



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

NAVSUPPACT BAHRAININST 5100.12B
N35
23 Mar 2017

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 5100.12B

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) DoD Instruction 6055.4
(b) OPNAVINST 5100.12 (Series)
(c) OPNAVINST 5102.1 (Series)
(d) OPNAVINST 5100.23 (Series)
(e) COMNAVREGEURINST 5100.1 (Series)
(f) NSABAHRAININST 11200.1C

Encl: (1) Letter of Authorization for Motorcycle Registration

1. Purpose. To establish standards and procedures for implementing the Navy Traffic Safety Program (TSP) at U.S. Naval Support Activity (NSA), Bahrain.

2. Cancellation. NSABAHRAININST 5100.12A.

3. Scope. This instruction is applicable to all motor vehicle operators, passengers, bicyclists and pedestrians assigned to NSA Bahrain as follows:

- a. All Military personnel at all times.
- b. On-duty Navy civilian personnel on/off base.
- c. All persons in a DOD owned/leased or rented vehicle used for official business.
- d. All other persons who operate a motor vehicle on NSA Bahrain.

4. Action. All levels of the chain of command shall comply with the requirements set forth by this instruction and references (a) through (f). Failure to comply with the provisions of this instruction may result in administrative or punitive adverse action (including, but not limited to, loss of base operating privileges or punishment under the Uniformed Code of Military Justice). Non-compliance may also be considered in a line of duty determination following a related injury/disability. Violations of the provisions of this instruction by civilian employees may subject them to disciplinary action and/or administrative action under applicable civilian personnel instructions.

23 Mar 2017

5. Responsibilities:

a. Commanding Officer shall:

- (1) Be responsible for the successful implementation of the traffic safety program.
- (2) Assign responsibilities for the development, enforcement, promulgation, implementation and monitoring of program activities.
- (3) Provide support to tenant commands necessary for an effective program.
- (4) Designate in writing the Command Traffic Safety Program Manager to oversee and manage the program.
- (5) Establish a traffic court system in accordance with reference (f).
- (6) Establish a traffic and motorcycle safety council that will meet quarterly to discuss and disseminate information, analyze traffic mishaps, discuss traffic and motorcycle safety training issues, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern.
- (7) Track and ensure abatement of deficiencies identified by the command Traffic Safety Coordinator and discussed during the traffic safety council meeting.
- (8) Establish a motorcycle mentorship program to promote rider education, safety, and training. The motorcycle mentorship program will address the NSA Bahrain's training requirements, ridership, local area and resources available.

b. Tenant Commanders shall:

- (1) Adopt the traffic safety program directives and initiatives.
- (2) Provide traffic safety support service to NSA Bahrain.
- (3) Appoint in writing a Traffic Safety Coordinator (TSC) and Motorcycle Safety Representative (MSR). If desired, the TSC and MSR can be the same individual. The TSC and MSR shall attend installation traffic safety council meetings, traffic safety courses, conferences, workshops, and seminars to keep current on traffic and motorcycle safety issues. The TSC and MSR shall be directly responsible to the commander or commanding officer for proper execution of all aspects of the installation traffic and motorcycle safety programs. To enhance the effectiveness of the motorcycle safety program, if possible MSRs should be active motorcycle riders.
- (4) Coordinate with NSA Bahrain to provide motorcycle safety and driver improvement courses, and local traffic safety orientation briefs.

23 Mar 2017

(5) Ensure local traffic safety orientation briefs are provided to newly reporting personnel.

c. NSA Bahrain Department Heads shall:

(1) Ensure traffic safety program information is disseminated throughout their departments.

(2) Ensure sufficient time and resources are allotted for motor vehicle safety training.

(3) Ensure local traffic safety orientation briefs are provided to newly reporting personnel.

(4) Ensure supervisors incorporate the principles of Operational Risk Management (ORM) into all driving related evaluations.

(5) Include traffic safety training program effectiveness as part of the supervisor's Safety and Occupational Health Performance Statement in annual performance evaluations.

d. NSA Bahrain Safety Director shall:

(1) Develop, implement, administer and monitor the traffic safety program to ensure program compliance and act on behalf of the NSA Bahrain Commanding Officer.

(2) Analyze traffic mishaps and violations, their location, design and operating features that contribute to mishap severity.

(3) Ensure motorcycle operators are properly trained and certified for on/off base operations.

(4) Ensure motorcycle safety courses are only conducted by COMNAVSAFECEN certified instructors.

(5) Ensure every motorcycle operator, military and civilian, is trained in accordance with the requirements listed in reference (b).

(6) Provide local traffic safety orientation briefs to newly reported and visiting personnel as necessary.

(7) Provide necessary resources to tenant commands and supervisors to ensure an effective motor vehicle safety training program.

e. NSA Security Officer shall:

(1) Control base access and security consistent with local traffic laws and relevant OPNAV and NSA Bahrain instructions.

(2) Identify and disseminate hazardous traffic location information on and off base.

23 Mar 2017

(3) Work with local officials and the NSA Bahrain Staff Judge Advocate General's (JAG) office to resolve off-base traffic safety problems of mutual concern.

(4) Ensure privately owned motorcycle operators present a motorcycle safety course completion card before authorizing access to Navy installations.

(5) Work with the JAG office to ensure accumulated points violations or driving privilege revocations are enforced or passed on to gaining Commands to ensure proper continuity.

(6) Work with Legal, PW Transportation, and Bahrain Traffic Division to report all traffic accidents and traffic citations that are received by GOV driver's to ensure state licensing officials are notified of incidents where GOV driver's are responsible.

f. Public Works shall: Annually inspect and evaluate the government motor vehicle (GMV) systems, subsystems, and components, having substantial relationship to safe vehicle performance. The evaluation will include: safety belts, lighting, glazing, exhaust systems, wipers, horns, brake systems, steering systems, suspension, tires and wheel assemblies.

g. Supervisors shall:

(1) Provide motor vehicle safety training with emphasis on drinking and driving, seat belts, Personal Protective Equipment (PPE), speeding, fatigue, cellular telephones, headphones and other listening devices that may cause driver distraction.

(2) All traffic mishaps and near misses shall be reported to NSA safety office within 72 hours. In case of traffic mishaps resulting in a fatality or hospitalization of 3 more people, ensure reporting is completed within 8 hours per reference (c).

(3) Ensure supervisors at all levels incorporate the principles of Operational Risk Management (ORM) into their motor vehicle operations. Supervisors will emphasize to their personnel the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration-identified driving distracters. In regard to motorcyclists, emphasize the importance of training compliance and the use of proper personal protective equipment (PPE). The risks of long distance driving and other risks associated with driving during liberty periods should also be emphasized.

(4) Conduct traffic safety briefings prior to major holidays, extended weekend liberty or as needed.

(5) Document all motor vehicle safety training and counseling.

(6) Supervisors shall ensure all military personnel age 25 and under are reported to the Safety Office and provide documentation of having received training at their previous command. Supervisors will ensure all military personnel under age 25 receive at least 2 hours of annual refresher traffic safety training each year. This training will address general traffic safety

23 Mar 2017

precautions and local command traffic safety policies as well as any unique traffic safety considerations appropriate for the area. NKO E-Learning DFL, or any National Safety Council, AAA, Smith-System Driver Improvement Institute course, or any locally developed or commercial course of instruction approved by COMNAVSAFECEN may be used to accomplish this training. Completion of this training will be documented and entered into the service records of military personnel via ESAMS.

(7) The supervisor is responsible for registering personnel in ESAMS with all applicable information to include but not limited to first name, last name, social security number, rank, rate, command, installation, email address etc but most important is the recording of date of birth and their respective duty tasks.

(8) Supervisors will ensure a monthly report of traffic safety training received for his/her personnel is submitted to the safety office. The report should cite at minimum information of the name, rate, rank, date of birth, title of the training, date of training, medium of training (online, classroom, etc).

h. Traffic Safety Coordinator (TSC) shall:

(1) If the TSC is also the MSR, obtain an ESAMS account and complete required ESAMS training.

(2) Ensure all personnel complete all traffic safety training required by this instruction and that the training is properly documented in the service member's electronic training, record. Appropriate training records include: ESAMS, Fleet Training Management and Planning System (FLTMPS), Navy Knowledge Online, etc.

(3) Ensure all personnel who are required to complete traffic safety training due to traffic mishaps or infractions and those directed to complete training by their commanding officers, complete the appropriate training and the training is properly documented.

(4) Provide the commander or commanding officer with a quarterly traffic safety training status report. This report will include the names of those individuals who are required but have not completed training, the reasons they have not completed training, a projected training completion date and a list of individuals who were scheduled for but failed to attend training (no show list).

(5) Attend the quarterly installation traffic and motorcycle safety council meetings.

i. MSRs shall:

(1) Obtain an ESAMS account and complete required ESAMS training.

(2) Identify all military personnel who operate or plan on operating a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this instruction and enter documentation of completed motorcycle safety training into ESAMS.

23 Mar 2017

(3) Maintain current information for the military motorcycle riders in their command (whether riding on base or off-base) to include: an accurate listing of the military motorcycle riders; type of motorcycle ridden or owned; State driver's license information; vehicle registration; DoD decal number (if applicable); proof of insurance; and BRC completion card, and when applicable, Military Sport Bike Riders Course (MSRC) card and Experienced Riders Course (ERC) card.

(4) Provide the commander or commanding officer with a quarterly motorcycle safety training status report. This report will include the names of those individuals who are required but have not completed training, the reasons they have not completed training a projected training completion date and a list of individuals who were scheduled for but failed to attend training (no show list).

(5) Attend the quarterly regional, base or installation traffic and motorcycle safety council meetings.

(6) Serve as the command motorcycle mentorship program coordinator.

j. Traffic and Motorcycle Safety Council shall:

(1) Be chaired by the NSA Bahrain Commanding Officer or Executive Officer and meet at least quarterly. The traffic and motorcycle safety council should include representatives from safety, base traffic engineering, emergency services departments, TSCs, MSRs and safety officers of tenant commands.

(2) Identify, analyze, and recommend mitigation or abatement of any traffic safety issues that may contribute to traffic mishaps or increase their severity.

(3) Cooperate and coordinate with host nation officials to resolve both on and off base traffic safety problems of mutual concern.

(4) List deficiencies identified by the TSC and agreed to during the traffic safety council meeting. Traffic safety managers shall track the deficiencies or action items on the host command deficiency abatement log until abated.

k. Individual Responsibility. Individuals must be aware of their personal responsibility in the traffic safety program and shall:

(1) Be responsible for compliance with provisions of this instruction as well as host nation traffic safety regulations.

(2) Military personnel failing to report traffic accidents in accordance with section (l) may be subject to adverse administrative or punitive action regardless of fault, duty status or location of the accident.

23 Mar 2017

(3) Ensure that proper steps are taken to resolve any traffic violations (including non-moving violations) expeditiously and in accordance with host nation laws. Off-base traffic violations committed by military personnel may be considered liberty incidents adverse to our host nation relations and could result in the individual being placed on a liberty risk status.

6. Kingdom of Bahrain Specific Motor Vehicle Regulations

a. Cell Phones. Use of hand held cellular telephones or other electronic devices while operating a motor vehicle is prohibited.

b. Children. Host Nation laws prohibits children ten years of age or younger to sit in the passenger front seat while driving off base. All personnel will ensure they comply with this restriction.

7. Motor Vehicle Accidents. The driver of any vehicle involved in an accident on NSA Bahrain shall immediately stop the vehicle at the scene of the accident and report the accident to Security dispatch at 439-4911. Vehicles involved in an accident will not be moved until authorized by security personnel. Drivers of a GOV must also submit a completed Operator's Report of Motor Vehicle Accident (SF-91A) when involved in any accident.

a. Action by the Security Department. After arriving at the scene of a traffic accident, Security personnel shall:

(1) Ensure proper medical care for injured personnel.

(2) Ensure SF-91A is properly completed for each accident involving a GOV.

(3) Issue traffic citation as appropriate.

(4) If the security or safety of any buildings or equipment is affected, advise the Command Duty Officer.

b. Mishap Investigation. A complete investigation of the accident will be forwarded to the Safety and Security officer when serious damage personnel injury, driving under the influence, or death is involved (Naval Criminal Investigative Service will be notified on all fatalities).

c. Drivers/Owners Responsibility. Drivers and/or owners of personal vehicles and GOVs involved in an accident on this station or off base shall contact the NSA Bahrain Immigration Division and submit a written report to the Security Department using SF-91A. These reports may not be used in any criminal proceedings against the individual submitting the report. A copy of the completed SF-91A shall be forwarded to the Public Works Officer for all accidents involving a GOV.

8. Safety Standards for DoD Motor Vehicles. Commercial vehicles of foreign manufacture either purchased, leased, or rented for use by NSA Bahrain organizations shall meet all applicable safety requirements of the Host Nation.

23 Mar 2017

9. Duty Driver / Motor Vehicle Operator Restrictions.

a. Operator Duty Times. Duty times will be established to prevent the potential for traffic accidents caused by operator fatigue. Each department will establish and enforce duty hour limits for motor vehicle operators based on a careful operational risk assessment and consideration of national and international standards.

b. Operator Required Off-Duty Time. To reduce the potential for traffic mishaps caused by operator fatigue, no person shall drive or require another to drive a motor vehicle during any duty period, if that duty period was not preceded by at least 8 consecutive off-duty hours.

10. Cell Phones, Texting, and Driver Distractions. All motor vehicle operators on NSA Bahrain and operators of government-owned and leased vehicles (including rental cars while on temporary additional duty) on and off NSA Bahrain shall not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. The wearing of any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. All personnel shall refrain from any activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, text messaging, adjusting the radio or compact disc player, shaving, applying make-up, reading maps, newspapers, magazines, books, etc.).

11. General Safety Training Requirements. Because of the many differences in traffic laws and customs between the U.S. and Bahrain, formalized training will be used to make personnel aware of local driving conditions. This training is intended to make personnel aware of local hazardous driving conditions as well as individual responsibilities with regard to the privilege of driving in Bahrain.

a. Training. References (a) and (b) require formalized training, such as the AAA Driver Improvement Program, MSF Motorcycle Basic Rider Course /Basic Rider Course2/Military Sport bike Rider Course. These trainings should also include local traffic safety briefings as provided to all newly arriving personnel as soon as possible after reporting on board.

b. AAA/DIP for GMV Operators. Reference (b), requires that all military and DoD civilian personnel who operate a GMV as their primary duty, or who operate a GMV more than 8 hours a week as part of their incidental duties will attend an NAVSAFECEN-approved 8-hour course of driver improvement instruction at no cost to the individual prior to assignment. This class will use the American Automobile Association/Driver Improvement Program (AAA/DIP) and be conducted by a certified instructor.

c. The AAA/DIP for Others. The AAA/DIP will also be conducted to reinforce positive attitudes and educate persons who have been cited for a serious moving violation or who have been determined to have been at fault in a traffic accident while operating a government owned/leased/rented vehicle on or off a DoD installation. Offenders, military or civilian, will be required to attend the AAA/DIP 8 hour course or lose installation-driving privileges.

23 Mar 2017

d. **Bus Driver Training and Certification Licensing.** All drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers must receive Bus Driver Training and Certification Licensing.

e. **Emergency Vehicle Operator Course (EVOC).** All personnel operating Emergency Response Vehicles whether government owned/leased or rented equipped with emergency lighting, and/or sirens shall, prior to operation, successfully complete the COMNAVSAFECEN 40 hour basic Emergency Vehicle Operator Course (EVOC). These vehicles are defined as police vehicles, ambulances, fire vehicles, crash and rescue vehicles, disaster preparation, explosive ordnance disposal and hazardous material response units. All EVOC instructor, basic training and re-certification courses shall be conducted by a certified COMNAVSAFECEN-approved instructor and comply with COMNAVSAFECEN EVOC Program guidelines.

12. **Motorcycle Safety Training.** The three levels of motorcycle training are:

a. **Level I.** Level I courses include The Motorcycle Safety Foundation (MSF) BRC, any State approved curriculum intended to provide novice riders the skills and knowledge needed to obtain a drivers license motorcycle endorsement, any course approved by any of the other Services, or any entry level rider training course approved by OPNAV N09F/COMNAVSAFECEN. All military members who plan to purchase or operate a motorcycle (regardless of their intent to ride the motorcycle on or off base) shall complete level I training prior to operating these vehicles. Level I training is not provided in Bahrain. Riders who wish to operate motorcycles in Bahrain must complete Level I training before reporting OCONUS.

b. **Level II.** These courses build upon the skills and knowledge that riders obtain in level I courses. The MSRC and Advanced Rider Course are examples of level II courses approved for sport bike riders. The Advanced Rider Course and BRC II are examples of level II courses approved for non-sport bike riders. A complete and current listing of all OPNAV N09F/COMNAVSAFECEN approved level II rider training courses is available on the NAVSAFECEN's web site.

c. **Level III.** These courses improve the riders' skills and knowledge through a curriculum that includes practice maneuvers conducted at street or highways speeds, challenging cornering techniques and other realistic scenarios conducted in a controlled environment. Examples of level III courses included: The California Superbike School, the Marine Corps' Advanced Motorcycle Operator Course, Total Control and American Super Camp. A complete and current listing of all OPNAV N09F/COMNAVSAFECEN approved Level III rider training courses is available on the NAVSAFECEN's web site. NSA Bahrain does not offer Level III training.

d. **Follow-on Training.** All military members who operate motorcycles shall complete Level II training within 60 days of completion of Level I training or upon changing the type of motorcycle ridden. Motorcycle operators who are properly licensed and have completed Level I training may immediately enroll in and complete Level II training.

23 Mar 2017

e. Refresher Training. All military members who operate motorcycles shall complete Level II or Level III refresher training every three (3) years. If Level II or Level III training is unavailable any OPNAV N09F/COMNAVSAFECEN approved course may be substituted.

f. Civilian Motorcycle Operator Training. In accordance with reference (b), all civilian motorcycle operators who have a current State motorcycle operator license, endorsement or permit are not required to complete any of the above training. Civilians who desire the above training may receive it, but not to the exclusion of any military motorcycle operators.

g. Motorcycle Registration. Per enclosure (1), all military motorcycle operators who register a motorcycle with the NSA Bahrain Pass & ID Office shall first obtain a letter of authorization from the NSA Bahrain Safety office. To obtain this letter the authorized registrant must provide a valid motorcycle license/endorsement for the operator, proof of the year, make, model, cc, Vehicle Identification Number of the motorcycle to be registered; and any proof of a completed motorcycle safety course. Additionally, riders assigned to tenant commands must provide the safety office with a letter from their command's MSR acknowledging the command's recognition of the member as a motorcycle rider and the member's enrollment in ESAMS. Within 60 days of initial registration the following must be accomplished by the registrant/operator:

(1) If the registrant/operator has no proof of completing a safety course then the requirement is to complete the Level I training.

(2) If the registrant/operator has completed level I training past 60 days from date of completion (or card issue) the requirement is to complete level II training.

(3) If the registrant/operator has completed level II past three years from date of completion (or card issue) they will have to take level III training. If level II or III training is unavailable any OPNAV N09F/COMNAVSAFECEN approved course may be substituted.

(4) All persons operating a motorcycle, either on or off base, with the intent or possibility of intending to have a rear passenger will complete the BRC Skills Test with a qualified MSF Instructor from the NSA Bahrain Safety Office.

13. Additional Motorcycle Requirements. The following are additional mandatory requirements to further assist in the safety of personnel registering and/or operating a motorcycle on NSA Bahrain:

a. Supervisors

(1) Identify all military personnel who pose the greatest risk (greatest risk is a non-punitive term) for motorcycle mishaps and establish additional measures (i.e., tailored training and mentorship programs) that provide them with the support, skills and knowledge to be successful motorcyclists. Typically these include junior personnel, inexperienced riders, those riding machines (sport bikes, etc.) built for speed vice cruising, and individuals with previous speeding or other serious traffic violation convictions.

23 Mar 2017

(2) All military motorcycle operators will complete level I training prior to operating a motorcycle.

(3) Ensure all motorcyclists are provided the opportunity to attend required training. Military, DOD and DON Civilian course attendees shall not be charged leave.

(4) All military and civilian motorcycle operators will comply with all host nation licensing, insurance and equipment requirements.

b. Individuals

(1) Pre-purchase Counseling. Motorcycle ownership is a significant responsibility. Prior to purchasing a motorcycle, all Sailors will consult with the first chief petty officer or officer in their chain of command to be certain they are aware of the responsibilities that come with ownership. These responsibilities include proper licensing, insurance, registration, training, and mandatory PPE.

(2) All motorcycle riders/owners will contact NSA Bahrain Safety office, regardless of whether or not the motorcycle is registered with NSA Bahrain vehicle registration, in order to maintain a consistent tracker of motorcycle information. Individuals that have less than one year of riding experience and/or have not yet completed a level II course will be provided with a motorcycle mentor until they have met these requirements. The NSA Bahrain safety office will assign mentors as required.

(3) All persons who register/operate a motorcycle on NSA Bahrain that have just arrived in Bahrain or just acquired registration on base at NSA Bahrain (except re-registration), must attend a Bahrain familiarization ride with a NSA Bahrain Motorcycle Safety Instructor or designated motorcycle mentor during the regular work week. This requirement exists for all military personnel who operate a motorcycle whether or not they register a motorcycle on base.

c. Motorcycle Mentors

(1) Motorcycle mentors are volunteers with extensive experience not only operating motorcycles, but doing so in the local area.

(2) The Safety office will assign motorcycle mentors to inexperienced riders as needed with the purpose of helping them to become more proficient motorcycle operators. The NSA Bahrain MSR will act as a mentor in cases where volunteer mentors are unavailable. Mentors should provide instruction on managing risk, local geography and traffic conditions, environmental conditions and their effects on motorcycle riders, and proper PPE while also evaluating their mentees' riding capabilities and shortcomings and providing feedback to improve them. Mentors and mentees should make every effort to ride together at least monthly.

23 Mar 2017

(3) Mentors will notify the safety office of each mentoring session completed by providing a short description of topics discussed and instruction provided.

d. Motorcycle Operator Licensing Overseas. Personnel planning to purchase a motorcycle and not currently licensed while being stationed on NSA Bahrain must first complete Level I motorcycle safety training prior to attending local licensing course. Personnel must be made aware that locally issued license are not valid in the United States. However, COMNAVSAFECEN-approved motorcycle safety courses are valid as long as the operator continues to use the type of motorcycle used during the training.

e. Personal Protective Equipment (PPE). All DoD personnel, while on base, are required to have the following mandatory personal protective equipment when in operation of a motorcycle (active duty military are required to wear the following equipment regardless of location):

(1) Helmet: A properly positioned, on the head, fastened (under the chin), protective helmet certified to meet SNELL Memorial Foundation; or the Department of Transportation (DOT) standards (FMV 218) shall be worn. Half helmets will not be worn when riding a motorcycle/moped/scooter larger than 100cc.

(2) Eye Protection: Properly worn eye protection devices (impact or shatter resistant goggles and full face shield which prevents dirt and debris from entering the eye) covering the eyes shall be worn. A windshield, fairing, or eye glasses alone are not proper eye protection and allow dirt and debris to enter the eye.

(3) Clothing: Riders and passengers shall wear a long sleeve shirt or jacket (sleeves down to cover the skin from the shoulders to the wrist bone), trousers with long pant legs (covering from the hips to the ankle bone), full fingered leather gloves or mittens designed for use on motorcycles shall be worn. During daylight hours: Upper Body garments (Shirt/Jacket) shall be brightly colored (Black; Brown; Grey; Dark Green; Navy Blue are not considered brightly colored). During the hours of darkness and/or during times of limited visibility: Upper Body Garments (Shirt/Jacket) shall be retro reflective (or a motorcycle/traffic safety vest; flight line/PT reflective belt; or other retro reflective materials must be worn) and visible at a distance of up to 250 feet to ensure the rider and passenger is/are visible from the front, sides and rear.

(4) Foot Wear: Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(5) Headlights: Privately—owned motorcycles must have headlights on at all times.

(6) Violations: All non-use of personnel protective equipment (PPE) and failure to maintain training requirements will be enforced as a traffic violation.

14. Safety Equipment for POVs. All host nation, federal, and military traffic laws will be followed.

23 Mar 2017

a. **Seat Belts.** POV / GOV will be equipped with safety belts meeting host nation and/or federal motor vehicle safety standards (whichever is more stringent). Safety belts will be maintained in a serviceable condition. Use of seat-belts is mandatory, and they shall be worn at all times while driving on or off NSA Bahrain. Additionally, individuals shall not ride in seated positions where safety belts have not been installed, have been removed, or rendered inoperative, except when riding in public transportation where safety belts are not available. Do not install child safety seats in the front seat of a vehicle equipped with a passenger side air bag. Report all failures or malfunctions of motor vehicle safety belt assemblies which result in a reportable personal injury on the Motor Vehicle Safety Report (Report Symbol OPNAV 5102.1D).

b. **Responsibility.** Vehicle drivers are responsible for informing all occupants of safety belt and child safety seat requirements. It is the senior military occupant's responsibility to ensure compliance by all passengers with these requirements. For civilian employees, the driver is responsible for enforcement if the senior occupant cannot be determined.

c. **Enforcement.** All vehicles entering / operating on NSA Bahrain shall be subject to checks to ensure all occupants are following the safety belt/child safety seat requirements. Use of child safety seats consistent with state or host nation laws is mandated.

15. **Bicycles.** All personnel wishing to operate a bicycle either on or off NSA Bahrain shall follow the procedures and safety requirements outlined in NSABAHRAININST 5100.17 (Series).

16. **Golf Cart/Low Speed Vehicle (LSV).** All personnel wishing to operate a golf cart or LSV on NSA Bahrain shall follow the procedures and safety requirements outlined in NSABAHRAININST 5100.16 (Series).

17. **Pedestrians**

a. **Portable Devices.** Wearing headphones, earphones, cellular hands-free devices, or other portable listening devices while running, jogging, walking, or bicycling in roadways and streets impairs recognition of the wearer's surroundings. Use of these devices while performing the noted activities on NSA Bahrain is prohibited.

b. **Traffic Separation.** Pedestrians must use crosswalks, paths, or sidewalks along roadways. Separation of pedestrian and motor vehicle traffic should be to the maximum extent possible.

c. **PPE.** At night, or in periods of reduced visibility, personnel will wear reflective clothing or other reflective garments when running or jogging, near roadways. Applicable fluorescent or reflective PPE must be command provided and used by all personnel who are exposed to traffic hazards as a part of their assigned duties (e.g., troops in formations, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines).

d. **Physical Training.** Personnel are not authorized to conduct physical training, run, or jog in the POV parking area during high traffic density and peak traffic hours. Personnel jogging on NSA Bahrain shall obey traffic rules, and when possible, jog facing traffic in single file.

23 Mar 2017

18. Open Alcohol Containers. While driving on NSA Bahrain, the operators and passengers of motor vehicles are prohibited from having open containers of alcoholic beverages in their ready possession.

Note: The implementation of this instruction does not relieve commanders of their responsibility to enforce the requirements of OPNAVINST 5100.12 (Series), reference (b).

19. Definition of Terms

a. Motor Vehicle - Any self-propelled vehicle, equipment, or device that is designed to or is being used to transport persons and/or things on land and that does not operate on rails. Includes, but is not limited to automobiles, motorcycles, trucks, construction equipment (e.g., earthmovers, bulldozers), aviation ground support equipment (e.g., aircraft starting units, tow tractors), off-road vehicles (e.g., jeeps, 4-wheel drive vehicles), combat vehicles (e.g., tanks, armored personnel carriers), and recreation vehicles (e.g., go-carts, snowmobiles, golf carts, dune buggies, trail bikes).

b. Private Motor Vehicle (PMV/POV) - Either owned, leased, rented or controlled by individuals in their personal capacities.

c. Government Motor Vehicles (GMV/GOV) - Either owned (whether acquired or operated with appropriated or non—appropriated funds), leased (includes General Services Administration (GSA) vehicles under control of DOD activities) or rented (includes vehicles rented by personnel when authorized on their official travel orders).

d. Motorcycle (M/C) — A motorcycle is any motor vehicle having a seat or saddle for the use of its operator and designated to travel on not more than three wheels in contact with the ground, e.g., large motorcycle, trike, motor-driven cycle, speed limited motor—driven cycle, moped, motor scooter, motorized or motor assisted bicycle. All motorcycles operating on a DON Installation will have all original safety equipment as designed by the manufacturer. Gas powered or electric mini- bikes, pocket bikes, scooters or motorcycles that DO NOT meet DOT standards or those that do not have a host nation license/registration plate will not be used on NSA Bahrain.

e. Golf Cart (GC). A motorized cart designed for transporting persons. These vehicles are capable of operating at speed between 15 to 20 mph. They shall not be classified as a Government Motor Vehicle (GMV). For the purpose of this instruction and keeping with the requirements and intent of the Navy's Traffic Safety Program, The term Golf Cart (GC) will apply to all GC, LSV, and HSV unless specifically stated.

f. Low Speed Vehicles (LSV). Four-wheeled motor vehicles capable of operating at a speed of up to 25 mph. These vehicles are similar in size and shape as GC. Motorized Scooters are very low speed two wheeled vehicles that resemble small bicycles. These are not to be operated onboard NSA Bahrain.

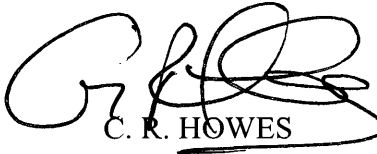
23 Mar 2017

g. High Speed Vehicles (HSV). Vehicles such as Club Cars, Gators, Polaris, Textron EXGo, Cushman, Diahatsu, Kawasaki, etc. that have the capability to operate at speeds above 25 mph will be considered as HSV.

h. Traffic Safety Council - Comprised of NSA Bahrain department and tenant command representatives who meet quarterly or semiannually to discuss the frequency and severity of motor vehicle mishaps; traffic related safety items and identify hazardous driving areas and trends. Recommendations for corrective actions must be approved by the Commanding Officer or designated representative.

i. Traffic Risk Planning System (TRIPS) — Online system used to help plan your travel, do a risk assessment of your trip, and get automated suggestions to make your trip safer. The driver's supervisor will review and approve the trip and the leave chit within the program.

20. Review and Effective Date. Per OPNAVINST 5215.17A, Safety will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



C. R. HOWES

Distribution:

NAVSUPPACT BAHRAININST 5216.1U (List I and II)

SAFETY AND OCCUPATIONAL HEALTH DEPARTMENT
NAVAL SUPPORT ACTIVITY, BAHRAIN
FPO AE 09834-2800

5100/XX/XX/XXX
N35
Date

From: Safety OIC, Safety Office, U.S. Naval Support Activity, Bahrain

To: Pass & ID Office, U.S. Naval Security Force, Bahrain

Subj: LETTER OF AUTHORIZATION FOR MOTORCYCLE REGISTRATION

Ref: (a) NSABAHRAININST 5100.12A

1. The safety office has verified the training certifications, registration and insurance records for **Service Member** and it meets the requirements set forth in reference (a).
2. This letter authorizes the individual mentioned in para (1) to register the motorcycle with Bahraini registration plate number **XXXX** at Pass & ID office for a base access pass/decal. This authorization will expire on **DD MMM YYYY**.
3. The Pass & ID office shall require a new letter of authorization with renewed dates/information for renewal of registration.
4. For additional information, please contact Safety Office at DSN: 439-3527 or at DSN: 439-4601.

SAFETY OIC

Enclosure (1)