



DEPARTMENT OF THE NAVY

NAVAL STATION NORFOLK
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NORFOLK, VIRGINIA 23511-2722

NAVSTANORVAINST 5100.12B

N35

28 Mar 13

NAVAL STATION NORFOLK INSTRUCTION 5100.12B

Subject: NAVAL STATION NORFOLK TRAFFIC SAFETY POLICY

Ref: (a) OPNAVINST 5100.12 (series)
(b) OPNAVINST 5100.25 (series)
(c) DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles
(d) NAVFAC P-300, Management of Civil Engineering Support Equipment
(e) OPNAVINST 11200.5 (series)
(f) COMNAVREGMIDLANTINST 5560.10
(g) NAVAIR 00-80T-96

1. Purpose. To establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations to ensure the safe and efficient movement of personnel and vehicles on Naval Station Norfolk (NSN). Objectives include the reduction of traffic mishaps and the integration of installation safety, engineering, legal, medical, and law enforcement resources into the installation traffic safety program and planning processes.

2. Cancellation. NAVSTANORVAINST 5100.12A

3. Background. This instruction has been prepared per references (a) through (g). 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. As advised in reference (f), driving a government vehicle or privately owned vehicle (POV) on military installations is a privilege granted by the installation Commanding Officer.

4. Intent. The safety of military and civilian personnel is top priority on NSN. On and off duty traffic accidents involving our military and civilian workers are causing far too many deaths and

injuries. A large percentage of these crashes are directly attributable to either indiscipline or simple noncompliance with established laws, standards, and rules of the road. This instruction establishes program responsibilities and services offered on NSN per reference (a). It governs motor vehicle operators, passengers, bicyclists, and pedestrians.

5. Scope. This instruction applies to all motor vehicle operators, passengers, bicyclists, joggers, pedestrians and activities towing aircraft onboard NSN.

6. Responsibilities.

a. Sewells Point Police Precinct (SPPP):

(1) Maintain oversight of base access and provide motor vehicle traffic supervision in accordance with references (e) and (f).

(2) Enforce the restriction of cell phone use, the wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle onboard NSN.

(3) Enforce motorcyclist's use of personal protective equipment in accordance with reference (a), and the use of seat belts for vehicle drivers/passengers entering, leaving, and when onboard NSN.

(4) Conduct and maintain minutes of Security quarterly Traffic Safety Council. Disseminate minutes to Installation Commanders, Executive Officers, and attendees.

b. NSN Base Operating Support (BOS) Safety Manager:

(1) Designated as host Commanding Officer installation Traffic Safety Coordinator (TSC). CNRMA has designated the Regional Deputy Director as the Regional Traffic Safety Manager.

(2) Provide support to schedule/coordinate contracted traffic safety training and education programs (e.g. American Automobile Association Driver Improvement (AAA/DIP), Motorcycle Safety Foundation approved courses, etc.).

(3) Provide input to Regional Traffic Program Manager quarterly for CNIC Operations (N3) reporting, identifying deficiencies and corrective actions for all traffic and motorcycle

training programs. This report should include, but is not limited to: current training status, any training backlogs, range deficiencies, equipment shortages, significant no-show issues, funding shortfalls, etc. Track the deficiencies or action items on the host command deficiency abatement log until abated.

(4) Provide tools (e.g. power points, handouts, speaker point of contacts, lessons learned, mishap statistics for NSN activities, etc.) for activity traffic safety briefs, especially prior to major holidays, extended weekends, or liberty periods, to meet reference (a) requirements.

(5) Coordinate schedule and advertise the availability of motorcycle simulator training aids.

(6) Develop and submit the annual Safety Belt Usage Report to CNIC no later than the last working day in February of each calendar year.

(7) Ensure representation at quarterly host Traffic Safety Council Meetings.

c. Public Works Officer (PWO):

(1) Ensure representation at each scheduled quarterly host Traffic Safety Council meeting.

(2) Coordinate with traffic safety engineer to conduct engineering surveys prior to the installation of traffic safety devices. According to the Manual on Uniform Traffic Control Devices, surveys should include analyzing and recommending mitigation or abatement of any roadway traffic safety issues that may contribute to traffic mishaps or increase their severity. PWO will consider Security statistical reports prior to final determination.

d. Installation Command Master Chief:

(1) Ensure representation at quarterly host Traffic Safety Council meetings.

(2) Encourage the use of Traffic Risk Planning System (TRIPS) in accordance with reference (a).

(3) Ensure local traffic safety orientation is included in scheduled NSN indoctrination program "Head Start".

(4) Establish an installation motorcycle mentorship program to promote rider education, safety and training.

e. NSN Program Directors and Department Heads:

(1) Ensure NSN Motorcycle Safety Representative (MSR) is notified of any military member motorcycle riders.

(2) Promote and enforce requirements of this instruction and references as applicable.

f. Commanding Officers (CO)/Officers in Charge (OIC)/Official in Charge of Tenant Commands:

(1) Highly encourage review of reference (a) governing traffic safety standard in its entirety. Ensure compliance with Commanding Officer/Officer in Charge ashore responsibilities listed to include, designating (in writing), an activity TSC and MSR. TSC and MSR duties are delineated in reference (a).

(2) PWO must be contacted and approve in writing prior to installation of any traffic safety devices (e.g. crosswalks, signage, lights, etc).

(3) Ensure personnel attend applicable traffic safety training, as outlined in reference (a), to include traffic safety training briefing during indoctrination training for all newly arriving personnel. Ensure personnel comply with installation directives and orders, to include driving suspension notices and any corrective measures prescribed for traffic violations. Provisions of this instruction should be included.

(4) Provide traffic safety briefs to personnel prior to major holidays, extended weekends, or liberty periods. Contact Sewells Point Safety Office at 322-2917/28 for resources for briefing materials, if needed.

(5) Encourage command representative and/or TSC to attend host quarterly Traffic Safety Council Meeting to voice Traffic Safety concerns on NSN. Contact SPPP at 322-2528 for current schedule.

(6) Encourage MSRs to attend quarterly MSR meetings to obtain most current motorcycle safety information. Meeting information may be obtained by calling the Motorcycle Training Office at 444-3140.

(7) Personnel assigned crossing guard duties to promote pedestrian safety must be supplied with fluorescent reflective vest for increased visibility. Lighted wands are also highly encouraged.

g. Organizational and Mission Safety Offices. Support traffic safety program onboard NSN.

(1) Implement incentives to comply with traffic safety standards. Route augmenting tenant command traffic safety directives through host activity TSC and Commanding Officer for review prior to release.

(2) Attend host quarterly Traffic Safety Council Meetings to resolve any traffic safety program concerns of commands supported in accordance with reference (a).

(3) Review activity traffic safety program for compliance at least annually.

h. Individual Responsibility. Individuals must be aware of their personal responsibility in the Navy Traffic Safety Program. All hands are responsible for compliance with the provisions of this instruction and local traffic safety regulations. Persons who accept the privilege of driving on NSN installations must comply with Navy standards and possess, at a minimum, a valid and lawful driver's license, registration, proof of insurance, and current state safety inspection. In accordance with reference (f) and Virginia law, seat belts must be used by drivers and passengers at all times during vehicle movement on installations. Persons must comply with any corrective or administrative measure prescribed by the installation Commanding Officer.

7. Other Actions:

a. Quarterly Traffic Safety Council. Per reference (a) host Commanding Officers must establish traffic safety council(s) that will discuss and disseminate information, analyze traffic mishaps, discuss traffic safety training issues, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern. Representatives from Safety, Public Works, Fire and Security Departments will attend. Council meetings are conducted quarterly at SPPP, 1957 Taussig Blvd., Bldg. CEP-161. Tenant command representatives are invited to attend to report their activity traffic safety concerns.

b. DUI and Other Infractions Policy. References (e) and (f) prescribe responsibilities and procedures for processing traffic violations committed on Navy installations and assigned housing areas. Reference (f), enclosure (1) provides a table of penalties for traffic violations that occur on Navy installations.

(1) DUI. Driving under the influence (DUI) is a primary concern for the safety of all personnel. In accordance with Navy Standards, the installation Commanding Officer is authorized to suspend on-base driving privileges upon arrest (not just conviction) for DUI violations on and off-base.

(2) Reckless Driving. Personnel cited for reckless driving may be suspended from driving on base for a period of up to 6 months. Reckless driving citations are more egregious than a simple moving citation. Security personnel will have discretion to cite drivers for reckless driving, depending on the circumstances surrounding the offense. For example: running a red light, failing to stop at a stop sign, and speeding with pedestrians nearby could all result in a reckless driving citation.

(3) Speeding.

(a) Speeding 10 mph, but not more than 15 mph, over the posted speed limit may result in loss of base driving privileges for one month.

(b) Speeding 15 mph over the posted speed limit may be treated as reckless driving, and may result in loss of base driving privileges for up to six months.

NOTE: When an individual is suspended from driving onboard Navy installations and consequently loses their vehicle decal(s), this action does not prohibit the use of their vehicle on the base by their spouse or legal dependents. To enter any installation with a vehicle that has had the decal removed due to a violation of base regulations, the operator must stop at the installation's Security Pass and ID Office and obtain a one-day visitor's pass. This pass shall be issued only to a legal dependent/spouse after it has been ascertained that the operator's name does not appear on the restricted list.

c. Points Policy. Base driving privileges will be suspended or revoked when an individual accumulates 12 points in 12

consecutive months or 18 points in 24 consecutive months. The period of suspension is one year.

d. Any military or DoD civilian cited for any moving traffic violation, while operating a motor vehicle on the installation, or who has been determined to be at fault in a traffic mishap while on the installation, shall attend AAA Driver Improvement course (8 hour course of driver improvement training) offered at Sewells Point Safety Office at no cost to the individual. This course shall be completed within 90 days from the date of the citation. Failure to comply with this requirement may result in a suspension of driving privileges. Completion of this course prior to the violation does not satisfy this requirement. Quotas may be obtained by calling 444-3140/4172 or accessing ESAMS link https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginEsams.aspx. In all cases where driving privileges have been suspended, proof of course completion is required prior to reinstating base privileges (to include DUI and Reckless Driving citation).

e. Cell Phones, Texting, and Driver Distractions. All motor vehicle operators on Navy installations and operators of government-owned and leased vehicles (including rental cars while on temporary additional duty) on and off Navy installations shall not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, wearing any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. All personnel are encouraged to refrain from any activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, adjusting the radio or electronic players, shaving, applying make-up, reading maps, newspapers, magazines, books, etc.). Drivers are also highly encouraged to have CAC/ID cards readily available in their vehicle prior to leaving home or other origins to prevent distractions related to a hurried search at base access points.

NOTE: Portable headphones, earphones, and personal listening devices include devices worn inside the aural canal, around or covering the driver's ear while operating a motor vehicle. Listening devices also include wired or wireless earphones and headphones (including blue tooth or similar technology), and do not include hearing aids or devices designed and required for hearing protection. Fire and emergency response or law enforcement/security personnel are exempt during emergency responses.

8. Additional Requirements

a. Alternate Vehicles. Reference (a) defines alternate vehicles as including, but not limited to: low speed vehicles (LSV), motorized scooters, golf carts, dirt bikes, go-peds, multi-tracked or multi-wheel vehicles, motorized roller blades, go-carts, gas powered skate boards. Only the following alternate vehicles are authorized on NSN roadways by properly licensed operators:

(1) Low speed vehicles (LSV) operated on installation roadways will be treated as motor vehicles. Federal Motor Vehicle Safety Standard (FMVSS) 500 states a LSV has four wheels in contact with the ground in normal operation; has a speed attainable of more than 20 Miles per Hour (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. LSVs must also meet FMVSS 500 equipment requirements to include: headlamps, stop lamps, turn signal lamps, tail lamps, reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers. Commands shall establish standard operating procedures to include vehicle inspections and operator training prior to operation on roadways.

(2) Two-wheel motorized vehicles, not requiring registration or operator to obtain specific license endorsement to operate, are prohibited on base roadways due to high density traffic and heavy equipment/trucking operations. The types of alternative vehicles being produced vary greatly and will likely increase in the future. As new vehicles are introduced into the market, the host Commanding Officer will make the determination if these vehicles may be operated on roadways without adversely affecting the safety of the operator and other motorists. Individuals contemplating the purchase of alternative vehicles should, prior to the purchase, consult the host safety manager to determine if the vehicle may be operated on installations and what training and PPE requirements exist.

b. Pedestrians, Fitness Walkers, and Bicyclists.

(1) Motorists are required to stop for pedestrians crossing any roadway in a crosswalk. Pedestrians also have a responsibility to be alert to oncoming traffic when crossing the street. Crosswalks often provide a false sense of security that a driver will, or is able to, stop in time to avoid a pedestrian.

In addition, accidents as the result of distracted driving have increased in recent years.

(2) Peak Hour Restrictions. Individuals are not authorized to run, jog, or fitness walk in the high traffic density roadways during peak traffic periods as follows:

(a) Peak hours: 0530-0800; 1500-1700

(b) High traffic density roadways:

- Bellinger Blvd. - Third St
- Aircraft Towway - "B" Ave
- Gilbert St - Admiral Taussig Blvd
- Bainbridge Ave - Maryland Ave
- Virginia Ave - Second Avenue
- Seabee Rd - Massey Hughes Drive
- Decatur Ave.

(3) Outside of peak hours, roadway use for fitness walking, running, or jogging should be with caution in marked shoulders. If necessary, personnel jogging on an NSN roadway shall jog or fitness walk facing oncoming traffic, in single file, and obey traffic rules. Use of off-road jogging trails is strongly encouraged. For locations throughout the base, call MWR at 444-3056.

(4) Joggers, fitness walkers, and bicyclists are required to wear high visibility belts or reflective vests during times of darkness or reduced visibility, whether on a jogging trail in close proximity to a roadway or in the roadway. Two-inch high visibility reflective belts are available for purchase at Navy Exchanges and local retailers throughout the region. Additionally, reflective belts are available for checkout at all MWR fitness facilities. Fleet units and tenant commands, who routinely engage in physical training (PT) during early morning hours or other times of reduced visibility, are encouraged to purchase high visibility belts or reflective vests for community use.

(5) High visibility belts or reflective vests are not required for organized sports on established playing fields or closed loop tracks. While not required on excluded fields outlined above, belts or vests must be worn while on all other jogging surfaces, to include designated jogging trails, because of proximity to roadways and transit to and from designated trails.

Belts or vests must be worn outside of any garments, and remain visible at all times during hours of darkness or reduced visibility.

(6) Bicycle operators riding on NSN roadways shall ride with the traffic, in single file, obeying traffic rules. Between sunset and sunrise, operators should wear brightly colored, fluorescent or reflective clothing. A bicycle helmet, approved by the Consumer Product Safety Commission or Snell Memorial Foundation, must be worn at all times. Reference (a) requires all active duty military personnel to wear an approved bicycle helmet on and off a Navy installation.

(7) Required safety equipment for bicycles includes working brakes and reflectors. Additionally, for bicycles ridden between sunset and sunrise, a white light on the front, visible from a distance of at least 500 feet, and a red light on the rear, visible at a distance of at least 600 feet is required. These lights may be steady burning or blinking.

(8) Wearing portable headphones, earphones, cellular hands-free devices, radios, recording devices or other portable listening devices while running, jogging, walking, and bicycling on roadways and streets is prohibited. They impair recognition of emergency signals, alarms, announcements, and the approach of emergency vehicles. Individuals using portable listening devices while exercising on sidewalks or jogging trails must always be alert to pedestrians and remove devices prior to crossing streets.

(9) Conducting PT on NSN industrial piers is prohibited.

c. Security must be contacted at 445-1502 prior to moving wide-load vehicles or equipment that would encumber oncoming traffic or normal traffic flow. Air Operations must be contacted at 322-3419 prior to accessing aircraft aprons, taxiways or runways from roadways.

9. Aircraft Towing on NSN Roadways. Aircraft movements on NSN roadways must comply with reference (g), section 005, Aircraft Movement Safety Precautions and Procedures (as applicable), in addition to requirements in this instruction.

a. As soon as a requirement to tow aircraft is identified, contact the Port Operations Scheduling Officer at 445-1502, if the aircraft is originating from a ship moored at the NSN waterfront.

If the aircraft is originating from Chambers Field, contact Air Operations Duty Officer at 322-3419. The activity with ownership of the aircraft and/or the sponsoring activity will provide the point of contact above with the name and contact information of the Director and the Squadron representative.

b. A briefing for all participants is required prior to aircraft towing operations.

(1) NSN Air Operations and Port Operations (if applicable) will coordinate a formal safety briefing with the movement team Director and notify NSN XO to confirm coordination of movement and scheduled brief.

(2) The Director must ensure guidelines outlined in this instruction and in reference (g), section 005, paragraphs 140 - 145 and "Do's and Don'ts" outlined in paragraph 148 are included in the safety briefing.

(3) All responsible parties will review tow requirements and provide details of activities required to support aircraft movement.

c. Responsibilities are as follows:

(1) Activity with ownership of the aircraft and/or sponsoring activity responsible for aircraft:

(a) Prime responsibility for coordination and movement is the owning activity Director with the support of qualified team members. The owning activity will ensure all individuals assigned know their duties as outlined in reference (g) procedures found in Section 005 paragraphs 138 through 148 as applicable.

(b) Police escort is required at all times for traffic control and supervision. Contact Police Dispatch at 444-2324 for escort support at least one hour prior to movement. Note: Base security support for aircraft towing is dependent on prioritized assignments and may be delayed or rescheduled as a result.

(c) Contact Air Operations Duty Officer at 322-3419/29 a minimum of 24 hours prior to any roadway aircraft movements.

(d) Ensure a qualified movement team is assigned to support movement as follows:

- Director
- Brake rider
- Tractor or spotting dolly driver
- Port side chock walker, wing walker(s), or safety observer(s).
- Starboard side chock walker, wing walker(s), or safety observer(s)
- Tail safety observer.

(e) Towing in roadways with aircraft engines running or wings/blades not folded is prohibited.

(f) Provide chocks, proper personal protective equipment, and safety observer whistles.

(g) Assigned safety observers will travel the route with NSN Air Operations coordinator prior to initial movement to check clearances considering configuration of aircraft. Safety observers must inform the Director of any unusual conditions or hazards. Director and safety observers will ensure any obstructions identified are cleared prior to movement.

(2) Air Operations:

(a) E-7 or above acts as base representative and coordinator to support owning or sponsoring activity.

(b) Coordinate and communicate with Chambers tower.

(c) Ensure airfield traffic lights are activated as needed prior to crossing roadways.

(3) Sewells Point Police Precinct (SPPP):

Exercise overall responsibility for directing, supervision, and controlling traffic during aircraft movement in accordance with reference (e).

(4) NSN Base Operating Support (BOS) Safety Manager:

Provide safety support as requested.

d. Additional Requirements:

(1) Approved aircraft movement/towing routes on NSN are as follows:

(a) Massey Hughes Dr. from Decatur Ave. to Towway Dr.

(b) Towway Dr. from Massey Hughes Dr. to Bellinger Ave.

(c) Bellinger Ave. from Towway Dr. to the taxiway that crosses Towway Dr. at the Mason Creek Bridge.

(2) Towing is not authorized during peak traffic hours Monday-Friday 0530-0800; 1500-1700 or during darkness/dusk.

(3) As depicted in reference (g), some latitude is allowed for the actual conditions that exist during the movement or for cases of operational necessity. Deviations from this instruction or reference (g), due to an emergent operational necessity, must be approved by installation Commanding Officer in coordination with AIROPS. Contact Air Operations Duty Officer at 322-3419/29 to initiate. Other provisions of this instruction and reference (g) must be maintained.



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Distribution:
List I-IV