



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
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II MARINE EXPEDITIONARY FORCE ORDER 5100.19B

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE DRIVE SAFE ORDER

Ref: (a) DODM 4500.36  
(b) DODI 6055.4  
(c) MARFORCOMO 5560.1  
(d) MCO 5100.19F  
(e) MCO 5100.29B  
(f) MCO 5110.1D  
(g) ALMAR 014/08

Encl: (1) II MEF Drive Safe Order Statement of Understanding (SOU)  
(2) Motorcycle Mentorship Program Roster

1. Situation

a. Motor Vehicle accidents continue to be a significant force preservation concern. Most common causes include; speed, fatigue, distracted driving and alcohol/drug use. Ensuring the safety of II Marine Expeditionary Force (II MEF) personnel is an essential element of force preservation and therefore, unit readiness and mission accomplishment. While not every injury or mishap can completely be prevented, proper training, equipment, and mindset can significantly reduce needless injury and loss of life.

b. While local and Marine Corps policies and regulations, (references (a) through (g)) provides guidance on training, licensing, and protective equipment, these measures alone have not and cannot prevent mishaps. Commanders must become actively involved to ensure that their Marines and Sailors meet all requirements before operating motor vehicles. They must also be closely involved in the mentorship of Marines and Sailors who demonstrate at-risk behavior.

c. The purpose of this Order is to provide Commanders with a tool that provides highlights of the vast number of motor vehicle safety orders and directives into a "one source requirements" document. Additionally, this Order is a lawful general order and is punitive in nature. It provides commanders with the ability to enforce compliance with motor vehicle safety efforts and maximize the behavioral changes needed to protect II MEF personnel from preventable injuries or loss of life. Any violation, attempted violation, or solicitation of another to violate this order, may subject involved members to adverse administrative or disciplinary action under Article 92 of the Uniform Code of Military Justice.

2. Cancellation. II MEFO 5100.19A.

3. Mission. II MEF will continue to reduce the number of injuries and fatalities associated with motor vehicle mishaps by exercising leadership at all levels and ensuring II MEF personnel are in compliance with the required training, licensing, and use of proper personal protective equipment (PPE) for all motor vehicle operations whether on or off any installation.

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#### 4. Execution

a. Commander's Intent. When individual Marines and Sailors operate vehicles on or off duty for transportation or pursue legitimate sports and recreational activities related to the operation of a motor vehicle, Commanders must ensure all reasonable safety measures are integrated into these activities. This will ensure our warfighters are properly trained and equipped to meet the dangers inherent in operating motor vehicles. This will be accomplished through awareness, training, and inspection and by clarifying all policy requirements pertaining to motor vehicle operations; by ensuring each individual Marine and Sailor understands all prerequisites for safe and legal motor vehicle operation; and by providing commanders with administrative and disciplinary options to eliminate reckless behavior.

b. Concept of Operations. This is not a traffic regulation; rather, this Order is a force preservation measure critical to the welfare of II MEF personnel. This Order extends the jurisdiction of training, licensing, and PPE requirements beyond the boundaries of military installations in order to preserve the safety and welfare of II MEF personnel who operate or ride as a passenger in/on a motor vehicle.

c. Commands and individuals will promote these programs in particular and motor vehicle safety in general. Specifically, all II MEF Officers, Staff Noncommissioned Officers and Noncommissioned Officers will share their leadership experience, judgment, and expertise with their junior Marines and Sailors in a continuous MEF-wide effort to bring every Marine and Sailor safely home from every ride, every trip, every time.

#### 5. Administration and Logistics

a. All II MEF Commanders shall verify that their personnel that drive a vehicle hold a valid driver's license with applicable endorsements/permits and have completed or are scheduled to attend required training at the earliest time.

b. II MEF Commanders shall ensure a review of each members' Statement of Understanding (SOU) is conducted at a minimum of semi-annually.

c. II MEF Commanders shall ensure the implementation and compliance with this Order.

#### 6. Command and Signal

a. Command. This Order applies to all service members joined or attached to II MEF.

b. Signal. This Order is effective on the date signed.



W. LEE MILLER, JR.

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Chapter 1

General

1. Applicability. This Order is applicable to all United States military personnel attached/joined to II Marine Expeditionary Force (II MEF).

2. Requirements

a. All II MEF Commanders will ensure every service member in their command has reviewed this Order and has a completed II MEF Drive Safe Order Statement of Understanding (SOU), enclosure (1).

b. Signed copies of the II MEF Drive Safe Order SOU, will be maintained at the unit level for the duration of the service members assignment to II MEF. Previously signed copies of the SOU already on file prior to issuance of this Order do not need to be changed to meet this requirement.

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## Chapter 2

Organization

1. Safe Driving Council. II MEF unit's having a total assigned strength of over 500 military and civilian personnel shall have a Safe Driving Council. Unit's having strength less than 500 military and civilian members shall participate in the next higher headquarters Safe Driving Council or a Safe Driving Council geographically co-located to their command.

a. To provide an accurate picture of the traffic safety program, the council should include but not be limited to the following members:

- (1) Commanding General/Officer or Designated Representative
- (2) Force Preservation Officer/Safety Officer
- (3) Motor Transportation Officer/Chief

b. Each member of the council shall be appointed in writing either by name or billet. Copies of appointment letters shall be maintained in unit safety offices.

c. Each council member is expected to attend and participate in all Safe Driving Council meetings.

d. The purpose of the Safe Driving Council is to:

- (1) Advise the Commander on the effectiveness of the traffic safety program.
- (2) Evaluate and recommend command policies concerning traffic safety.
- (3) Identify and correct traffic mishap trends through mishap investigations, traffic safety surveys, reporting, and analysis.

e. Additional members should be included, as required, to supplement the work of the council in mishap investigations, traffic engineering studies, and educational/informational services.

f. A Joint Safe Driving Council may be formed when more than one unit has commands within the confines of a single installation.

g. The Safe Driving Council may be consolidated with the Safety Council at the discretion of the Commander. When no council is nearby, the command shall form a separate council consistent with unit size.

h. The Safe Driving Council shall meet quarterly or more frequently if circumstances warrant. Minutes and attendance rosters of all meetings will be maintained for at least five (5) years by the unit to ensure action items are monitored. A copy of the minutes will be provided to all council members and the unit safety officer.

i. The Safety Officer should maintain liaison with national, state and local traffic safety agencies, civil authorities and neighboring military commands for the Safe Driving Council. Only through an active interchange with outside support activities can the DRIVESAFE program achieve its full potential.

2. Motorcycle Mentorship Program (MMP). All (Battalion/Squadron level and above) commands shall establish a motorcycle mentorship program as part of the Drive Safe program. This structured club-like organization will identify and mentor inexperienced riders, foster respectful riding practices, and ensure continuing education opportunities for MMP members.

a. Each MMP will have a President and Vice President appointed in writing by the unit's Commanding Officer. The President and Vice President should be the most experienced and senior riders in the command. If possible, the President and Vice President should represent different motorcycle groups (sport bike/cruiser) to foster camaraderie within the MMP. The MMP and command requirements will be inspected as part of the Commanding General's Readiness Inspection (CGRI) Program.

b. Each MMP will develop a "Charter" that describes goals, objectives, and rules for their MMP. A charter example is available for download from the Headquarters, Marine Corps, Safety Department (HQMC (SD)) web site, at [http://www.safety.marines.mil/Portals/92/Docs/Motorcycle\\_Org\\_Charter\\_sample.pdf](http://www.safety.marines.mil/Portals/92/Docs/Motorcycle_Org_Charter_sample.pdf).

c. Membership in the command's MMP is mandatory for all motorcycle riders in the command. Motorcycle riders include on and off road motorcycles, ATV's and UTV riders.

d. Each MMP will maintain a current roster of all motorcycle riders within the command. Enclosure (2) is the official roster that will be inspected during CGRI in lieu of or in addition to any rosters that may be utilized by the MMP. The MMP will ensure the unit safety office is advised of any changes to the roster.

e. Each MMP will conduct monthly (at a minimum) meetings during normal working hours.

(1) Attendance at monthly meetings is mandatory.

(2) Attendance rosters and minutes for each meeting will be kept. Minutes will be forwarded to the unit Executive Officer and Safety Office for awareness.

f. Commanders are encouraged to allow MMP's and riders to participate in higher headquarters motorcycle safety rides and events.

g. Each MMP will maintain a minimum of two (2) riders that have advanced motorcycle operators training. Acceptable advanced motorcycle operators training is:

(1) Level II or Level III Motorcycle Safety Foundation (MSF) Courses

(2) MSF Rider Coach Course

(3) North Carolina Highway Patrol "Bike Safe" Course

(4) Keith Code Advanced Motorcycle Operators School (AMOS) Course

(5) Lee Parks Total Control Course (TCC)

3. Pre-Departure Safety Briefings. Pre-departure vehicle/traffic safety briefings and traffic risk assessments shall be conducted for all II MEF personnel under 26 years of age and for those identified as at-risk (based on their driving history) prior to their executing permanent change of station orders, when going on leave, when going on extended liberty, or when traveling extended distances. The Travel Risk Planning System (TRiPS) is accessible via Marine On Line and is designed to provide Marine Leaders the opportunity to perform a risk assessment based on individual driving habits and trip details. TRiPS will provide detailed directions and route maps for the trip, and should be used by all II MEF military members and civilian employees who travel on orders, leave, or liberty.

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## Chapter 3

Seat Belts

1. Purpose. Proper seat belt wear dramatically reduces the chance of injury during a motor vehicle accident by preventing occupant ejection and reducing secondary impacts within the vehicle, to include those caused to other passengers by unbelted persons.

2. Requirements

a. Seatbelts or other restraint systems, if the vehicle is so equipped, must be worn by all personnel whether an operator or passenger of any moving vehicle, whether on or off duty, and whether on or off any DoD installation. Seat belt restraint systems will not be removed or unbuckled during any time that the motor vehicle is moving.

b. II MEF personnel will not operate any moving vehicle until they and their passengers (whether military or civilian) are wearing their seatbelt or other authorized restraint system.

c. The senior military occupant of the vehicle will not permit the operation of any vehicle until the driver and all passengers (military or civilian) are wearing their seatbelt or other authorized restraint system. Note: the senior occupant's failure to comply with the order does not relieve the driver or passengers of any obligations hereunder.

d. II MEF personnel will not ride in the truck bed of a privately owned vehicle whether on or off duty, or whether on or off any DoD installation.

e. II MEF personnel will not operate a privately owned truck with any person (military or civilian) in the truck bed while the vehicle is moving whether on or off duty, and whether on or off of any Department of Defense (DoD) installation.

f. II MEF personnel will not ride in the truck bed of a government vehicle, on or off any DoD installation unless that vehicle is properly equipped with seats and a troop strap.

g. II MEF personnel will not operate a government vehicle, on or off any DoD installation with any person (military or civilian) in the truck bed unless that vehicle is properly equipped with seats and a troop strap.

h. Failure of any II MEF personnel to wear a seatbelt while in a motor vehicle and/or allowing any person to ride in the bed of a personally owned or government vehicle that is not properly equipped with seats and a troop strap is punishable under the UCMJ and may also be a factor considered when determining misconduct during a line of duty/misconduct investigation.

3. Child Safety Seats and Child Restraints. II MEF personnel transporting children will follow local installation regulations and state laws concerning child safety seat and child restraint for the installation and state that they are operating in.

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## Chapter 4

Self-Reporting1. Requirements

a. All II MEF military members shall complete the II MEF Drive Safe Order Statement of Understanding upon issue of this order.

b. After initial completion of the II MEF Drive Safe Order Statement of Understanding, all II MEF military members will report to their Commanding Officer, via the chain of command the individual purchase of a motor vehicle. They will notify their chain of command within 48 hours of the purchase.

2. All II MEF military members will report to their Commanding Officer, via the chain of command the following:

a. Any citation from any local, state or federal law enforcement officer related to the operation of a motor vehicle, to include motorcycles, cars, trucks or other conveyances licensed or operated on public roadways.

b. Any conviction or adjudication of guilt for any alcohol-related vehicle offense, whether in civil or military courts, summary courts-martial or non-judicial punishment.

c. Any suspension or revocation of driving or licensing privileges.

3. Disclosure is required to monitor and maintain the personnel readiness, welfare, safety and deployability of the force. Disclosure is not an admission of guilt and will not be used as such, nor is it intended to elicit an admission from the person self-reporting. II MEF military members are not required to disclose details or personal information surrounding the receipt of the citation. Rather, this requirement only applies to the reporting of a public event, namely the issuance of the citation itself and any attendant requirements, such as court appearance dates. Commanders may impose disciplinary action for failure to self-report an arrest or criminal charges.

4. II MEF servicemembers will notify their Commanding Officer, via the chain of command, within 24 hours of the event. This notification can be via electronic communications. On the first working day following the event, the individual will report to his/her SNCOIC/OIC for additional guidance concerning the matter.

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## Chapter 5

Government Motor Vehicle Operations and Training1. Requirements

a. Tactical and Commercial Vehicle Training. Installation Traffic Safety Managers have oversight on the development and implementation of vehicle specific training programs for operators of government owned tactical and commercial vehicles.

b. Medical Certificates for Drivers. A valid medical certificate, obtained from an appropriate, qualified care giver and signed by competent authority are mandatory for all II MEF military and civilian personnel who, by military occupational specialty (MOS) or position description (PD) are required to operate motor vehicles in the performance of the job (e.g. motor transport personnel, facility maintenance personnel, security/Military Police personnel, mail service personnel, etc.). A medical certificate shall be required for all personnel, regardless of MOS or PD who are required to operate any vehicle over 12,000 pounds Gross Vehicle Weight Rating (GVWR).

c. Training Record Keeping. Any training received to operate any Government Owned Vehicle (GOV) shall be documented on the drivers (Optional Form-346 (OF-346)), and all appropriate associated paperwork and documents shall be maintained in the operators training record or drivers history file. The issuance of an OF-346 ensures the operator has met the training requirements for each vehicle endorsed on the license (vehicle data plate specifications) and that the License Examiner has ensured the operator fully understands and has demonstrated the safe operation of the vehicle and all the options and components on the vehicle. Written results of all knowledge tests and performance skills tests will be maintained in the drivers history file located at the licensing authority or the Installation Traffic Safety Management office for a period of five (5) years.

d. GOV Training and Licensing. Commanders will ensure that all drivers/operators are trained in accordance with references (e) and (f). Personnel assigned as "assistant drivers" should hold a valid license (Optional Form-346 (OF-346)) for the vehicle and be familiar with its operation and all of its components. Failure to comply with licensing or operator training requirements will be considered in making line-of-duty determinations for injuries resulting from such use of equipment or non-compliance with requirements.

e. Commercial Motor Vehicles. The training and licensing of personnel to operate commercial vehicles is listed in reference (a). All commercial vehicles are considered to be in one of two categories: cargo or passenger. Each category has multiple subcategories. The requirements for training and licensing vary and are dependent on the type of vehicle the applicant will operate.

f. Large Cargo Vehicles and Passenger Van Operators. Installation Traffic Safety Managers provide training to operators of passenger vans and large vehicles over 10,000 pounds GVWR. This training includes unique handling characteristics of large, long wheelbase vehicles with high passenger capacity, i.e. 15 passengers or more. At a minimum the training includes hands-on-operation, proper vehicle loading, GVWR, cargo displacement, weight distribution, miss-matched tire identification, correct tire pressure and operating variances for different vehicle manufacturers and handling characteristics of the vehicles.

g. Bus Operators. Operators of Marine Corps owned or leased buses shall be 21 years of age, have a current medical certificate and have successfully completed a bus operator's course. The bus operator's course must meet Marine Corps, federal, state, and local requirements. All buses are divided into three categories: School Bus, Stand Bus, and Coach Bus. Bus operators must have an OF-346 with appropriate endorsements for each type bus (weight and capacity). Corresponding documented results of both written skills test for each type of bus will be maintained in the Drivers History File. Drivers must maintain a valid medical certificate before operating any bus.

h. Emergency Vehicle Operator Training. In addition to the driver selection and training requirements of reference (a) before being assigned as a driver of a Marine Corps Emergency Vehicle, the following training is required.

(1) All the training shall occur during on-duty time and at no cost or expense to the Service Member or Civilian Employee, to include annual leave.

(2) Before being assigned to operate police, ambulance, fire, crash and rescue, or other response/patrol vehicles equipped with lights and sirens, or any vehicle selected by the owning command to respond to emergency situations in an emergency mode, drivers shall successfully complete emergency vehicle training approved by the Commandant of the Marine Corps, Safety Department (CMC(SD)). All Emergency Vehicle Operator Training Course (EVOC) training must be conducted by a certified instructor. Each Installation/Base Traffic Safety Management licensing office EVOC instructor shall establish and maintain a file for each EVOC graduate. The file shall include results of written examinations and results of demonstrated skills examinations that include actual hands-on emergency vehicle operation while under simulated emergency conditions. All emergency vehicle operators shall complete refresher training every 3 years.

(3) Emergency vehicle operators shall not operate their vehicles at any time at a speed that is not reasonable for weather, visibility, traffic, or roadway conditions. All emergency vehicle operators shall practice due regard for others and only respond in the emergency mode to true emergencies.

(4) Emergency vehicle training shall include:

(a) Applicable laws and regulations (Federal, State/Local, and Installation).

(b) Safe operating practices under normal and emergency conditions. This shall include hands-on, behind the wheel practice/training in collision avoidance and evasive techniques.

(c) Emergency motor vehicle inspection and primary preventive maintenance.

i. An OF-346 shall be issued to operators who successfully complete EVOC training. The EVOC endorsement ensures the operator has met the requirements of the course and fully understands the responsibilities of operating an emergency vehicle in the emergency mode. The endorsement of "EVOC Qualified" on the license should not be confused with vehicle specific training. Initial EVOC training and renewal training shall be conducted with a squad car. For emergency vehicles larger than a standard squad car, a vehicle specific endorsement shall be made on the OF-346 (e.g. ambulances, rescue trucks, fire apparatus, and all emergency vehicles over 10,000 pounds GVWR). All training shall be documented with test results in the operator's driver's history file.

j. EVOC Master Instructors. EVOC master instructors are selected by CMC (SD) they develop and deliver specialized EVOC training courses.

k. Forklift and Material Handling Equipment (MHE) Operation. All MHE operators shall be trained and licensed. All operators shall have a valid MHE license in their possession while operating the MHE. A valid medical certificate is also required to be on file. The license must delineate the specific type and safe working load of the MHE the operator is qualified to operate. All MHE operators will wear appropriate PPE whenever operating or within close proximity of working MHE. Appropriate MHE personal protective equipment is defined as hard hat, steel toe shoes or boots and gloves. Eye protection and hearing protection may be required depending on working conditions and type of MHE.

2. Authorization to Operate Government Vehicles. II MEF Military and Civilian personnel shall not operate GMV's when:

a. Under periods of suspension or revocation of driving privileges by State authorities.

b. Under periods where the individuals base driving privileges are suspended or revoked.

c. Whenever procedural actions are initiated or being taken following a failed urinalysis, driving under the influence suspension, or any other indication of chemical and or substance abuse.

d. Within 8 hours of drinking/consuming any amount of alcohol.

3. Driver Distractions. Distractions are any action that distracts from the drivers attention from the safe operation of a motor vehicle. This includes but is not limited to talking on phones, using listening devices (e.g., iPods, iPads, tablets, etc.), using or performing any form of texting, using computers, actively programming navigational systems while the vehicle is in motion (in drive or in gear), eating, shaving, reading, etc.. The use of listening devices, cell phones, computers, etc. while operating a motor vehicle masks or prevents the recognition of traffic signals, emergency signals, alarms, announcements, the approach of emergency response vehicles and human speech.

a. All II MEF military and civilian personnel, are prohibited from using any electronic equipment for text messaging or other hand-held uses while driving any GMV unless the vehicle is safely parked.

b. All II MEF military and civilian personnel will not operate any GMV and use a cell phone for any means of communication while the GMV is in motion on or off the installation regardless of state or local laws.

c. Whenever possible, all activities that detract from attentive driving will be conducted only when the GMV is safely parked.

4. Reduced Visibility. All GMV's driven aboard DoD Installations will be operated with headlights turned on during periods of precipitation and during any other conditions that reduce visibility, or when the windshield wipers are in use. Every service member is responsible to ensure strict compliance to local and state regulations pertaining to periods of reduced visibility while driving off of the installation.

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## Chapter 6

4-Wheel Private Motor Vehicle Operation and Training1. Requirements

a. If a II MEF Service member purchases a 4 wheeled private motor vehicle (PMV) he/she will notify his/her command within 48 hours of the purchase.

b. All II MEF service members must meet the following requirements to operate a 4 wheel PMV on or off any DoD Installation:

(1) Obtain and maintain a valid driver's license issued by any state in the United States, Puerto Rico, or the District of Columbia (international licenses issued at overseas military installations do not satisfy this requirement).

(2) Maintain at all times proper insurance as required by the state of registration and the installation wherein the vehicle is registered.

(3) Maintain at all times valid state registration as required by the state wherein the vehicle is registered.

(4) If required, maintain at all times valid state vehicle safety inspection as required by the state wherein the vehicle is registered. If no state safety inspection is required the Installation may require a local vehicle safety inspection.

(5) Ensure the vehicle is properly registered on the installation to which the service member is assigned.

(6) If under 26 years of age, the service member must complete the Drivers Improvement Course (DIC). Proof of DIC completion is required to register PMV's on DoD Installations.

(7) Have available in the vehicle or carried on his/her person, at all times while operating a vehicle, a valid driver's license and proof of insurance.

(8) Have available within the vehicle being operated a valid state registration for the vehicle.

(9) Those service members, who already own a PMV prior to assignment to II MEF, shall have ten (10) working days from the day they become attached/joined to the command to comply with this order.

c. All operational PMV's maintained in the local area must be registered on the installation to which the service member is assigned.

(1) Local area is defined as; within 85 miles (24 hour liberty boundary) of the installation.

(2) This applies to all PMV's operated on or off the installation; including those PMV's that the service member never intends to operate aboard the installation.

(3) The service member's Commander (Special Courts-Martial Convening Authority) may, on a case-by-case basis, waive the requirement to register

certain PMV's on the installation. (Examples: A service member has a collector car that is registered but rarely driven). The intent of this waiver is to allow commanders to apply the common sense approach to the mandatory registration requirement and prevent undue hardship. The waiver is not to be used to deviate from the spirit and intent of this Order.

(4) The waiver granted by the service member's Commander does not relieve the service member of the requirement to operate all PMV's in accordance with applicable references and other requirements of this Order.

## 2. Driver Improvement Course

a. Per reference (d), all military personnel under the age of 26 will complete a course in traffic safety designed to establish and reinforce a positive attitude toward driving.

b. Per reference (d), a statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Service Record Book and Officer Qualification Record must be annotated as well.

3. Driver Distractions. Distractions are any action that distracts from the drivers attention from the safe operation of a motor vehicle. This includes but is not limited to talking on phones, using listening devices (e.g., iPods, iPads, etc.), using or performing any form of texting, using computers, actively programming navigational systems while the vehicle is in motion (in drive or in gear), this includes being temporarily stationary because of traffic, a traffic light, stop sign, or otherwise, eating, shaving, reading, etc.. The use of listening devices, cell phones, computers, etc. while operating a motor vehicle masks or prevents the recognition of traffic signals, emergency signals, alarms, announcements, the approach of emergency response vehicles and human speech.

a. II MEF personnel shall not use any cell phone or any other type of electronic communications device when operating a PMV on any DoD Installation without the use of a hands free device. Texting using any cell phone or any other type of electronic communications device is prohibited while on any DoD Installation. Every service member is responsible to ensure strict compliance to local and state regulations pertaining to cell phone or other means of electronic communications use while driving off of the installation.

b. Whenever possible, all activities that detract from attentive driving will be conducted only when the vehicle is safely parked.

4. Reduced Visibility. All PMV's driven aboard DoD Installations will be operated with headlights turned on during periods of precipitation and during any other conditions that reduce visibility or when the windshield wipers are in use. Every service member is responsible to ensure strict compliance to local and state regulations during periods of reduced visibility while driving off of the installation.

## Chapter 7

On-Road Motorcycle Operation and Training1. Applicability

a. The term "motorcycle" in this chapter refers to on-road motorcycles. On road motorcycles are defined as any motor vehicle having a seat or saddle which is straddled by the operator, designed to travel on not more than three wheels in contact with the ground that is registered, licensed, inspected (where applicable) and is designed for use on public roads and byways. Motorcycles that can be registered and used both on-road and off-road are considered on-road motorcycles.

b. Military motorcycles are used for both on and off-road use; and therefore are considered on-road motorcycles.

2. Individual Requirements

a. Prior to purchasing a motorcycle the individual service member will consult with his/her mentor in advance to be certain that he/she is aware of the responsibilities that come with ownership, and enrollment in the units motorcycle mentorship program.

b. If an individual service member purchases a motorcycle, he/she will notify his/her command within 48 hours of purchase and provide the required information per this order.

c. All II MEF service members must complete the following prior to operating a motorcycle:

(1) Obtain and maintain a valid driver's license issued by any state in the United States, Puerto Rico, or the District of Columbia (International licenses issued at overseas military installations do not satisfy this requirement).

(2) Obtain and maintain a valid motorcycle endorsement or permit on a driver's license issued by any state in the United States, Puerto Rico, or the District of Columbia (International licenses issued at overseas military installations do not satisfy this requirement).

(3) Maintain at all times proper insurance as required by the state and installation wherein the motorcycle is registered.

(4) Maintain at all times valid state registration as required by the state wherein the motorcycle is registered.

(5) If required, maintain at all times valid state motorcycle safety inspection as required by the state wherein the motorcycle is registered.

(6) Ensure the motorcycle is properly registered on the installation to which the service member is assigned. If a service member has not completed the Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC), they may obtain a temporary base pass for no longer than 3 consecutive days, while they await training in the next available MSF BRC.

(7) Carry at all times, while operating a motorcycle, a valid driver's license with valid motorcycle endorsement or permit; Motorcycle Safety Foundation BRC and/or Level II or III completion card, proof of registration; and proof of insurance.

### 3. Training

a. Level I. All II MEF service members must complete the MSF BRC prior to operating a motorcycle on or off of any DoD Installation. If a service member has not completed the MSF BRC, they may obtain a temporary base pass for the purpose of attending the required training only.

b. Level II. All II MEF active duty Marines must complete a level II motorcycle safety course within 120 days after completion of the BRC. All II MEF active duty Sailors must complete a level II motorcycle safety course within 90 days after completion of the BRC.

c. Level III. All II MEF active duty service members must complete refresher training every three (3) years from the completion date of their most current follow on training. Refresher training includes but is not limited to: Retaking Level II training, AMOS, Bike Safe, Advanced Rider Track Day (ARTD), Lee Parks, etc.

d. Operators of military motorcycles must complete the formal Military Motorcycle (MILMO) off-road operators course.

e. If under 26 years old, the service member must complete the Driver's Improvement Course (DIC). Note: the DIC Course is available through Marine.net or through the Installation Safety Office.

f. Required training, to include three year refresher training, shall be a unit diary entry.

g. Verification of Course Completion. Each service member is responsible to ensure the appropriate course completion codes are entered into Marine Corps Total Force System (MCTFS). A statement attesting to the date and location of course completion is a mandatory element for Training Management System (TMS) reporting and will be entered upon successful completion of each course.

h. Commanders shall take appropriate administrative or disciplinary actions for members who fail to attend scheduled training.

### 4. Personal Protective Equipment

a. II MEF service members are encouraged to purchase high quality personal protective equipment (PPE) with retro-reflective materials that protects the rider above that of the below listed minimum requirements.

b. While in Uniform. The following PPE is mandatory for all II MEF service members operating or riding as a passenger on a motorcycle on or off DoD installations. Any and all passengers are subject to the same PPE requirements while on DoD installations.

(1) A properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT). Helmets remain a requirement for service members operating or riding as a passenger even in states that do not have mandatory helmet laws.

(2) Impact or shatter resistant eyewear or full-face shield attached to the helmet. Impact or shatter resistant eyewear must meet ANSI Standard Z-87.1 and must cover the cup of the eye.

(3) Sturdy, at or above the ankle shoes or boots that provide support and traction when riding.

(4) Properly worn long-sleeved uniform shirt/blouse with sleeves rolled down or uniform jacket, long legged trousers and full fingered gloves or mittens. To clarify, civilian attire, such as long-sleeved t-shirts, sweatshirts, may not be worn over the uniform. Riders that wear backpacks are encouraged to wear one that has reflective or retro-reflective material.

(5) Service members are authorized and encouraged to wear a protective motorcycle riding jacket constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura® and containing impact absorbing padding over the uniform while on the motorcycle. Additionally, motorcycle riders are encouraged to wear a retro-reflective vest especially during the hours of limited visibility.

c. While in Civilian Attire. The following PPE is mandatory for all II MEF service members operating or riding as a passenger on a motorcycle on or off DoD Installations. All passengers are subject to the same PPE requirements while on DoD Installations.

(1) A properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT). Helmets remain a requirement for service members operating or riding as a passenger even in states that do not have mandatory helmet laws.

(2) Impact or shatter resistant eyewear or full-face shield attached to the helmet. Impact or shatter resistant eyewear must meet ANSI Standard Z-87.1 and must cover the cup of the eye.

(3) Sturdy, at or above the ankle shoes or boots that provide support and traction when riding. Marine Corps boots are authorized for wear while in civilian attire.

(4) Properly worn long-sleeved shirt/blouse with sleeves rolled down or jacket, long legged trousers and full fingered gloves or mittens. Protective motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura® and containing impact absorbing padding and retro-reflective materials are strongly encouraged.

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## Chapter 8

Off-Road Motorcycle Operation and Training1. Applicability

a. The term off-road motorcycle in this chapter refers to motorcycles designed for off-road use only. Motorcycles that can be registered and use both on-road and off-road are considered as off-road motorcycles when operated off road for PPE requirement purposes.

b. Military motorcycles are used for both on-road and off-road use and are considered off-road motorcycles when used off-road for PPE requirement purposes.

2. Individual Requirements

a. Prior to purchasing an off-road motorcycle the individual service member will consult with his/her mentor in advance to be certain that he/she is aware of the responsibilities that come with ownership, and enrollment in the units motorcycle mentorship program.

b. If an individual service member purchases an off-road motorcycle he/she will notify his/her command within 48 hours of purchase and provide the required information per this Order.

c. All II MEF service members must adhere to the following, prior to operating an off-road motorcycle:

(1) Maintain, at all times, valid state registration as required by the state wherein the off-road motorcycle is registered.

(2) Maintain, at all times, valid state motorcycle safety inspection as required by the state wherein the off-road motorcycle is registered.

(3) Carry, at all times, while operating an off-road motorcycle, proof of registration as required by the state wherein the off road motorcycle is registered.

(4) If the off-road motorcycle is operated on an installation, ensure the off-road motorcycle is properly registered on the installation to which the service member is assigned.

3. Training

## a. Level I

(1) All II MEF service members must complete the MSF Dirt Bike Course or equivalent prior to operating an off-road motorcycle on or off any DoD Installation.

(2) II MEF service members that operate motorcycles that can be used on or off road and that also operate them on highway must also complete the MSF BRC course in addition to the MSF Dirt Bike Course.

(3) Operators of military motorcycles must complete the formal Military Motorcycle (MILMO) off-road operators' course. A certificate of completion and an endorsement on an OF-346, Government Motor Vehicle Operator Identification Card, will be issued to each individual upon successful course completion.

b. Level II Refresher Training. II MEF service members must complete approved off road refresher training every three years.

c. Verification of Course Completion. Each service member is responsible to ensure the appropriate course completion codes are entered into Marine Corps Total Force System (MCTFS). A statement attesting to the date and location of course completion is a mandatory element for TMS reporting and will be entered upon successful completion of each course.

d. Commanders shall take appropriate administrative or disciplinary actions for members who fail to attend scheduled training.

#### 4. Personal Protective Equipment

a. II MEF Service members are encouraged to purchase high quality personal protective equipment (PPE) that protects the rider above the minimum requirements listed below.

b. The following PPE is mandatory for all II MEF service members operating an off-road motorcycle on or off any DoD Installation:

(1) A properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT). Helmets remain a requirement for all military riders even in states that do not have mandatory helmet laws.

(2) Properly worn long sleeved shirt/blouse with sleeves rolled down or jacket, long legged trousers. Protective off-road motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura® and containing impact-absorbing padding are strongly encouraged.

(3) Impact or shatter resistant eyewear or full face shield attached to the helmet. Impact or shatter resistant eyewear must meet ANSI standard Z-87.1 and must cover the cup of the eyes.

(4) Full fingered padded gloves.

(5) Knee and Shin Guards.

(6) Above the ankle off-road boots or Marine Corps boots.

#### 5. Operation

a. II MEF service members shall not operate an off-road motorcycle while carrying a passenger if that off-road motorcycle is not designed to carry a passenger.

b. II MEF service members shall not operate an off-road motorcycle on highways, roads, and byways unless the motorcycle is designed for dual use and the rider is properly licensed and trained for on-road riding.

## Chapter 9

All-Terrain Vehicle/Utility Vehicles1. Applicability

a. The term All Terrain Vehicle (ATV) in this chapter refers to any motor vehicle having a seat or saddle which is straddled by the operator, designed to travel on not less than three wheels in contact with the ground that is designed for off-highway, off-road use only.

b. The term Utility All Terrain Vehicle (UTV) in this chapter refers to any motor vehicle having a bench seat or side by side individual seat with an automotive style steering wheel, designed to travel on not less than four wheels in contact with the ground that is designed for off-highway, off road use. UTV's may also be categorized as Small Utility Vehicle (SMUV), Recreational Off-Highway Vehicle (ROV), Light Utility Vehicle (LUV), among others. Examples of these vehicles include but are not limited to: Gators, RZR's, Rhino's, Ranger's, Teryx's, Mules, Wildcat's, Prowler's, etc.

c. UTV's may be equipped with or without seatbelts, with or without a rollbar/roll cage, and with or without a windshield. PPE requirements are based on these safety features.

2. Requirements

a. Prior to purchasing an ATV/UTV II MEF service members will consult with his/her mentor in advance to be certain that he/she is aware of the responsibilities that comes with ownership of an ATV/UTV, and enrollment in the units motorcycle mentorship program.

b. If a II MEF service member purchases an ATV/UTV he/she will notify his/her command within 48 hours of purchase and provide the required information per this order.

c. All II MEF service members must complete the following prior to operating a privately owned ATV/UTV:

(1) Maintain at all times valid state registration as required by the state wherein the ATV/UTV is registered.

(2) Maintain at all times valid state ATV/UTV safety inspection as required by the state wherein the ATV/UTV is registered.

(3) Carry at all times while operating an ATV/UTV proof of registration as required by the state wherein the ATV/UTV is registered.

(4) If the ATV/UTV is operated on an Installation for recreational purposes ensure the ATV/UTV is properly registered on the Installation to which the service member is assigned.

3. Traininga. Level I

(1) All II MEF service members must complete a CMC SD ATV/UTV Course or equivalent prior to operating an ATV/UTV on or off any DoD Installation. This training should be available through the local installation safety office.

(2) Operators of military ATV/UTV's must complete a CMC SD ATV/UTV Course or equivalent prior to operating an ATV/UTV on or off the installation. II MEF G-10 Force Preservation Department and Installation Safety Offices will assist commands in finding authorized training. A certificate of completion and an endorsement on an OF-346, Government Motor Vehicle Operator Identification Card, will be issued to each individual upon successful course completion.

b. Level II Refresher Training. II MEF service members that own or operate an ATV/UTV must complete approved ATV/UTV refresher training every three years.

c. Verification of Course Completion. Each service member is responsible to ensure the appropriate course completion codes are entered into MCTFS. A statement attesting to the date and location of course completion is a mandatory element for TMS reporting and will be entered upon successful completion of each course.

d. Commanders shall take appropriate administrative or disciplinary actions for members who fail to attend scheduled training.

#### 4. ATV Personal Protective Equipment

a. II MEF service members are encouraged to purchase high quality personal protective equipment (PPE) that protects the rider above the minimum requirements listed below.

b. The following PPE is mandatory for all II MEF service members operating or riding as a passenger on an ATV on or off duty, on or off any DoD installation.

(1) A properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), The American National Standards Institute (ANSI), or the Department of Transportation (DOT). Military Kevlar Helmets DO NOT meet this requirement.

(2) Properly worn long-sleeved shirt/blouse with sleeves rolled down or jacket, long legged trousers. Protective off-highway motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura® and containing impact absorbing padding are strongly encouraged.

(3) Impact or shatter resistant eyewear or full face shield attached to the helmet. Impact or shatter resistant eyewear must meet ANSI Standard Z-87.1 and must cover the cup of the eye.

(4) Knee and Shin Guards.

(5) Above the ankle off-road boots or Marine Corps boots.

c. Commands that have government owned ATV's must provide all required PPE.

#### 5. UTV Personal Protective Equipment

a. II MEF service members are encouraged to purchase high quality personal protective equipment (PPE) that protects the rider above the minimum requirements listed below.

b. The following PPE is mandatory for all II MEF service members operating or riding as a passenger on an UTV on or off duty, on or off any DoD Installation.

(1) A properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), The American National Standards Institute (ANSI), or the Department of Transportation (DOT). Military Kevlar helmets, riot helmets, cranial or Occupational Safety and Health Administration (OSHA) approved hard hats may be worn by II MEF service members on duty in the performance of military duties in situations that require the use of those items. Examples include but are not limited to the following: Military members involved in duties such as range operations, security operations, flight line operations or working at an Ammunition Supply Point (ASP). In each case the supervisor shall conduct a job hazard analysis (JHA) and maintain the JHA on file to determine the best PPE to accomplish the mission.

(2) Properly worn long-sleeved shirt/blouse with sleeves rolled down or jacket, long legged trousers. Protective off-highway motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura® and containing impact absorbing padding are strongly encouraged.

(3) Impact or shatter resistant eyewear or full face shield attached to the helmet. Impact or shatter resistant eyewear must meet ANSI Z-87.1 and must cover the cup of the eye.

(4) Above the ankle off-road boots or Marine Corps boots.

c. Commands that have government owned UTV's must provide all required PPE.

## 6. Operation

a. II MEF service members shall not operate an ATV/UTV on public highways, roads, or byways.

b. II MEF service members shall not operate an ATV/UTV while carrying a passenger(s) if that ATV/UTV is not designed to carry a passenger(s).

c. Operators and passengers must wear seatbelts if the UTV is equipped with seatbelts.

d. Manufacturers safety devices/seat belts will not be removed or tampered with on any ATV/UTV.

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## Chapter 10

Pedestrian Safety1. Requirements

a. Pedestrians, other than military formations, will walk or run on the left side of the roadway, where there is no sidewalk or running trail, facing oncoming traffic and will not impede the flow of traffic. Crosswalks and sidewalks will be used where they are available.

b. Jogging or running is prohibited on roadways where sidewalks or jogging paths exist. Where no sidewalks or jogging paths exist, joggers or runners may operate on the roadway, only against the flow of traffic on the extreme shoulder of the roadway.

c. Pedestrians are responsible to ensure that they always face traffic and maintain a minimum of three (3) feet of clearance from the traveled portion of roadways, streets, and parking lots or are otherwise protected from traffic (e.g. a curbed sidewalk, or designated pedestrian pathway).

d. Walking, jogging or running around ordnance barriers when the barriers are down is prohibited. These barriers serve to block pedestrian as well as vehicular traffic during ordnance operations.

e. Wearing portable headphones, earphones, or other listening devices while jogging, walking, or running on roads or streets aboard any installation is prohibited. However, wearing portable headphones, earphones, or other listening devices while jogging, walking or running on designated running trails or sidewalks is permitted. Safety considerations must be taken when crossing roads and streets designated for use by motor vehicles.

f. Between the hours of sunset and sunrise or periods of reduced visibility, follow the local installation's running/jogging PPE requirements. It is recommended that reflective clothing and or reflective belt or vest be worn.

2. Marching Formations

a. Troop formations will at all times be formed, halted, and dismissed in an area where the formation will not interfere with vehicular traffic.

b. Troops in formation within populated areas will be marched in a column of two's using sidewalks where they exist. When it is necessary to march on the road, the formation will be marched with vehicular traffic on the right side of the road.

c. Traffic guides (road guards) will be assigned to assist in warning oncoming vehicular traffic when troop formations march on roads. Guides will be at least 75 feet in front of and to the rear of the formation. When crossing roadways, additional guides from the formation will be assigned to stop traffic approaching from each flank. Between sunset and sunrise and during periods of reduced visibility, these traffic guides will be provided with and use flashlights or ChemLight® and brightly colored vests or belts for use in traffic control.

d. Military formations or marching troops have the right-of-way over all traffic, except authorized emergency vehicles operating proper warning devices and responding to an emergency call.

e. Marching troops and organized physical training runs should not impede traffic on any major traffic roads to the maximum extent possible.

## Chapter 11

Bicycle, Moped, and Skating Safety1. Requirementsa. Bicycle Safety

(1) Bicycle riders will observe the rules and regulations of the installation they are riding on. Riders will ride on the right edge of the roadway with the flow of traffic in single file only. Unless equipped for two people bicycles are approved for only one rider at a time.

(2) Bicycles may be operated during the hours of darkness if equipped with a headlight, and rear red reflector or rear red light. Reflective vests during the hours between sunset and sunrise and during periods of reduced visibility are required. Light colored clothing and other reflective gear (i.e., tape, reflective belt, shoe reflectors, etc.) are encouraged.

(3) All bicycle riders are required to wear a bicycle helmet that meets the standards of the SNELL or ANZI Z90.1-1971.

(4) Bicycle riders traveling on sidewalks or jogging trails are required to operate with due regard to the safety of joggers and pedestrians as they pass them.

(5) Wearing portable headphones, earphones, or other listening devices while bicycling on roads is prohibited. However, wearing portable headphones, earphones, or other listening devices while bicycling on specifically designated bicycling trails is permitted. Safety considerations must be taken when crossing roads designated for use by motor vehicles.

b. Moped Safety

(1) mopeds equipped with motors of 50cc or less and which are incapable of traveling 30 mph or more will follow the same rules as bicycles.

(2) mopeds with motors more than 50cc and/or capable of exceeding 30 mph are required to be registered as a motorcycle and are subject to the provisions of chapter 7 of this order. mopeds with motors of more than 50cc that are incapable of maintaining 30 mph on a level surface will follow the same rules as bicycles.

(3) Operators of mopeds will observe the rules and regulations of the installation they are riding on. Riders will ride on the right edge of the roadway with the flow of traffic in single file only. Unless equipped for two people mopeds are approved for only one rider at a time.

(4) mopeds may be operated during the hours of darkness if equipped with a headlight, and rear red reflector or rear red light. Reflective vests during the hours between sunset and sunrise and during periods of reduced visibility are required. Light colored clothing and other reflective gear (i.e., tape, reflective belt, shoe reflectors, etc.) are encouraged.

(5) Moped operators must wear a properly fastened (under the chin) protective helmet which meets standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of

Transportation (DOT). Helmets remain a requirement for service members operating or riding as a passenger even in states that do not have mandatory helmet laws.

(6) Wearing portable headphones, earphones, or other listening devices while operating a moped on roads is prohibited. However, wearing portable headphones, earphones, or other listening devices while operating a moped on specifically designated bicycling/jogging trails, when such use is authorized is permitted. Safety considerations must be taken when crossing roads designated for use by motor vehicles.

(7) Carrying passengers or materials in front of the operator, which interferes with control of the moped or obstructs the operators view is prohibited.

c. Skateboarding and Roller Skating Safety

(1) Skateboarders, and roller skaters will follow local installation rules and regulations pertaining to such activities upon the host installation.

(2) Light colored clothing and reflective gear are highly encouraged.

(3) A helmet designed for skating will be worn.

(4) PPE such as elbow pads, kneepads and wrist guards are strongly recommended.

(5) The wearing of headphones, earphones, or other listening devices while skateboarding or roller skating on or within three (3) feet of any traveled portion of any street, roadway, highway, avenue, or parking lot is prohibited. The use of these devices while on a running/walking path, sidewalk or pathway is authorized.

II MEF Drive Safe Order Statement of Understanding

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Rank \_\_\_\_\_ Command \_\_\_\_\_

Ref: (a) MCO 5100.19F Marine Corps Traffic Safety Program (Drive Safe)  
 (b) MARFORCOM Order 5560.1 (Motor Vehicle Seat Belt and Restraint Systems Wear

1. \_\_\_ I have read and understand the II MEF Drive Safe Order and have reviewed references (a) and (b). Furthermore, I understand all requirements related to the ownership, training requirements, personal protective equipment (PPE), and operation of private motor vehicles (PMV's). PMV's include 4 wheel PMV's, On-road motorcycles, Off-road motorcycles, motorized scooters, mopeds, All Terrain Vehicles (ATV's), and Utility Vehicles (UTV's).

2. \_\_\_ As required by reference (b), each II MEF service member must initial and sign this acknowledgement, attesting to their understanding of the Marine Corps seat belt policy and the consequences of.

3. Per reference (b), I understand that:

a. \_\_\_ I must wear my seat belt while driving or riding as a passenger in any moving privately owned vehicle or government vehicle equipped with driver/passenger restraints, both on and off Department of Defense (DoD) installations.

b. \_\_\_ I will not operate (drive) any privately owned vehicle or government vehicle equipped with driver/passenger restraints, until all passengers are properly wearing their seat belts. This requirement cannot be waived by more senior passengers.

c. \_\_\_ If I am the senior member in a vehicle, I will ensure the driver and all passengers wear their seatbelts.

d. \_\_\_ I will not operate (drive) any privately owned vehicle unless all children are secured in an infant or child safety seat in a proper manner as designated by state law or the Department of Transportation (DOT).

e. \_\_\_ I will not operate a moving privately owned truck with passengers in the bed of the truck nor will I ride in the bed of a moving privately owned truck.

f. \_\_\_ Proper seat belt wear dramatically decreases the chance of injury caused by a motor vehicle accident. I further understand that during a motor vehicle accident that occupants not restrained by seat belts pose a significant threat to me and other passengers.

g. \_\_\_ If I am injured as a result of intentionally failing to wear my seat belt, I may be ineligible for certain disability retirement and severance pay.

h. \_\_\_ That I have read, understand and will comply with the self-reporting requirements in chapter 4 of this order.



Motorcycle Mentorship Program Roster

MOTORCYCLE MENTORSHIP PROGRAM ROSTER																													
COMMAND: _____										PRESIDENT: _____																			
MAP NAME: _____										VICE PRESIDENT: _____																			
RIDER INFORMATION					MOTORCYCLE INFORMATION					TRAINING INFORMATION					LICENSE INFORMATION					REGISTRATION INFORMATION					MAP INFORMATION				
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