



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH THEATER SUSTAINMENT COMMAND
FORT SHAFTER, HAWAII 96858-5000

APTS-CG

25 FEB 2008

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Green Tab Memorandum Safety-2, Privately Owned Vehicles (POV) and Traffic Safety

1. References:

- a. AR 385-10, The Army Safety Program, 23 Aug 07.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06.

2. Applicability. This memorandum applies to all active duty Army personnel at any time, on or off a DoD installation; to Army National Guard and Army Reserve personnel while in a military duty status; to all Army civilian personnel in a duty status, on or off an installation; to all personnel (including contractor personnel) in a DoD owned motor vehicle; and to all persons (including contractor personnel) at any time on an Army installation. Enforcement is the responsibility of commanders, supervisors, and leaders at all levels within USAG-HI installations.

3. Policy.

a. The leading cause of Soldiers' deaths and serious injuries involves a POV. It is essential that we take an active role in preventing this needless loss of our most precious resource.

b. The application of sound countermeasures is essential in preventing POV accidents. I expect commanders, supervisors and leaders to continuously promote effective accident prevention countermeasures in combating POV fatalities and disabling injuries.

(1) Communicate your intolerance for those who display unsafe practices, such as speeding and/or failure to wear seat belts, regardless of location and conditions. Every Soldier must understand that it is his/her duty to avoid personal injury by using sound judgment and the appropriate safety devices.

(2) Influence your Soldiers' attitudes and actions by example and be actively involved in their lives.

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(3) Ensure Soldiers complete appropriate specialized training.

(a) All Soldiers must complete the on-line Accident Avoidance Course. Additionally, all DoD civilian employees must complete this course prior to operating a government-owned vehicle (GOV). Proof of training, in the form of the course completion card, will be in the operators possession whenever operating a GOV.

(b) All Soldiers must receive an orientation on local driving hazards during in processing.

(c) All Soldiers under 26 years of age must complete the Army Traffic Safety Training Program Course IIIa, Intermediate Driving.

(d) All Soldiers age 26 years and older must complete Army Traffic Safety Training Course IIIb, Advanced Driving.

(e) Those who supervise Soldiers must complete Army Traffic Safety Training Course IV, Supervisors.

(f) Those who operate a two-wheeled POV (i.e. motorcycle, scooter or moped) must complete a Motorcycle Safety Foundation (MSF) approved safety course (see annex B). Additionally, all operators must complete a riding evaluation for each motorcycle, motor scooter, and moped registered. Operators who have previously attended a course and have been issued a MSF card must still be evaluated on their vehicle. Upon successful completion of the evaluation the student will be awarded a local evaluation card. Soldiers must be in possession of the MSF and rider evaluation cards whenever riding a motorcycle, motor scooter or moped to verify completion of training.

(4) Validate minimum POV operating requirements (e.g., driver's license, insurance, safety inspection, post registration decals, and appropriate specialized training for motorcycle operators). Ensure each Soldier's leader/supervisor completes a POV inspection and check ride checklists when initially assigned, semi-annually, and additional inspections prior to holidays and long weekends.

(5) Develop a strong Motorcycle Accident Prevention Program that involves commitment from each operator and their chain of command. The program will include commander's policy, appointment of a Brigade Rider Coach or technical advisor (see Annex C, Brigade/ Battalion Rider Coach), leader's assessment of the operator's attitude and behavior, rewards for sound judgment and/or behavior and penalties for poor judgment and/or behavior, inspection frequency, high-risk roads, special briefings

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conducted by operators, and refresher/remedial training. Unit post-deployment checklists must include remedial motorcycle training prior to block leave.

(6) Fully utilize the following valuable risk management tools available at the Directorate of Installation Safety (DIS) Office. Leaders will utilize the *Next Accident Assessment for Leaders chart* to assess Soldiers' risks.

- (a) POV Inspection and Checkride Checklists.
- (b) Driver's Accident Avoidance Course conducted on-line.
- (c) Travel Risk Planning System (TRiPS) for POV Operators.
- (d) Next Accident Assessment for Leaders.
- (e) POV Risk Management Toolbox and Leader's Guide.

(Note: Items (b)-(e) are available on the US Army Combat Readiness Center home page at: <https://crc.army.mil/home/>).

c. Prior to departing on leave or TDY, Soldiers will be briefed on the risk factors identified on the TRiPS. At a minimum, briefings will include the hazards of high risk activities and effective countermeasures. If on-line access to TRiPS is not available, this counseling may be manually documented on a DA Form 7566 (Composite Risk Management Worksheet).

d. Ensure that operators do not permit any individual to ride in the back of a privately-owned pickup or non-tactical military truck unless they wear a seatbelt installed by the manufacturer. Military personnel riding in the back of tactical vehicles will comply with applicable field and technical manuals. This policy applies to all military personnel who operate privately-owned pickup trucks and non-tactical military trucks either on or off duty and either on or off post. It is also applicable to civilian operators of such vehicles, to include DoD civilian personnel, contractors, Family members, and visitors, while driving on the installation.

e. Ensure that vehicle operators do not operate a vehicle for 8 hours after consuming intoxicating beverages, or longer if residual effects remain.

f. Prohibit the use of portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle.

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g. Commanders/Directors of units that operate specialty vehicles such as tugs, electric carts, electric high-efficiency vehicles, "Gators", "Mules", and All-Terrain Vehicles (ATVs) in both Garrison and Tactical environments will establish the following:

(1) An SOP that includes as a minimum, the safe operations, limits of operational work areas, personal protective equipment (PPE), and vehicle safety equipment. During off-road operations, additional PPE may be required. (Refer to AR 385-10, 11-4 and 11-9).

(2) A driver qualification and training program documented on OF 346. ATV training must meet Specialty Vehicle Institute of America criteria.

h. Restrict operation of 15-passenger vans to mission-essential operations and ensure operation by experienced drivers with good driving records who are specifically trained and licensed. Use of 15-passenger vans for childcare facilities and transportation of preschool or school-age children will be prohibited after 30 Sep 08 and restricted to daylight use on the installation in the interim period.

i. Bicyclists must wear a properly fastened and approved bicycle helmet at all times. During hours of darkness or reduced visibility bicycles must be equipped with operable headlight and taillight and riders must wear a reflective upper garment.

j. Fluorescent/reflective PPE shall be provided to and used by all personnel that are exposed to traffic hazards as part of their assigned duties, for example, marching/running/jogging troops, road guards, traffic control, road construction crews, police/emergency responders, and utility pole workers. PPE must meet American National Standards Institute (ANSI) 107 visibility standards, based upon the wearer's activity and speed of traffic.

4. Enforcement.

a. The provisions of this policy memorandum constitute a general order. Personnel subject to the Uniform Code of Military Justice (UCMJ) who do not comply with the requirements of paragraph 3 above are subject to punishment under the UCMJ, as well as other adverse administrative actions.

b. Motorcycle, scooter and moped operators attempting to enter the installation without all the proper PPE will be denied entry and will be issued a citation. Personnel riding on the installation without all the proper PPE will be issued a citation and will be required to park the motorcycle. (See Annex A for PPE requirements).


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c. Civilians, contractors, and visitors to the installation who fail to comply with this policy are subject to administrative action and removal from and/or denial of re-entry to this installation.

5. Expiration Date. This policy supersedes CG Green Tab Memorandum Safety-2, Privately Owned Vehicles (POV) Accident Prevention, 15 Aug 05, CG Green Tab Memorandum Safety-3, Motorcycle/Motor Scooter/Moped Operating Requirements, 15 Aug 05, CG Green Tab Memorandum Safety-4, Safe Operation of Pickup Trucks, 15 Aug 05, and remains in effect until cancelled or superseded in writing.

6. Proponent. The DIS Office is the proponent for this policy memorandum; questions should be referred to the DIS at 655-6455/6453.



RAYMOND V. MASON
BG (P), USA
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3 Encls:

1. Annex A - Motorcycle Personal Protective Equipment Requirements
2. Annex B - Motorcycle Safety Foundation Course and Evaluation Information
3. Annex C - Brigade/Battalion Rider Coach

ANNEX A MOTORCYCLE PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

All Soldiers must wear the following personal protective clothing and equipment whenever and wherever riding a motorcycle, motor scooters and mopeds. DoD Civilian operators must wear protective clothing when riding on a military installation or while on government business off the installation. Civilian operators or passengers of motorcycles, motor scooters and mopeds, must wear protective clothing when riding on a military installation. ATV operators must wear protective clothing when riding on a military installation or in a duty status.

1. Department of Transportation (DOT) approved helmet properly fastened under the chin.

2. Impact or shatter resistant eye protection or full-face shield properly attached to helmet. Eye protection must meet ANSI standards. Windshield, eyeglasses or sunglasses alone are not considered proper eye protection.

3. Long-sleeved shirt or jacket, fully covering arms.

4. Long trousers.

5. Sturdy over the ankle shoes or boots.

6. Full-fingered gloves.

7. Brightly colored outer upper garment during the daylight hours and a retro-reflective upper garment during the night. Outer upper garment shall be clearly visible and not covered by backpacks or other obstructions. Military uniforms do not meet this criterion.

8. ATV operators during off road operations must wear additional PPE including knee and shin guards, and padded full-finger gloves. For off-road operations a highly visible upper garment is not required.

ANNEX B
MOTORCYCLE SAFETY FOUNDATION COURSE AND
EVALUATION INFORMATION

All courses are offered to military personnel, military dependents, retirees and DoD civilian employees at no charge, normally during duty hours.

1. Basic Riders Course (BRC) - 3-Day Course. This course is designed for new riders with no license or riding experience. Helmets and motorcycles are provided for this course only. Commander's endorsement for military personnel is required.

2. Modified Basic Riders Course (MBRC) - 2-Day Course. This course is designed for an operator with motorcycle endorsement or learner permit who has not taken an MSF Course but owns a motorcycle, and has less than one-year of riding experience. Motorcycle must be registered and insured, as students will operate their own motorcycle in training. Commander's endorsement for military personnel is required. Operator evaluation (para 4 below) is included.

3. Experienced Riders Course (ERC) - 1-Day Course. This course is designed for licensed operators with some riding experience that own a motorcycle. Motorcycle must be registered and insured, as students will operate their own motorcycle in training. Commander's endorsement for military personnel is required. Operator evaluation (para 4 below) is included.

4. Evaluations. Evaluations are offered to operators who possess an MSF approved course completion card and to those individuals who own multiple motorcycles or buy new bikes and need the Rider Evaluation Card to attain a post decal.

5. Refresher Training. Refresher training is offered to operators who have completed the above-mentioned courses and have no recent riding experience (six months or more). This training is required for all operators after a deployment of six months or more. Units should include motorcycle refresher training in post-deployment checklists, prior to releasing personnel for block leave.

ANNEX C
BRIGADE/BATTALION RIDER COACH

1. All Brigade-equivalent formations must appoint a technical advisor and safety representative. This representative should be an active motorcycle operator and should be trained as a MSF Rider Coach. Additional Rider Coaches and technical representatives may be appointed at Battalion level and below as needed to ensure effectiveness of the program.

2. Rider Coaches will be trained at no expense to the unit, but must have at least 1 year stabilization to achieve proficiency. Classes to train new Rider Coaches will be managed by the DIS motorcycle program and conducted as needed, typically twice yearly. Applications are accepted at the Safety Office year-round.

3. Rider Coaches will be nationally certified and eligible to renew their initial 2-year certification after conducting 2 safety classes. Rider coaches who retain their certification may continue training throughout their career.

4. Motorcycle Safety Classes will be centrally managed, funded, and staffed through the DIS using assistance from the pool of Brigade Rider Coaches. Commanders should release their Rider Coaches to train motorcyclists at least twice yearly, to maintain proficiency and provide a tangible benefit to the overall program.