



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5100.11B
N35

23 JUL 2014

NAVSUPPACT NAPLES INSTRUCTION 5100.11B

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) DoDI 6055.04
(b) OPNAVINST 5100.12
(c) OPNAVINST 5102.1
(d) COMNAVREGEURINST 5100.1
(e) NAVFAC P-300
(f) NAVSUPPACT NAPLES INST 1754.7A
(g) NAVSUPPACT NAPLES INST 5100.15

Encl: (1) Protective Equipment Requirements

1. Purpose. To revise and update procedures for the use of motor vehicles, government and privately owned, to include automobiles, pickup trucks, motorcycles, mopeds, trailers, alternative vehicles and any other vehicles used for transportation of people or cargo. This is a complete review and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 5100.11A.

3. Applicability. This instruction applies to all personnel operating motorized vehicles on U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy installations per references (a) through (g). Failure to comply with these provisions may subject violators to disciplinary action under the Uniform Code of Military Justice (UCMJ) or adverse administrative action such as suspension or revocation of tax free privileges and/or installation driving privileges. This instruction does apply to:

a. All military personnel at any time, on or off a DoD installation.

b. All DoD civilian personnel in a duty status, on or off a DoD installation.

c. All persons in or on a government owned, leased or rented motor vehicle.

d. All persons operating a motor vehicle on a NAVSUPPACT Naples controlled installation.

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4. Background. Reference (a) directed the Navy to implement the provisions of Title 23, Code of Federal Regulations Part 1204, Uniform Guidelines for State Highway Programs and Highway Safety Program Guidelines-Applicability to Federally Administered Areas of 8 July 1996; Federal Register Volume 61, no. 110 of 6 June 1996. Reference (b) provides policy and guidance for the implementation of a Navy Traffic Safety Program. Reference (c) provides mishap reporting criteria and procedures. Reference (d) provides regional direction for traffic safety programs.

5. Responsibilities. Per references (a) and (b), Commanding Officer (CO), NAVSUPPACT Naples shall establish a command traffic safety program and appoint in writing a Traffic Safety Program Manager to coordinate and manage the program. Authorization to operate a private motor vehicle/private owned vehicle (PMV/POV) on an installation or in areas where traffic operations are under military supervision is a privilege and can be revoked.

a. The CO will ensure motorcycle, driver improvement, emergency vehicle operator training programs and a local driving class covering European signs, laws and local driving customs are available in their geographical area at no cost to the assigned/attached personnel/families and dependents.

b. The Traffic Safety Program Manager will:

(1) Maintain certified instructors for all traffic safety training programs.

(2) Provide training within 30 days of request.

(3) Coordinate a quarterly traffic safety council meeting to be chaired by the installation executive officer.

(4) Conduct and submit the annual safety belt usage report to Commander, Navy Installations Command no later than the last working day in February of each calendar year.

(5) Enforce all personal protective equipment (PPE) requirements for motorcycles and other vehicles.

(6) Stress the recurring changes in local laws and military instructions as well as reminders to increase awareness during peak periods of traffic related incidents, brief factors related to traffic mishaps such as speeding, drinking and driving, non-use of seatbelts, driving while fatigued, during traffic safety briefs and holiday stand downs.

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(7) Coordinate all aspects of the command's traffic safety program.

c. Per reference (b), all commands (tenant and NAVSUPPACT Naples) will designate a Motorcycle Safety Representative (MSR) and assistant as necessary. MSRs will be responsible for populating a unit profile on the Enterprise Safety Application Management System (ESAMS) with required information regarding motorcycle ownership within their commands.

d. Personnel driving on DoD installations and who operate Allied Forces in Italy (AFI) plated or Italian cover plated vehicles must obtain a valid AFI Driver License Translation prior to vehicle operation.

6. 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. This 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. PMV/POV. A vehicle either owned, leased, rented or controlled by individuals in their personal capacities.

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

d. Motorcycle. 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 Department of the Navy (DoN) Installation will have all original safety equipment as

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designed by the manufacturer. Gas powered or electric mini-bikes, pocket bikes, scooters or motorcycles that DO NOT meet the Department of Transportation (DOT) standards or cannot be registered in the Center Motor Vehicle Registration Office (CMVRO) system will not be used on Navy installation roadways.

e. Alternate Vehicles are mechanized equipment capable of off-road travel and designed to provide a means of transport for one or more individuals. Alternate vehicles include, but are not limited to multi-tracked or multi-wheel vehicles, all-terrain vehicles, low speed vehicles (LSV), personal mobility transport devices, motorized scooters, golf carts, agricultural carts, go-peds, amphibious machines, ground effect air cushion vehicles, motorized roller blades, go-carts, gas powered skate boards, wind powered vehicles or other means of transportation deriving motive power from a source other than muscle (hand or foot) power. Vehicles used for military, fire, emergency, or law enforcement purposes are emergency vehicles and not considered alternate vehicles and all Emergency Vehicle Operator Course (EVOC) training and operating procedures apply.

(1) Golf carts are typically operated at speeds no greater than 15 to 20 mph and offer no occupant protection in a collision. They are not classified as a GMV or an LSV.

(2) LSV operated on roadways will be treated as motor vehicles and marked with the slow moving vehicle emblem per reference (e).

f. Traffic Safety Council. Comprised of NAVSUPPACT Naples department and tenant command representatives who meet quarterly 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 CO or designated representative.

g. Traffic Risk Planning System (TRiPS). Online system used to help plan travel, conduct a risk assessment of travel and get automated safety suggestions to make travel safer. All active duty personnel are required to use TRiPS. TRiPS will be used by all active duty NAVSUPPACT Naples supervisors. The driver's supervisor will review and approve the proposed trip within the program prior to recommending leave approval.

7. Safety Standards for DoD Motor Vehicles. Foreign manufactured commercial vehicles purchased, leased or rented for use by NAVSUPPACT Naples organizations shall meet all applicable safety requirements of the host nation.

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8. 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.

9. Training. Traffic safety training should become a prominent part of any command's educational and awareness campaign to reduce the leading cause of accidental death in the Navy. NAVSUPPACT Naples Safety Department is always available for training assistance and to answer questions of NAVSUPPACT departments and for tenant commands. Because of the many differences in traffic laws and customs between the U.S. and Italy, formalized training will be used to make personnel aware of local driving conditions as well as individual responsibilities with regard to the privilege of driving in Italy.

a. References (a) and (b) require formalized training, such as the American Automobile Association/Driver Improvement Program (AAA/DIP), Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC), Advanced Rider Course (ARC) and Military Sport Bike Rider Courses (MSBRC). This training should also include local traffic safety briefings as provided to all newly arriving personnel (to include family members with valid driver permits/license) as soon as practical after reporting on board. Training will be scheduled and conducted through the NAVSUPPACT Safety Office Traffic Safety Program Manager during every Area Orientation Brief. Topics will include base traffic patterns, local community driving hazards, situations and customs, special weather driving conditions, vehicle registration requirements, motorcycle training, required personal protective equipment, safety belt and child seat laws, driving under the influence (DUI) standards and the requirement for utilizing TRiPS prior to leave, temporary additional duty (TAD) and/or liberty.

b. Reference (b), requires that each command establish criteria for personnel at greatest risk and provide additional training and supervision as required. Personnel found to be in any one of the categories below are considered at greatest risk.

- (1) Class C motor vehicle mishap within one year
- (2) Three or more minor traffic mishaps within one year
- (3) Two speeding violations within six months

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(4) DUI or DWI arrest

(5) As directed by the chain of command

NOTE: Personnel found to be at greatest risk will be provided additional training as required in the area of need i.e. AAA, ARC, EVOC etc. Supervisors will ensure that all training is documented in ESAMS.

c. Reference (b) requires that all personnel who operate a government owned/leased/rented motor vehicle at least eight hours a week and military personnel under the age of 26, who drive a privately-owned vehicle or government owned/leased/rented vehicles attend an AAA/DIP course conducted by a certified instructor assigned by the Safety Office Traffic Safety Program Manager. EVOC training satisfies this requirement. In addition to the above, two hours of refresher training in traffic safety is required annually. This training shall provide information on traffic safety designed to establish and reinforce a positive attitude toward driving.

d. 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 eight-hour course or lose installation driving privileges.

e. All drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers must receive bus driver training and certification licensing.

f. Alternative/LSV operators are limited to the area the vehicle is assigned to (Support Site/Carney Park). All personnel assigned to operate these vehicles will complete ESAMS training, Low Speed Vehicle number 2302 and will have that training documented in their ESAMS account. Alternative/LSV will be inspected annually or more often as indicated by the manufacturer.

(1) Children's battery powered vehicles will not be operated on any installation roadway or parking lot. These vehicles may be operated on sidewalks and pedestrian crossings with the proper supervision as per reference (f). The EVOC/MSF training range can be used for children's alternate vehicles when the range is not in use and proper supervision is present.

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g. Golf cart operators are limited to the golf course at Carney Park. Morale, Welfare and Recreation employees and summer hires at Carney Park must have supervisor's permission and may operate golf carts within the confines of the park after operation orientation training has been provided and documented by the supervisor. Golf cart operation on Support Site is permitted for trained security personnel in the conduct of their duties. Golf cart use for special events will require the approval of the CO or his/her designated representative. All golf carts will be inspected annually or more often as indicated by the manufacturer.

h. All personnel operating Emergency Response Vehicles whether government owned/leased or rented and equipped with emergency lighting, and/or sirens, shall, prior to operation, successfully complete the Commander, Navy Safety Center (COMNAVSAFECEN) 40 hour basic 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.

(1) Basic Operator Training Prerequisites

(a) Possess a valid driver's license (host nation or state, as applicable)

(b) Basic operators are required to have two years of driving experience as a licensed driver prior to emergency vehicle operation.

(c) Have assigned responsibilities in emergency vehicle operations (security; fire; operations; U.S. Naval Hospital; Disaster Prep)

(2) EVOC Remedial Training

(a) Commands shall refer anyone found responsible for an at-fault mishap to receive driver improvement training. Supervisors shall also request remedial training for personnel who otherwise show by their actions that their driving habits/attitudes warrant attention.

(b) Remedial training is not a punitive action; training shall be completed within 30 days from the date of the mishap. It is used to reinforce prior training and safety and is accomplished in a positive manner.

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i. Motorcycle (to include three wheel trikes, scooters, mopeds and any other motor driven two wheeled street legal vehicle) riding is inherently more dangerous than driving an automobile. These dangers are aggravated by local road/traffic conditions, customs and courtesies. The following are additional mandatory requirements for safety of personnel registering and/or operating on NAVSUPPACT Naples Installations:

(1) All active duty personnel that desire to operate a motorcycle must formally notify their chain of command, making sure that the command's MSR is informed.

(2) Command/Departmental/Divisional MSR will identify all personnel who operate motorcycles within their command and comply with the requirements of this instruction. They will ensure that all riders requiring mentorship are enrolled into the mentorship program per reference (g).

(3) Commands will ensure all motorcyclists are provided the opportunity to attend required training during normal working hours. Military, DoD and DoN civilian course attendees shall not be charged leave.

(4) All military and civilian motorcycle operators must comply with all host nation licensing, insurance and equipment requirements as directed by the CMVRO.

(a) All U.S./NATO Military, DoD/DoN/NATO/Contractor civilian personnel who register a motorcycle with the NAVSUPPACT Naples CMVRO shall first obtain a letter of authorization from the NAVSUPPACT Naples safety office located on the 2nd floor of Admin III, room 153. To obtain this letter, the authorized registrant must provide a valid motorcycle license/endorsement for the operator, proof of the year, make, model, cc, and Vehicle Identification Number of the motorcycle to be registered, and any proof of a completed motorcycle safety course. The authorization letter will provide the due date for the required training for registration. Within 60 days of initial registration the owner/operator will complete an ARC or BRC2 as appropriate (see paragraph 7).

(5) Those desiring to become a rider that do not have a stateside endorsement are required to complete the MSF BRC. This is a three-day course which includes approximately five hours of classroom instruction with a written test and ten hours of

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motorcycle riding with 17 range exercises and a skills test. The applicant can then purchase and register a motorcycle after obtaining the required authorization letter from the Safety Office. They will then have 60 days to complete level II training (ARC or BRC2) as appropriate (see paragraph 9i(7)).

(6) Those desiring to become a rider but who do not wish to purchase and/or register a motorcycle, must complete both the BRC and the ARC. After successful completion of the ARC, they may obtain a letter from the safety office authorizing CMVRO to issue an Italian translation license to them (endorsement code A) authorizing motorcycle operation. These endorsements are issued by the CMVRO licensing authority. Endorsements must not violate any host nation or other command agreements, regulations, or orders. Overseas motorcycle operators issued certificates or endorsements to ride outside of the United States are advised that these certificates or endorsements are not valid in the United States.

(7) Refresher training intervals for all motorcycle operators is two years. Sport bike riders must complete the ARC/MSBRC course as their initial level II training (within 60 days after initial registration). After the initial ARC/MSBRC course, BRC2 training will suffice for refresher training for sport bikes. Cruiser/scooter operators can take the ARC or BRC2 for initial level II training and/or refresher training.

(8) ESAMS records are required for all riders to document required training and to schedule the appropriate courses. ESAMS record creation or check-in transfers and class scheduling will be completed at the time the registration letter is signed.

(9) The requirements above are for two-wheeled motorcycle operation only. There is no level I or II training available at NAVSUPPACT Naples for three-wheeled trikes or four-wheeled street legal quads. Operators of these vehicles will have to obtain an operator's license from their current state of residence prior to registering the vehicle with CMVRO.

10. Safety Equipment and PPE. All host nation, federal and military traffic laws will be followed.

a. All 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.

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b. 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. All vehicles entering/operating on any NAVSUPPACT Naples installation shall be subject to checks to ensure all occupants are following the safety belt/child safety seat requirements. European Law states that all children under the age of four years, or weighing less than 40 pounds, shall have a proper child passenger seat restraint system meeting applicable federal safety standards. Children under the age of 12 shall not ride in the front seat unless the rear seats are taken by children the same age or younger and/or there are no rear passenger seats. If children 12 years of age or younger must sit in the front seat for one of the aforementioned reasons, the passenger side airbag must be turned off.

d. All motor vehicle operators (to include motorcycles and bicycles) on NAVSUPPACT Naples installations and operators of government-owned and leased vehicles (including rental cars while on TAD on and off NAVSUPPACT Naples installations shall not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, the wearing of any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Military and civilian personnel who operate PMVs off base shall comply with host nation laws. All personnel are encouraged to refrain from any activity that may be a distraction while driving and lead to traffic mishaps.

e. Active Duty Military on/off duty or on/off base; DoD/DoN/Contractor Civilian personnel on base/ on duty off base; U.S. contractors and any other persons while riding on (or as a passenger on) a motorcycle/moped/scooter on any NAVSUPPACT Naples installation are required to wear the following mandatory PPE (for their protection and added visibility in case of/or to possibly prevent a mishap) shown in enclosure (1):

(1) Helmet. A properly positioned, on the head, fastened (under the chin), protective helmet certified to meet Economic Commission of Europe (ECE) 22-05; SNELL Memorial Foundation; or the DOT standards shall be worn. "Motorini" and half helmets may not be worn when riding a motorcycle/moped or scooter. The Italian traffic law requires that a helmet for motorcycle/moped/scooters be a minimum of 5/8ths (This means the hard plastic outer shell must cover the ear).

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(2) Eye Protection. Properly worn eye protection devices (impact or shatter resistant goggles or 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), and full fingered leather gloves or mittens designed for use on motorcycles shall be worn. In addition to the shirt/jacket described above, a motorcycle/traffic safety vest or flight line/PT reflective belt must be worn across the torso and visible from all directions while operating a motorcycle/moped or scooter. Dark colored material, even if reflective, does not provide day time visibility and is not an adequate alternative. If the rider/passenger opts to ride with a back pack over the safety vest, a physical training reflective belt or some other brightly colored reflective material will be wrapped around the back pack as to make the rider/passenger visible from behind day or night.

NOTE: It is highly recommended that a jacket and pants designed for added motorcycle rider protection, made from and containing, protective material in the sleeves, shoulder, back, chest, buttocks, hips, thighs and knees be worn at all times when operating or riding as a passenger on a motorcycle).

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

f. Headlights. Privately-owned motorcycle/moped/scooters must have headlights on at all times.

g. Failure to use occupant protective devices, PPE and to maintain training requirements will be enforced as a traffic violation. Failure to abide by all rules and regulations may result in suspension of operating privileges and/or fuel coupon purchasing privileges.

h. Required safety equipment for bicycles will include working brakes and reflectors. Additionally, for bicycles operated between sunset and sunrise, a white light on the front with the light being visible from a distance of at least 500 feet, and a red reflector on the rear that is visible at a distance of 600 feet is required.

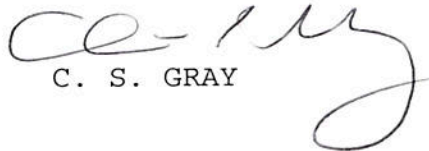
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These lights may be steady burning or blinking. Additionally, bright clothing including vests, caps, and ankle/wrist straps, with retro-reflective materials incorporated is required to make the bicyclist more visible. Bicyclists will ride with the flow of traffic and follow all traffic regulations required by all vehicles using installation roadways.

11. Traffic Safety Awareness

a. Per reference (b), wearing portable headphones, earphones, cellular hands free devices, iPods, or other listening devices while running, jogging, walking, bicycling, skating or skate boarding in roadways and streets impairs recognition of emergency signals, alarms, announcements, and the approach of emergency vehicles. Use of these devices while performing the noted activities on Navy installations is prohibited except in selected areas designated by the installation commander.

b. Jogging is prohibited in parking garages and ramps used by motor vehicles. Joggers must remain cognizant of all traffic while running and encouraged to wear highly visible clothing, run against the flow of traffic on sidewalks and to use pedestrian crossings whenever possible.


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PROTECTIVE EQUIPMENT REQUIREMENTS

Goggles and Face Shields.

Impact or shatter resistant goggles or Full-face shield properly attached to helmet

Clothing.

Long-sleeved shirt or jacket, long trousers, and full-fingered Gloves or mittens designed for use on a motorcycle.

Helmets.

Certified to meet Department of Transportation Standard and properly fastened under the chin.

Garment Visibility

Outer upper garment must be brightly Colored during the day and reflective if worn at night. Outer upper garment shall be clearly visible and not covered



Footwear.

Over-the-ankle shoes or boots are recommended.
(No sandals or open-heeled shoes.)

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