

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

**AIR FORCE INSTRUCTION 91-207**

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Supplement**

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**Safety**

**THE US AIR FORCE TRAFFIC  
SAFETY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of Defense Instruction (DoDI) 6055.4, *DoD Traffic Safety Program* and AFD 91-2, *Safety Programs*. The Traffic Safety Program's goal is to prevent or reduce frequency and severity of vehicular mishaps involving Air Force personnel, equipment, and operations. This instruction applies to all people in or on moving motor, bicycles and other non-motorized transportation devices on Air Force installations, Air Force employees operating a motor vehicle conducting official duties off base, Air Force military personnel (including Air Force Reserve and Air National Guard on Federal Service) at all times regardless of location, and foreign students in training with the Air Force (who must complete applicable traffic safety courses). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* as authorized by Title 10 United States Code (USC), section 8013, and Executive Order 9397, System of Record Notice F036 AF PC C. This Directive sets forth policies regarding traffic safety for Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1, 2, 3, and 4 by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Send major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU) supplements

and requests for waivers to this instruction to HQ AFSC/SEG, 9700 Avenue G, Kirtland AFB, NM, 87117-5670 for coordination and approval before publication. The use of a name or Trademark of any specific manufacturer, commercial product, commodity, or service in this instruction does not indicate an endorsement by the United States Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

**(PACAF)** This instruction applies to all people in or on moving motor vehicles, bicycles and other non-motorized transportation devices on PACAF Air Force installations, Air Force employees operating a motor vehicle conducting official duties off base, Air Force military personnel (including Air Force Reserve and Air National Guard on Federal Service) at all times regardless of location, and foreign students in training with the Air Force (who must complete applicable traffic safety courses). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Send recommended changes or comments to HQ PACAF/SEG through appropriate channels, using Air Force (AF) Form 847, *Recommendation for Change of Publication*.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Important clarifications issued include a broadened definition regarding whom and under what conditions this instruction applies and clearer direction for funding safety training for all USAF military and civilian personnel. It upgrades traffic safety training course definitions and requirements. Personal Protective Equipment (PPE) requirements, seatbelt installation and use, and cell phone restrictions have been upgraded and clarified. Motorized devices have been categorized, and limitations on use have been specified. Formal Operational Risk Management (ORM) evaluations have been mandated to determine operating and safety requirements for all such devices/vehicles. The installation Traffic Safety Coordination Group has been reinstated. References, terms, and definitions have been updated.

**(PACAF)** This document is substantially revised and must be completely reviewed. New or revised material is indicated by an ( | ). Changes include administration clarification of Traffic Safety Coordination Group, seatbelt survey requirements, PACAF CARES requirements, motorcycle mentor and rider requirements, and CRS II briefing topics.

**(PACAF) AFI 91-207, 22 May 2007, is supplemented as follows:**

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## Chapter 1

### PROGRAM DESCRIPTION

#### 1.1. Applicability.

1.1.1. This instruction applies to the following:

1.1.1.1. All AF military personnel at any time, on or off an AF installation.

1.1.1.2. All AF civilian personnel, on an AF installation at any time, or in a duty status when off an AF installation.

1.1.1.3. All persons in or on an AF-owned or AF-leased/rented motor vehicle.

1.1.1.4. All persons at any time on an AF installation. Includes all leased, owned, or privatized property, including housing areas.

#### 1.2. Responsibilities.

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

1.2.1.1. Manage the USAF Traffic Safety Program.

1.2.1.2. Develop, maintain, and oversee implementation of traffic safety training courses in support of this instruction.

1.2.2. MAJCOMs, FOAs, and DRUs will:

1.2.2.1. Validate that personnel receive all required traffic safety training.

1.2.2.2. Provide support and funding as needed to comply with this instruction.

1.2.3. Center, Wing, and Installation Commanders will:

1.2.3.1. Use educational programs to ensure military and civilian personnel are aware of the requirements in this instruction.

1.2.3.2. Use traffic safety briefings and other proactive measures prior to major holidays, extended weekends, and other high risk periods to reinforce responsible driving behaviors.

1.2.3.3. Enforce traffic safety program requirements.

1.2.3.4. Provide support, funding, and facilities to comply with this instruction.

1.2.3.5. Ensure Motorcycle Safety Foundation (MSF) approved courses for both novice and experienced riders are made available for personnel who operate a motorcycle. Host nation equivalent course is acceptable only if the course is MSF based and taught by certified or licensed instructors. Commanders, at locations where a MSF program is not feasible, may implement MAJCOM authorized procedures to ensure inbound personnel are directed to complete training prior to arrival.

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

1.2.3.7. Make special provisions for separation of pedestrians and vehicle traffic. Provisions shall be made for compliance with the Americans with Disabilities Act, adequate sidewalks, pedestrian

crossings, handicapped access ramps and bicycle paths to ensure safe traffic flow without jeopardizing pedestrian safety.

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

1.2.3.9. Provide support to other base agencies involved in prevention of impaired driving.

1.2.3.10. Ensure aggressive enforcement of speed limits, use of occupant restraints and other requirements of this instruction.

1.2.3.11. Encourage subordinate commanders to emphasize safe speeds and promote individual risk management throughout their command.

1.2.3.12. Make a rehabilitative, Driver Improvement Program (DIP) available and actively refer and direct problem drivers and at-risk personnel to attend.

1.2.3.13. Convene a Traffic Safety Coordination Group (TSCG) or otherwise named working group with members representing, at a minimum, installation level safety, security forces, civil engineering, and transportation functions. The TSCG will be chaired by the installation commander, Mission Support Group commander, or other designated official. Meeting frequency will be determined by the chair, quarterly meetings are recommended. The TSCG will evaluate, study, propose, and approve measures to mitigate traffic hazards and improve installation traffic safety. Other possible members include, but are not limited to, installation drug and alcohol program officials, local authorities, and the installation legal office. Ensure minutes are published.

1.2.3.13.1. **(Added-PACAF)** PACAF Traffic Safety Coordination Group (TSCG) will be held semi-annually, as a minimum. If merited, results of the TSCG may be briefed at the ESOH Council. Minutes will be produced and distributed to installation organizations within 15 days of the meeting. Minutes will include members' attendance, date, time, summary of meeting, status of action items and OPR. A copy of installation TSCG minutes will be kept on file at Wing Safety.

1.2.3.14. **(Added-PACAF)** Ensure monthly seatbelt and motorcycle Personal Protective Equipment (PPE) surveys are accomplished on base major thoroughfares. Surveys will be accomplished in areas that will encompass base-wide coverage/population. A minimum of 100 combined GMV, PMV, and motorcycles will be surveyed monthly. Commanders will take action anytime cumulative usage rates drop below 95% compliance. Usage results will be forwarded to PACAF/SEG NLT the 10th of following month within the PACAF SEG End of Month Report.

1.2.4. Host Center, Wing, Installation, and GSU Ground Safety Managers (GSM) will:

1.2.4.1. Establish the local traffic safety education program IAW **Chapter 4** of this instruction.

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

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

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

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

1.2.4.6. Actively participate with the installation TSCG.

1.2.5. Base Civil Engineer will:

1.2.5.1. Provide the installation TSCG with traffic safety engineering support.

1.2.5.2. Conduct traffic safety engineering studies of high mishap traffic areas as required.

1.2.5.3. Make special provisions for separation of pedestrians and vehicle traffic. Provisions shall be made for adequate sidewalks, pedestrian crossings, handicapped access ramps and bicycle paths to ensure safe traffic flow without jeopardizing pedestrian safety.

1.2.5.4. Carry out the guidance and standards in the latest edition of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) and all associated FHWA Final rules for use on all signs, signals, markings, and devices placed on, over, or adjacent to base streets and roads for the safety of all users.

1.2.6. Installation Security Forces will:

1.2.6.1. Provide the installation TSCG with law enforcement support.

1.2.6.2. Ensure seat belt and speed enforcement actions are conducted in support of the installation's traffic safety program.

1.2.6.3. **(Added-PACAF)** Partner with base safety to conduct seat belts and motorcycle PPE compliance surveys.

1.2.7. **(Added-PACAF)** Unit Commanders will:

1.2.7.1. **(Added-PACAF)** Ensure all eligible motorcyclists are promptly identified and scheduled for training and testing. Eligible motorcyclists are those personnel who either are riding or are planning to ride motorcycles. Riders 26 years of age and under will also be entered into PACAF Comprehensive Assessment of Risk Evaluation System (CARES).

1.2.7.2. **(Added-PACAF)** Appoint a Unit Motorcycle Monitor (UMM). Preferably a motorcycle operator will fill this position. Unit Safety Representatives (USRs) may fill this position if a motorcyclist is not available within the unit.

1.2.8. **(Added-PACAF)** Unit Motorcycle Monitor (UMM) will:

1.2.8.1. **(Added-PACAF)** Serve as the focal point for unit motorcycle program information/policy, vehicle registration and scheduling of training/licensing.

1.2.8.2. **(Added-PACAF)** UMM (or host safety office) will conduct an annual motorcycle safety briefing for unit personnel prior to the riding season. In locations where the riding season is not year round the training will occur prior to the start of the designated riding period to suffice the annual requirement. UMM will ensure personnel in the unit receive this briefing prior to riding. The briefing will include the following topics as a minimum (not limited to):

1.2.8.2.1. **(Added-PACAF)** Installation/MAJCOM rider policy and requirements.

1.2.8.2.2. **(Added-PACAF)** Rules prohibiting loaning and borrowing motorcycles (see paragraph 4.6.16. **(Added)** for requirements).

- 1.2.8.2.3. **(Added-PACAF)** Personal protective equipment requirements.
- 1.2.8.2.4. **(Added-PACAF)** Local area and seasonal riding hazards.
- 1.2.8.2.5. **(Added-PACAF)** Motorcycle mishap cross tells and lessons-learned.
- 1.2.8.2.6. **(Added-PACAF)** Unit training completion rates and statistics.
- 1.2.8.2.7. **(Added-PACAF)** Status of unit motorcycle mentoring program.

1.2.8.3. **(Added-PACAF)** Licensed motorcycle riders will ensure they are informed of whether or not motorcycle use is allowed at deployed or TDY location (prior to departure to these locations). Additionally, personnel must ensure they are trained IAW this instruction prior to operating a motorcycle while deployed, TDY, or on leave.

## Chapter 2

### VEHICLE REQUIREMENTS

**2.1. Motor Vehicle Safety Standards.** The vehicle categories described in the following paragraphs align with DoD and recognized national and consensus standards. The intent of this chapter is to assist commanders in developing local traffic codes and to identify minimum safety standards for government and non-government motor vehicles and motorized transportation devices.

#### **2.2. Government Owned, Leased, and Rented Vehicles.**

**2.2.1. Government Motor Vehicles (GMV).** Commercial design vehicles which are purchased, leased or rented by the Air Force for use in the United States and U.S. Territories and possessions, shall meet all applicable requirements of 49 CFR 571, *Federal Motor Vehicle Safety Standards* (latest edition), and Public Law No 99-570, *Commercial Motor Vehicle Safety Act of 1986*. Commercial design vehicles of foreign manufacture purchased, leased, or rented for use outside the United States and U.S. territories and possessions shall meet all applicable safety requirements of the country in which they are to be used. Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger).

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

2.2.2.1. The use of seat belts, airbags, rollover protection systems (ROPS) and other safety features is necessary for the safety of operators, passengers, bystanders, and preservation of the equipment. Purchasing authorities and end-users of GVOs will ensure applicable mandatory and necessary optional safety devices and features are installed, maintained, and used.

2.2.2.2. The majority of GVOs are inherently off-road vehicles such as material handling, construction, or agricultural equipment. The use of these vehicles in traffic is considered incidental to their travel between off-road areas and users will ensure their movement on and off Air Force installations complies with applicable traffic laws and codes. Some GVOs are operated in a traffic environment, specifically tactical and combat vehicles (See [2.2.2.3](#) below).

2.2.2.3. Tactical and combat vehicles designed to contract specifications may have been exempted from 49 CFR Part 571 if such compliance would have unacceptably degraded essential military characteristics. DoD special purpose, tactical and combat vehicles, whether purchased commercially or designed to contract specifications, shall be equipped with safety belts and rollover protection, when applicable, unless the designated DoD Component Acquisition Executive determined such equipment unacceptably degraded an essential military characteristic. MIL-STD-1180B(1), *Safety Standards for Military Ground Vehicles* provides guidance to ensure that proper safety characteristics are designed into tactical and combat vehicles.

**2.2.3. Government Low-Speed Vehicles (LSV).** Use of these vehicles will be restricted to low speed areas of Air Force installations with speed limits not exceeding 35 MPH. They may cross roadways with higher posted speed limits. The vehicles will meet all applicable requirements of the LSV



Federal Motor Vehicle Safety Standard (FMVSS) No. 500 (49 CFR 571.500) when used in traffic on an Air Force installation. The vehicles will comply with local, State, U.S. Territory, and Host Nation requirements when authorized to be used off installations. Additional requirements for these vehicles are contained in AFI 23-302, *Vehicle Management*.

2.2.3.1. **(Added-PACAF)** Government Low-Speed Vehicles (LSV). LSV operators will be trained in accordance with a lesson plan consistent with the manufacturer's instructions.

#### 2.2.4. **Government Off-Road Vehicles (ORV).**

2.2.4. **(PACAF)** Requests for purchase of GVO, LSV, Government ORV, golf carts and other utility vehicles will be routed through the installation safety office for review, and approval as outlined in Vehicle Operations AFI 24-301.

2.2.4.1. All-Terrain Vehicles (ATV). Commanders will limit use of these vehicles to off-road areas and tactical operations as much as possible. Mandatory safety equipment and training are addressed in paragraphs 3.4.2. and 4.6.

2.2.4.2. Government Motorcycles. Mandatory safety equipment and training are addressed in paragraphs 3.4.2. and 4.6.

2.2.4.3. Government Owned Recreational Motor Vehicles (RMV). Also known as Other Government Motor Vehicle Conveyances (OGMVC). These are vehicles that do not meet the definition of GMVs, GVOs, ATVs, Motorcycles, or Low-Speed Vehicles and are not in full compliance with FMVSS and Host Nation Laws for highway use vehicles. Typically, but not exclusively, these are utility carts, agricultural carts, golf carts, fleet golf cars, Gators, speed modified golf carts, snowmobiles, and self balancing or similar standing human transportation devices. These vehicles are prohibited on installation public access roadways unless authorized by the installation commander by type, safety design requirements, and authorized operating areas. Additional related requirements are located in AFI 23-302, *Vehicle Management*. Using organizations will complete an ORM evaluation to authorize use of these vehicles in traffic, industrial, or pedestrian environments. At a minimum, the ORM evaluation will include:

2.2.4.3.1. Minimum operator age and operator licensing, if necessary.

2.2.4.3.2. Training requirements. Use of government owned and operated RMVs require lesson plans and documentation of training. Manufacturer guidance will be considered when developing lesson plans.

2.2.4.3.3. Minimum vehicle safety devices or equipment, to include seatbelts (if installed or recommended by manufacturer), rollover protection, taillights, reflectors, brakes, and other applicable safety features. If the RMV does not have seatbelts installed, consider installation or requiring helmets as a countermeasure. If RMVs are authorized in environments other than traffic, the ORM evaluation will specify requirements.

2.2.4.3.4. Minimum operator safety equipment including helmet, eye protection, gloves, long pants, long-sleeved shirt, pads, and sturdy footwear as appropriate. Manufacturer's instructions will be considered when establishing requirements.

2.2.4.3.5. Use of local, state, or host nation requirements as applicable to the RMVs being considered.

2.2.4.3.6. Hours of authorized roadway use and rules for nighttime operation.

2.2.4.3.7. Installation areas or roads authorized or not authorized for RMV use.

2.2.4.3.8. Seasonal or weather related operating restrictions.

### **2.3. Non-Government Motor Vehicles on Air Force Installations.**

2.3.1. Contractor or Privately owned Motor Vehicles. Installations located in the United States will apply and enforce the State laws regarding standards for motor vehicles in traffic as described in DoDD 5525.4, *Enforcement of State Laws on DoD Installations*.

2.3.2. Operation of Recreational Motor Vehicles (RMVs): Unless authorized by State laws, the Installation Traffic Code, or by an Installation Commander's signed policy memorandum, all RMVs are prohibited from use on installation public access roadways. Some States, U.S. Territories, or Host Nations may authorize selected types of these vehicles in traffic off the installation. Commanders shall consider mirroring off-installation laws in regards to these vehicles if the authorization does not adversely affect public safety. Risk assessments (para [2.2.4.3.](#)) are required to authorize any on-installation use of government owned or privately owned RMV.

## Chapter 3

### INDIVIDUAL REQUIREMENTS

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

#### **3.2. Use of Headphones, Earphones, and Cellular Telephones.**

3.2.1. Use of these devices hinders or prevents recognition of emergency signals, alarms, announcements, approach of vehicles, human speech, and the ability to determine the direction from which sounds are coming.

3.2.2. Vehicle operators on an AF installation and operators of government owned, leased, or rented vehicles, on or off an AF installation, shall not use cell phones while the vehicle is in operation, except when using a hands-free device or hands-free operating mode. When possible, vehicle operators should pull over and place the vehicle in park before using any cell phone. Land Mobile Radios (LMR) are primarily listening devices and are not restricted. Cell phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are considered LMR if required and issued for the performance of official duties.

3.2.3. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle, running, jogging, walking, bicycling, or skating (e.g. roller skates, roller blades, skateboards, etc.) on AF installation roadways is prohibited, with the exception of a hands-free telephone headset or single-bud earpiece. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use. EXCEPTION: Motorcycle helmet intercom system between operator and passenger is permitted.

**3.3. Maximum Driving Time.** To reduce the potential for traffic mishaps caused by operator fatigue, commanders and supervisors will encourage personnel to apply personal risk management when trip planning both on- and off-duty. Personnel will be instructed to take breaks during travel to reduce fatigue and stress. Commanders should not assign or authorize long distance or long duration driving without assessing the impact fatigue may have on the operation and personnel. A 14-hour duty day, including driving and all other duties, should be the maximum allowed unless under exceptional conditions. Any duty driving in excess of this standard should only be undertaken after a thorough assessment is done. Commanders should document risk assessment and acceptance, to include one-time and routine alternative procedures as necessary.

3.3.1. **(Added-PACAF)** To reduce potential traffic mishaps caused by operator fatigue, commanders and supervisors are encouraged to utilize PACAF CARES pre-departure briefings as needed (<https://cares.hickam.af.mil/Login.aspx>?). Documentation of the briefing should be maintained for validation purposes.

#### **3.4. Operator and Passenger Protection.**

3.4.1. Seat Belts and Occupant Restraints.

3.4.1.1. All persons listed in paragraph 1.1.1. operating or riding in motor vehicles, shall wear installed safety belts as prescribed by the manufacturer. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or have been rendered inoperative. This does not apply to vehicles not designed for seat belts such as passenger seating in buses, some off-road motor vehicles, combat/tactical vehicles not designed with belts, vehicles exempt due to date manufactured, or when riding in the cargo compartment of a vehicle as described in paragraph 3.4.1.3. Air Force Office of Special Investigation (AFOSI) on-duty agents and Security Forces (augmentees to the AFOSI) not driving, but performing protective services operations (see glossary) are exempt and will use seat belts at their discretion.

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

3.4.1.3. To the maximum extent possible personnel shall be transported in passenger vehicles such as sedans, sport utility vehicles, station wagons, or buses. Vehicle occupants shall not ride in the cargo areas of motor vehicles when prohibited by state or local laws, when prohibited by the installation traffic code, and/or when seats with belts are available within the vehicle. At no time will persons ride in the cargo area of a motor vehicle for the purpose of manually securing cargo while the vehicle is in motion. When not prohibited by an applicable traffic code, personnel may be transported in vehicles without fixed seats, for short distances on AF installations only, if each passenger remains seated wholly within the body of the vehicle, all installed seat belts are in use, and the vehicle cargo area has no open sides. However efforts to procure a safer means of transportation must be exhausted before cargo areas are used to transport personnel.

3.4.1.4. The operator of any vehicle is responsible for informing all passengers of applicable safety belt, child safety seat, and personal protective requirements of this instruction. It is the senior occupant's responsibility to ensure enforcement of occupant restraints. If the senior occupant cannot be determined, the driver shall be responsible for enforcement.

3.4.1.5. Installation traffic safety programs will require the use of child safety seats consistent with state, territory, or host nation laws. If there is no state, territory, or host nation law, all children not exceeding 45 pounds in weight will use a child safety seat. The child safety devices will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements. Child safety seats will be installed in accordance with the manufacturer's instructions.

3.4.1.6. Seat belts shall be maintained in a serviceable condition and shall be readily available for driver and passenger use.

3.4.1.7. Private motor vehicles manufactured prior to 1966 without seatbelts will not require seat belts installation unless mandated by applicable host nation, State, or Territory Laws. Occupants are required to wear seat belts if they were originally installed by the manufacturer in the vehicle.

3.4.2. Requirements for Motorcycle and ATV Operation. The following requirements apply to all persons as listed in paragraph 1.1.1. while operating or riding as a passenger on a motorcycle or ATV. When military mission tactics, techniques and procedures conflict with these requirements, an Opera-

tional Risk Management analysis will be used to determine the most appropriate balance of mission and safety. When non-compliance is found necessary due to military mission, these actions will be documented and approved by the center, wing, installation, or equivalent commander.

3.4.2.1. Headlights. Headlights will be turned on while motorcycles and ATVs (those equipped with headlights) are being operated.

3.4.2.2. Rear View Mirrors. Motorcycles will have both left and right rear view mirrors mounted on the handlebar or fairing (not required for tactical or off-road motorcycles not operated in a traffic environment).

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

3.4.2.4. Personal Protection Equipment:

3.4.2.4.1. Head Protection. A helmet designed to meet or exceed Department of Transportation (DOT) standards, shall be worn and properly fastened under the chin. Host nation equivalent is acceptable if it meets or exceeds the DOT standard. Commanders may authorize use of tactical helmets in appropriate off-road training or operating environments after completing an ORM evaluation.

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

3.4.2.4.3. Protective Clothing. Wear of long sleeved shirt or jacket, long trousers, and full-fingered gloves are required. Gloves should be sturdy, non-slip type to permit a firm grip on the controls. Wear of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar®, and/or Cordura® containing impact absorbing padding are strongly encouraged.

3.4.2.4.4. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn). Sandals, low quarter sneakers, and similar footwear will not be used.

3.4.2.4.5. Garment and Motorcycle Visibility. Motorcycle riders will wear a brightly colored outer upper garment during the day and a reflective upper garment during the night. Outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has brightly colored/reflective properties.

3.4.2.4.5.1. **(Added-PACAF)** All motorcycle and lightweight motorized scooters (Go-Peds or similar machines) operators and passengers will wear reflective vests, jacket, or outer garment with reflective material regardless of the time of day. For example: a reflective strip at the top and bottom of vest on both back and front of vest. Brightly colored garments may be worn provided the reflectivity requirements are met. If backpacks are worn they will have reflective material (recommendation: use of a reflective belt secured around the backpack covering exposed sides).

3.4.2.4.6. All on-duty riders of motorcycles and ATVs during off-road operations should also wear knee, shin guards and padded full-fingered gloves. Security patrol requirements may dictate limited compliance.

3.4.2.5. Any use of an ATV certified to transport munitions must comply with AFMAN 91-201, *Explosives Safety Standards*.

3.4.2.6. Off-Road Vehicle Ranges. If an installation has an off-road vehicle range open to the public, operators of privately owned ATVs must show proof of training (Specialty Vehicle Institute of America (SVIA) course completion card) to the range official before operating on the range. The Air Force is not required to pay for riders to attend this training.

3.4.2.7. Motorcycle Mentorship Clubs. Active rider participation in base and unit motorcycle mentorship clubs fosters skill development and reinforces safe riding practices. The benefits of pairing novice with experienced riders have been proven. Unit commanders will ensure riders are informed of club benefits and their opportunity to join, if available. If an installation or organizational club has not been established, commanders should assess whether a club would improve motorcycle safety.

3.4.2.7.1. **(Added-PACAF)** Commanders will encourage and support the formation of a motorcycle club/mentoring program. The purpose of these programs is to foster safe riding. See **Attachment 2 (Added)** for a sample outline for a motorcycle club/mentorship program.

3.4.2.8. Motorcycle Rosters. Unit commanders will maintain a roster of the motorcycle riders assigned to their unit and brief each rider on the requirements of this AFI and other applicable guidance. This roster will indicate, at a minimum, training completed, motorcycle(s) make and model, engine size, and operator experience.

### **3.5. Pedestrian and Bicycle Safety.**

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

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

3.5.3. All individuals who are exposed to traffic hazards as part of their assigned duties shall wear a highly visible vest/jackets during the day and fluorescent or retroreflective vest/jackets at night. This guidance applies to troop formations only to the degree determined necessary to maintain formation visibility to traffic. This is directly applicable to traffic control, road construction, pavement marking, utility maintenance, road clean-up, and any other crew or individual required to work as a pedestrian on a roadway surface while the roadway remains open to traffic.

3.5.4. All persons who ride a bicycle, including motor drive bicycles, on an AF installation shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Workers riding bicycles in areas that require the use of ANSI approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets if properly fastened under the chin.

3.5.5. Non-Motorized Transportation Devices. These devices, including skateboards, kick-scooters, and roller-skates, are prohibited on installation roadways except for incidental road access associated

with pedestrians and will comply with all pedestrian related traffic laws. These devices, unless determined to be a hazard to pedestrians, will use designated pedestrian walkways and paths. Commanders may authorize the use of certain types of these devices in the traffic environment. Helmet wear (see 3.5.4.) is required on AF installations. Additions to minimum required personal protective equipment, such as knee pads, wrist guards, elbow pads, etc. will be determined by commander endorsed ORM analysis.

3.5.6. Enforcement. Failure to use occupant protective devices, i.e., safety belts, child safety seats, and personal protective equipment (PPE) shall be enforced as a primary traffic violation on AF installations. Each installation shall establish procedures to ensure compliance; to include administrative or disciplinary action. All levels of supervision and management shall participate actively in the enforcement of the program and become involved by personal example.

### **3.6. Driver Licensing.**

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

3.6.2. Operators of Government and private motorcycles authorized to operate on an AF installation shall be licensed by civil authorities to operate motorcycles on public highways, except where not required by Status of Forces Agreements (SOFA) or state or local laws. Where state or local laws require special licenses to operate privately owned motorized bicycles (mopeds), motor scooters, all-terrain vehicles (ATVs), or other recreational motor vehicle (RMV), such license requirements, as a minimum, shall apply to operation of those vehicles on AF installations.

3.6.3. Drivers of vehicles authorized to operate on a flight line/airfield shall be certified and operate IAW AFI 13-213, *Airfield Management*, and the installation flightline driving instruction.

3.6.4. The owner of a motor vehicle or motorcycle authorized to be operated on an Air Force installation shall ensure that only properly licensed operators are allowed to operate the vehicle.

**3.7. Emergency Vehicle Operators.** Emergency vehicle operators shall not operate their vehicles at any time at a speed that is not reasonable for weather, visibility, traffic, or roadway conditions.

## Chapter 4

### TRAFFIC SAFETY TRAINING

#### 4.1. Training Policies.

4.1.1. Funding. Air Force military and civilian personnel will not be required to pay for or use annual leave for training or education mandated by this instruction with the exception of off-road privately owned ATV and dirt bike training. Travel expenses to attend training are not normally reimbursable when mandatory course attendance is for operation of a private motor vehicle. MAJCOMs or equivalent may approve reimbursement based procedures if no feasible alternative is available. Air Force funded training applies only to courses provided, sponsored, contracted, or arranged by local agreement by the military services. Attendance in other courses for personal convenience does not require Air Force reimbursement. For funding purposes, Air Force civilian personnel include Department of the Air Force (DAF), Air Force Foreign National (AFFN) and Non-Appropriated Fund (NAF) employees assigned to or employed at the installation. In addition, Department of Defense military and civilians from other services or agencies whom are assigned to or employed on the Air Force installation should receive the training under the same conditions. Civilians employed by other federal agencies, military dependents, long-term contractors, and retirees may be provided voluntary training at no cost on a space-available basis, as determined by the installation commander.

4.1.2. Documentation. Traffic safety training course completions will be documented in the current Air Force Automated Personnel Data System for ancillary training. The Military Personnel Flights Personnel Systems Manager will provide safety personnel access to update course codes. The documentation method for emergency vehicle operator training is at the discretion of the appropriate functional managers.

**4.2. Course I, Introductory Traffic Safety.** Course I is a mandatory accession traffic safety training course. The course is required by DoDI 6055.4, *DoD Traffic Safety Program*. The course presentation materials and format are provided by HQ AFSC/SEG. Each training location shall incorporate appropriate supplemental traffic safety training materials. This is an instructor led course.

**4.3. Course II, Local Conditions Course.** The course provides essential information to newcomers to enhance safety awareness of their new surroundings. This is a classroom or mass briefing style presentation led by an instructor. Specific topics will be determined locally and should enhance awareness of local laws and requirements related to traffic safety. The course will cover significant risk concerns and preventive measures for local weather, recreation, driving environment, and other frequent or severe injury causing activities. The course will specifically address safety rules for operation of motorcycles, mopeds, motor scooters, and bicycles. The ground safety manager will review the course annually for currency. Handouts may be used to supplement the course presentation. Attendees are:

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

4.3.2. Personnel assigned in temporary duty (TDY) status for 30 calendar days or more must complete the course at the TDY unit and accomplish such training at the beginning of the TDY. The course



instruction may be limited to subjects pertinent to the hazard exposures of the TDY personnel. This TDY training may be completed by non-safety personnel if task-certified by a qualified safety instructor. Task certification will involve personally observing an effective instruction of the course and signing of an appropriate task certification record. Local attendance rosters, maintained by the instructor for the duration of the TDY, may be used to document TDY Course II completion.

4.3.3. **(Added-PACAF)** PACAF Installations conducting Course II will include an audiovisual presentation supported by a written script and sequence outline. The Ground Safety Manager (GSM) will review the course annually or whenever changes occur, ensure it is current, and document his or her review. The briefing will consist of the following topics as a minimum:

4.3.3.1. **(Added-PACAF)** Commanders policies for use of seatbelts/child passenger safety.

4.3.3.2. **(Added-PACAF)** Command and installation policy for operating, licensing, training, and registering motorcycles; including PPE requirements, and prohibitions against borrowing or loaning motorcycles to unqualified operators. Motorcycle riders will make contact with their UMM before riding.

4.3.3.3. **(Added-PACAF)** On and off-base traffic/pedestrian hazards; any unusual traffic signs or conditions (for example, roads under construction, do-not-enter signs, snow removal equipment).

4.3.3.4. **(Added-PACAF)** Seasonal traffic hazards and restrictions.

4.3.3.5. **(Added-PACAF)** Prohibitions against transporting personnel in the bed of government vehicles where no fixed seats are installed (**Exception:** At the discretion of the commander, contingency/exercise operations with an approved ORM assessment.)

4.3.3.6. **(Added-PACAF)** Application of Personal Risk Management (PRM), Assess the environment for risk, Consider options, and Take appropriate action (ACT).

4.3.3.7. **(Added-PACAF)** Driving while under the influence of alcohol and/or drugs, including local laws, commander's policies, and penalties.

4.3.3.8. **(Added-PACAF)** On and off-base high accident potential sites or other hazardous locations that may present potential problems (examples: sports and recreation or traffic areas.)

4.3.3.9. **(Added-PACAF)** Local hazard reporting procedures.

4.3.3.10. **(Added-PACAF)** Bicycle, skateboard, rollerblading safety and PPE requirements.

4.3.3.11. **(Added-PACAF)** Reflective belt requirements.

4.3.3.12. **(Added-PACAF)** PACAF CARES Program.

4.3.3.13. **(Added-PACAF)** Troop and PT formations and authorized jogging routes and areas.

4.3.3.14. **(Added-PACAF)** On and off-base hazardous areas.

4.3.3.15. **(Added-PACAF)** Wing Mission Statement, Safety Goals and Objectives.

4.3.4. **(Added-PACAF)** All newly assigned military and DAF/NAF civilian personnel will attend Course II, Local Conditions and Personal Risk Management within 30 days of arrival on station.

4.3.5. **(Added-PACAF)** Personnel deployed or TDY to Korea and Japan, regardless of the duration will attend/receive a local driving conditions briefing prior to operating a vehicle.

4.3.5.1. **(Added-PACAF)** Host Safety Office and Vehicle Operations Flight will jointly develop the required briefing items tailored to their local area.

4.3.5.2. **(Added-PACAF)** The briefing will be conducted and documented by the host organization's VCO/NCO, or other commander's designated representative. Mass/group briefings are authorized.

**4.4. Course IIIA, Intermediate Traffic Safety.** This is an intermediate traffic safety course and will be taught to all first-term Airmen (including officers) following Course II training, ideally during attendance at the installation First-Term Airman Center (FTAC). Those Airmen who do not attend FTAC, including first-term officers, should attend the course in another locally determined setting. It is designed to reaffirm and build on the driving and decision-making skills taught in Course I. Course materials and format are provided by HQ AFSC/SEG. The course is approximately two-hours in length. This is an instructor led course. ANG, AFRC, and all USAF personnel assigned to remote locations (MAJCOM determined) may utilize the computer based training version of the course.

**4.5. Course IIIB, Advanced Traffic Safety.** This is an advanced traffic safety course and will be taught to all first-term Airmen (including officers) approximately one year after assignment at their first permanent party duty station. All Airmen should attend the course in a locally determined setting. The course is designed to reaffirm and build on the principles taught in course IIIA, explore consequences, and practice personal risk assessment. Course materials and format are provided by HQ AFSC/SEG. The course is approximately two-hours in length. This is an instructor led course. ANG, AFRC, and all USAF personnel assigned to remote locations (MAJCOM determined) may use the course as individual computer based training.

**4.6. Motorcycle and ATV Operator Training.**

4.6.1. Initial Training. All military personnel at any time, on or off an AF installation, and all AF civilian personnel on a AF installation or off an installation in a duty status who operate a motorcycle on a roadway, and all operators of government owned motorcycles, are required to attend and complete an approved motorcycle rider education course. Those seeking to become motorcycle operators on roadways must comply with the skills training, permit and license requirements of state, territory, host nation or applicable Status of Forces agreements. MAJCOM or equivalent (unless delegated to the installation) will develop procedures to comply with the requirement.

4.6.2. Absent exceptional circumstances, personnel should not be required to wait more than 30 days during the local riding season to receive training. Commanders may authorize riders awaiting training to ride on and off base for up to 30 days in accordance with MAJCOM or equivalent guidance, provided riders are complying with all permit and license requirements of the state, territory, host nation or applicable Status of Forces agreements.

4.6.2.1. **(Added-PACAF)** Licensed operators with a state driver's license (with motorcycle endorsement), may be issued a temporary base pass training permit until the next scheduled training date, but not to exceed 30 days. Prior to the individual receiving a temporary pass, the supervisor or UMM will conduct and document an Operation Risk Assessment (ORA), PACAF CARES or similar assessment tools to determine if the level of risk warrants the temporary pass. Successive 30-day base passes are authorized only if approved by the Wing Safety, UMM, and unit commander. Examples of extension may include: Weather, class size and availability, and

mission requirements, not inoperable motorcycles, missed training opportunity, or personal convenience.

4.6.3. Recommended Refresher Training. Personnel as listed in paragraphs 1.1.1.1. and 1.1.1.2. who operate a motorcycle on a roadway, and all operators of government owned motorcycles, should attend and complete at least one MAJCOM approved motorcycle rider education course every three years. This may include retaking a previously completed course, completing an additional hands-on course or module, or completing an instructor certification course or workshop. MAJCOM or equivalent (unless delegated to the installation) should develop procedures as necessary.

4.6.4. Commanding officers of installations within the same commuting area as other DoD installations are encouraged to establish joint training programs.

4.6.5. Air Force Foreign Nationals (AFFN) working at overseas installations will comply with the Status of Forces Agreement in effect at the overseas location. If training is required, it will be provided at no cost.

4.6.6. All other retirees, contractors, dependents, and civilians who operate a motorcycle while on an AF installation are encouraged, but not required, to attend an approved motorcycle rider safety course. Installation safety offices may provide this training on a space-available basis.

4.6.7. Air Force and DoD Approved Motorcycle Rider Education Training Courses.

4.6.7.1. Safety training must include the appropriate Motorcycle Safety Foundation (MSF) course or MSF-based State curriculum for motorcycle operators. Courses must be taught by certified or licensed instructors and include hands-on training, a riding skills evaluation and a knowledge based evaluation. Commanders shall accept the completion card of any MSF or MSF-based state motorcycle training course that includes a written and riding evaluation as proof of successful completion of the required training. The following are approved MSF hands-on courses that meet the DoD and Air Force initial course completion requirement for motorcycle operators:

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

4.6.7.1.2. Course IVB, Experienced Rider Course. Courses in use, or used in the past, that meet this course completion requirement are the MSF Experienced Rider Course Suite (ERC-S), and the Experienced Riders Course (ERC).

4.6.7.1.3. **(Added-PACAF)** MSF Rider Coaches will not issue an MSF Course Completion Card to individuals who have not met the minimum training standards of the MSF curriculum. This includes whether dismissed from the class, did not attend/complete all the training, or did not pass the written, and/or riding evaluation/skill test. Rider Coaches will notify the GSM when this occurs, upon completion of the course, and document it on the class roster/documentation. The GSM will notify the member's commander and unit motorcycle monitor.

4.6.7.2. Invalid DoD and Air Force Sponsored Motorcycle Courses. Courses used by the DoD and Air Force in the past, which no longer meet the current hands-on training requirement, include MOST, MOST II (Alt MOST), MMII, and a classroom only course previously called Motorcycle Challenges Course VII.

4.6.7.3. Operators of motorcycles with attached sidecars or three wheeled motorcycles do not require MSF training. In the event the side car is removed MSF training is required.

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

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

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

4.6.9. **(Added-PACAF)** ORA Management.

4.6.9.1. **(Added-PACAF)** All newly assigned motorcycle operators, regardless of training and riding experience, will complete an ORA to validate their riding history. This program was designed to provide commanders and supervisors with a mishap prevention assessment tool that identify at-risk personnel. ORA cases should be reviewed annually or as required.

4.6.9.2. **(Added-PACAF)** Proof of experience will be either a state drivers license (with motorcycle endorsement), a Motorcycle Safety Foundation (MSF) card, or evidence of completion of another DoD recognized motorcycle safety course.

4.6.9.3. **(Added-PACAF)** UMMs will indorse ORA sheets, PACAF CARES or similar assessment tools indicating a trainee's experience level, as a rider with one year or more riding experience or as an inexperienced rider.

4.6.9.4. **(Added-PACAF)** After the UMM indorse ORA sheets, PACAF CARES or similar assessment tools, the unit commander or first sergeant/designated representative will then endorse the sheets as the final approval authority. A unit commander has the discretion to deny a member permission to operate a motorcycle based on a member's on/off- duty behavior, and/or on the recommendation from a supervisor.

4.6.9.5. **(Added-PACAF)** Wing Safety will review ORAs and confirm proof of experience prior to indorsing the temporary training permit, base pass, or licensing paperwork. New riders will successfully complete the MSF Basic Riders Course (BRC) prior to attending other MSF courses.

4.6.10. **(Added-PACAF)** Security Forces, Pass and Registration section, will confirm proof of experience level prior to issuing temporary training permits, base passes or licenses with motorcycle endorsements.

4.6.11. **(Added-PACAF)** Inexperienced riders will receive a stamp on their licenses/permit/completion card (as applicable) denoting RESTRICTED TO 600 CC (or less) (4-STROKE) and LESS THAN 200 CC (2-STROKE) type sports bike as identified by the Motorcycle Safety Foundation (MSF) or 900 CC (or less) for cruiser/standard type as identified by MSF. **Exception:** Restriction does not apply to non-air force affiliated civilians.

4.6.12. **(Added-PACAF)** Inexperienced riders are prohibited from carrying passengers during their first year of riding.

4.6.13. **(Added-PACAF)** Operator will not be allowed to register a motorcycle larger than the one used to complete the training.

4.6.14. **(Added-PACAF)** After one year of riding experience, riders may take the MSF Experienced Rider Course with a larger motorcycle to remove the motorcycle size restriction from their licenses/permit/completion card (as applicable).

4.6.15. **(Added-PACAF)** MSF training must be accomplished every three years or when graduating to a bike with greater than 600 CC (or less) sports bike as identified by the Motorcycle Safety Foundation (MSF) or 900 CC (or less) for cruiser/standard type as identified by MSF.

4.6.16. **(Added-PACAF)** All personnel are prohibited from loaning their motorcycles to personnel who are not properly trained and licensed. Exception: If the individual is participating in an MSF Course. Training on a borrowed motorcycle will be under the supervision of certified MSF Rider Coach instructor and training will be conducted at an approved training location. The individual may not ride to and from the course, only on the range.

4.6.17. **(Added-PACAF)** Lightweight motorized scooters (Go-Peds or similar machines) are prohibited from nighttime operation on installation roadways unless equipped with a headlight and taillight.

**4.7. Driver Improvement and Rehabilitation Course.** This training course is intended as a driver skill improvement and traffic offender rehabilitation course. Safety personnel will facilitate and utilize USAF developed or provided courseware. Curriculum may be augmented with relevant supplemental information and materials. Commanders are encouraged, as a minimum, to make this course mandatory for personnel convicted of serious moving traffic violations or who have been determined to be at fault in a traffic accident involving a GMV. Commanders are strongly encouraged to refer personnel if identified, by whatever means, as exercising poor judgment in driving or failing to apply lessons learned from other traffic safety courses.

**4.8. Supervisor Safety Training – Traffic Safety Module.** This training module will be taught to new Air Force military and civilian supervisors. It will be used as a supplement to existing Supervisor Safety Training curriculum. Additional documentation is not required. This is an instructor led course.

**4.9. Emergency Vehicle Operators.** In addition to driver selection and training requirements under DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, and before assignment as a driver of a DoD emergency vehicle, candidate operators shall successfully complete localized emergency vehicle operator training to ensure competency in the safe operation of the vehicle under emergency conditions. Refresher training will be conducted every 2 years or when an event or mishap indicates the operator did not adhere to minimum safe operating practices. Initial and refresher training is sponsored or provided by the vehicle owning or operating organization. As a minimum, the training shall include the following elements:

4.9.1. Applicable laws and regulations.

4.9.2. Safe operating practices under normal and emergency conditions.

4.9.3. Operator inspection and primary preventive maintenance.

**4.10. Course Modifications.** Curriculum for operator or rider safety courses required by this instruction shall not be modified, or an equivalent/alternate curriculum used without AFSC/SEG approval (does not include emergency vehicle operator training).

STANLEY GORENC, Major General, USAF  
Chief of Safety

**(PACAF)**

JOHN T. KREGGER, Colonel, USAF  
Director of Safety

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

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***Abbreviations and Acronyms***

**AAA**—American Automobile Association

**AFSC**—Air Force Safety Center

**ANSI**—American National Standards Institute

**ATV**—All Terrain Vehicle

**CBT**—Computer Based Training  
**CPF**—Civilian Personnel Flight  
**DAF**—Department of Air Force  
**DIP**—Driver Improvement Program  
**DoD**—Department of Defense  
**DoT**—Department of Transportation  
**DRU**—Direct Reporting Unit  
**ERC**—Experienced Rider Course  
**EVOC**—Emergency Vehicle Operations Course  
**FOA**—Field Operating Agency  
**GSM**—Ground Safety Manager  
**GSU**—Geographically Separated Unit  
**HSPG**—Highway Safety Program Guidelines  
**MAJCOM**—Major Command  
**MILMO**—Military Motorcycle Operator Training Program  
**MPH**—Miles per hour  
**MPF**—Military Personnel Flight  
**MSF**—Motorcycle Safety Foundation  
**NAF**—Non-Appropriated Funds  
**OHM**—Off Highway Motorcycle  
**ORM**—Operational Risk Management  
**PPE**—Personal Protective Equipment  
**RMV**—Recreational Motor Vehicle  
**SVIA**—Specialty Vehicle Institute of America  
**SOFA**—Status of Forces Agreement  
**TDY**—Temporary Duty

### *Terms*

**All-Terrain Vehicle (ATV)**—Any motorized off-highway vehicle designed to travel on three or four low pressure-tires, having a seat designed to be straddled by the operator and handlebars for steering control.

**Brightly Colored**—Sufficiently vivid in color/reflectivity to ensure visibility from a distance.

**Commercial Design Vehicle**—A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

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



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

**Department of Defense Civilian Personnel**—Civil Service employees of the DoD Components (including Reserve Component military Reserve technicians and Reserve technicians, unless in a military duty status); nonappropriated fund employees (excluding military personnel working part-time to avoid dual reporting); Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; foreign nationals employed by the DoD Components; Navy Civil Service Mariners with the Military Sealift Command, and Army-Air Force Exchange Service employees.

**Department of the Air Force (DAF) Civilian Personnel**—Includes Senior Executive Service (SES), National Security Personnel System (NSPS), general schedule (GS), and wage board (WG) employees, including ANG and AFRC technicians, unless in military duty status. Includes non-appropriated fund (NAF) employees who are not military personnel working part time. Includes Youth Opportunity Program and Student Assistance Program employees. Includes foreign-national civilians employed by Air Force in direct or indirect hire status. Foreign-national, direct-hire employees are the same as DAF civilian employees. Foreign-national, indirect-hire employees are the same as DAF civilian employees only when the Air Force has supervisory or work performance control. This includes Air Force responsibility for any compensation claims arising from employment injury.

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

**Emergency Vehicles**—Police, ambulance, fire, crash and rescue, explosive ordnance disposal (EOD) and hazardous material (HAZMAT) response vehicles.

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

**Government Motor Vehicle (GMV)**—A motor vehicle that is owned, leased, or rented by a DoD Component, to include vehicles authorized on individuals' TDY orders (not for personal use); primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. Vehicles on receipt to, and operated by, non-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

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

**Government Vehicle Other (GVO)**—Vehicles designed primarily for off-the-highway operation such as construction tracked vehicles, forklift, road graders, agricultural-type wheeled tractors, and aircraft tugs.

Includes military combat/tactical vehicles; e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and HMMWV.

**Hands-Free Cell Phone Operation/Use**—Use of a cell phone in speaker mode or with a hands-free attachment (headset or single bud earpiece) that allows vehicle operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

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

**Moped**—The definitions of a moped may be different in each State, Territory, or Host Nation of use. For the purpose of this instruction the use of the term moped only refers to motor vehicles both clearly defined by and authorized in traffic by applicable traffic codes and laws.

**Motorcycle**—A motorcycle is any motor vehicle having a seat or saddle for the use of its operator and is designed to travel on not more than three wheels (includes mopeds and seated motor scooters, but does not include ATVs).

**Motor Scooter**—The definitions of a motor scooter may be different in each State, Territory, or Host Nation of use. For the purpose of this instruction the use of the term motor scooter only refers to motor vehicles defined by and authorized to be used in traffic by applicable traffic codes and laws. Devices called motor scooters but not defined and authorized to be used in traffic by applicable traffic codes and laws are RMVs.

**Motor Vehicle**—Any transportation device with a motor powered by fossil fuels or other external sources of energy such as solar power.

**Non-Motorized Transportation Devices.**—Included in this category are non-motorized skateboards, scooters, rollerblades, skates, and other wheeled devices used as transportation or for recreation. This category does not include standard non-motorized bicycles. Also not included are wheelchairs used by the handicapped.

**Other Government Motor Vehicle Conveyances (OGMVC)**—Self-propelled assets providing a basic transportation capability (i.e. golf carts, all-terrain vehicles, quad-runners, etc) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

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

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

**Off-Duty**—DoD personnel are off-duty when they are not on-duty. Additional guidance on determining duty status is provided in AFI 91-204, *Safety Investigations and Reports* and applies to this instruction.

**On-Duty**—DoD personnel are on-duty when physically present at any location where they are to perform their officially assigned work. Additional guidance on determining duty status is provided in AFI 91-204, *Safety Investigations and Reports* and applies to this instruction.

**Pedestrians**—Are defined as anyone on foot, e.g., walkers or joggers.

**Personal Golf Car**—A golf car used to carry one or more people and may carry golf equipment to play golf.

**Recreational Motor Vehicles (RMVs)**—These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standard required for vehicle registration or roadway use in the State, Territory, or Host Nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include , but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; Non-street legal race cars, racing carts, off-road motorcycles, go-carts, motor scooters, motorized skateboards, snowmobiles, personal golf carts, Gators, utility carts, mini-motorcycles, dune buggies, pocket bikes, and self balancing or similar standing human transportation devices. This includes all off-road vehicles categorized by DoDI 6055.4 as Other Specialty Vehicles (OSV). Not included in this category are motorized devices that allow the handicapped to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

**Retroreflective**—The quality of reflecting light from all directions.

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

**Speed-Modified Golf Car**—A conventional golf car that was modified, after its original manufacture, so as to increase its speed. Speed-modified golf cars have a top speed of 20 to 25 miles per hour. Modification may be accompanied by the addition of safety equipment required for the on-road use of the golf car.

**Attachment 2 (Added-PACAF)****MOTORCYCLE CLUB MENTORSHIP PROGRAMS**

**1. Purpose.** To provide information concerning what the motorcycle mentorship program should be, who should serve as mentors, outline responsibilities and appointment/selection criteria.

**2. Discussion.**

2.1. Commanders in conjunction with safety advisors identify the most capable mature riders based on experience and demonstrated proficiency (not age based, but nominated due to extensive motorcycle operating experience in various environments).

2.2. New riders to mentor ratio should not exceed 3 to 1.

2.3. Mentorship responsibilities include but are not limited to the following:

2.3.1. Conduct monthly meetings with new riders.

2.3.2. Review recent mishaps and causes.

2.3.3. Personal Risk Management decision making.

2.3.4. Seasonal conditions.

2.3.5. Motorcycle maintenance concerns, local hazards.