPG—Highway Safety Program Guidelines
IAW—In Accordance With
(ELLSWORTHAFB) IAW—In Accordance With
LMR—Land Mobile Radios
LOD—Line of Duty
LSV—Low-Speed Vehicle
MAJCOM—Major Command
MILMO—Military Motorcycle Operator Training Program
MOA—Memorandum of Agreement
MOST—Motorcycle Operator Skill Test
MOU—Memorandum of Understanding
MPF—Military Personnel Flight

MSF—Motorcycle Safety Foundation
MSR—Motorcycle Safety Representatives
MSRC—Military Sport Rider Course
MUSTT—Motorcycle Unit Safety Tracking Tool
NAEYC—National Association for the Education of Young Children
NATO—North Atlantic Treaty Organization
NAF—Non-Appropriated Funds
NHTSA—National Highway Traffic Safety Administration
NAEYC—National Association for the Education of Young Children
OCONUS—Outside Continental United States
OPR—Office of Primary Responsibility
(Added-ELLSWORTHAFB) PCS—Permanent Change of Station
PMV—Private Motor Vehicle
PPE—Personal Protective Equipment
(ELLSWORTHAFB) PPE—Personnel Protective Equipment
(Added-ELLSWORTHAFB) RDS—Records Disposition System
RM—Risk Management
RMV—Recreational Motor Vehicle
ROPS—Rollover Protection Systems
SMS—Short Message Service
SOFA—Status of Forces Agreement
SUV—Sports Utility Vehicle
SVIA—Specialty Vehicle Institute of America
TSCG—Traffic Safety Coordination Group
TDY—Temporary Duty
UNECE—United Nations Economic Commission for Europe
USEUCOM—United States European Command
(Added-ELLSWORTHAFB) USR—Unit Safety Representatives
USSTRATCOM—United States Strategic Command

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.

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.

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.

Conspicuous—Easy to notice, obvious. Attracting attention, as by being unusual or remarkable, noticeable.

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); 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. (NHTSA)

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.

Fleet Golf Cart—A golf cart used solely to carry one or more people and golf equipment to play golf. These are sold to golf courses.

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 24 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—The definitions of a moped may be different in each state, territory, or host nation of use. For the purpose of this Instruction the use of the term moped only refers to motor vehicles both clearly defined by and authorized in traffic by applicable traffic codes and laws.

Motorcycle—A motorcycle is any motor vehicle with an engine displacement of 50cc or greater, having a seat or saddle for the use of its operator and is designed to travel on not more than three wheels (includes mopeds and seated motor scooters, but 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 scooters are considered motor vehicles when operated on highways.

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 (i.e. golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

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.

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

Personal Golf Cart—A golf cart used to carry one or more people and may carry golf equipment to play golf.

Recreational Motor Vehicles (RMVs)—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. This includes all off-road vehicles categorized by DoDI 6055.04 as Other Specialty Vehicles (OSV).

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—Are defined as that part of a traffic way designed or used for motor vehicle traffic, which includes both the roadway and any shoulder alongside the roadway. The words road, roadway, traffic way, are synonymous in this Instruction. Included in the definition are motor vehicle parking lots, airfields vehicle areas, and controlled compounds where designated roads continue into or through the area. Excludes areas specifically engineered for recreational use, fitness, or pedestrians.

Speed-Modified Golf Cart—A conventional golf cart that was modified, after its original manufacture, so as to increase its speed. Speed-modified golf carts have a top speed of 20 to 24 miles per hour. Modification may be accompanied by the addition of safety equipment required for the on-road use of the golf cart.

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

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

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.

Attachment 2**ANNUAL SAFETY BELT USAGE REPORT**

A2.1. USAGE RATE. Enter safety belt usage rates for previous calendar year calculated from the following formula: usage rate = number of occupants observed wearing safety belts X 100 % / number of occupants observed.

A2.1.1. Usage rate on DoD installations (reported by the DoD Component operating the installation for all personnel on the installation):

A2.1.2. Usage rate for civilian personnel in a duty status (reported by the supervisory DoD Component):

A2.2. COST OF MILITARY INJURIES. Enter total cost of military injuries for reportable motor vehicle mishaps:

A2.3. COST OF CIVILIAN INJURIES. Enter total cost of civilian injuries for reportable motor vehicle mishaps:

A2.4. PROGRESS INDICATORS. Identify specific programs that have made significant progress towards achieving an annual goal of significant reductions in traffic mishaps or that are notable and deserving of recognition.

NOTE: The attachment is an extract from the DoDI 6055.04, *DoD Traffic Safety Program*, Enclosure 4.

Attachment 3

GUIDELINES FOR CREW REST AND OPERATOR DUTY TIME

A3.1. DUTY HOUR LIMITS. Establish and enforce duty hour limits for GMV operators to reduce the potential for traffic mishaps caused by operator fatigue.

A3.2. DIRECTED TRAVEL. Follow the guidance for directed travel contained in the Joint Federal Travel Regulations (JFTR), Volume 1 (Reference (ac)).

A3.2.1. The JFTR generally allows 1 day of travel time by motor vehicle for each 350 miles of official distance of ordered travel.

A3.2.2. Drivers shall take rest breaks of at least 15 minutes every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first. These breaks are in addition to regular meal breaks.

A3.3. RISK MANAGEMENT. Apply risk management principles to assessing the risks, establishing operating procedures, and applying supervision and other controls to enforce risk controls. Risk assessments include consideration of such risk factors as time on duty, the operator's physical condition, driving conditions, and length of travel. The following are guidelines for reducing the risk of mishaps from fatigue.

A3.3.1. Rest. Provide operators the opportunity for 8 consecutive hours of rest during any 24-hour period.

A3.3.2. Pre-Travel. Preceding a prolonged work or duty period, provide operators a 12-hour period that is as free of duties as possible and, ideally, have it spent sleeping.

A3.3.3. Duty Period. Limit operators to driving no more than 10 hours in a duty period.

A3.3.4. Alternative Considerations. Provide fatigued personnel alternate means of transportation or designated rest stops until they are sufficiently rested to operate a motor vehicle or plan for relief drivers.

A3.3.5. Driving at Night. To the maximum extent possible, schedule driving for daylight periods. When traveling during hours of darkness, consider providing a second awake person in the vehicle cab or reducing the scheduled driving time.

NOTE: The attachment is an extract from the DoDI 6055.04, *DoD Traffic Safety Program*, Appendix 3, Enclosure 3.

Attachment 4

COMMANDER'S INITIAL BRIEFING CHECKLIST

Table A4.1. COMMANDER'S INITIAL BRIEFING CHECKLIST (Example)

TOPICS	BRIEF FOLLOWING ITEMS	Yes	No
AFI 91-207, <i>The US Air Force Traffic Safety Program</i>			
	Introduction to unit Motorcycle Safety Representative (MSR)		
	Tracking & training requirements - MUSTT		
	Training and scheduling procedures		
	Verification of training completed (e.g. MSF card or training cert.)		
	Garment and Motorcycle Visibility (Required and Recommended)		
	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 or Ground Safety Manager			
	Name/Phone/Email		

Rider's Name:

Rider's Signature:

Date:

Commander's Name:

Commander's Signature:

Date:

Attachment 5

MOTORCYCLE ANNUAL/PRE-SEASON BRIEFING CHECKLIST

Table A5.1. MOTORCYCLE ANNUAL/PRE-SEASON BRIEFING CHECKLIST (Example)

TOPICS	BRIEF FOLLOWING ITEMS		
Pre-ride Inspection of Motorcycle Checklist	T-CLOCs Inspection: Tires, Controls, Lights & Electronics, Oil & Fluids, Chassis, Side, or Center Stands		
Wear Proper PPE	Conspicuous, head protection, eye protection, foot protection, full fingered gloves or mittens, long trousers, long sleeved shirt or jacket (Abrasion resistant or leather offers more protection)		
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 6 (Added-ELLSWORTHAFB)
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28th XXX (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

29 February 2012

MEMORANDUM FOR 28 BW/SEG

FROM: 28 XX/CC

SUBJECT: Motorcycle Safety Representative (MSR) Appointment

1. The following personnel are appointed as MSRs for the 28 XX, IAW AFI 91-207, *The US Air Force Traffic Safety Program*. Additionally, these personnel are also designated to conduct the initial briefing for all new or newly assigned motorcycle riders within 30 days from initial assignment, identification as a rider, or purchase of a motorcycle and annual/preseason motorcycle briefings.

<u>Position:</u>	<u>Rank/Name:</u>	<u>Office Symbol:</u>	<u>Duty Phone:</u>
Primary	xxxxxxxxxxxxxxxxxxxxxx	28 XX/xxx	385-xxxx
Alternate	xxxxxxxxxxxxxxxxxxxxxx	28 XX/xxx	385-xxxx

2. Please contact the base Ground Safety Office, 28 BW/SEG, to schedule your training for this duty within thirty days of your appointment. Their email address is 28bw.seg@ellsworth.af.mil or call 385-7233. The street address is 28 BW/SEG, 2300 Vandenberg Court, Suite 121, Ellsworth AFB, SD 57706.

3. This letter supersedes all previous letters, same subject.

Unit Commander
 Signature Block

cc:
 Primary
 Alternate



ATTACHMENT 7 (Added-ELLSWORTHAFB)
GORMV RISK MANAGEMENT EVALUATION
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28th XXX (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

Date

MEMORANDUM FOR 28 BW/SEG

FROM: 28 XX/CC

SUBJECT: GORMV Risk Assessment

1. AFI 91-207, paragraph 2.2.5.3. states “When government off-road motor vehicles (GORMV) are authorized to be used in traffic, industrial, or pedestrian environments, owning organizations will complete a written risk management evaluation, unless time critical, before authorizing any on-installation use of government owned or privately owned recreational motor vehicle in traffic, industrial, or pedestrian environments. Applicable manufacturer recommendations, manuals, local, state, or host nation requirements will be considered when performing an evaluation.” Specific definitions can be located in AFI 91-207, Attachment 1.
2. 28 XX/XXXX had these vehicles and are requesting permission to use them based upon the risk assessment below.

QUESTION	YES	NO
Do operators possess a valid driver’s license?		
Have training plans been developed and are operators trained?		
Does the training plan address approved operating areas, environments, times and specific restrictions to include seasonal and inclement weather operations?		
Does the lesson plan address PPE requirements and are operators aware of them? (e.g., helmets, eye protection, gloves, long pants, long-sleeved shirt, pads, sturdy footwear, etc.)		
Does the lesson plan address vehicle safety devices (seatbelts) and are operators aware of the requirement?		

Approved/Disapproved

Squadron Commander Name, Rank, USAF
 28 XXX Commander