DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5100.11A
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NAVSUPPACT NAPLES INSTRUCTION 5100.11A

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

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

Ref: (a) DOD Instruction 6055.04
(b) OPNAVINST 5100.12 (Series)
(c) OPNAVINST 5102.1 (Series)
(d) OPNAVINST 5100.23 (Series)
(e) COMNAVEURINST 5840.2 Series)
(f) COMNAVREGEURINST 5100.1 (Series)
(g) NAVADMIN 147/10
(h) NAVADMIN 310/08

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 5100.11.

3. Applicability. Except for personnel assigned to 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, U.S. personnel attached to the North Atlantic Treaty Organization (NATO), and all personnel operating motorized vehicles on Naval Support Activity Naples (NAVSUPPACT Naples) installations. 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, and/or installation driving, 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, leased or rented motor vehicle.

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

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, 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 (e) provides policies which grant DOD military and civilian personnel and 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 (NAVSUPPACT), Naples.

a. Personnel driving on DOD installations and personnel who operate AFI-plated or Italian cover plated, vehicles must obtain a valid Allied Forces in Italy (AFI) Driver License Translation 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 Program Manager (in writing) to coordinate and manage the program.

a. The Commanding Officer 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 or semi annual Traffic Safety Council meeting to be chaired by the base Executive Officer.

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

(5) Enforce all person 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 all traffic safety briefs and holiday stand downs.

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

c. In accordance with references (e) and (f). 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 Web Enable Enterprise Safety Application Management System (ESAMS) with required information regarding motorcycle ownership within their commands.

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. 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 cannot be registered in the Motor Vehicle Registration Office system will not be used on Navy installation roadways.**

e. **Traffic Safety Council** - Comprised of NAVSUPPACT Naples department and tenant command representatives who meet quarterly or semi annually 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.

f. **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.

7. Safety Standards for DOD Motor Vehicles. Commercial vehicles of foreign manufacture purchased, leased, or rented for use by NAVSUPPACT Naples organizations shall meet all applicable safety requirements of the Host Nation.

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 individual responsibilities with regard to the privilege of driving in Italy.

a. References (a) and (b) require formalized training, such as the AAA Driver Improvement Program, MSF Motorcycle Basic/Experienced/Military Sport Bike Rider Courses, and The Motorcycle Operators Skill Test (MOST). 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 possible after reporting on board. Training will be scheduled and conducted (through the NAVSUPPACT Safety Office Traffic Safety Program Manager) as often as necessary to accommodate incoming personnel quickly and efficiently. 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, DUI standards and the requirement for utilizing TRiPS prior to leaves, pass TADs and/or liberty.

b. 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 a minimum of two hours of classroom instruction in traffic safety annually. 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 Traffic Safety Program Manager.

c. 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.

d. 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. 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.

(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 2 years of driving experience as a licensed driver prior to emergency vehicle operation.

(c) Have assigned responsibilities in emergency vehicle operations (Security; Fire; Air Ops; USNH; 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 training and is accomplished in a positive manner.

(c) EVOC training meets the annual driver improvement training requirements in paragraph 8 (c).

f. Motorcycle (includes 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 put in place to further assist in the safety of personnel registering and/or operating on NAVSUPPACT Naples Installations:

(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 ect.) built for speed vice cruising, and individuals with previous speeding or other serious traffic violation convictions.

(2) 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.

(3) 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 Motor Vehicle Registration Office shall first obtain a letter of authorization from the NAVSUPPACT Naples safety office located on the 1st deck 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. **(This can only be accomplished by physically going to the safety office, the letter will outline any restrictions, training requirements and expirations date to obtain the appropriate credentials for registration)**. The expiration date of the letter/registration of the motorcycle will be based on

the completion date of the motorcycle safety course not to exceed two years. **Within 30 days of initial registration one of the below shall be accomplished by the registrant/operator.**

(4) If the registrant/operator has no proof of completing a safety course then the requirement is to complete the MSF Basic Rider Course. This is a three day course which includes approximately 5 hours of class room instruction with a written test and ten hours of motorcycle riding with 17 range exercises and a skills test.

(5) If the registrant/operator has a MSF Basic Rider Course completion card or state sponsored equivalent the requirement is to complete the MSF Experienced Rider Course (ERC). This is a one day course with group discussion and 9 motorcycle ridden exercises conducted on the range. If the registrant/operator is registering a sport bike they shall complete the Military Sport Bike Riders Course (MSRC) in lieu of the ERC.

(6) If the registrant/operator has a MSF Military Sport Bike or Experienced Rider Course ((MSRC/ERC) completion card they will have the option of retaking the course or completing the Riders Skill Test(R.S.T.) which is comprised of 7 motorcycle skills in which no more than ten points may be deducted. Should the point deduction exceed 10 points retaking the MSRC or ERC shall be mandatory.

(7) Scheduling for the appropriate training will be completed at the time the letter is signed.

(a) **All persons** who register/operate a motorcycle/moped/scooter on a NAVSUPPACT Naples Installation shall be required to successfully complete a Motorcycle Safety Foundation Rider Course (Basic; Experienced; Sport Bike) **every two years.**

(b) For Host Nation employees/contractors/ visitor that wish to ride on base, the R.S.T. shall be required every two years as well as a briefing on the mandatory requirement for wearing the required Personal Protective Equipment outlined in g(5) below. The Host Nation employee/contractor/visitor will sign, and be able to produce as proof of completion, a memorandum signed and stamped by a MSF certified rider coach assigned to the NAVSUPPACT Naples safety

office, listing the required equipment, clothing and documents needed to operate on a NAVSUPPACT Naples Installation.

(c) Personnel Without A Motorcycle Endorsement Wanting to Register/Operate a Motorcycle:

(1) Personnel who wish to own/operate/register a motorcycle on/or off base, must possess a valid AFI Driver License. Personnel whose driver's license is from a state that does not accept the MSF training courses for licensing purpose may be issued certificates or endorsements to ride provided they complete the Motorcycle Mentorship Program and successfully pass the motorcycle training course(s). These certificates or endorsements are issued by the MVRO licensing authority. Certificates 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 must be advised that these certificates or endorsements are not valid in the United States.

(2) They must successfully complete the Motorcycle Mentorship Program which includes counseling from the first khaki in the chain of command regarding the requirements for training, insurance, proper personal protective gear, licensing classroom instruction the Motorcycle Safety Foundation (MSF) Basic Riders Course (BRC), mentor led rides, and the MSF Riders Skill Test(R.S.T.).

(d) Riders With a Valid Motorcycle Endorsement **Without** a MSF or State Sponsored Motorcycle Safety Course Recognized By the Naval Safety Center:

(1) Personnel with a valid motorcycle endorsement who wish to own/operate/register a motorcycle **must** complete the MSF Basic Rider Course **within 30 days** of registering the motorcycle. Sport Bike riders who have completed a BRC/ERC but have not completed the Military Sport Bike Riders Course (MSRC) **must** do so **within 30 days** of registering the motorcycle and update/renew the training every two years. Registration far all classes can be done through ESAMS or at www.navymotorcyclerider.com and are offered at no cost.

(e) Riders With a Valid Motorcycle Endorsement who previously completed a MSF or State Sponsored Motorcycle Safety Course Recognized By the Naval Safety Center:

(1) Personnel who have completed the MSF BRC or an equivalent Safety Center approved state motorcycle safety course **must** complete the MSF Experienced Rider Course (ERC) or MSRC **within 30 days** of registering the motorcycle and update/renew the training every two years.

(2) Personnel who prior to arrival, completed the ERC or MSRC two or more years prior are required to re-take the training **within 30 days** of registration. Registration of all classes can be done through ESAMS or at www.navymotorcyclerider.com and are offered at no cost.

(f) Follow On Training:

(1) If the BRC is completed on a trainer motorcycle (500cc or less) and the course graduates intention is to operate a privately owned motorcycle greater than 500cc, the MSF ERC or MSRC, as appropriate, shall be taken on the privately-owned motorcycle as soon as possible after completion of the BRC and no later than **within 30 days** of registering the motorcycle.

(2) If the BRC was completed on a standard, cruiser or touring motorcycle (greater than 500 cc) and the course graduates intentions are to operate a privately owned standard, cruiser or touring motorcycle greater than 500 cc, operators are required to complete the ERC as soon as possible, but **not later than 2 years** following completion of the BRC.

(3) All sport bike (defined as a forward leaning feet back from center riding position) operators shall complete the MSRC ideally **within 60 days** of completion of the BRC or purchase of the sport bike, regardless of the type of motorcycle used in completing the BRC.

(4) The R.S.T., a more difficult skills test in which the rider may lose no more than 10 points (vise the 21 for the BRC or ERC), is a requirement for those completing the Mentorship Program as a final riding test prior to being allowed to ride alone off the installation.

(5) All persons operating motorcycles/ mopeds/scooters on a NAVSUPPACT Naples Installation shall continue to enhance their motorcycle skills and competency, as a pre-requisite to continue operating on the installation, by completing follow-on, Naval Safety Center-approved, motorcycle training at **a minimum of every 2 years**.

10. Safety Equipment Personal Protective Equipment (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.

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 a NAVSUPPACT Naples Installations 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 forty (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. Cell phone use while operating a POV/GOV (on/off base)/Motorcycle or Bicycle while on a NAVSUPPACT Naples Installation is restricted to using a hands free device unless the vehicle is safely parked. The wearing of any portable headphones, earphones, or other listening devices (to include Bluetooth earpieces) while operating a vehicle is prohibited Military and civilian personnel who operate POV's off the installation shall comply with host nation laws. All personnel are encouraged to refrain from any other activity that may be a distraction while driving and lead to traffic mishaps.

e. Active Duty Military on/off duty on/off base; DOD/DON/Contractor Civilian personnel on base/ on duty off base; Host nation employees/contractors and any other persons while riding on (or as a passenger on) a motorcycle/ moped/scooter on a NAVSUPPACT Naples Installation **are required to wear the following mandatory personal protective equipment (for their protection and added visibility in case of/or to possibly prevent a mishap):**

(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 Department of Transportation (DOT) standards **shall be worn.** "Motorini" and half helmets may not be worn when riding a motorcycle/moped/scooter larger than 100cc. 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).**

(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), 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 and the Military Uniform 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.**

(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 as a passenger on a motorcycle).

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

(5) **Headlights:** Privately-owned motorcycle/moped/scooters must have headlights on at all times.

g. All non-use of occupant protective devices and Personnel Protective Equipment (PPE) and Failure to Maintain Training Requirements will be enforced as a traffic violation. Established procedures regulating operating privileges will be placed into action which may include suspension of operating privileges on a DOD installation subject to military traffic supervision and/or fuel coupon purchasing privileges.

h. Required safety equipment for bicycles will include working brakes and reflectors. Additionally, for bicycles ridden 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. These lights may be steady burning or blinking. Additionally, bright clothing including vests, caps, and ankle/wrist straps, with retro-reflective materials incorporated in them is required to make the bicyclist more noticeable. Bicyclists will ride with the flow of traffic and follow all traffic regulations required by all vehicles using installation roadways.

i. In Accordance with 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.

11. Safety Awareness.

a. 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. Intrusive Leadership must play a large part, believing that sitting through a safety brief is enough to prevent the less than unimaginable is the first flawed thought. NAVSUPPACT Naples Safety Department is always available for questions and training assistance to tenant command.

R. B. RABUSE

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