SERMC Safety SOP 36

From: SERMC Safety Department (C106)

Subj: Traffic Safety Program

Ref: (a) OPNAV M-5100.23
     (b) NAVSTAMYPTINST 5560.2, Naval Station Mayport Traffic Safety Program
     (c) NAVSTAMYPTINST 5560.3 Authorized Use of Golf Carts, Low Speed Vehicles, and Utility Vehicles

1. Purpose. To assign responsibilities and establish policy for the SERMC Traffic Safety Program.


3. Applicability. This SOP applies to all SERMC personnel.

4. Responsibilities

   a. Commanding Officer will:

      (1) Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations.

      (2) Designate in writing a Traffic Safety Coordinator (TSC) and a Motorcycle Safety Representative (MSR).

      (3) Ensure that potential impacts of fatigue are evaluated and addressed prior to assigning or authorizing long distance or long duration driving.

   b. Supervisors will:

      (1) Ensure compliance with this SOP.

      (2) Incorporate the principles of Operational Risk Management (ORM) into motor vehicle operations.

      (3) Emphasize the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway
Traffic Safety Administration identified driving distractors. The risks of long distance driving and other risks associated with driving during liberty periods should also be emphasized.

(4) Ensure motorcyclists attend required training and use required Personal Protective Equipment (PPE).

(5) Ensure personnel complete and document required traffic safety training identified in reference (a).

(6) Counsel military personnel on proposed travel plans, mode of travel, length of travel time, and other contingencies prior to personnel leave approval. When Private Motor Vehicles (PMVs) are the primary mode of travel, use of the Traffic Risk Planning System (TRiPS) for travel planning purposes will be highly encouraged. Additional information on TRiPS can be found on the Naval Safety Center's Web site (http://www.public.navy.mil/na vsafecen/Pages/shore/motor-vehicle/trips.aspx).

(7) Counsel military personnel during all safety briefs, stand downs, and during the leave approval process on the recurring factors related to traffic mishaps such as: speeding, drinking and driving, non-use of seat belts, and driving while fatigued.

c. TSCs will:

(1) Attend NAVSTA Mayport Traffic Safety Council meetings.

(2) Investigate and document motor vehicle mishaps in accordance with SERMC Safety SOP-14.

(3) Provide the Commanding Officer with a monthly traffic safety training status report in accordance with reference (a).

d. MSRs will:

(1) Attend Installation Motorcycle Safety Council meetings.
(2) Identify all military personnel who operate or plan on operating a motorcycle and ensure compliance with required training.

(3) Enroll military personnel who operate or plan to operate a motorcycle in required courses.

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

(5) Serve as the command motorcycle mentorship program coordinator.

(6) Assign an alternate MSR.

e. SERMC personnel will:

(1) Be aware of the personal responsibility to comply with this SOP, references (a) through (c), and state traffic safety regulations.

(2) Incorporate the principles of ORM into motor vehicle operations.

(3) Inspect all government owned vehicles before and after operation in accordance with reference (a).

(4) Document inspections on the Operator’s Inspection Guide and Trouble Report form located in each government vehicle (GMV) and report all failures or malfunctions to a SERMC facilities representative when identified.

(5) Complete the Enterprise Safety Applications Management System (ESAMS) Low Speed Vehicle Training course (Course #2302) prior to initial use of command golf carts.

(6) Inform all passengers of safety belt and child safety seat requirements. It is the driver’s responsibility to ensure compliance by all passengers with these requirements.

(7) Complete remedial driving improvement training whenever convicted of a moving violation or determined to be at fault in a traffic mishap while operating a GMV.
f. Military personnel under the age of 26 will complete the ESAMS Driving for Life (Course #1154) or equivalent courses identified in reference (a).

g. Military motorcycle riders will comply with the requirements training requirements of reference (a) and meet all applicable licensing, registration, insurance and training requirements before operating a motorcycle.

   (1) Report to the command MSR when failing to attend required training.

   (2) Consult with supervision prior to purchasing a motorcycle to be certain they are aware of the responsibilities that come with ownership.

   (3) Check-in with the command MSR as part of the new command check-in process.

5. Definitions

Golf Cart: A motorized cart designed for transporting persons or equipment. This vehicle typically does not exceed 15 to 20 miles per hour, and is not classified as a Government Motor Vehicle (GMV).

Government Motor Vehicle (GMV): A motor vehicle that is owned, leased, or rented by the government (includes a vehicle rented by government personnel when authorized on their official travel orders).

Motorcycle: Any motor vehicle that uses a saddle type of seat, has less than 4 wheels, and is controlled by handle bars.

Motor Vehicle: Any vehicle which is self-propelled (not operated on rails or tracks), normally classified as a car, truck, or motorcycle.

Private Motor Vehicle (PMV): A vehicle owned, leased, rented, or controlled by an individual in a personal capacity.

Operational Risk Management (ORM): A method for identifying hazards, assessing risks, and implementing controls to reduce the risks associated with an activity or operation.
Sport Bike: Motorcycles which are consumer versions of racing motorcycles.

6. **Forms.** There are no forms associated with this SOP.

/s/
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