



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 5100.11

N01S

19 SEP 2003

NAVSUPPACT NAPLES INSTRUCTION 5100.11

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, TRAFFIC SAFETY PROGRAM

Ref: (a) DODINST 6055.9
(b) OPNAVINST 5100.12G
(c) CINCUSNAVEURINST 5840.2C
(d) OPNAVINST 5102.1C
(e) Executive Order 13043
(f) OPNAVINST 5100.23F

1. Purpose. To define updated and uniform procedures for the use of privately owned motor vehicles (POVs), which include: automobiles, pickup trucks, motorcycles, mopeds, trailers, and any other vehicles used for transportation of people or cargo. This is a new instruction and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 11240.28J.

3. Applicability. Except for personnel assigned or attached to an accredited diplomatic mission, this instruction applies to all U.S. Department of Defense (DOD) military and civilian personnel and their dependents and U.S. personnel attached to the North Atlantic Treaty Organization (NATO). 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 customs-free POV privileges. References (a) and (b) state that this applies 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 DOD-owned motor vehicle.

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,

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July 8, 1996; Federal Register Vol. 61, no.110, June 6, 1996. Reference (b) provides policy and guidance for the implementation of a Navy Traffic Safety Program. Reference (c) provides policies which grant DOD military and civilian personnel and their dependents the privilege of operating a POV while stationed in Italy, provided they agree to conditions set forth by the U.S. and Italian governments, as administered by U.S. Naval Support Activity, Naples (NAVSUPPACT Naples).

a. Personnel driving on DOD installations and personnel who operate AFI-plated vehicles must obtain a valid U.S. Forces in Italy Motor Vehicle Operator's License prior to vehicle operation.

b. Authorization to operate a POV on an installation or in areas where traffic operations are under military supervision is a privilege and can be revoked.

5. Responsibilities. Per references (a) and (b), the NAVSUPPACT Naples Commanding Officer shall establish a command Traffic Safety Program and appoint a Traffic Safety Officer (in writing) to coordinate and manage the program.

a. The Commanding Officer will ensure motorcycle, driver improvement, and emergency operator training programs are available in their geographic areas.

b. The Traffic Safety Officer will maintain and coordinate all aspects of the command's traffic safety program.

6. Definitions.

a. **Motor Vehicle** - any wheeled vehicle with a motor powered by fossil fuels, assisted by motor power, or by other external sources of energy, such as solar power.

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

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

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d. **Motorcycle (M/C)** - any vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground; e.g., large motorcycle, motor-driven cycle, speed-limited motor-driven cycle, moped, motor scooter, motorized or motor-assisted bicycle (regardless of engine size).

e. **Traffic Safety Council** - comprised of NAVSUPPACT Naples department and tenant command representatives to discuss the frequency and severity of motor vehicle mishaps and traffic-related safety items and identify hazardous driving areas and trends. Recommend corrective actions to the Commanding Officer.

7. Safety Standards for DOD Motor Vehicles. Commercial 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 used.

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. General. 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. This training is intended to make personnel aware of local hazardous driving conditions, as well as their responsibilities with regard to the privilege of driving in Italy.

a. References (a) and (b) require formalized training, such as the Driver Safety Course, to be conducted within two weeks of arrival at a new duty station. This training should ensure local traffic safety orientation briefings are provided to all newly reporting personnel as soon as possible after reporting on board. Training will be conducted as often as necessary to accommodate incoming personnel quickly and efficiently. Topics will include base traffic patterns, local community driving hazards and situations, special weather driving conditions, local vehicle and driving laws, vehicle registration, motorcycle training, personal protective clothing requirements, and safety belt and child seat laws.

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b. Reference (b), requires that all military personnel under the age of 26 who drive privately-owned vehicles or government-owned vehicles attend a minimum of four hours of classroom instruction in traffic safety. This training shall provide information on traffic safety designed to establish and reinforce a positive attitude toward driving. This class will use the American Automobile Association/Driver Improvement Program (AAA/DIP) and be conducted by a certified instructor assigned by the Safety Office.

c. The AAA/DIP will also be conducted to reinforce positive attitudes and educate persons who have been cited for of serious moving violations or who have been determined to have been at fault in a traffic accident while operating a government-owned vehicle on or off a DOD installation. Offenders, military or civilian, will be required to attend AAA/DIP courses or lose installation driving privileges.

d. Motorcycle (includes scooters and all motor-driven two-wheeled vehicles) riding is inherently more dangerous than driving an automobile. These dangers are aggravated by local road and traffic conditions. The following are additional requirements for the operation of a motorcycle:

(1) Riders Without Prior Recognized Training. All Naples-area personnel who wish to ride must be currently licensed with a state motorcycle endorsement or authorized by Status of Forces Agreements to operate on a naval installation. They must successfully complete the Motorcycle Safety Foundation (MSF) Basic Rider Course, Motorcycle Rider Course: Rider and Street Skills, or other Commander, Naval Safety Center-approved motorcycle training course prior to registering or riding their motorcycle. Additionally, an MSF-Certified Instructor must teach the course. This requirement must be renewed every two years.

(2) Riders With Prior Recognized Training. All Naples-area personnel who have completed an approved motorcycle safety course prior to arrival must possess a stateside driver's license with a motorcycle endorsement. Additionally, they must be in possession of a valid MSF or state Motorcycle Safety Completion Card and complete an Experienced Rider Course (ERC) in Italy prior to registration.

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Note: The completed training will be documented in the operator's personnel training and service records.

e. Reference (e) requires that a seatbelt program be implemented. Reference (b) addresses the annual seatbelt use report. This report is submitted to the Secretary of Transportation and includes rates and statistics of crashes involving federal employees on official business and occupants of motor vehicles driven on DOD installations, and the injuries and related costs associated with these accidents. The report also identifies specific programs that have made significant progress towards achieving seatbelt usage goals or are notable and deserving of recognition.

f. References (a) and (b) require the implementation of a Traffic Safety Council. The purpose of the council is to:

(1) Analyze traffic mishap and citation statistical data within its respective jurisdiction.

(2) Monitor all on- or off-base road networks in close proximity to naval stations, such as access roads and routes heavily traveled by DOD vehicles.

(3) Identify mishap locations and analyze high mishap incidence locations.

(4) Maintain close cooperation and coordination with local officials to resolve mutual traffic safety problems.

(5) Inform personnel through safety meetings, safety indoctrination programs, plan of the week notices, etc., of identified hazards, abatement projects, and alternate routes.

10. Personal Responsibilities. The use of occupant protective devices (i.e. safety belts, air bags, and child safety seats) has dramatically reduced the number of deaths and severity of injuries. All personnel driving on a military installation will wear seat belts at all times. Vehicles that predate seatbelts are exempted from this requirement.

a. The National Highway Traffic Safety Administration (NHSTA) suggests that all children 12 and under sit in the back seat, properly restrained whenever possible. Parents are encouraged to comply through the various available mediums.

b. Children under the age of 4, or less than 40 pounds, will be in an approved child seat.

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c. Children ages 5 to 8 and from 35 to 80 pounds will be restrained in a booster seat.

d. While riding on (or as a passenger on) a motorcycle or moped on a military installation, the following personal protective equipment is required:

(1) Helmet - Properly fastened (under the chin) protective helmet certified to meet U. S. Department of Transportation (DOT) standards and European motorcycle helmet standards (ECE). Scooter and half-helmets may not be worn when riding a motorcycle or scooter. Fake or novelty helmets are prohibited.

Note: European *MOTORCYCLE* helmet standards (ECE) are compatible with those of the DOT. There are two major differences:

(a) Moped helmets are a different standard and **NOT FOR MOTORCYCLES**. One can use a motorcycle helmet on a moped but **NOT** vice-versa.

(b) DOT standard half helmets **DO NOT MEET** ECE requirements, but DOT standard three-quarter helmets **DO MEET** ECE requirements.

(2) Eye Protection - Properly worn eye protection devices (impact or shatter-resistant goggles or full-face shield properly attached to the helmet). A windshield, fairing, or eyeglasses alone are not proper eye protection.

(3) Clothing - Properly worn long-sleeve shirt or jacket, long trousers, and full-fingered leather gloves or mittens designed for use on a motorcycle.

(4) Foot Protection - Sturdy footwear is mandatory. Leather over the ankle boots or shoes are strongly encouraged.

(5) Clothing - A brightly colored upper garment during the day and a reflective upper garment during the night. The outer upper garment shall be clearly visible and not covered. Military uniforms do not meet these criteria. Multicolored riding jackets meet this requirement.

(6) Headlights - Privately-owned motorcycles, mopeds, and motor scooters (when equipped) *must* have headlights on at all times, except where prohibited by local law.

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e. All nonuse of occupant protective devices and Personnel Protective Equipment (PPE) will be enforced as a traffic violation. Established procedures regulating operating privileges will be placed into action to include suspension of operating privileges on DOD installations subject to military traffic supervision.

f. Wearing portable headphones, earphones, or other listening devices (i.e., cellular phones, while operating a motor vehicle or while jogging, walking, bicycling, skating on roads, and streets) is **prohibited** on Capodichino site at all times, and during night hours (sunset to sunrise) on the Gricignano support site and Carney Park recreation area.

g. Traffic safety training should become a prominent part of a command's educational and awareness campaign to reduce the leading cause of accidental death in the Navy.

11. Traffic Records, Accident Investigation and Reporting. Per reference (a), all crashes that involve DoD and or privately owned vehicles will be investigated and reported under the requirements of DOD Instruction 6055.7 (enclosure (1)).

12. Periodic Motor Vehicle Safety Inspection. Reference (c) states requirements a periodic motor vehicle safety inspection. The inspection will be conducted at approved CMVRO Inspection sites. Inspections will be conducted prior to annual reregistration.



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