

SINGLE SOURCE SAFETY DOCUMENT
CHAPTER 6
ARMY MOTOR VEHICLE/PRIVATELY OWNED VEHICLE ACCIDENT
PREVENTION PROGRAM

6-1. GENERAL.

a. Privately owned vehicle (POV) accidents are consistently the number one killer of Army soldiers. While commanders/supervisors do not control POV operators similar to those operating Army motor vehicles (AMV), numerous areas of influence may be used to reduce manpower losses. The POV and AMV Accident Prevention Program is provided for use in developing and implementing effective prevention and accident avoidance strategies.

b. In accordance with AR 385-10, Fort Hamilton established a POV Task Force to address POV safety concerns. The POV Task Force members are ISO, DES, PAO, ASAP, and SJA. The Installation Safety Office will convene the meeting annually.

6-2. RESPONSIBILITIES. The commander/supervisor is ultimately responsible for the implementation of effective AMV and POV accident prevention efforts within their commands.

a. Unit and activity commanders will select, train, and license AMV drivers IAW DoDI 6055.4, ARs 385-10, 600-55 and 190-5, and local policy.

b. The Installation Safety Office will:

(1) Provide staff oversight of the motor vehicle accident prevention program.

(2) Maintain and disseminate motor vehicle safety awareness material.

(3) Collect motor vehicle accident data and analyze data to identify accident trends and develop countermeasures.

(4) Provide motorcycle riders information on enrolling in the Beginner Rider and Experienced Rider motorcycle training.

(5) Chair and convene the POV Task Force meetings annually.

c. The DES:

(1) Monitor speed limits and issue authorized citations for speeders.

(2) Provide POV accident data to the Installation Safety Office.

(3) Periodically conduct seatbelt checks to determine installation compliance rates.

(4) Conduct child safety seats inspections for the installation.

(6) Attend POV Task Force Meeting.

d. The Army Substance Abuse Program will:

(1) Maintain and disseminate alcohol and drug safety awareness material.

(2) Attend POV Task Force meetings.

e. First line supervisors will:

(1) Ensure all operators of Army motor or GSA vehicles successfully complete the CRC Accident Avoidance Training or equivalent every 4 years.

(2) Conduct/schedule driver training for assigned personnel as required by AR 385-55.

(3) Ensure that all newly assigned military personnel complete personal information sheets (individual driving history) and commander's interview within 30 days of arrival.

(4) Ensure all Soldiers use Travel Risk Planning System (TRiPS) when traveling outside the local commuting area on or off duty. DA civilians will use TRiPS when traveling outside the

local commuting area in an AMV or while TDY using an AMV or government leased rental car. TRiPS is located at: <https://safety.army.mil/>. TRiPS is an automated trip planning tool that incorporates the principals of Composite Risk Management and facilitates a dialogue between supervisor and subordinate prior to POV/AMV travel.

(5) Use the "Next Accident" scenario from the POV Risk Management Toolbox, <http://safety.army.mil> to assess the risk level of newly assigned personnel or to identify the at risk driver.

(6) Following every fatal or serious injury POV accident, commanders will conduct an assessment of the accident with the involved soldier's chain of command to determine what happened, why it happened, and how it could have been prevented.

f. Installation Transportation Officer will require operators to show to the dispatcher the proof of accident avoidance training before dispatching the vehicle.

6-3. MOTOR VEHICLE TRAINING. Accident avoidance training is a proven means by which to raise safety awareness, change driver attitude/behavior, and improve driver skill. As a minimum the following training will be provided as indicated to appropriate personnel as needed at no cost to the individual soldier or civilian employee.

a. Accident Avoidance Training. All operators (military/civilians) of Army motor or GSA vehicles must successfully complete the online Combat Readiness Center (CRC) Accident Avoidance Course or equivalent and have a refresher course every 4 years thereafter.

b. Motorcycle Safety. All military personnel operating a motorcycle, moped, or scooter on military installations will successfully complete the required Motorcycle Safety Foundation Beginners Rider course or the Experienced Rider Course. Beginning 1 October 2012, Soldiers looking to enroll in driver or motorcycle training programs will be required to register using the Digital Training Management System (DTMS) through their unit Training NCO. DTMS is a long-standing tool that already tracks and schedules milestones like weapons qualification and APFT scores. DTMS is located online at: <https://dtms.army.mil>.

c. Remedial Driver Training. Drivers in military and/or GSA vehicles who have at-fault traffic accidents, commit a serious driving offense, misuse government vehicles, or are cited by police and found guilty for moving violations will attend remedial driver's training. This training is the responsibility of each unit/organization.

d. Pre-Holiday/Special Hazard Driver Awareness Training. Supervisors will ensure every assigned soldier and civilian employee be given special training or orientations/briefings before any 3-day weekend. The training must include a review of local driving laws/regulations, motor vehicle safety inspections, the effects of fatigue or alcohol on a driver's capabilities, and a review of any local driving hazards. Commanders will ensure POVs of all military personnel are given a safety inspection prior to any 3-day (or longer) holiday. POV safety inspections are also required prior to a soldier taking leave or pass if driving over 250 miles to his/her destination. A good POV Inspection Checklist is at Figure 6-1.

e. Tactical Vehicle and Bus Driver Training. Driver training must be conducted by the unit in accordance with AR 600-55 and AR 385-55. The appropriate training circular in the TC 21-305-XX series will be the minimum standard for driver training programs.

6-4. DA FORM 348 DOCUMENTATION. Include the following information as a minimum on DA Form 348, Equipment Operator's Qualification Record:

a. Accident Avoidance training and date.

- b. Safety awards.
- c. AMV accidents.
- d. Civilian and military traffic points and citations.
- e. Operator's training completed.

6-5. POV ACCIDENT PREVENTION. Most Army personnel killed or injured in POV accidents are involved in single vehicle accidents at night as a result of excessive speed, alcohol/drugs, or fatigue. POV accidents most often occur off duty and off-post, outside the presence of Army supervision. Commanders, however, can influence soldier behavior. Positive leadership, motivation, and guidance given to POV operators before they leave Army control is a proven means of accident prevention. Commanders and managers will ensure their POV safety and accident prevention programs include the following:

a. Command Emphasis. Positive leadership at all levels is imperative. Leader emphasis, on POV safety, must be unrelenting. Junior officers and NCOs must know their responsibility in POV accident prevention and their authority to intervene or take action to deal with the "at risk" driver.

b. Discipline. Junior leaders work with their soldiers daily and should readily identify those soldiers who may be at risk. Negative behavior, such as traffic offenses, alcohol abuse, misconduct, and poor performance are indicators of potential POV accident victims. Once identified, the "at risk" soldiers will be counseled, motivated, or disciplined to modify the behavior that places them at risk.

c. Composite Risk Management. Use risk management to identify hazards associated with POV operations. Assess the hazards, make decisions to control them, implement those controls, and then supervise execution. Use the Risk Assessment and Control Options Program for POV operations (commander, leader and individual assessments), and the POV Risk Management Toolbox. These programs provide a comprehensive set of tools and controls that have proved successful throughout the Army.

6-6. SAFETY BELTS.

a. All personnel operating or riding as a passenger in an Army motor or GSA vehicle will wear manufacturer-installed safety belts whether on or off the installation. Individuals will not ride in seats from which manufacturer-installed occupant restraints have been removed, rendered inoperative, or broken. The vehicle operator will inform passengers of the safety belt use requirement. The senior occupant is responsible for ensuring enforcement. When it is not clear who the senior occupant is in the case of civilian employees, the driver is responsible for ensuring enforcement.

b. All personnel, including visitors, will use a restraint system while driving or riding on the installation in a privately owned or Government-owned/leased vehicle with manufacturer-installed restraint systems.

c. Normally vehicle occupancy is limited to the number of manufacturer-installed occupant restraints in the vehicle or the technical manual specifications for vehicle occupancy. Normally, all bus passengers will have a seat. Occasionally, buses operating on the installation may have standing passengers if they stand behind the beginning of the first row of seats. No standing passengers are allowed when buses travel off post.

6-7. MOTORCYCLE OPERATIONS.

a. Anyone who operates a motorcycle on an Army installation, to include Government-owned motorcycles, shall successfully complete a Motorcycle Safety Foundation (MSF) or MSF-based rider safety course, or present documentation of previous attendance. Commanders are not authorized to waive or defer the training.

b. Where the state or local laws applicable to the installation require special licenses to operate privately owned motorcycles, motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs) such license requirements, at a minimum, shall be required for operation of those vehicles on Army installations.

c. All motorcycles and mopeds operated on military installations will have their headlights turned on at all times.

d. The Army standard motorcycle rider's course is an MSF-based Basis Rider Course (BRC), Commander may offer the Experienced Rider Course (ERC) in addition to the BRC, but not in lieu of the BRC. The ERC is designed to provide additional highway safety skills for experienced motorcycle riders. It is highly encouraged that both courses be offered to ensure adequate training for both new and experienced riders. The ERC builds upon and provides additional skills taught in BRC or gained through previous experience. Anyone who has documentation of prior completion of the ERC will be in compliance with the Army standard for motorcycle training and will not be required to attend the BRC. To register refer to 6-3, b above.

e. The State of New York requires all motorcycle operators to wear helmets at all times. All soldiers operating a motorcycle or moped on or off the installation will wear a proper fastened DOT approved motorcycle helmet with a face shield or goggles. Civilians will also wear a proper fastened, DOT approved helmet with a face shield, or goggles when operating or riding a motorcycle on any DOD installation or while on government business off the installation. The helmet will be properly fastened (under the chin) and meet DOT or SNELL Foundation motorcycle safety helmet construction standards. Suitable eye protection is defined as shatter-proof goggles or face shield attached to the helmet. A motorcycle or moped windshield, sunglasses, prescription glasses, or ski goggles are not suitable eyes protection.

f. Soldiers will wear full fingered gloves, long-legged trousers, long-sleeved shirt, leather boots or over-the-ankle shoes, and encouraged to wear high visibility outer garments (bright color for day and retro-reflective for night, whenever they operate or ride a motorcycle or moped. Civilian personnel must wear the same protective clothing specified for soldiers when operating or riding a motorcycle or moped on Fort Hamilton or while on Government business off the installation.

g. The use of headphones or earphones while driving a motorcycle or moped is prohibited for military personnel on or off post and for civilian personnel on post. This also includes bicycles, skateboards, etc.

6-8. UNSAFE OPERATIONS/CONDITIONS. Drivers will not operate any Army motor or GSA vehicle in an unsafe mechanical condition or in an unsafe manner. Such conditions include:

- a. Improper functioning of lights, windshield wipers, or mirrors.
- b. Broken, cracked, or frost/ice/snow-covered windshields.

- c. Speeding.
- d. Wearing headphones or earphones while driving motor vehicles.
- e. Eating or drinking while the vehicle is in motion.
- f. Using a cell phone when the vehicle is in motion.

6-9. REFERENCES.

- a. DoDI 6055.4
- b. AR 385-55
- c. AR 600-55
- d. AR 190-5
- e. TRADOC Regulation 385-2
- f. Privately Owned Vehicle Risk Management Toolbox for Commanders, Leaders, and Non-Commissioned Officers, March 1998, U.S. Army Safety Center.

Figure 6-1

POV INSPECTION CHECKLIST

At least a two week period should be allowed to ensure timely repairs.

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECKOFF	
TIRES	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>	Front	Rear
	<i>NOTE: No mixing of radial tires and bias tires.</i>			
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
LIGHTS	Head lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
	Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup lights	Lenses intact, left and right backup lights work (White Light)	Left	Right
	Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License Plate Light	Lenses intact, does light stay on	Pass	Fail
WINDSHIELD & WINDOWS & WIPERS	Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
	Window controls	Check handles, push electric buttons	Front	Rear
	Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail
MIRROR	Mirror Outside	Missing, cracked	Left	Right
	Mirror Inside	Missing, cracked	Pass	Fail
BUMPERS	Bumper Front	Missing, loose, broken	Pass	Fail
	Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
BRAKES	Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
	Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail

Figure 6-1 (cont)

Interior			
Horn	Does it work	Pass	Fail
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail
Heater	Ensure heater works	Pass	Fail
SEATBELTS			
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
LICENSE/DECALS/INSURANCE			
State Drivers License	Expired, missing	Pass	Fail
Installation decal	Missing, needs replacing	Pass	Fail
License Plate (License plates match windshield decal (Europe Only))	Expired, check sticker/decal to ensure plate is current	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail
UNDER THE HOOD			
FLUIDS			
Brake	Filled to appropriate level	Pass	Fail
Windshield washer	Windshield washer fluid	Pass	Fail
Battery	Check the color indicator on the battery	Pass	Fail
Power Steering	Filled to appropriate level	Pass	Fail
HOSES	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail
BATTERY	Terminals, clean and tight, held down securely	Pass	Fail

Inspector's Name: _____ Signature _____

Operator Name: _____ Signature _____

Leader's approval _____

Date inspection was conducted _____ Date follow-up inspection was conducted _____

Leave/Pass/Holiday _____

**** Inspection checklist can be revised based on local requirements - e.g., snow tires/chains.**