



# UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE  
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NEW ORLEANS, LOUISIANA 70146-6400

ForO 5100.15

BOS

10 SEP 1996

# ORIGINAL

## FORCE ORDER 5100.15

From: Commander  
To: Distribution List

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) DoDINST 6055.4 (NOTAL)  
(b) OPNAVINST 5100.12E  
(c) MCO 5100.19C  
(d) MCO P5102.1  
(e) DoD Regulation 4500.36-R of Jul 81 (NOTAL)  
(f) MCO 5110.1C

Encl: (1) Motor Vehicle Driver Education Program  
(2) Motor Vehicle Accident Prevention Information

1. Purpose. To provide policy and guidance for the implementation of a Marine Forces Reserve (MARFORRES) Traffic Safety Program.

2. Cancellation. ForO 5100.5.

3. Background. Reference (a) directed the Marine Corps to implement the provisions of Title 23, Code of Federal Regulations (CFR), Part 1230 (1973), "Highway Safety Program Standards - Applicable to Federally Administered Areas." References (b) and (c) promulgate the Navy and Marine Corps Traffic Safety Program and encompass all policies, responsibilities and procedures for a motor vehicle Traffic Safety Program. References (d) and (e) establish mishap reporting procedures. Reference (f) sets forth the policies and procedures for the management, acquisition and use of motor vehicles.

#### 4. Definitions

a. Motor vehicles, defined as wheeled vehicles designed for travel on public roads under motor power or assisted by motor power are:

(1) Owned, leased, rented or controlled by individuals in their personal capacities (private motor vehicles).

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(2) Owned leased, rented or controlled by the Marine Corps or any instrumentality or agency thereof whether acquired or operated with appropriated or non-appropriated funds (Marine Corps motor vehicle), but not including tactical and combat vehicles except as referred to in paragraph 6a(2), in this Order.

b. Stations are defined as military bases, stations, facilities, installations and all other property under jurisdiction of the Federal government.

4. Scope and Effect

a. Applicability. This Order applies to motor vehicle operators, passengers and pedestrians as follows:

(1) Marine personnel at all times (on and off a station on or off duty).

(2) All Marine civilian employees in a duty status (on and off a Marine or Naval station).

(3) All other military personnel attached to the Marine Corps for duty or TAD to the Marine Corps.

(4) All persons at any time on a military installation.

b. Violation

(1) Portions of this Order are regulatory general orders. They apply to all military personnel and civilian employees individually and need no further implementation.

(2) A violation of any portion is punishable under the Uniform Code of Military Justice for military personnel and is a basis for administrative procedures for civilian employees.

(3) When military personnel or civilian employees are injured as a proximate result of their violation of portions of this Order such violation may be considered in determining compensation to which the individual may be entitled as a result of the injuries incurred.

(4) Noncompliance with other provisions of this Order should be corrected by timely administrative action.

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5. Policy and Procedures. It is MARFORRES's policy to support a Traffic Safety Program and to implement the provisions of the Highway Safety Program Standards (HSPS) contained in reference (c), enclosure (1) and Motor Vehicle Accident Prevention information in enclosure (2) to the extent that they are relevant to the Marine Corps and the particular command. Unit Commanders shall establish a Traffic Safety Program in writing and assign an individual to maintain and coordinate it in an effective manner. Enclosures (1) and (2) are provided as a guide to assist in establishing the Traffic Safety Program.

6. Requirements. The following requirements are established:

a. Safety Standards for Marine Corps and Navy Motor Vehicles.

(1) Marine Corps motor vehicles, defined here and as further defined in appendix A to reference (f) shall be equipped with occupant restraint devices and rollover protection when appropriate and shall meet all other applicable requirements of Federal Motor Vehicle Safety Standards (49 C.F.R. 571).

(2) Compliance with applicable provisions of Federal Motor Carrier Safety Regulations is a Department of the Navy requirement for tactical and combat vehicles. DoD Military Standard 11180A, "Safety Standards for Military Ground Vehicles," 26 January 1983 (NOTAL), provides guidance to ensure that proper safety characteristics are designed into tactical and combat vehicles consistent with the following constraints, listed in order of precedence:

(a) Military mission requirements.

(b) Federal Motor Vehicle Safety Standards and Federal Motor Carrier Safety Regulations.

b. Special Requirements for Occupant Crash Protection

(1) Marine Corps Motor Vehicles shall be equipped with safety belts required by Federal Motor Vehicle Safety Standards.

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

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(b) All persons described in subparagraph 4a, above, operating or riding in or on any Marine Corps motor vehicle shall wear personal protective equipment when required by reference (c), subparagraph 2f of enclosure (1), and safety belts when seated in positions where safety belts have been installed by the vehicle manufacturer. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or rendered inoperative. Additionally, passengers shall not ride in the cargo areas of motor vehicles, except when the vehicle has been modified for such purposes. Vehicle modification shall meet Federal Motor Vehicle Safety Standards 208, 209, and 210.

(c) All children under age 4, weighing less than forty pounds, shall use an infant or child restraint device, approved by U.S. Department of Transportation, while riding in a Marine Corps motor vehicle equipped with safety belts.

(d) The driver or operator of any Marine Corps motor vehicle is responsible for informing all passengers of applicable safety belts, child restraint and personal protective equipment requirements of this instruction and its enclosures. It is the responsibility of the senior occupant of the vehicle to ensure compliance by all passengers with those requirements.

(e) Nonuse or malfunction of Marine Corps motor vehicle safety belt assemblies, which result in a reportable personal injury, as defined in reference (d) shall be identified in the Motor Vehicle Mishap Report, fully explaining why safety belts were not used by the injured person, or, in cases of malfunction, what caused the malfunction and what remedial actions were taken to prevent recurrence.

## (2) Private Motor Vehicles

(a) All persons described in subparagraph 4a above, operating or riding in, or on any private motor vehicle, shall wear personal protective equipment when required by reference (c), subparagraph 2f of enclosure (1) and safety belts when seated in positions where safety belts have been installed by the vehicle manufacturer. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or rendered inoperative. This does not apply to passengers riding in forms of public transportation such as buses, taxi cabs, etc., nor does it

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apply to historic/antique vehicles being driven to/from/in parades/displays, etc. Additionally, passengers shall not ride in the cargo areas of motor vehicles, except when vehicle has been modified for such purposes. Prior to its use as a passenger vehicle, modification shall include installation of safety belts which meet Federal Motor Vehicle Safety Standards 208, 209, and 210.

(b) All children under age 4, weighing less than forty pounds shall use an infant or child car safety seat in a proper manner, approved by the U.S. Department of Transportation, while riding in a private motor vehicle on a military installation when said vehicle is equipped with safety belts. Parents of newborn infants shall ensure that all newborns are placed in an approved child safety seat prior to transporting home from naval hospitals or clinics.

(c) The driver or operator of any private motor vehicle on any military installation is responsible for informing all passengers of applicable safety belt, child car safety seat and protective equipment requirements and for ensuring compliance by all passengers with those requirements.

7. Speed Limits. Unit Commanders of military installations or facilities shall enforce strict compliance with State speed limits and posted activity speed limits as applicable, except for DoD vehicles during bona fide military operational emergencies. Maximum/minimum speed limits established aboard military installations shall be based on traffic engineering studies that meet the requirements of Highway Safety Program Standards 12 and 13 and shall be consistent with state and local laws.

8. Maximum Driving and On-Duty Time. This paragraph pertains only to full-time motor vehicle operators, such as over-the-road truck and bus drivers, school bus drivers, security patrol vehicle operators and operators of vehicle carrying explosives or other hazardous cargo.

a. No person shall drive a motor vehicle during any duty period if that duty period was not preceded by at least 8 consecutive hours off duty.

b. In any duty period a person may not drive a motor vehicle for more than a total of ten hours, or after having been on duty for

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fifteen hours, or after eight hours if the vehicle is carrying explosives or other hazardous cargo. If the vehicle carrying explosives or other hazardous cargo makes an off-military installation trip requiring more than eight hours driving time, two drivers shall be assigned. Assigned drivers shall relieve each other of driving responsibility and may drive no more than eight hours each. Total driving time for both drivers shall not exceed ten hours.

c. The foregoing specified duty hours may be suspended or canceled during periods of increased readiness.

9. Portable Headphones, Earphones, or other Listening Devices.

Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, bicycling, or skating on roads and streets on military facilities/ stations is prohibited. (ANSI D. 16.1.-1983 (NOTAL) defines a road as part of traffic-way which includes both the roadway and any shoulder alongside the roadway). This does not include hearing aids nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use, or when the equipment is being used for official Marine Corps business.

10. Alcoholic Beverages. While driving on any military installation, the operator/passenger(s) of motor vehicles are prohibited from having open containers of alcoholic beverages in their possession. Further policy governing intoxicated driving is established in DoD Directive 1010.7.

11. Radar Detection Devices. The use of radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DoD installations.

12. Action. All echelons of command shall implement this Traffic Safety Program in compliance with the policy and provisions of this Order.

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



J. R. COHN  
Chief of Staff

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MOTOR VEHICLE DRIVER EDUCATION PROGRAM

1. Motor Vehicle Driver Education Program

a. Class Size. Where practicable, classes should be limited to 40 students where the Multimedia Driver Training System is used and 25 students for other driver improvement courses in order to enhance student participation and discussion.

b. Supporting Materials. Suitable study and reference material will be provided for students. Materials should be obtained through normal supply sources taking advantage of the free distribution of materials by public and private agencies having an prepared locally. American Automobile Association and National Safety Council kits have especially useful materials.

c. Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Newly assigned personnel under 26 years of age who cannot present evidence of completion will be required to take the course at their current duty station.

d. Funding. All expenditures of funds and other resources made for this course will be absorbed within normally authorized command operation resources.

e. Reserves. The requirement for Reserve units to conduct a driver improvement course is deferred until post mobilization. However, individual reservists entering extended active duty will receive the same training as Regular accessions.

f. Multimedia Driver Training System. Those commands having the Multimedia Driver Training System may use selected portions of that system to conduct driver improvement and remedial driver training courses.

2. Remedial Driver Training Course. Pertinent information contained in reports of on and off base violations and mishaps will be recorded in accordance with MCO 5110.1B to permit the

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identification of drivers most in need of remedial training. To supplement the driver improvement course, commands will establish a remedial driver course for those personnel whose actions have shown they require such training.

a. Course Description. The course should provide from 6 to 10 hours a of classroom instruction of local motor vehicle mishap problems. Portions of the driver improvement course may be used as a guide to course content.

b. Command Option. When the driver improvement course prescribed in paragraph 1 of this enclosure is being conducted at a unit, the command may require problem drivers to attend this course in lieu of conducting a separate remedial driver training course.

c. Funding. All expenditures of funds and other resources made for the course will be absorbed within normally authorized command operating resources.

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## MOTOR VEHICLE ACCIDENT PREVENTION INFORMATION

1. General. Motor Vehicle Accidents remain the major cause of serious injury in the Marine Corps to date. To combat this menace, the Safety Manager will pursue an aggressive program of motor vehicle accident prevention.
2. Education. The primary method of prevention is through education and training. Driving is a highly personal operation. Seldom is the motor vehicle operator under any supervision other than his own self-control, courtesy and caution. This is done through formal or informal training. But however done, since it must become a reflex, training (conditioning) must be continuous.
3. Methods. Any and all methods of improving on the driver's conscious and sub-conscious attitude of safe driving should be used. Some of these methods are:
  - a. Visual aids or safety posters maintained on bulletin boards and/or other conspicuous places around working areas. Units are encouraged to participate in this program by either preparing posters and handout material or by submitting recommendations to the Safety Manager for the various type safety posters required by the unit.
  - b. Cooperation between agencies to enhance the importance of accident prevention measures and activities.
  - c. The use of films, brochures and demonstration equipment i.e., a "seat belt convincer", will reinforce correct attitudes.
  - d. Seasonal traffic/travel safety briefs shall be utilized to highlight hazardous times of the year. Safety equipment, the effects of alcohol and related data can be discussed.
  - e. During safety stand downs, a driver's "Rodeo" emphasizing skill and control, not speed, can be done.
  - f. Courtesy vehicle inspections prior to leave periods can reinforce personal vehicle care and maintenance.

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4. Hazardous Areas. In concert with efforts to instill safety in operators, a program of hazard elimination must be undertaken. This is accomplished by recognizing danger areas, marking them, publicizing them and when possible, changing them. Some such areas are:

- a. Intersections with limited visibility.
- b. Intersections with heavy traffic.
- c. Densely populated areas where pedestrian walks are adjacent to roadways.
- d. Housing areas.
- e. Entrances to and exits from installations opening directly into congested streets.
- f. Sharp curves or corners.
- g. Areas using industrial and weight handling wheeled motor vehicles.
- h. Industrial areas used by pedestrian workers and motor vehicles.

5. Vehicle Condition. Operators of Government Vehicles will inspect vehicle prior to operation, using DD Form 1358, Operator's Inspection Guide and Trouble Report as a guide. Operators of private vehicles are reminded to check the following items frequently before, during and after operation.

- a. Hand Brake - Check for worn ratchet or excessive slack.
- b. Foot Brake - Check for even application and/or excessive play.
- c. Pedals - Check for smooth operation and/or excessive play.
- d. Steering - Check for excessive play and/or alignment.
- e. Horn - Must be audible for at least 200 feet.

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f. Tires - Check for minimum of 1/8" tread. Check for cuts, nails and stones imbedded in tread. Check valves for cracks.

g. Wipers - Check for smoothness in operation and blade smearing.

h. Lights - Check all around. Clean, check turn signals, stop and backup lights.

i. Glass - Check for visibility and absence of cracks.

j. Exhaust System - Check for leaks, small amount of carbon monoxide can cause you to drowse while driving. (Carbon Monoxide is Deadly). Check for sparks from exhaust. (Fires are started this way).

k. Shock Absorbers - Worn shock absorbers can cause you to lose control after a severe bump.

l. Seat Belts - Check for wear, buckle release and adjustment.

6. Driver Conduct. Is a reflection of the driver's attitude and positive effectiveness of education programs. When a mishap can be attributed to the driver's performance, re-emphasis of the hazards of failing to drive defensively must be made in the operators safety training. Safety training must emphasize that "No person shall operate a motor vehicle, either private or government, while under the influence of intoxicants or narcotics." In addition, persons who are ill, highly nervous or easily excitable, or who may be subject to attacks such as epilepsy or coronary shall not operate government vehicles at any time. A motor vehicle operator must be able to think clearly, see and hear well, react immediately to emergencies and be stable and dependable behind the wheel."

7. Seat Belts. The primary vehicle safety precaution to prevent fatalities or injuries.

a. Injury Reduction. If a mishap occurs the single most effective means of reducing injuries and deaths is the seat belts. Seat belts prevent approximately 80% of the lost time injuries and

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60% of the auto deaths. (Yet the national average indicates only approximately 10% of vehicle occupants wear seat belts).

b. Installation. The installation of seat belts in government vehicles will be as specified in DoD, OPNAV and Marine Corps instructions.

c. Utilization. All military personnel in any duty status are required to wear seat belts at ALL times and at ALL places.

d. Privately Owned Vehicles. Operators and passengers of private vehicles must wear seat belts. The majority of accidents involving military personnel and dependents occur within a twenty-five mile radius of their home. This indicates the necessity for fastening seat belts for the added protection regardless of the distance to be traveled.

8. Material Handling Equipment (MHE). The MHE operator is responsible for the load being worked. Operators will inspect and secure questionable loads. The operator and supervisor will be familiar with and adhere to the safety precautions for MHE.

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