



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD STE 20308  
ALBANY, GEORGIA 31704-0308

BO 5100.19  
PSD7004  
**FEB 01 2010**

BASE ORDER 5100.19

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE (MCLB) ALBANY DRIVER  
EDUCATION PROGRAM (DEP)

Ref: (a) MCO 5100.19E w/CH 1-3  
(b) BO 5560.9D

Encl: (1) Driver Education Program Courses

1. Situation. Privately owned motor vehicles mishaps are the leading cause of death or injury to Marines under the age of 26. According to the National Safety Council, traffic crashes are the number one cause of death to children and young adults. Young drivers are involved in fatal traffic crashes at over twice the rate as the rest of the driving population. Risks to new drivers include: Inexperience, distraction, fatigue, speed, seatbelt noncompliance, and alcohol use. New drivers often fail to manage these risks due to poor decision-making. The purpose of the DEP is to improve the judgment and decision-making skills of new or inexperienced drivers in order to reduce the risk of experiencing a motor vehicle mishap.

2. Cancellation. BO 12410.16D.

3. Mission. Effective immediately MCLB Albany will execute the DEP to provide quality driver training to new or inexperienced vehicle operators and vehicle operators who require remedial driver training in order to reduce or eliminate motor vehicle mishaps.

4. Execution

a. Commander's Intent. I expect all MCLB Albany, Division Directors, Special Staff, and the Marine leadership to integrate driver education into their safety programs to help reduce motor vehicle mishaps and injuries. Leadership in our tenant commands and organizations are encouraged to take advantage of the driver education opportunities detailed in this Order as part of their traffic safety mishap reduction efforts.

b. Concept of Operations. The Driver Education Program consists of two courses developed by the National Safety Council. Enclosure (1) is a brief description of the courses. The Traffic Safety/Recreational Off Duty Safety (TS/RODS) Program Manager in the MCLB Albany Risk Management Office will deliver these courses each month in order to meet the requirements established by references (a) and (b).

c. Tasks

(1) Installation Safety Manager (ISM) will provide management oversight to the TS/RODS Program Manager to ensure effective program management and professional delivery of the training.

(2) TS/RODS Program Manager will:

(a) Develop and publish a schedule for the DEP courses offered aboard MCLB Albany.

(b) Prepare for and professionally deliver the driver education courses described in enclosure (1).

(c) Provide a certificate of completion for drivers who successfully complete either course.

(d) Maintain a student roster and accompanying course documentation for each driver education course presented.

(e) Provide a letter to the Base Traffic Court Adjudicator listing the names of those who have successfully completed the Remedial Driver Course.

(f) Provide a letter to the Supervisor, Military Personnel Branch listing the names of Marines who have successfully completed the Driver Improvement Course.

(3) Supervisor, Military Personnel Branch will:

(a) Screen the service records of newly assigned Marines during in processing to identify Marines under the age of 26 who have not attended a Driver Improvement Course. Direct Marines who need to attend the Driver Improvement Course to register for the next available course with the TS/RODS Program Manager.

(b) Provide the ISM and TS/RODS Program Manager a list of Marines required to attend the Driver Improvement Course.

(c) When provided a certificate of completion, ensure the information is entered into the Marines' Service Record Book.

(4) Officer In Charge, Inspector-Instructor Staff, Detachment Two, Supply Company (-), 4<sup>th</sup> Supply Battalion, 4<sup>th</sup> Marine Logistics Group will:

(a) Screen the service records of newly assigned Marines during in processing to identify Marines under the age of 26 who have not attended a Driver Improvement Course.

(b) Provide the ISM and TS/RODS Program Manager a list of Marines required to attend the Driver Improvement Course.

(5) Marines. Take a copy of completion certificate to the Military Personnel Branch for entry in to service records.

(6) Base Traffic Court Adjudicator. Provide a list of individuals directed by the court to attend the Remedial Driver Course.

## 5. Administration and Logistics

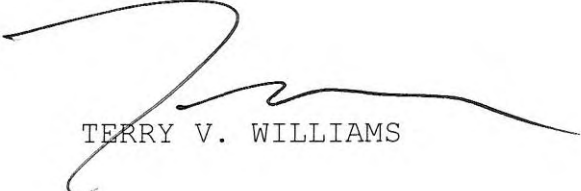
a. Administration. Registration forms for the Alive at 25 Driver Improvement Course are located on the MCLB Albany Risk Management Office webpage.

b. Logistics. All DEP courses are held in the Public Safety Division Conference Room located in Room 307, Wing 300, Coffman Hall, Building 3500.

## 6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to this Command and all tenant organizations aboard MCLB Albany.



TERRY V. WILLIAMS

Distribution: A



## DRIVER EDUCATION PROGRAM COURSES

Driver Education Program courses are offered monthly, usually on the 3<sup>rd</sup> Friday for the Driver Improvement Course and 4<sup>th</sup> Saturday for the Remedial Driver Course. The course schedule is available on the MCLB Albany Risk Management Office webpage.

	Drive Improvement Course	Remedial Driver Course
<b>Curriculum</b>	National Safety Council's <i>Alive at 25</i> .	National Safety Council's <i>Attitudinal Dynamics of Driving</i> .
<b>Duration</b>	4 hours, 0800-1200, usually on the 3rd Friday of each month	8 hours, 0800-1700, usually on the 4th Saturday of each month
<b>Objective</b>	Identify actions drivers can take to stay in control as a driver or passenger to become a safer driver.	Provide instruction and understanding to risky and dangerous driving habits and instill a positive attitude towards safe driving.
<b>Required For</b>	Marines under age 26 who have not already attended a drive improvement course.	Drivers designated by The Base Traffic Court Adjudicator.
<b>Available For</b>	Marine and Civilian Marine, family members ages 15-26.	Marine and Civilian Marine, family members ages 15-26.
<b>Dress/Uniform</b>	Marines: Uniform of the day. Civilians: Business casual	Marines: Uniform of the day. Civilians: Business casual
<b>Classroom Location</b>	Coffman Hall, Building 3500, Room 307 Public Safety Division Conference Room	Coffman Hall, Building 3500, Room 307 Public Safety Division Conference Room <i>(Students must sign in with CDO in the Main Lobby)</i>