

Department of  
Homeland Security  
**United States  
Coast Guard**



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# **MOTOR VEHICLE AND RECREATIONAL OFF-DUTY SAFETY MANUAL**

COMDTINST M5100.5  
JUNE 2012



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COMMANDANT INSTRUCTION M5100.5

Subj: MOTOR VEHICLE AND RECREATIONAL SAFETY MANUAL

- Ref: (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)  
 (b) Motor Vehicle Manual, COMDTINST M11240.9C (series)  
 (c) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)  
 (d) Discipline and Conduct, COMDTINST M1600.2 (series)  
 (e) Federal Motor Vehicle Safety Standards, 49 C.F.R. § 571 and Standard No. 500: Low-Speed Vehicles  
 (f) Joint Federal Travel Regulation (JFTR)  
 (g) Ordnance Manual, COMDTINST 8000.2 (series)  
 (h) U.S. Coast Guard Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series)  
 (i) Executive Order 13513, Federal Leadership on Reducing Texting While Driving  
 (j) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)  
 (k) Physical Security and Force Protection Program, COMDTINST M5530.1C (series)  
 (l) Executive Order 13043, Increasing Seat Belt Use in the United States

- PURPOSE.** The purpose of this Manual is to establish policy and provide guidance for implementing a United States Coast Guard Motor Vehicle and Recreational Safety Program. This Manual has been substantially revised and should be read in its entirety.
- ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with provisions of this Manual. Internet release authorized.
- DISCLAIMER:** This document is intended to provide operational requirements for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

DISTRIBUTION-SDL No. 161

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4. PROCEDURES. No paper distribution of this notice will be made. Electronic copies are available on the Coast Guard Directives System (CGDS) sites located on the internet at: <http://www.uscg.mil/directives> or the intranet at: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm> and the CGPortal at: <http://cgportal.uscg.mil/delivery/satellite/cg612>.
5. DIRECTIVES AFFECTED. Chapter 10 of reference (a), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), is hereby canceled.
6. SUMMARY. Chapter 10, the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), is hereby canceled. This information is now in the Motor Vehicle and Recreational Safety Manual, COMDTINST M5100.5 (series).
7. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-113), US Coast Guard, 2100 2ND ST SW STOP 7902, WASHINGTON DC 20593-7902.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) Requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance

provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.

10. FORMS/REPORTS. The forms referenced in this manual are available in USCG Electronic Forms on the Standard Workstation or on the internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

M. K. Dollymore /s/  
Rear Admiral, U.S. Coast Guard  
Director of Health, Safety and Work-Life



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## **ENCLOSURES**

- (1) Definitions
- (2) Motorcycle Training Verification and Policy Brief

## CHAPTER 1. POLICY AND GUIDELINES

- A. POLICY. It is the Commandant's policy that the Coast Guard shall actively strive to reduce mishaps associated with motor vehicle operations and recreational activities. This policy provides safety measures that will assist Coast Guard personnel with safe operation of motor vehicles and enhance mission readiness.
- B. SCOPE. This Manual applies to all personnel in an off-duty status as well as motor vehicle operators, passengers, bicyclists and pedestrians at all Coast Guard commands, activities, units, installations and facilities, ashore and afloat, as follows:
1. All Coast Guard military personnel on official business and off duty, on and off Coast Guard installations.
  2. All Coast Guard civilian personnel in a duty status on or off a Coast Guard installation.
  3. All Coast Guard Auxiliarists whenever assigned to duty in support of Coast Guard missions and whenever engaged in the movement of Coast Guard property, including towing, using either a government or private motor vehicle.
  4. All persons at any time in any vehicle owned, controlled, or authorized for official use by the Coast Guard.
  5. All persons at any time on a Coast Guard installation including military, civilians, dependents and contract personnel.
- C. AUTHORITY. The principle law requiring national traffic safety programs is Public Law 89-564, Highway Safety Act of 1966, as amended (23 U.S.C. § 401 et seq.).
- D. DEFINITIONS.
1. Enclosure (1) contains definitions of traffic safety terms used in this Manual.
  2. The terms "shall," "will," and "must" when used in this Manual require mandatory compliance. "Should," "may," and "can" are used to denote actions that are recommended but are not mandatory.
- E. BACKGROUND. Motor vehicle mishaps are the leading cause of fatalities and serious injuries to Coast Guard members, accounting for an average of one half to three quarters of all reported mishaps and several fatalities annually. Congress enacted two public laws, "The National Traffic and Highway and Motor Vehicle Safety Act" and "The Highway Safety Act" of 1966 (23 U.S.C. § 401). The purpose of these Acts is to reduce traffic accident related deaths, injuries and property damage by establishing motor vehicle safety programs. Since the inception of these Acts, numerous state laws have been enacted that address (but are not limited to) safety belts, motorcycle helmets and child safety restraints.

F. ROLES AND RESPONSIBILITIES.

1. U. S. Coast Guard. The Coast Guard is responsible for and committed to providing an effective motor vehicle safety program for its personnel on and off-duty. This policy promotes traffic safety to reduce deaths, injuries and property damage.
2. Commandant (CG-113). The Office of Safety and Environmental Health, Commandant (CG-113), shall be responsible for determining motor vehicle safety program policies and objectives and preparing and publishing directives to ensure proper implementation of the motor vehicle safety program. Commandant (CG-113) shall:
  - a. Promote safety by issuing periodic ALCOAST messages reflecting Coast Guard motor vehicle statistics and recommended safety measures.
  - b. Serve as the repository for Coast Guard reportable motor vehicle mishap reports and provide motor vehicle safety statistics, trend analysis and recommendations to improve the overall Coast Guard Motor Vehicle Safety Program.
  - c. Participate in Department of Defense (DoD), National Highway Traffic Safety Administration (NHTSA) and private safety organization working groups and seminars to gain insight for new techniques for reducing motor vehicle mishaps.
3. Health, Safety and Work-Life Service Center (HSWL SC). The safety and environmental health staffs at HSWL SC shall implement and execute Headquarters policy as well as exercise general management control over the motor vehicle safety program within their areas of responsibility. HSWL SC shall:
  - a. Assist commands in the development, evaluation and training requirements that are required in this Manual.
  - b. Review each command's written motor vehicle safety policy during command visits.
  - c. Assist in mishap investigations and training, when requested by commands, and participate on Mishap Analysis Boards (MAB) in accordance with ref (a) as directed by Commandant (CG-113).
4. Commanders, Commanding Officers and Officers-In-Charge shall:
  - a. Establish a motor vehicle safety program and assign responsibilities for developing, issuing, implementing and enforcing program regulations.
  - b. Designate a Motor Vehicle Safety Coordinator (MVSC) in writing.

- c. Investigate and report all motor vehicle mishaps per ref (a). Every effort should be made to work with law enforcement, safety and medical treatment facilities to ensure completeness of the Mishap Analysis Report (MAR).
- d. Ensure supervisors at all levels incorporate the principles of Operational Risk Management (ORM) into their motor vehicle operations. Supervisors will emphasize to their personnel the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration identified driving distracters. In regard to motorcycle/moped riders, emphasize the importance of using a Department of Transportation (DOT), Snell Memorial Foundation or host nation-compliant motorcycle helmet and other appropriate motorcycle protective clothing and equipment. The risks of long distance driving and other risks associated with driving during liberty periods should also be emphasized.
- e. Ensure all military and Coast Guard civilian personnel who operate Private Motor Vehicles (PMVs) or Government Motor Vehicles (GMVs) assigned to their activity, attend required motor vehicle safety training.
- f. For military personnel, ensure supervisors counsel subordinates on proposed travel plans, mode of travel, length of travel time and other contingencies prior to personnel leave approval. When private motor vehicles are the primary mode of travel, use of the Coast Guards On-line Travel Risk Planning System (TRiPS) for travel planning purposes is highly encouraged. Members who are on permanent change of station orders and will be traveling more than 400 miles in their private motor vehicle shall complete a TRiPS assessment and have their supervisor review and approve the assessment prior to detaching from their command. TRiPS can be accessed at Commandant (CG-1132) Motor Vehicle web page at:  
<http://www.uscg.mil/hq/cg1/cg113/cg1132/motorvehiclesafety.asp>.
- g. Ensure a local motor vehicle safety orientation is included in scheduled command check-in briefings provided to all new personnel reporting for duty within two weeks of arrival. Completion of command check-in orientation shall be documented. Examples of local motor vehicle safety information are: state and local laws, driving under the influence (DUI) or while impaired laws, traffic and driving laws of local area, emergency information, and Coast Guard motor vehicle safety instructions.
- h. Ensure motor vehicle safety briefs are provided to all personnel prior to major holidays, extended weekends or liberty periods.
- i. Ensure motor vehicle safety briefs are provided to all personnel when visiting foreign ports, returning from deployment, or when mishap trends warrant.
- j. Enforce all Personal Protective Equipment (PPE) requirements for motorcycles and other vehicles.

- k. Identify all military, Coast Guard and Department of Homeland Security personnel who own or plan to purchase a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this Manual and enter documentation of completed motorcycle safety training into the individual's direct access record.
  - l. Commanding Officers, as mission permits, are authorized and encouraged to allow military members to attend training during normal business hours.
5. Unit Safety Coordinators (USC) shall:
- a. Be designated by the Commanding Officer.
  - b. Assist their commands in the development and implementation of the command's motor vehicle safety program.
6. Motor Vehicle Safety Coordinator (MVSC) shall:
- a. The duties of the MVSC shall automatically be assigned to the Unit Safety Coordinator unless otherwise directed by the Commanding Officer.
  - b. Coordinate and oversee all motor vehicle safety training program requirements.
  - c. Provide local motor vehicle safety briefings and coordinate with HSWL SC and Headquarters Motor Vehicle Safety Program Managers to keep up-to-date statistics. Additionally, the MVSC should attend traffic safety courses, conferences, workshops, and seminars to remain current on traffic safety issues.
  - d. Identify and maintain a roster of all military members who own or ride motorcycles. Members, regardless of whether they have taken training, will be entered into direct access.
  - e. Foster a mentoring program within the command's motorcycle community to help promote rider safety awareness and communicate a sense of rider accountability among them.
7. Supervisors shall:
- a. Actively participate in the leadership and mentorship of junior Coast Guard members with regard to safe driving behaviors and command motor vehicle safety programs.
  - b. Integrate the principles of risk management into all government motor vehicle related-duties and also encourage individuals to apply risk management to all off-duty motor vehicle operations.

8. Individuals shall:

- a. Comply with Coast Guard policy, the guidance provided in this Manual, host facility policy, local, state, and national, and host nation laws.
- b. It must be understood that policy can only provide limited control and protection. In motor vehicle safety, there are many external factors not within the individual's direct control. Every individual is responsible for personally and effectively managing the risks associated with motor vehicle use. All Coast Guard personnel have a personal responsibility to safeguard themselves, their families and their fellow workers from harm.

## CHAPTER 2. GENERAL REQUIREMENTS

A. APPLICABLE POLICIES AND LAWS.

1. Coast Guard, Department of Defense, or other installation policies and local, state, national or host nation laws regarding motor vehicle safety may differ. When operating motor vehicles off Coast Guard installations, members shall follow policies of those jurisdictions, except as otherwise noted in this Manual.
2. Installation Commanding Officers may dictate more restrictive policy to manage properly motor vehicle risks when conditions warrant (e.g., individual risk factors, local traffic and road conditions, and climate); however, Commanding Officers cannot restrict access to Coast Guard installations/facilities to members who are assigned to a different installation/facility and are in compliance with this Manual.
3. Failure to use occupant restraints, wear required Personal Protective Equipment (PPE), comply with licensing, or operator training requirements, or participating in intentional or grossly negligent behavior will be considered in making line-of-duty determinations.
4. To the maximum extent possible, all Coast Guard installations are encouraged to follow the traffic codes of the state in which the installation is located.
5. Military and civilian personnel shall not be authorized to operate GMVs on government business or PMVs on a government installation during periods of suspension or revocation of an operator's license enforced or required by the host state, federal, host country, civil court or administrative office. Personnel receiving license suspension or revocation shall notify their supervisor of any such action.
6. Commands may initiate suspension of installation driving privileges for traffic violations on Coast Guard installation.
7. Exceptions to the suspension of installation driving privileges may be granted on a limited basis such as driving to and from duties, unusual personal family hardship or due to mission requirements. Such exceptions must be documented. However, this does not authorize a person to drive if the person's license is under suspension pursuant to a civil court.

B. MISHAP AND ACCIDENT REPORTING. Motor vehicle-related mishaps and accidents shall be reported and investigated in accordance with ref (a) through (c).

1. Mishaps. The term "mishap" is defined in Enclosure (1) of this Manual. Mishap classifications and reporting requirements are contained in Paragraph 3.H of ref (a). If damage to a government motor vehicle or a rental vehicle being used on official business exceeds \$5,000, a mishap report must be filed. A mishap report must also be filed if a reportable injury or fatality occurs in a government vehicle mishap, in a rental vehicle on official business, or to a military member in a private motor vehicle mishap. Commands

are encouraged to report mishaps with less than \$5000.00 as class D High Potential for Loss (HIPO).

2. Accidents. Motor vehicle-related accidents shall be reported in accordance with ref (b) Chapter 6.E. These requirements are in addition to the mishap reporting requirements discussed above.
3. Civil Arrest Reporting. Any Coast Guard military member arrested or detained by civil authorities shall immediately advise their commanding officer or officer of the day and state the facts concerning such arrest and detention as per ref (d) 1.B.2.a

C. PROMOTIONAL SAFETY AND EDUCATIONAL CAMPAIGNS. Unit level safety and educational campaigns shall include all personnel, military and civilian, and dependents, whenever possible.

## CHAPTER 3. MOTOR VEHICLE OPERATION REQUIREMENTS

- A. CIVIL REQUIREMENTS. Military personnel shall comply with all local driver-licensing requirements, including Special Purpose Motorized Equipment (SPME) used on public roads, special endorsement requirements (e.g., motorcycles, mopeds), vehicle safety inspections, and registration and insurance requirements. All other Coast Guard personnel shall also comply with these requirements when on a military installation or while on official Coast Guard business.
- B. OCCUPANT RESTRAINTS.
1. Vehicles sold in the U. S. of model years 1965 and newer must have installed occupant restraints. Vehicles manufactured prior to 1965 must have occupant restraints installed if required by host state laws.
  2. Occupant restraint assemblies must be maintained in serviceable condition and be readily available for operator and passenger use. All commercial vehicles purchased, leased or rented by the Coast Guard, must be equipped with serviceable occupant restraint devices and rollover protective devices as required per ref (c). Reasonable care should be taken to secure equipment, personal items and animals in motor vehicles to protect occupants from flying hazards in the event of a sudden stop or crash.
  3. Seat belts (for other than the driver position) are only required for buses manufactured after 1 September 1991 that have a gross vehicle weight (GVW) of 10,000 pounds or fewer. Buses over a GVW of 10,000 pounds do not require seat belts, except for the operator position.
  4. All personnel operating or riding in a motor vehicle on any Coast Guard installation shall properly use installed occupant restraints (seat belts) in all seats at all times. Individuals shall not ride in seating positions where seat belts have not been installed, have been removed or have been rendered inoperative. Additionally, passengers shall not ride in the cargo areas of motor vehicles, except when the vehicle has been modified for such purposes. Prior to using those vehicles as a passenger vehicle, modifications shall include installation of seat belts per ref (e).
  5. All Coast Guard personnel (military and civilian) operating or riding in GMVs or PMVs while on official Government business shall have their seat belt properly fastened about their body.
  6. All Coast Guard military personnel are required to wear seat belts properly fastened about their body at all times while traveling in any motor vehicle that is required to be so equipped.

7. All personnel operating any motor vehicle with children as passengers on a Coast Guard installation must have the children properly secured in child seat/restraint systems appropriate to the age and size of the child and as required by the respective state or host nation laws.
8. The operator of a motor vehicle is responsible for informing all passengers of applicable seat belt, child car safety seat, and protective equipment requirements and for ensuring compliance.

C. MAXIMUM ON-DUTY DRIVING TIMES. To reduce the potential for traffic mishaps caused by operator fatigue, Commands shall incorporate ORM to identify hazards and reduce risks when assigning long-distance driving duties to personnel who have been on-duty within the previous eight hours.

1. Ref (f) of this Manual addresses Personal Motor Vehicle (PMV) and Government Motor Vehicle (GMV) travel time for Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) travel orders. When the total official distance is 400 miles or fewer, one day's travel time is allowed. This applies to travel by privately owned conveyance (when advantageous to the government), special conveyance (vehicle) as authorized for TDY travel, and government vehicle use during these types of travel.
2. On duty operators of Coast Guard vehicles and vehicles carrying explosives or other hazardous cargo shall not be required to drive a motor vehicle during any duty period if that period was not preceded by at least 10 consecutive hours off-duty.
3. No one may drive or require another member to drive a motor vehicle with a combined duty and driving time exceeding 14 hours in a 24-hour period. A 10-hour rest period shall be required prior to duty status or resuming driving duties.
4. No one may drive or require another member to drive a motor vehicle for more than eight hours in a 24-hour period if the vehicle is carrying explosives or other hazardous cargo.
5. Two or more qualified drivers shall be assigned for trips greater than 400 miles, or if driving time is expected to exceed 10 hours, or exceed eight hours when transporting explosives or hazardous cargo, in a 24-hour period. Inasmuch as all vehicle occupants are "on duty" while in the vehicle, the total time of travel shall not exceed 14 hours in a 24-hour period. Assigned drivers shall relieve each other of driving responsibility to ensure that no individual driver exceeds a total driving time of 10 hours, or eight hours when transporting explosives or hazardous cargo.
6. Driving times shall be reduced to not more than eight hours per operator for night driving and during periods of inclement weather. Total driving time for all assigned drivers may not exceed 14 hours in a 24-hour period. Due to reduced alertness and performance during night time hours, two or more qualified drivers shall be assigned and these drivers shall rotate driving duties every two hours between the hours of 2200 and sunrise.

7. Canine handlers driving to and from a training site or responding to a request for assistance, at the discretion of their command, are exempted from the requirements stated in Chapter 3.C.1-6 of this Manual. However, on long distance trips the handler must take a one-hour break every four hours, and the driving period must not exceed 12 hours. The driver must also rest a minimum of eight hours after each 12-hour driving period. Driving at night or during periods of inclement weather should be avoided. One handler required driving during the hours of 2200 to sunrise for a DHS Canine Rapid Deployment Force order must take breaks every two hours. Driving during the hours of 2200 to sunrise is not authorized for training. This rule applies whether the canine team is carrying their training aids or not. These rules are in addition to, but do not supersede, the driving requirements established in ref (g), and ref (h).
8. Commanding Officers and Officers-in-Charge may waive the above requirements in exigent circumstances in order to save life or property or to meet mission demands. A written copy of this waiver shall be maintained by the unit on permanent record. To ensure the safety of personnel involved a job hazard analysis and risk assessment should be conducted before adjusting driving times.
9. Emergency medical services, fire apparatus and crash/rescue vehicle drivers who are assigned to rotating shifts with sleeping accommodations are exempt from the above duty time restrictions.

#### D. DRIVER DISTRACTION.

1. Cell Phone Use. Vehicle operators on a Coast Guard installation and operators of government owned or authorized vehicles off installation shall not use cell phones (*to include hand free devices*), unless the vehicle is safely parked.
2. Texting While Driving. Typing or sending text messages or e-mails while driving a government owned vehicle or driving a private motor vehicle while on official business, or when using electronic equipment supplied by the government is strictly prohibited per ref (i). Exceptions:
  - a. Personnel may use electronic devices if their vehicle is safely parked.
  - b. Emergency and law enforcement personnel may use electronic devices if the messages are critical to successful mission execution, stopping/parking the vehicle is not safe or reasonable, and the messages are sent/received while performing their official duties (e.g., including the use of in-car mobile data terminals and other in-car electronic devices).

3. Other Distractions. The potential for driver distraction also exists for activities such as eating and drinking, applying makeup, shaving, reading maps and directions, and operating radios, stereos, two-way communications devices, smart phones and global positioning equipment. These activities should only be performed when the vehicle is safely in park.
  4. Tobacco Products. The use of all tobacco products (smoking and smokeless) is prohibited in all Coast Guard government vehicles (cars, trucks, buses, vans) and rental vehicles while conducting government business.
- E. RADAR DETECTORS. The use of radar detectors in GMVs is prohibited, regardless of where they are operated. The use of radar detectors is also prohibited in PMVs on Coast Guard and DoD installations. Personnel shall determine and comply with state and local laws regarding the use of radar detectors in PMVs while not onboard military installations.
- F. HEARING RESTRICTION. The wearing of portable headphones, earphones or other listening devices while operating a motorized vehicle on roads or streets on any Coast Guard installation is prohibited. Use of these devices masks or prevents the recognition of emergency signals, alarms, announcements, approaching vehicles, human speech and the ability to determine the direction from which the sound is coming. This prohibition does not include hearing aids, or hearing protection required in hazardous noise areas.
- G. IMPAIRED DRIVING. Impaired driving is incompatible with maintenance of high standards of performance, military discipline, Coast Guard personnel reliability, and readiness of military units and supporting activities. Persons who engage in impaired driving, regardless of geographic locations of the incident, have demonstrated a serious disregard for safety of themselves and others.
1. Alcoholic Beverages. When driving on any Coast Guard installation, the operator and/or passenger(s) of all motor vehicles (GMV and PMV) are prohibited from having open containers of alcoholic beverages in their possession. Personnel operating a GMV are prohibited from having open containers of alcoholic beverages in the vehicle at any time, on or off a Coast Guard installation. Coast Guard members are also subject to any state laws that prohibit open containers and possession of alcoholic beverages in all motor vehicles.
  2. Aggressive and Careless Driving and Driving Under the Influence. Unsafe driving behaviors, such as aggressive or careless driving, and driving under the influence of alcohol, controlled substances or medications, are prohibited on Coast Guard installations. Coast Guard personnel are also subject to any state laws while operating motor vehicles when not on Coast Guard installations. Policy governing driving under the influence of intoxicants is established in ref (j).
  3. Driver Fatigue. One of the most dangerous times to drive is when operating a motor vehicle is between the hours after midnight to 0400 and 1200 to 1800. Care should be given to ensure that operators are aware of the symptoms and causes of fatigue driving.

H. VEHICLE REGISTRATION. Registration requirements are outlined in ref (k) Chapter 7. Vehicles must also be registered according to state, federal or host nation requirements.

I. COMMANDS OPTIONS TO HOLD UNSAFE OPERATORS ACCOUNTABLE.

Commanding Officers/Officers-In-Charge have a number of options at their disposal to correct undesirable behaviors when encountering poor drivers within their units. When credible evidence is obtained that personnel are driving in an unsafe, reckless manner or condition, the following options can be used:

1. Counseling. Oral or written counseling can be provided to identify the problem and direct the desired appropriate behavior.
2. Issue Orders and Regulations. Commanding Officers/Officers-In-Charge can issue any order to deter unsafe driving behavior, as long as they articulate how it helps the problem, without being selectively enforced or reliant on individual subjectivity. Failure on the part of military personnel to obey such an order can be dealt with either under the UCMJ, or administratively.
3. Revoke Driving Privileges. Commanding Officers/Officers-In-Charge may take away on base driving privileges of military personnel to motivate them to follow motor vehicle safety standards.
4. Driver Improvement Course (DIC). Per Chapter 4.A.3 of this Manual, Commanding Officers/Officers-In-Charge can require military personnel to attend a DIC to reinforce positive attitudes and motivate individuals who have demonstrated unsafe and reckless driving characteristics.
5. Evaluations. Commanding Officers/Officers-In-Charge may identify military personnel with lack of leadership skills, judgment, or diminished performance during evaluations, when unsafe driving actions have been documented. Such actions should normally follow counseling and other attempts to correct inappropriate behavior.
6. Bar to Re-enlist. Commanding Officers/Officers-In-Charge may bar military personnel from re-enlistment when they demonstrate a lack of concern for motor vehicle safety or refuse to respond to counseling on driver improvement training. Examples of rationale for imposing a bar include, but are not limited to: frequent traffic violations, failure to follow orders or shirking responsibilities, causing trouble in the civilian community, behaving in a manner that discredits the unit or service, and, no demonstrated potential for future service (as evidence by repeated counseling and administrative action).
7. UCMJ and Court-Martial. In cases where more egregious behavior is encountered, UCMJ and court-martial punishment shall be considered.

J. MOTORCYCLES.

1. Requirements. Operators of privately owned motorcycles (street legal) must possess a current operator's license with a motorcycle endorsement (where required) issued by the governing civil authorities to operate a motorcycle on public highways. This is also a minimum requirement to operate a motorcycle on Coast Guard and DoD installations. Operators shall also meet applicable registration and insurance requirements.
2. Training. All Coast Guard personnel, civilian or military, which operate or park a motorcycle on a Coast Guard or DoD installation, shall complete a Motorcycle Safety Foundation (MSF) or similar DoD or state approved motorcycle training course. Coast Guard military personnel that operate a motorcycle (street legal) shall obtain this training regardless of whether the motorcycle is operated on or off base and shall complete an approved refresher training course at least every five years. Details of training requirements are addressed in Chapter 4.B of this Manual.
  - a. Commanders shall restrict riding privileges of non-trained personnel and members who fail to attend scheduled training (including restricting operation of the motorcycle on base).
  - b. Commands shall require motorcycle riders assigned to their unit to sign the Motorcycle Training Verification and Policy Brief (enclosure 2). This brief is used to verify that the member has attended the required motorcycle safety training and to brief the member on current policy. Once this brief has been completed, signed and dated by both the member and his/her command, the original is to be placed in the member's personnel data record with a copy given to the member and a copy placed in unit files. Commands shall also verify that the member's motorcycle safety training has been entered into Direct Access.
  - c. Due to limited training resources, personnel who ride motorcycles and are being transferred to Alaska, Puerto Rico, Asia, Europe or other remote locations shall obtain required MSF, DoD or similar state approved motorcycle training prior to assignment to their new duty station.
3. Headlights. Motorcycles shall have headlights on when they are operated, except where prohibited by local laws, and shall be equipped with rear view mirrors.
4. Foreign Ports. Active duty personnel not assigned to a foreign country and who are on liberty in a foreign port are prohibited from riding on or operating motorcycles.
5. Rental of Motorcycles. Military personnel who rent motorcycles in U. S. ports are required to meet state licensing requirements and wear personal protective equipment (PPE) as listed in Chapter 4.J.6 of this Manual.

6. Required Personal Protective Equipment for Motorcycle Operators and Passengers. All motorcycle operators and passengers shall wear the PPE indicated in this paragraph when onboard a Coast Guard installation. All military personnel operating motorcycles shall wear this equipment at all times and regardless of any lesser restrictions in civil jurisdictions. The following equipment is also required for entry on all DoD installations:
- a. A DOT or Snell-approved motorcycle helmet properly fastened under the chin. “Novelty” or non-approved helmets are prohibited. Certified helmets are those referenced in Federal Motor Vehicle Safety Standard (FMVSS) 218 and should be labeled as such by the manufacturer.
  - b. Properly worn eye protection devices, which are defined as impact or shatter resistant glasses designed to meet or exceed ANSI standard Z87.1-2003, goggles or full-face shield attached to helmet in the downward position. A windshield or fairing is not considered to be proper eye protection. Dark lenses should not be used at night.
  - c. Foot protection includes sturdy over the ankle footwear that affords protection for feet and ankles (durable leather athletic shoes that cover the ankles may be worn).
  - d. Full-fingered and fingerless gloves or mittens designed for use on motorcycles.
  - e. Long-sleeve shirt or motorcycle jacket and pants appropriate for motorcycle riding and should be constructed of abrasion resistant material such as leather, kevlar, and/or Cordura and containing impact absorbing padding. Visibilities of retro-reflective materials are important considerations when selecting protective clothing and helmets. Short sleeve shirts, tank tops and shorts are not authorized.
  - f. For off-road riding, additional PPE that is appropriate for the sport or activity, including padding and guarding should be considered.

K. TWO-WHEELED VEHICLES 49CC AND BELOW.

1. Training/PPE Requirements. Motorcycle training outlined in Chapter 4 does not apply to these specific vehicles; however, PPE requirements listed in Chapter 3.J.6 of this Manual, especially the use of DOT/Snell approved helmets, do apply. Military members shall comply with PPE requirements at all times whether on or off Coast Guard installations and regardless of any less restrictive requirements in civil jurisdictions. Coast Guard civilian employees, contractors, dependants and visitors shall comply with the PPE requirements while on Coast Guard installations.
2. Use on Coast Guard installations. Installation Commanding Officers, at the commander’s discretion, may allow operation of these vehicles on Coast Guard installations. However, if authorized, Commanders shall include in their traffic safety plan authorized areas for these vehicles to operate.

3. Passengers. Passengers are prohibited.
4. Foreign Ports. Active-duty personnel not assigned in a foreign country and are on liberty in a foreign port are prohibited from riding on or operating two-wheeled motorized vehicles 49cc and below.
5. Rentals. Military personnel who rent two-wheeled motorized vehicles in U.S. ports are required to wear personal protective equipment (PPE) as listed in Chapter 3.J.6 of this Manual.
6. Types of Two-wheel Motorized Vehicles. The type of two-wheeled vehicles being manufactured varies greatly and will likely increase in the future. As new two-wheeled vehicles are introduced into the market, installation Commanders must determine if these vehicles may be operated on their installation without adversely affecting the safety of the operator and other motorists. Individuals contemplating the purchase of two-wheeled vehicles should, prior to purchase, consult the installation safety or installation Commanding Officer to determine if the vehicle may be operated on the installation and what training and PPE requirements exist.

L. ALL TERRAIN VEHICLES (ATV).

1. All Coast Guard personnel who operate ATVs on official business onboard any Coast Guard installation shall successfully complete a Specialty Vehicle Institute of America (SVIA) ATV safety course.
2. ATV training is also required for personal ATV use on a Coast Guard installation.
3. All military and civilian ATV operators of government owned ATVs are required to wear the same PPE as motorcycle operators. All personnel operating any ATV, onboard Coast Guard installations, shall be required to wear the same. Military personnel shall wear required PPE on or off-duty. Additional equipment, appropriate for the activity (e.g., cold weather operations), is also recommended.

M. SNOWMOBILES.

1. All Coast Guard personnel who operate snowmobiles on official business or onboard any Coast Guard facility (regardless of purpose or duty status) shall successfully complete an approved snowmobile safety course.
2. Snowmobile safety training may be required in some states. Personnel shall determine and comply with state laws requiring training when applicable. It is strongly recommended that personnel operating snowmobiles acquire snowmobile safety training, even if not required by their state. Information on training may be obtained from local dealers or state departments of public safety or motor vehicles and by contacting Commandant (CG-113).

3. Minimum PPE for snowmobile use is a DOT or Snell-approved helmet properly fastened under the chin and over the ankle footwear. Due to the risks associated with the winter operating environment, personnel operating snowmobiles should pay increased attention to: PPE (cold weather gear); cold stress; avalanche; dangers of breaking through ice; hidden obstacles and hazards; changing weather conditions; communication; emergency preparedness and contingency planning.
- N. LOW SPEED VEHICLES. Motorized equipment, such as golf carts, used as alternative transportation and designed to operate on roads and in neighborhoods may not exceed 25 MPH. These vehicles are required to have non-fragmenting safety glass windshields, seatbelts for the driver and each passenger, headlights, taillights, and turn signals. Personnel must have a valid state driver license and receive a one-time safety briefing on manufacturer's precautions and safe handling techniques prior to operation.
- O. SPECIAL PURPOSE MOTORIZED EQUIPMENT (SPME). Any commercially manufactured self-propelled motorized equipment designated for a special purpose. Refer to Enclosure 1 for definition of SPME and ref (b) for training and licensing requirements.

## CHAPTER 4. TRAINING

A. DRIVER IMPROVEMENT COURSES.

1. It is strongly encouraged that all commands require those operating government vehicles (GMV), as well as those in need of remedial education (e.g., involved in motor vehicle accidents, speeding, reckless driving or driving under the influence (DUI)) to attend a driver improvement awareness course. Upon request, HSWL SC can assist in obtaining the American Automobile Association (AAA) and National Safety Council (NSC) Defensive Driving Courses or determine what other training resources are available in their area. A copy of the course completion certificate shall be placed in the individual's training record.
2. The Online Defensive Driving Course for GMV Operators course is recommended for all GMV operators. The course can be accessed on the Commandant (CG-1132) Motor Vehicle Safety web page at: <http://www.uscg.mil/hq/cg1/cg113/cg1132/motorvehiclesafety.asp>. Certificates can be printed once the course has been successfully completed. A copy of the course completion certificate shall be placed in the individual's training record.
3. A driver improvement course shall be used to reinforce positive attitudes and motivate individuals who have been convicted of serious moving traffic violations (e.g., speeding, reckless driving or driving under the influence) or have been involved in a serious traffic mishap while operating a government motor vehicle. Offenders, military and civilian, shall be required to attend such a course as a condition of continued authorized use of a motor vehicle onboard a Coast Guard installation or while on authorized travel. The course duration is four, six and eight hours depending on time constraints. HSWL SC staffs will either offer the American Automobile Association (AAA) or National Safety Council (NSC) driver improvement training to commands upon request or provide referral to an alternate training source.
4. HSWL SC staff has USAA Fatal Vision Driver Training kits and videos, which can be obtained at the request of the command to be used for training within the unit. These kits are designed to simulate driving under the influence. Unit Safety Coordinators are also trained on the use of these training kits at the Unit Safety Coordinator course.
5. Commanding Officers and Officers-in-Charge shall perform motor vehicle safety briefings to all personnel prior to holidays, extended weekends or liberty periods.

6. Commanding Officers and Officers-in-Charge or their designee are strongly encouraged to require that personnel perform a TRiPS travel risk assessment prior to the beginning of leave periods. Members who are on permanent change of station orders and will be traveling more than 400 miles in their private motor vehicle shall complete a TRiPS assessment and have their supervisor review and approve the assessment prior to detaching from their command. TRiPS can be accessed at Commandant (CG-1132) Motor Vehicle web page at:  
<http://www.uscg.mil/hq/cg1/cg113/cg1132/motorvehiclesafety.asp>.

**B. MOTORCYCLE SAFETY TRAINING.**

1. Installation Access. To ride a motorcycle on a Coast Guard installation all motorcycle operators must provide proof of completion of one of the Motorcycle Safety Foundation (MSF), Team Oregon, Idaho Star or state approved motorcycle training courses for street riding as described below. They must also obtain a proper license, endorsement (when required by state or local jurisdictions), registration and proof of insurance. The requirement for training applies to all applicants for new or renewal registration decals. Note: These requirements must also be met for entry on all DoD installations.
2. Coast Guard military personnel who operate any motorcycle (street legal). Military personnel shall obtain this training, regardless of whether the motorcycle is operated on or off base. Coast Guard military personnel who operate motorcycles exclusively off-road for recreational purposes are strongly encouraged to obtain appropriate training for the type and class of vehicle operated.
3. Motorcycle Training Courses. Acceptable courses include the following:
  - a. Basic Rider Training offered by MSF, Team Oregon, Idaho Star or state approved.
  - b. Experienced/Advanced Rider Training offered by MSF, Team Oregon, Idaho Star or state approved.
  - c. The MSF Dirt Bike Course (DBC).
  - d. Military Sports Bike Rider Course (MSRC). MSRC is offered at Navy, Marine Corps and Army installations. Coast Guard sport biker riders are highly encouraged to attend this training where available.
  - e. The MSF Advanced Rider Course (ARC).
4. Training Requirement. All military riders shall be required to attend one motorcycle safety course prior to riding their motorcycle on or off base unless waived as per 4.B.9 below. Training is required regardless of whether they meet state operator requirements (e.g., has a MC endorsement).

5. Periodic Refresher Training. Refresher training shall be completed every five years or following the purchase or changing the size and type of motorcycle. Commanding Officers and Officers-in-Charge shall confirm periodically, that personnel within their command have completed this training at least once every five years. Continued follow-up by the command Motor Vehicle Safety Coordinator to ensure all riders have been identified and notified of this requirement is imperative.
  - a. Coast Guard military members whose training exceeds five years shall, within 12 months, complete a refresher course to become compliant with this requirement.
  - b. Coast Guard Motorcycle Safety Foundation RiderCoaches who remain current are exempt from this requirement as they are required to re-certify every two years. A valid ridercoach certification card must be presented to the Motor Vehicle Safety Coordinator in order to be exempt.
6. Responsibility. It is the responsibility of each command and motorcycle rider to obtain the training described above. Training is available from the following sources:
  - a. Coast Guard Installations. There are a limited number of Coast Guard installations that offer motorcycle safety training. HSWL SC staffs will assist commands in obtaining the services of Coast Guard MSF instructors where possible.
  - b. DoD Military Installations. Coast Guard members may obtain training at no cost from DoD installations on an “as available” basis. Personnel should contact the installation “ashore” or “ground” safety or security office for information on course availability.
  - c. Other.
    - (1) Motorcycle Safety Foundation (MSF) has listings for most state offerings on their website at: [www.msf-usa.org](http://www.msf-usa.org).
    - (2) State departments of motor vehicles or public safety.
    - (3) Private providers.
    - (4) Colleges and universities.
    - (5) Motorcycle manufacturers, dealerships and clubs.
7. Motorcycle Safety Training Reimbursement. For riders who cannot attend free training due to being in remote locations, Commandant (CG-1132) has implemented a motorcycle safety training reimbursement program. Military personnel who pay for training with their own money can request to be reimbursed. Members can refer to Commandant (CG-1132) website for information on how to obtain a reimbursement.

[http://www.uscg.mil/hq/cg1/cg113/cg1132/motorcycle\\_training\\_member\\_reimbursement.asp](http://www.uscg.mil/hq/cg1/cg113/cg1132/motorcycle_training_member_reimbursement.asp).

8. Training Time. Commanding Officers, as mission permits, are authorized and encouraged to allow military members to attend training during normal business hours. Coast Guard civilian employees must use annual leave, leave without pay, non-duty hours or regular days off.
9. Waiver. In cases where training is not available by location or time, Commanding Officers may grant a member temporary riding privileges and installation access to operate a motorcycle for up to 90 days while the member acquires training. The member must meet state law requirements (license, insurance and registration) in order for a waiver to be granted. The waiver must be in writing and signed by the MVSC and the member. If the member fails to obtain training within 90 days, Commanding Officers may grant an additional 30-day waiver based on the circumstances presented by the member as to why he/she was unable to obtain training. If the member fails to obtain training, unless mission specific, Commanding Officers can hold the member accountable under the UCMJ.
10. Restrictions. This policy shall not limit Commanders in establishing more stringent local policies where needed due to local road and traffic conditions, climate or individual behaviors or mishap trends and causal factors identified by a Coast Guard Mishap Analysis Board findings and recommendations. However, Commanders shall not restrict member's access to their installations if the member is in compliance with this Manual and is not assigned to their installation.
11. Three-Wheel Motorcycles. Operators of motorcycles with attached sidecars and three-wheeled motorcycles are excluded from COMDTINST required motorcycle training. Refer operators to state sponsored courses where available.

C. ALL-TERRAIN VEHICLE (ATV)/SNOWMOBILE TRAINING.

1. All personnel who operate any ATVs or snowmobiles on official business or who operate these vehicles on any Coast Guard installation (regardless of purpose or duty status) shall successfully complete a Commandant (CG-1132) approved ATV/snowmobile safety course. In remote areas where availability of ATV/snowmobile training is limited, commands may request approval from HSWL SC staff to approve local use of video, web-based or stand alone computer training program modules as interim training until formal courses can be scheduled. A unit Personnel Qualification Standard (PQS) shall be developed by the unit based on manufacturer's operation handbook and safety guidelines and approved by the command Motor Vehicle Safety Coordinator. A list of all authorized personnel shall be maintained to ensure program integrity. Note: This is not an exemption to hands-on skill development training.
2. It is the responsibility of the ATV/snowmobile user's command to ensure this training is completed for all official Government owned ATV/snowmobiles. In addition to Commandant (CG-1132) approved courses, the command shall conduct familiarization

Commandant (CG-1132) approved courses, the command shall conduct familiarization training for all ATV and snowmobile operators. This training shall address command use of ATVs and snowmobiles for operational missions, facility or local area weather or traffic conditions, local ATV and snowmobile state laws or operating restrictions and other factors unique to the command's area of responsibility. The members shall also demonstrate proficiency in the operation of the ATV or snowmobile. Upon completion of this training, the command shall issue a U.S. Government Motor Vehicle Operator's Permit (OF-346) with proper endorsement of the ATV/snowmobile authorized to operate.

3. Members who ride ATVs or snowmobiles for recreational purposes are strongly encouraged to obtain specialty vehicle training.
4. Personnel should seek to attend appropriate training for such vehicles prior to assignment in Alaska and Puerto Rico or other remote locations due to limited training resources.
5. On-duty military and civilians members required to operate these vehicles may schedule training by contacting their command Motor Vehicle Safety Coordinator who will then contact HSWL SC.

**D. TRUCK, TRAILER AND VAN HANDS-ON FAMILIARIZATION TRAINING.**

1. The Coast Guard operates light-duty (0-8,500 lbs gross vehicular weight (GVW), medium duty (8,500-16,000 lbs GVW), to heavy-duty (16,000 lbs and above GVW) pickup trucks and sport utility vehicles (SUV) and 15-passenger vans in the normal course of business. In many instances, members are not familiar with the handling characteristics of these vehicles. Each unit shall develop Personnel Qualification Standards (PQS) for the operation of these vehicles and shall document completion of these requirements by the member. HSWL SC staff can assist in the development of the PQS. A PQS standard template can be found on Commandant (CG-1132) website at: <http://www.uscg.mil/hq/cg1/cg113/cg1132/motorvehiclesafety.asp>. Members shall also be required to demonstrate their proficiency in the operation of these vehicles prior to being released by the command to drive in a mission situation. Training shall be documented in the member's training record or TMT.
2. Trailering boats and other equipment is a high-risk mission requirement. Each unit shall develop Personnel Qualification Standards (PQS) for trailering operations. HSWL SC staff can assist in the development of the PQS. Members shall also be required to demonstrate their proficiency in trailering operations prior to being released by the command to drive in a mission situation. Training shall include proper hookup to the towing vehicle, backing the trailer and towing capabilities. Training shall be documented in the member's training record or TMT. A U.S. Government Motor Vehicle Operators Permit (OF-346) shall be issued with proper endorsement of motor vehicle and trailer combinations authorized to operate.
3. Drivers shall be required to familiarize themselves with 15-passenger vans for size and handling characteristics. Safety briefings shall include a review of the unique handling

characteristics of these vehicles, such as information on the increased rollover potential when the van is loaded and the dangers of sharp steering actions at high speeds. Videos on 15-passenger van operation/safety can be obtained from the HSWL SC "Lending Libraries." NHTSA Advisory information on 15 passenger vans is posted on Commandant (CG-1132) Motor Vehicle Safety web site at:  
<http://www.uscg.mil/hq/cg1/cg113/cg1132/motorvehiclesafety.asp>.

5. Driver operators who are trained and qualified using the PQS process shall be issued an U.S. Government Motor Vehicle Operators Permit (OF-346) by their command listing all vehicles and trailer combinations they are authorized to operate.
- E. SPECIAL PURPOSE MOTORIZED EQUIPMENT (SPME) TRAINING. Duty assignments may require operation of SPME. Specialized training to operate these classes of vehicles is not within the scope of this Manual. Ref (b) addresses types of vehicle operations training which may include:
- a. Commercial Drivers License (CDL).
  - b. Emergency Vehicle Operator Course (EVOC) Training.
  - c. Material Handling Equipment (MHE) (i.e., Forklift Operator Training).
- F. LOCALITY BRIEFING. In addition to indoctrination in local Coast Guard operations, the Motor Vehicle Safety Coordinator (MVSC) shall verify that a member holds a valid state driver's license prior to operation of a GMV. Commands shall also provide a locality briefing to newly transferred members addressing motor vehicle and off-duty/recreational safety issues. The following are examples of topics to include (as appropriate to each individual unit). Specific high-risk activities and locations within each area of responsibility should be included.
1. Emphasis on personal risk management in all activities, on and off-duty.
  2. Motor vehicle safety related issues such as:
    - a. Command/facility traffic policy.
    - b. Installation traffic patterns and restrictions.
    - c. Local laws.
    - d. Local area traffic conditions and high-risk times and locations.
    - e. Weather conditions and wildlife presence.
  3. Review of the unit's motor vehicle and off-duty/recreational mishaps.

## CHAPTER 5. OUTREACH

A. AWARENESS, EDUCATIONAL AND PROMOTIONAL CAMPAIGNS.

1. Commands shall conduct awareness and promotional campaigns as part of an overall motor vehicle safety program.
2. Commands shall provide and document motor vehicle safety briefs to all Coast Guard personnel prior to holidays, extended weekends, liberty periods, when visiting foreign ports or when returning from deployments.
3. Topics may include local motor vehicle laws, safe operating practices, defensive driving, risk management, impaired driving, PPE use and occupant protection.
4. Commandant (CG-1132) will normally kick-off the major campaigns with an ALCOAST message but this should not deter commands from initiating their own activities or participating in local promotions. These campaigns should include but are not limited to:
  - a. Motor vehicle safety themes in safety meetings.
  - b. Safety messages.
  - c. Review of lessons learned from Coast Guard-wide motor vehicle-related mishaps.
  - d. Promotional posters and pamphlets in the workplace.
  - e. Signs at facility entrance gates.
  - f. Enforcement by security personnel.
5. The Department of Transportation (DOT), through the National Highway Traffic Safety Administration (NHTSA), and in conjunction with state traffic safety offices and law enforcement agencies, periodically conducts various motor vehicle safety campaigns throughout the year and especially prior to summer and winter holiday seasons. In addition to the recurring themes of impaired driving and proper seat belt and child restraint use, additional themes that are addressed include getting to school safely, motorcycle safety, bicycle safety, pedestrian safety, aggressive driving, distracted driving and fatigued driving. Motor vehicle safety campaigns include:
  - a. The “Buckle Up America” Campaign.
  - b. Child Passenger Safety.
  - c. America Buckles Up Children.

- d. Over the Limit, Under Arrest,
  - e. Safe and Sober Campaign.
  - f. Safety City (for children).
  - g. Safe Communities.
  - h. Click It or Ticket.
6. Promotional materials for many of these campaigns may be obtained through NHTSA at: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov) and assistance may be obtained through regional NHTSA offices, state highway offices and local law enforcement offices. NHTSA is also a resource for people and equipment safety issues such as driver behavior, statistics, recall notices and safety ratings of vehicles.
  7. The NHTSA Safe Communities program provides guidance to partner with local communities and law enforcement to improve motor vehicle safety programs. For example, units may be able to recruit a local law enforcement officer to present the safety training, thereby enhancing the training's effectiveness.
  8. There is a wealth of information available on the internet and from other sources, as well as ongoing national, state and local promotions and campaigns. Military services also provide various applications of Operational Risk Management to motor vehicle safety. The key to the use of promotions, campaigns and resources is to use what makes sense for each command to make an effective motor vehicle safety program.

**B. ANNUAL SEAT BELT USE RATE SURVEY.**

1. Ref (l) requires an annual seat belt use survey for federal agencies. The Coast Guard goal for seat belt use is 100% on and off duty.
2. The Coast Guard conducts this survey annually and also includes requests for additional information such as child restraint use, motorcycle and bicycle PPE and auditing of promotional materials, local campaigns, signs and posters. Commandant (CG-113) will issue requests for this information and seek assistance from HSWL SC staff in obtaining the surveys.
3. Commands and HSWL SC staff will conduct surveys, acquire and compile this information for Department of Homeland Security reporting purposes, and identify and address problem areas.
4. Commandant (CG-11) will issue an ALCOAST with results from the survey and recommendations for safe driving procedures.

C. INSTALLATION AND LOCAL TRAFFIC CONDITIONS.

1. Commands should review and update installation traffic safety infrastructure to include considerations of speed limit, speed bumps, stop signs, traffic lights, other appropriate signs, intersections, traffic patterns and congestion, cross-walks, pedestrian and bike paths, road conditions and proper signage posting.
2. Commands should also review the local traffic safety situation off facility. Local law enforcement officials can provide valuable assistance in this area. The following information may be obtained to assist units in addressing high-risk areas of travel and can be used in orientation sessions for newly assigned personnel:
  - a. Road conditions.
  - b. Weather conditions.
  - c. Speed limits.
  - d. Traffic patterns and congestion.
  - e. High-risk traffic areas.
  - f. Designated recreational areas.
  - g. Wildlife.
  - h. Area construction zones affecting the commuter routes.

## CHAPTER 6. RESOURCES

- A. GENERAL RESOURCES. The following represents some general resources that may provide a command or individual more information on a specific topic. This is not an all-inclusive list.
1. Coast Guard motor vehicle safety assistance can be obtained from the respective HSWL SC staff or the Headquarters Shore Safety Division, Commandant (CG-1132).
    - a. Safety messages, mishap reports, the mishap database, checklists and safety information are available on the Commandant (CG-1132) web site:  
<http://www.uscg.mil/hq/cg1/cg113/cg1132/default.asp>.
    - b. HSWL SC has a Video Lending Library (VLL) for commands to utilize for training. Information about the VLL can be found on the following website:  
<http://apps.mlca.uscg.mil/kdiv/kseVideoLib/>.
  2. Local and state law enforcement and motor vehicle safety offices can provide promotional materials and conduct safety meetings. Partnering motor vehicle safety efforts with community organizations can simplify and increase the effectiveness of a program. Some states also have defensive driving and MSF motorcycle safety training programs.
  3. The on-line Coast Guard Travel Risk Management System (TRiPS) can be used to perform risk assessments for personnel about to depart on trips that involve extended or overnight driving or that is to be made by young or inexperienced drivers.
  4. HSWL SC manages a motor vehicle safety program to assist Coast Guard Units in implementing their motor vehicle training programs. The HSWL SC Motor Vehicle Safety program includes the following:
    - a. AAA Certified Instructor Leader for AAA's Driver Improvement Program (DIP). The AAA Instructor program is intended to place certified AAA DIP Instructors at larger Coast Guard Commands and HSWL SC Detached Safety and Environmental Health Offices to assist Commanding Officers and Officers-in-Charge in implementing their motor vehicle training programs. Instructors are certified by the AAA National Office to facilitate a four to eight hour classroom video course, Managing Visibility, and Time and Space. HSWL SC also offers limited classes for the National Safety Council's (NSC) Defensive Driving Course (DDC) but does not certify field instructors.
    - b. HSWL SC provides all required materials for instructors to facilitate AAA DIP in support of their training efforts and will attempt to arrange for an instructor when no local resource is available. The NSC DDC is led by HSWL SC Instructor on request.

- c. Other motor vehicle program support information needed for risk management can be found on the HSWL SC CGPORTAL page at:  
<https://cgportal.uscg.mil/delivery/Satellite/HSWL/MOTORVEHICLESAFETY>; for motorcycle information, visit HSWL SC CGPORTAL page at:  
<https://cgportal.uscg.mil/delivery/Satellite/HSWL/MOTORCYCLESAFETY>.
5. **Department of Defense (DoD)**. The Coast Guard can, in most cases, access the motor vehicle safety programs and resources of other military services. Local military installation “ashore” or “ground” safety organizations are typically the best source of information.
  - a. DoD installations often have instructors and motor vehicle safety specialists to assist in both four-wheel and two-wheel vehicle safety programs.
  - b. DoD Safety Centers are a valuable resource for promotional and educational materials, checklists, risk management approaches, publications and detailed description of that service’s motor vehicle safety program, training, statistics and mishap information. If not evident on their home page, motor vehicle safety information is managed by their “ground” or “ashore” divisions. Web-sites for the DoD Safety Centers are located at:
    - (1) Air Force Safety Center: <http://www.afsc.af.mil/>
    - (2) Army Safety Center: <https://safety.army.mil/>
    - (3) Naval Safety Center: <http://www.safetycenter.navy.mil/>
6. The Department of Transportation (DOT) National Highway Traffic Safety Administration (NHTSA) at: <http://www.nhtsa.dot.gov/> contains information on national campaigns, statistics, equipment safety ratings and recalls, driver behavior, studies and promotional materials. There is also a listing of regional offices. NHTSA is also a good starting point for links to other motor vehicle and traffic safety organizations.
7. The following agencies and organizations are sources for training and educational material. These web-sites normally have links to other sites addressing motor vehicle safety issues. Additional information is also available from specific activity web-sites, equipment manufacturers, dealers, clubs and organizations.
  - a. The American Automobile Association (AAA) website can be found at:  
<http://midatlantic.aaa.com/?zip=22304&devicecd=PC>.
  - b. AAA Foundation for Traffic Safety website can be found at:  
<http://www.aaafoundation.org/home/>.
  - c. The National Safety Council (NSC) Defensive Driving Courses can be accessed at:  
<http://www.nsc.org/>.

- d. The Motorcycle Safety Foundation (MSF) provides motorcycle safety training information and links to state training programs. Access the MSF website at: <http://www.msf-usa.org/>.
- e. The Network of Employers for Traffic Safety (NETS) is a source of educational information and traffic safety program assistance. Access the NETS website at <http://www.trafficsafety.org/>.
- f. The Centers for Disease Control and Prevention (CDC) website provides a wide range of information on motor vehicles and can be accessed at: <http://www.cdc.gov/Motorvehiclesafety/index.html>.
- g. National Center for Injury Prevention and Control (NCIPC) website is at: <http://www.cdc.gov/ncipc/>.
- h. The Consumer Products Safety Commission (CPSC) provides safety information on a wide range of consumer products including those related to traffic safety. Access the CPSC website at: [www.cpsc.gov](http://www.cpsc.gov).
- i. The National Transportation Safety Board (NTSB) investigates and makes recommendations on major transportation-related mishaps. Access the NTSB website at: [www.nts.gov](http://www.nts.gov).

**B. COAST GUARD OPERATIONAL RISK MANAGEMENT (ORM).** Human error causes a significant number of mishaps that have resulted in the loss of personnel (on and off duty). Many times faulty decisions have placed our personnel at greater risk than necessary. The application of basic ORM concepts is not limited only to unit or mission operations as the Coast Guard usually defines them. All Coast Guard missions and daily activities, both on and off duty, require decisions that manage risk. The additional benefits of the ORM process include safeguarding our member's health and welfare and conserving vital resources. An off duty mishap causes pain and loss to the individual and his/her family as well as reduced operational readiness to of their unit.

1. Risk Management Tools. The principles and process of risk management shall be fully integrated into all motor vehicle (on and off-duty) safety programs. Policies and laws can only affect safety to a point. Supervisors and individuals must assume responsibilities and take precautions for hazards that are within their control and hazards that can be influenced. Risk management ensures that the supervisor and individual, who will maximize situational awareness, take all possible precautions. Coast Guard Risk Management Information System resources may be found at: <http://www.uscg.mil/hq/cg1/cg113/cg1132/RMIS.asp>.

2. Resources. To assist commands in managing a motor vehicle safety program, there are risk management tools that focus on the individual, the equipment and the mission to be completed. Many of these tools are best used when overseen by the member's supervisor.
  - a. Coast Guard Travel Risk Planning System (TRiPS). TRiPS is an online, risk assessment planning tool designed to allow members to answer a series of questions regarding their travel preparation and planning, the vehicle used for travel and the duration of travel. From this input, TRiPS provides a personalized trip risk analysis, including a hazard assessment value and recommendations for reducing travel risk. Examples of actual mishaps that occurred during similar trips and other traffic safety information are provided for the member to review. The entire process takes 10-15 minutes to complete. Links to weather reports and maps are also available. An e-mail notification of the risk analysis is forwarded to the member's supervisor, which triggers discussion of plans, risks and controls. TRiPS provides an excellent opportunity for individual commands to educate their personnel on the risks they face while traveling by PMV on liberty and leave. Supervisors are strongly encouraged to have personnel develop a risk assessment profile using TRiPS prior to approval of leave requests, particularly in cases where extended or overnight travel or younger or inexperienced drivers are involved, and for personnel who have had a previous motor vehicle accident, alcohol incident, or driving under the influence determination. TRiPS can be accessed at: <https://trips.safety.army.mil/cg>.
  - b. Excellent resources for checklists and information for safety briefings are available at the HSWL SC CGPORTAL page at: <https://cgportal.uscg.mil/delivery/Satellite/HSWL/SAFETYENVIRONMENTALHEALTH> and at military safety center websites as noted above. This becomes especially important during holiday seasons, when there are periods of increased travel, inclement weather and more frequent celebration. Some specific aids that commands may want to consider are:
    - (1) Integrating ORM principles into motor vehicle safety activities.
    - (2) Encouraging unit designated drivers, taxi cards or other transportation programs.
    - (3) Distributing chain of command calling cards.
    - (4) Observing "wind-down" time prior to starting a trip.
    - (5) Including traffic safety advice on pass, liberty and/or leave statements.
    - (6) Providing trip planning checklists and safety briefings.
    - (7) Developing vehicle safety checklists.

- c. Units shall ensure that motorcycle operators develop a trip plan to include immediate notification of emergency medical services, protection of themselves or others from further harm, emergency medical care of victims until further help can arrive and command notification procedures.

## CHAPTER 7. OFF-DUTY AND RECREATIONAL SAFETY

- A. GENERAL. Though privately owned motor vehicle mishaps account for the highest toll on the well-being of Coast Guard members, off-duty household chores, relaxation and recreational activities cause the most injuries and also routinely result in death. Moreover, many injuries are suffered in organized sporting events designed to improve the health and morale of our members.
- B. RISK MANAGEMENT. Each command shall emphasize “Personal Risk Management” to all individuals, just as Operational Risk Management is emphasized in the performance of Coast Guard missions. The training and operational mentorship provided by senior staff can be applied to off-duty activities as well.
- C. LOCALITY BRIEFING. In addition to indoctrination in local Coast Guard operations, commands shall also provide a locality briefing to newly transferred members addressing off duty/recreational issues. The following are examples of topics to include (as appropriate to each individual unit). Specific high-risk activities and locations within each area of responsibility should be included:
1. Popular recreational activities and locations.
  2. Associated activity and location hazards.
  3. Off-limits areas.
  4. Recommended areas/activities to avoid.
  5. Weather and geographic conditions.
  6. People, establishments and localities to avoid.
- D. RESPONSIBILITY. It shall be each individual’s responsibility to continue to practice the process and principles of risk management in all activities, on-duty or off-duty.
- E. RESOURCES. It is well beyond the scope of this Chapter to provide guidance for all recreational activities. Some suggested resources include:
1. Air Force, Army and Navy Safety Centers have a fairly extensive safety checklist for various recreational activities.
  2. Most off-duty activities have a wealth of web-based information available on both the enjoyment and the safety of the sport.
  3. Manufacturers of recreational equipment provide instructions and precautions to be followed to minimize risk.

4. Clubs and more experienced practitioners also offer guidance.

F. PEDESTRIAN SAFETY.

1. Commands shall stress pedestrian safety as part of the overall unit motor vehicle safety program, to include separating pedestrian and motor vehicle traffic to the maximum extent possible. Provisions shall be made for adequate numbers of sidewalks, handicapped access ramps, jogging routes, pedestrian crossings and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety.
2. Personnel shall use additional caution when bicycling, jogging, running, walking, skating, skateboarding, using roller blades, riding scooters, or participating in other recreational activities on main roads and streets of Coast Guard facilities during peak traffic periods and high-density traffic times. Commands shall designate which roadways and times apply for these types of “pedestrian” activities.
3. When on roads and streets, especially during periods of reduced visibility (e.g., nighttime, fog or rain), personnel are strongly encouraged to wear retro-reflective clothing, belts or vests.
4. Strong emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses and playing in Coast Guard Housing areas.
5. Applicable fluorescent or reflective personal protective equipment shall be provided and used by all Coast Guard personnel who are exposed to traffic hazards as part of their assigned duties.

G. BICYCLE SAFETY. Bicycle/Tricycle safety shall be emphasized in the overall traffic safety program. Bicycles are defined as a vehicle with two wheels tandem, handlebars for steering, a saddle seat, and pedals by which it is propelled. Tricycles are defined as a 3-wheel vehicle propelled by pedals. Bicycle/Tricycle operators shall comply with the following personal protective equipment (PPE) requirements:

1. Head Protection. All personnel, including dependents, that operate a bicycle/tricycle onboard a Coast Guard facility, shall wear an approved bicycle helmet properly fastened under the chin. There are two nationally recognized safety standards for bicycle helmets sold in the United States: the Snell Memorial Foundation and the American National Standards Institute (ANSI).
2. Clothing. During periods of reduced visibility (e.g., nighttime, fog or rain), bicycle/tricycle riders should wear retro-reflective clothing. Vests, jackets, tape, wristbands and other items are available that make a rider visible to motorists.
3. Reflectors. Bicycles/Tricycles must be equipped with reflectors and lights for use at night and in low visibility weather.

4. Children Passengers. The following requirements must be complied with when carrying a child as a passenger on an adult's bike/trike onboard Coast Guard facilities, and are strongly recommended when bicycling off base:
  - a. All personnel shall wear approved bicycle helmets.
  - b. Only competent adult cyclists shall carry young passengers.
  - c. Bicycle/tricycle riding is restricted to parks, bicycle paths or quiet streets.
  - d. Infants too young to sit in a rear bike seat shall not be carried on a bicycle/tricycle. Front or backpack child carriers are prohibited.
  - e. Only children who are old enough to sit well unsupported and whose necks are strong enough to support a lightweight helmet may be carried in a rear-mounted seat.
  - f. A rear-mounted seat shall be securely attached over the rear wheel, have spoke guards to prevent feet and hands from being caught in the wheels and have a high back and a sturdy shoulder harness and lap belt that will support a sleeping child.
5. Off Installation Riding. Coast Guard military personnel who operate a bicycle/tricycle off facility shall wear an approved helmet and shall comply with the host state and local traffic laws. Bicyclists shall follow local rules of the road when riding on or off facility.
6. Industrial Use Bicycles/Tricycles. After risk analysis, commands may waive helmet requirements for bicycles used as transportation in industrial areas where hard hats are required. In lieu of helmets, a hard hat shall be worn. Additional waivers may be granted for these vehicles being utilized for operational duties in areas where factors such as maximum speed and vehicular traffic congestion do not exist (i.e., USCG Air Stations).

H. LEISURE ACTIVITIES AND EQUIPMENT. Recent innovations in leisure activities have resulted in the development of equipment such as kick or push scooters, motorized scooters and all-terrain/mountain scooters. Skates, roller blades and skateboards have been around for some time, but present new challenges to those initially attempting these activities for the first time.

1. Commands should assist and encourage Coast Guard personnel in managing the risks of these activities. As with any new piece of equipment, personnel should ensure proficiency in use, knowledge of mechanical operation, understanding of the operating environment and the proper use of appropriate PPE. User and equipment limitations should be considered. Adherence should be made to manufacturer's recommendations.
2. Use of appropriate PPE for these items shall be emphasized. A helmet shall be worn, and knee, elbow and wrist guards are strongly recommended.

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3. Inasmuch as this equipment has wheels, their operation often interacts with vehicular traffic and people can get hurt using them. Therefore, operation of this equipment should comply with command motor vehicle safety policies.

## Definitions

1. All Terrain Vehicles (ATV). Any self-propelled vehicle with three or more wheels designed for off-road use and not licensed for public road use.
2. Driver Fatigue. Weariness, physical and/or mental exhaustion that can be triggered by stress, medication, over-worked, mental and physical illness or disease impairing an operator's ability to drive a motor vehicle.
3. Due Regard. Due care used by emergency vehicle operators while responding to an emergency situation, by using the state motor vehicle law exemptions and by using all means and utmost caution to avoid any incidents which would keep them from arriving safely on the scene. Due regard is exercised if a reasonably careful person, performing similar duties under similar circumstances, would act in the same manner.
4. Emergency Situation. An emergency situation is defined as a situation where delay will result in death, grievous injury and/or additional catastrophic property or environmental damage.
5. Emergency Vehicle. Any vehicle equipped with emergency lights and audible devices to enable a vehicle to negotiate traffic and respond to an emergency situation. Emergency vehicles include, but are not limited to, fire and rescue trucks, ambulances, law enforcement vehicles, Security vehicles, Federal Protective Service and Coast Guard Investigative Services vehicles, Commandant Staff vehicles and response vehicles.
6. Facility. The physical property on which any Coast Guard unit, base, or installation is located.
7. Fatigued Driving. A state of declining alertness while driving which eventually leads to sleep.
8. Government Motor Vehicle (GMV). Vehicles either owned, leased (includes General Services Administration (GSA) vehicles under control of Coast Guard activities) or rented by the government.
9. Heavy Equipment. Motorized vehicle equipment designed primarily for off-highway operation such as backhoes, road graders, agricultural vehicles and self-propelled aircraft ground support equipment. While these vehicles are not considered GMVs they are accounted as personal property.
10. Impaired Driving. Military personnel operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of Article 111 of the Uniform Code of Military Justice (UCMJ) (18 U.S.C. § 911). Civilian employees are subject to disciplinary action outlined in COMDTINST M12750.4.
11. Industrial Equipment. Motorized equipment operated by Coast Guard personnel to perform on-duty operations, including mobile and overhead cranes mobile articulated boom cranes, forklifts and boatlifts.

Enclosure (1) to COMDTINST M5100.5 (series)

12. Low Speed Vehicles. Motorized equipment designed to operate on golf courses and neighborhoods. Speeds may not exceed 25 MPH. These vehicles are required to have a non fragmenting safety glass windshield, seatbelts for the driver and each passenger, headlights, taillights, turn signals.
13. Mishap. Any unplanned, unexpected or undesirable event causing injury, occupational illness, death, or property damage/loss.
14. Mini or Pocket Bikes. Any two wheel motorized vehicle with a seat or without a seat and a height less than 22 inches, gas powered or electric powered which does not meet DOT Motor Vehicle Safety Standards.
15. Mopeds. Vehicles with fewer than 50 cc engines such as, motor scooters and motorized bicycles,
16. Motorcycles. Any two or three wheeled vehicle “not otherwise defined in this Enclosure” (both street legal and off-road) having a seat or saddle and powered by a gasoline engine.
17. Motor Vehicles. Self-propelled wheeled vehicles designed for travel on public roads.
18. Motor Vehicle Safety Coordinator. Qualified person who is knowledgeable in motor vehicle safety designated in writing by the unit Commanding Officer to coordinate and implement all elements of this manual.
19. Operational Risk Management (ORM). A continuous, systematic process of identifying and controlling risks in all activities according to a set of pre-conceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
20. Private Motor Vehicles (PMV). On or off road vehicles owned, leased, rented or controlled by individuals in their personal capacities.
21. Risk Assessment. The systematic process of evaluating various risk levels for specific hazards identified with a particular operation. Various models are available to complete this step in the ORM process.
22. Segway. A self-balancing personal transportation device with two wheels; can operate in any level pedestrian environment.

23. Special Purpose Motorized Equipment (SPME). Any commercially manufactured self-propelled motorized equipment designated for a special purpose. SPME include, but are not limited to, cranes, derricks, garbage trucks, fuel trucks, vacuum trucks, snowplows, road graders, tractors, bulldozers, graders, backhoes, lawn tractors, high mobility multipurpose wheeled vehicles (HMMWVs), all-terrain vehicles (ATV), modified golf carts (Low Speed Vehicles), utility vehicles such as Cushman's, Gators, Tiger Trucks and Polaris Rangers; snow blowers, snow graders, material handling equipment, boat and travel lifts, fork lifts, as well as general purpose motor vehicles which have undergone permanent or major modification which would preclude further economical use as a general purpose vehicle. SPME that are registered and licensed to operate on federal, state and city roadways are considered motor vehicles and are subject to the provisions of COMDTINST M11240.9 (series), reference (b). All SPME not designed for roadway use, are considered industrial and construction equipment, and are subject to the provisions of this Manual, and the U.S. Coast Guard Personal Property Management Manual COMDTINST M4500.5 (series).
24. Sport Utility Vehicle (SUV). A sport utility vehicle (SUV) or off-road vehicle is a type of passenger vehicle which combines the load-hauling and passenger-carrying capacity of a large station wagon or minivan with features designed for off-road driving. In more recent years, the term has also grown to encompass vehicles with similar size and style that are marketed as sport utility vehicles, but which do not actually incorporate substantial off-road features.
25. Trailers. Any wheeled platform pulled by a device—usually a motor vehicle—to transport tools, boats, animals, equipment and material, etc., from one location to another, whether on or off federal property, or on or off public highways.
26. Two-Wheel Vehicles 49cc and below. The following are not considered motorcycles: 49cc and below scooters/mopeds, segways, motorized skateboards, mini scooters, gas powered or electric mini-bikes, pocket bikes, all terrain vehicles or motorcycles that do not meet DOT motor vehicle standards and that the state, territory or host nation does not consider a motor vehicle and does not require to be registered or require the operator to obtain a specific license endorsement to operate.
27. Utility Vehicles. Motorized equipment designed for use on non-public roads, with potential speeds up to 40 mph; this includes configurations for both passenger and cargo transportation. Examples include but are not limited to: Tiger Trucks, Cushman's, Gators and Polaris Rangers.

## Motorcycle Training Verification and Policy Brief

\_\_\_\_\_ Motorcycle Safety Foundation or equivalent Coast Guard approved motorcycle safety course completion date as per the Motor Vehicle and Recreational Manual, COMDTINST M5100.5.

\_\_\_\_\_ I will wear the following PPE as per the Motor Vehicle and Recreational Manual, COMDTINST M5100.5 (series):

1. DOT or Snell approved helmet (No novelty helmets)
2. Properly worn eye protection devices (shield down position or impact resistant goggles)
3. Over the ankle sturdy footwear
4. Full fingered or fingerless gloves
5. Motorcycle jacket and pants made of abrasion resistant material

\_\_\_\_\_ I will not consume alcohol while operating a motorcycle and will not operate a motorcycle under the influence of alcohol, drugs, medication or fatigue.

\_\_\_\_\_ I will develop a written motorcycle pre-trip plan to include the following as per the Motor Vehicle and Recreational Manual, COMDTINST M5100.5 (series):

1. Immediate notification of emergency medical services to include mishap details
2. Protection of the injured from further harm
3. First Aid for other motorcycle riders that are injured
4. A notification list of Command points of contact and family members

\_\_\_\_\_ I will operate my motorcycle legally and within safe parameters.

Member Signature: \_\_\_\_\_

Commanding Officer / OINC Signature: \_\_\_\_\_