



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

BAHRAIN

FPO AE 09834-2800

NSABAHRAININST 5100.16B

N00

8 Jul 19

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 5100.16B

Subj: LOW SPEED VEHICLE SAFETY

Ref: (a) OPNAVINST 5100.12 (Series)
(b) OPNAVINST 5100.23 (Series)
(c) NSABAHRAININST 5100.12 (Series)
(d) NAVFAC P-300
(e) Department of Transportation - Federal Motor Vehicle Safety Standards (FMVSS), Standard No. 208 (Occupant Crash Protection), Standard No. 209 (Seat Belt Assemblies, and Standard No. 210 (Seat Belt Assembly Anchorages)

Encl: (1) Slow Moving Vehicle Sign
(2) Low Speed Vehicles and Golf Carts

1. Purpose. To establish guidelines, and promote the safe operation of Low Speed Vehicle (LSV) aboard U.S. Naval Support Activity (NSA) Bahrain.

2. Cancellation. NAVSUPACT BAHRAININST 5100.16A CH-1

3. Background. This instruction has been prepared per references (a) through (e). It is intended to emphasize and implement, not modify or nullify, regulations and other orders and instructions issued by higher authority. As such, regulations and safety precautions set forth herein do not change existing directives issued by higher authority, nor do they relieve cognizant personnel of their responsibility for the use of good judgment and observance of safety precautions. Driving a LSV on NSA Bahrain is a privilege granted by the installation Commanding Officer.

4. Applicability. This instruction applies to all LSV operators to include military and civilian employees, tenant commands, non-appropriated fund employees local and foreign nationals, and contractors assigned to or working onboard NSA Bahrain.

5. Policy. It is the policy of the Commanding Officer to ensure every available means is utilized to prevent property damage, death, or injury to personnel covered by this instruction. Failure to comply with the standards herein may result in disciplinary action.

6. Action. Commanders, Officers-in-Charge, Department Heads, Managers, Supervisors, and Operators responsible for the acquisition or operation of LSVs will become familiar with the contents of this instruction and shall comply with all applicable provisions.

7. Definitions

a. Golf Cart (GC). A motorized cart designed for transporting persons playing golf and their equipment on a golf course. These vehicles typically do not exceed 15 to 20 mph. They are not classified as a GMV or an LSV.

b. Low Speed Vehicles (LSV). Each LSV shall will be a motor vehicle as defined in FMVSS 500 that has four wheels in contact with the ground in normal operation; has a speed attainable of more than 20 mph, and not more than 25 mph on a paved level surface; and has a gross vehicle

weight rating of less than 3,000 pounds. Each LSV will have the appropriate safety equipment and a compliance certification label.

c. Owner. Command, department, contractor or any other entity that is the accountable and custodian of the LSV.

d. Operator. Any person operating a LSV is considered an operator.

8. Clarification

a. Golf carts typically operate at speeds no greater than 15 to 20 mph and offer no occupant protection in a collision. They do not meet the requirements in reference (e) and shall not be used on NSA Bahrain (exceptions apply see below paragraphs).

b. Golf carts manufactured on or before 2009 are not allowed to be used on NSA Bahrain with immediate effect (i.e. date of issuance of this instruction). Golf carts manufactured prior to 2009 shall be turned in to Defense Logistics Agency (DLA) – Disposition Services (previously known as DRMO) within 4 (four) weeks from the date of issuance of this instruction.

NOTE: When unavailability of transportation means is likely to detrimentally affect the mission; commands and/or department may continue use of GC beyond four (4) weeks. However, a Plan of Action and Milestone (POA&M) should be developed to replace the existing GC within a reasonable time.

c. Golf carts manufactured after 2009 may be used for a period of 10 years from manufacturing date (e.g. a golf cart manufactured in 2010 shall be turned in to DLA Disposition by 2020) provided it is in sound mechanical condition.

d. For golf carts manufactured after 2009 but before 2014, on issuance of this instruction, all golf cart owners (i.e. NSA Departments, Tenant Commands, Contractors etc.) must complete a comprehensive and complete technical and mechanical assessment of their equipment by a competent/qualified technician within 4 weeks. A copy of the assessment/report must be provided to the NSA Bahrain Safety and Occupational Health Department (N35) within one week of receipt from the assessor. (NOTE: A competent/qualified technician is a person that is an authorized representative of the manufacturer or by an entity that is considered competent in technical/mechanical assessment of such equipment.) If the golf cart is deemed mechanically unsafe, then it is recommended that no further government funds be used to conduct repair and procedures should be initiated for immediate turn-in to DLA Disposition Service.

NOTE: The above inspection/assessment is applicable only if the golf cart is more than 5 (five) years old at the time of issuance of this instruction.

e. All LSVs missing safety equipment prescribed in paragraph 12 of this instruction may be repaired/installed and may remain in operation until such time it is deemed unsafe for operation. Decrepit LSVs that are beyond reasonable repair shall be turned in to DLA Disposition Services.

f. New golf carts without safety equipment, shall not be purchased/procured after the issuance of this instruction, exemptions apply for those contracts, purchase actions that were completed prior to the issuance of this instruction.

9. Restrictions

a. LSVs shall only be driven on U.S. Naval installations, to include: NSA I & II, BANZ area. LSVs are not allowed on any Bahrain streets, crossways or roads.

b. LSVs shall not be purchased or operated without the required safety equipment and registration requirements listed in paragraph 11 of this instruction.

c. LSVs shall be purchased only with written justification approved by the NSA Bahrain Executive Officer via Safety Office.

d. All LSV purchases shall be in accordance with the procurement procedures as outlined in paragraph 15.

e. Golf carts that remain in operation until phase-out, shall not traverse the bridge connecting NSA I & II (i.e. GC may be operated in either NSA I or NSA II exclusively and shall not be driven/operated on the bridge.)

10. Responsibilities

a. Tenant Commands, Commanding Officer and Officer-in-Charge shall:

(1) Adopt the host activity LSV instruction.

(2) Coordinate all LSV purchases in accordance with procurement procedures outlined in paragraph 15.

(3) Maintain LSV in accordance with paragraph 13.

b. Department Heads and Managers shall:

(1) Purchase LSV only in accordance with the procurement procedures as outlined in paragraph 15.

(2) Ensure that all personnel strictly adhere to the policies and applications of this instruction.

(3) Only purchase LSVs that are equipped with required safety equipment only.

(4) Maintain all LSVs in accordance with manufacturer specifications.

c. Safety Office shall:

(1) Advise in the implementation of the LSV safety program.

(2) Review procurement and justification document for compliance outlined in paragraph 15, and forward to NSA Bahrain Executive Officer for final approval/disapproval.

d. Supervisors shall:

(1) Be thoroughly familiar with the safety requirements and initiatives outlined in this instruction.

(2) Ensure subordinates strictly adhere to the policies and applications of this instruction.

(3) Ensure only licensed personnel operate LSVs.

(4) Ensure daily safety inspections are conducted and documented.

(5) Ensure all installed safety equipment is functioning as intended.

e. Maintenance (Owners) shall:

(1) Ensure that LSVs are maintained in accordance with manufacturer requirements/recommendations.

(2) Conduct a comprehensive and complete technical and mechanical assessment of their equipment by a competent/qualified technician every two (2) years. A copy of the assessment/report must be provided to the NSA Bahrain Safety and Occupational Health Department (N35) within one week of receipt from the assessor. (NOTE: A competent/qualified technician is a person that is an authorized representative of the manufacturer or by an entity that is considered competent in technical/mechanical assessment of such equipment.)

(3) Abate any deficiencies identified during inspection prior to use.

(4) Turn-in decrepit LSV to DLA Disposition Services.

(5) Ensure that no modifications and/or alterations are made on the LSV. Any modifications must be approved by manufacturer in writing.

f. Users (Operators) shall:

(1) Be in the Uniform of the Day only, no PT gear or civilian attire for military personnel.

(2) Operate a LSV for Official Use Only.

(3) Ensure that only personnel with a valid state, international, or Bahrain motor vehicle operator's license operate a LSV.

(4) Ensure that personnel under the age of 18 do not use a LSV (either as an operator or passenger).

(5) Ensure that LSVs are not operated above posted speed limit signs (in the absence of signs, they shall not be operated at speeds above 10MPH).

(6) Ensure that cell phone, headphones or other communication/personal entertainment equipment are not utilized while operating LSVs.

(7) Ensure that LSVs are not used on walkways and/or pedestrian path.

(8) Ensure that operators are E-5 or above for military, GS-06 or above for US Civilians, BG-08 or above for local national employees and equivalent for contractors.

(9) Yield the right-of-way to pedestrians, bicyclists, and other vehicles.

(10) Conduct daily safety inspections and document inspection results prior to operation.

(11) Immediately report any equipment failure to the supervisor.

(12) Ensure that all LSV occupants (i.e. operators and passengers), use seatbelts.

(13) Ensure that LSV is not overloaded (i.e. use only in accordance with manufacturer recommendations/requirements).

11. Identification. All LSVs shall be labeled with Command, Department, and/or Division identification. The labeling shall be uniform in size and visible from a reasonable distance. This label shall be obtained from Naval Security Force (NSF) Pass and ID Office.

12. Safety Equipment

a. All LSVs shall be equipped with the following safety equipment:

(1) Head lamps.

(2) Front and rear turn signal lamps.

(3) Tail lamps.

(4) Stop lamps.

(5) Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear.

(6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.

(7) A parking brake.

(8) A windshield that conforms to the Federal motor vehicle safety standard on glazing materials (49 CFR 571.205).

(9) A VIN that conforms to the requirements of part 49 CFR 565 Vehicle Identification Number.

(10) A Type 1 (a lap belt for pelvic restraint) or Type 2 (a combination of pelvic and upper torso restraints) seat belt assembly conforming to Sec. 571.209, Federal Motor Vehicle Safety Standard No. 209, installed at each designated seating position.

(11) Slow-Moving Vehicle emblem that consists of a fluorescent yellow-orange triangle with a dark red reflective border conforming to ASTM D 4956 Type III, Class 1. See enclosure (1).

(12) Digital or Analog speed meter (or speedometer, vehicle speed sensor), a gauge that measures and displays the instantaneous speed.

b. If LSV does not have the safety equipment listed in paragraph 12, operators and passengers shall use the following personal protective equipment:

(1) Helmet - Helmets shall be certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 (as evidenced by the symbol "DOT" applied by the manufacturer), or Snell Standard M2005. All helmets shall be properly fastened under the chin.

(2) Eye protection - Eye protection must be worn that is designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1. A windshield or fairing does not constitute eye protection.

(3) Foot Protection (NO flip-flops or similar footwear). - Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles.

13. Training. All LSV operators shall successfully complete Enterprise Safety Application Management System (ESAMS) Course 2302 – Low Speed Vehicle Training or equivalent classroom training delivered by NSA Bahrain Safety and Occupational Health Department as advertised/scheduled.

14. Standard Operating Procedures. All tenant commands and NSA Bahrain Departments owning, operating, performing maintenance, or purchasing GCs shall develop Standard Operational Procedures (SOP) appropriate to the department/division per references (a) and (c). The SOP shall, at a minimum, include the following:

- a. Step-by-step procedures for daily vehicle inspections and servicing.
- b. Custodial checkout log.
- c. Procedures for documenting inspections.
- d. Procedures for replacing broken or non-functional parts.
- e. Proper charging procedures.
- f. Officers will be appointed to oversee the implementation of this instruction.

15. Procurement procedures

a. The department or command that requests to purchase Golf Carts (GCs) must provide the following in writing:

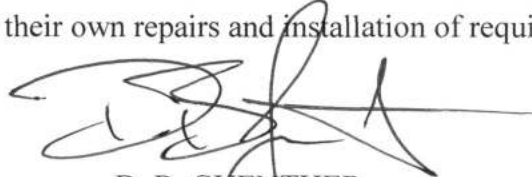
(1) Justification, including: Purpose, use, and need for a GC.

(2) Procurement Data: Provide information on exactly what type of solar-powered GC is being purchased (manufacturer, size, type, etc.)

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b. Routing of requests: The request will be routed via the Safety Office before submission to the NSA Bahrain Executive Officer. The Executive Officer has final approving authority.

c. Commands/departments are liable for their own repairs and installation of required safety equipment.



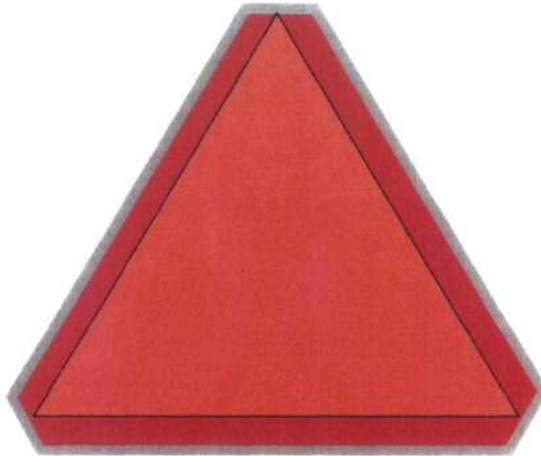
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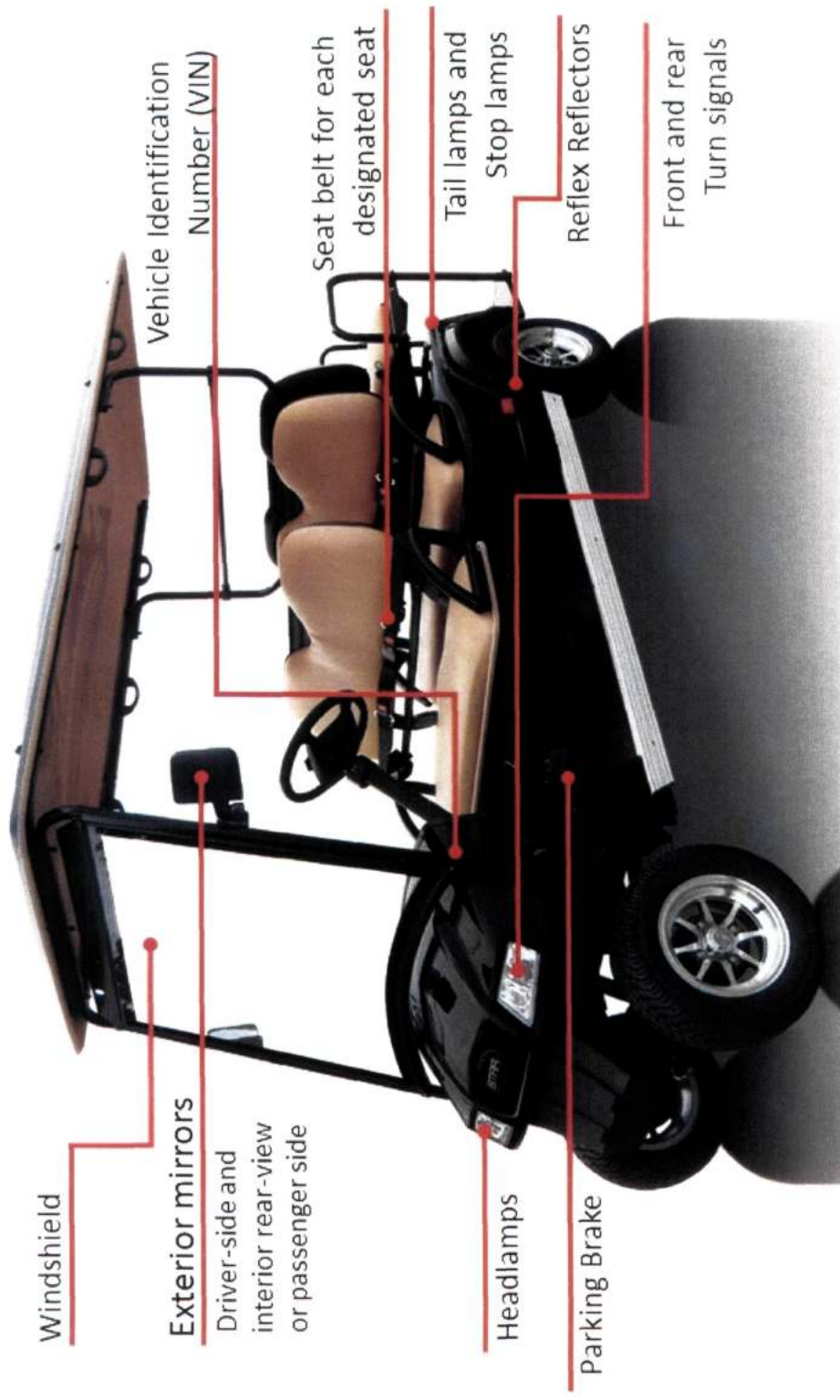
Distribution: NSABAHRAININST 5216.1V (Lists I and II)

SLOW MOVING VEHICLE EMBLEM

Slow-moving vehicle emblem. This emblem consists of a fluorescent yellow-orange triangle with a dark red reflective border. The yellow-orange fluorescent triangle is a highly visible color for daylight exposure. The reflective border defines the shape of the fluorescent color in daylight and creates a hollow red triangle in the path of motor vehicle headlights at night. The emblem is intended as a unique identification for, and it shall be used only on, vehicles which by design move slowly (25 mph. or less) on the public roads. The emblem is not a clearance marker for wide machinery nor is it intended to replace required lighting or marking of slow-moving vehicles. Neither the color film pattern and its dimensions nor the backing shall be altered to permit use of advertising or other markings. The material, location, mounting, etc., of the emblem shall be in accordance with the American Society of Agricultural Engineers Emblem for Identifying Slow-Moving Vehicles, ASAE R276, 1967, or ASAE S276.2 (ANSI B114.1-1971), which are incorporated by reference as specified in Sec. 1910.



LOW SPEED VEHICLE



LOW SPEED VEHICLE

(EXAMPLES, NOT ALL INCLUSIVE)



LOW SPEED VEHICLE

(EXAMPLES, NOT ALL INCLUSIVE)

