



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5101.1D

G4/MT

29 JUN 1998

DIVISION ORDER 5101.1D

From: Commanding General
To: Distribution List

Subj: MOTOR VEHICLE MISHAP PREVENTION PROGRAM

Ref: (a) MCO 5100.8E
(b) MCO 5100.19D
(c) MARCORBASESJAPANO P11240.1B
(d) DivO P5040.3
(e) DivO P5100.11G
(f) MCO P4400.150C
(g) MCO 11240-15/3A
(h) MCO 11240.66B
(i) NAVSEA Op 2165
(j) NAVSEA Op 2239
(k) DivO 11240.16F
(l) MCB Pamphlet 5100
(m) MCB Manual for the Marine Corps Motor Vehicle Operator

Encl: (1) Quality Control/Safety Inspection Checklist/Drivers
Mission Brief Sheet
(2) Drivers/Assistant Drivers Information Packet
(3) Accident Report Forms
(4) DIC Attainment Reporting Format

1. Purpose. To publish instructions for implementation and administration of a standard Motor Vehicle Mishap Prevention Program within the 3d Marine Division in accordance with references (a) through (m). This instruction encompasses Privately Owned Vehicle (POV) operation as well as Government Owned Vehicle (GOV) operation.

2. Cancellation. DivO 5101.1C.

3. Background

a. As addressed in reference (b), experience has proven that motor vehicle mishap prevention can best be accomplished through the application of education, engineering, and law enforcement principles. Education can reduce operator deficiencies by improving driver attitudes, skills, knowledge, judgment, and professionalism, and can effectively decrease mishaps caused by the four vehicle operator killers: Preoccupation, Speed, Sleep Deprivation, and Drugs/Alcohol. Effective engineering can improve vehicle safety by

reducing/eliminating defects in the mechanical operation of vehicles, road planning, construction, maintenance, and traffic control planning and devices. Reference (c) provides law enforcement measures and regulations which, along with suitable disciplinary measures, can induce better driving habits and deter, restrict, or impound dangerous vehicles and confine dangerous operators.

b. The current mishap problem originates with the operator. A continuous education program designed to improve and reinforce driver knowledge, skills, habits, attitudes, and judgment is deemed essential to reduce the vehicle accident rate within the Division. The term education is used to denote all measures which are intended to induce the driver to voluntarily practice safe driving techniques.

4. Scope. The mishap prevention principles of engineering and enforcement are not addressed herein. This Order is aimed at specific measures needed to expose each driver to useful driving information, to establish a sense of responsibility, and to outline the organizational responsibilities of conducting the mishap prevention program.

5 Responsibilities

a. Division Safety Officer. The Division Safety Officer will advise and assist in the organization and implementation of the Motor Vehicle Mishap Prevention Program outlined in this Order. The Division Safety Officer will keep the Commanding General informed of program problems and progress by conducting inspections in accordance with reference (d).

b. Division Motor Vehicle Mishap Prevention Officer (MVMPO). The Division Motor Transport Officer will be designated as the Division MVMPO in accordance with reference (e), and will be assigned in writing as being responsible for:

(1) Implementing, coordinating, and supervising the Division Motor Vehicle Mishap Prevention Program.

(2) Assisting all Division units in the promotion, education, and implementation of the program outlined in this Order.

(3) Monitoring the accident prevention program through frequent visits to all Division units.

(4) Assigning in writing a Division Motor Vehicle Mishap Prevention SNCO to continuously perform mobile safety training throughout the Division and other duties as outlined in this order and as prescribed by the MVMPO.

(5) Conducting spot checks of Division motor transport dispatching activities and vehicles to ensure appropriate vehicle safety measures and traffic safety considerations are receiving emphasis and attention.

(6) Providing appropriate promotional materials, such as official safety publications, newsletters, handouts, posters, etc. to support unit programs.

(7) Providing technical assistance to Division units on traffic safety matters, as necessary.

(8) Establishing and maintaining liaison with the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler, in order to monitor motor vehicle accidents which involve Division personnel.

(9) Reviewing Division motor vehicle accidents to determine possible trends and causes for the planning and implementation of effective accident reduction programs.

(10) Tracking status of accident investigations involving government vehicles to ensure that proper procedures are followed and vehicles are returned to service in an expeditious manner.

(11) Reviewing road master citations and inspection reports to take corrective action to deter unsafe/improper operator, assistant operator, and maintenance practices.

(12) Promoting the use of Garrison Mobile Equipment (GME) for all administrative movement requirements to minimize the use of tactical vehicles on the narrow roads of Okinawa.

(13) Monitor the Division's participation in the Drivers Improvement Course (DIC) program in accordance with reference (b). Compile a quarterly summary of DIC completion rates for Division units to identify any major training shortfalls and submit to the Assistant Chief of Staff, G-4 for review.

(14) Coordinate with the Division Safety Officer to ensure that the safety portion of the Division Logistics Readiness Inspection (LRI) checklist is complete and provides an accurate assessment of a unit's Motor Vehicle Mishap Prevention Program.

(15) Serve as chairperson of the Division Safe Driving Council and ensure that the council functions in accordance with reference (b).

c. Division Motor Vehicle Mishap Prevention Staff Noncommissioned Officer (MVMP). In addition to complying with the instructions provided in the references, the MVMP is responsible for performing the following accident prevention program duties.

(1) Assist the MVMPO in the execution of all Motor Vehicle Mishap Prevention Program responsibilities.

(2) Ensure all activities conducted in support of accident prevention programs are included in unit turnover folders.

(3) Ensure all Division government vehicle operators understand how to use the forms in the drivers information packet.

(4) Stimulate driver interest in safe driving practices by emphasizing the importance and utility of established safe driving programs.

(5) On a continuous basis, provide all Division motor transport units mobile training on motor vehicle mishap prevention. At a minimum, classes will be taught on the following topics:

(a) Weather Hazards and Road Conditions

1 Rain: oil slicks, slippery pavement, hydroplaning, road washouts, reduced visibility, decreased stopping distances.

2 Clear: children playing, glare from sunshine, heavy traffic, construction.

(b) Common Accident Situations

1 Backing.

2 Intersections and crosswalks.

3 Narrow roads

4 Roads with sharp curves and steep hills.

5 Passing another vehicle

6 Being passed by another vehicle.

7 Road construction areas

8 Congested areas.

9 Following too closely.

10 Speeding.

Driving Emergencies.

1

1

id.

Proper Speed for Conditions

Commanding Officers

id

p
dr
mp
M

id
M

p

id
p
A
id

(5) Ensure that all personnel, regardless of grade, are held accountable, administratively or in accordance with the Uniformed Code Military Justice (UCMJ), for involvement in motor vehicle accidents which result from their negligence or violations of existing regulations.

(6) Ensure that accidents involving government vehicles which meet the criteria outlined in reference (f) are conducted properly and promptly. For those accidents which involve both government vehicles and POVs, ensure that copies of the disposition are forwarded to Commanding General, Marine Corps Base Camp S. D. Butler (Attn: Staff Judge Advocate) in order to expedite any claims pending against the U.S. Government.

(7) Ensure that all personnel, regardless of grade, are held accountable, administratively or in accordance with the UCMJ, for violations of traffic regulations in accordance with reference (b). Also, respond to the Division Motor Transport Officer on any Roadmaster Citations issued to personnel within thirty (30) days.

(8) Appoint a Motor Vehicle Mishap Prevention Officer in writing, in accordance with reference (a).

(9) Ensure appropriate vehicle and local traffic safety instructions are included in the formal safety training program for all vehicle operators assigned.

e. Motor Vehicle Mishap Prevention Officer. Motor vehicle mishap prevention is synonymous with motor transport professionalism. The unit Motor Transport Officer should normally be assigned as the Motor Vehicle Mishap Prevention Officer. He will be responsible for motivating all drivers and stimulating their interest in safe driving. His specific duties will include, but all not limited to:

(1) Coordinate with the unit training officer in the scheduling of safe driving instructions for all licensed drivers.

(2) Develop and maintain lesson plans for all aspects of safe driving and retain them with appropriate attendance rosters for review by higher headquarters.

(3) Ensure that the selection and screening of prospective vehicle operators is accomplished in accordance with references (g) and (h).

(4) Ensure that licenses are upgraded in accordance with reference (i) and that explosive driver licenses are issued in accordance with references (i) and (j).

(5) Ensure that all newly joined personnel who possess a government operators license and are assigned duties involving motor vehicle operation are qualified to operate those vehicles in accordance with reference (k).

(6) Ensure that all SF-46s/OF-346s are over-stamped prior to the driver operating a vehicle in Japan or in Korea.

(7) Comply with the ground safety program requirements associated with this Order, provided in reference (e).

(8) Ensure that the contents of reference (c) are brought to the attention of, and thoroughly understood by, all new personnel within 10 days of their arrival and that reference (c) is readily available to all personnel.

(9) Ensure that knowledgeable and experienced motor transport professionals are assigned as the primary and alternate Motor Transport Safety/Driver Maintenance Inspector/Quality Control Noncommissioned Officer. They will enforce the use of the Division Vehicle Operator Mission Brief/Safety Inspection form per reference (k). A sample is included in enclosure (1).

(10) Ensure the unit appoints a Safe Driving Council in accordance with reference (b).

(11) Ensure that the motor transport dispatcher receives and forwards to each vehicle operator the weather forecast and Provost Marshal Office (PMO) traffic report on a daily basis.

(12) Develop a means to publicize the mishap prevention program through the use of traffic posters, scoreboards, bulletin boards, displays, accident location or hazard maps, driver incentive program, etc.

(13) Create and maintain a Motor Vehicle Operator/ Mishap Prevention Safety Library, and ensure it is used by all government vehicle operators in the unit. The nucleus of the library will be numbered copies of "Driving Under Japanese Traffic Law on Okinawa" and "Manual for the Marine Corps Motor Vehicle Operator", references (l) and (m) respectively. All licensed government vehicle operators will be issued one numbered copy of each publication to be carried in their utility pocket and read on a daily basis. When the individual operator or unit rotates back to the United States, the publications will be returned to the library.

(14) Implement a Safe Driver Awards Program. Some possible incentives could be safe driving certificates, time-off, honorary recognition, increase in proficiency and conduct marks, special duties, etc. Any type of recognition should be performed in front of the vehicle operator's peers to promote the individual and the program.

(15) Ensure that all drivers are provided an information packet prior to dispatch. A sample of the Division Drivers/Assistant Drivers information packet is included as enclosure (2).

(16) Develop and maintain desktop procedures and turnover folders in accordance with reference (a) which reflect the unit's efforts in motor vehicle mishap prevention.

(17) Ensure all tactical convoys are dispatched in five or less vehicle serials to reduce traffic hazards normally associated with long vehicle columns.

(18) Ensure all newly joined motor vehicle operators receive at least eight hours of on-the-road driver training before being dispatched on their own in accordance with reference (k).

(19) Ensure all vehicle operators properly secure themselves, their passengers, and their cargo loads to protect personnel and government property while in transit in accordance with references (l) and (m).

(20) Participate as a member of the unit Safety Council to ensure adequate attention is paid to safe and proper operation of government and privately owned vehicles.

(21) Coordinate the unit's participation in the Driver Improvement Course (DIC) program in accordance with reference (b). Report monthly completion rates to the Division MVMPO via E-mail to CG 3D MARDIV (MOTOR T) section mailbox by the 15th of the following month. The format is included as enclosure (4).

(22) Ensure that operator safety training is extended to off-duty operation and licensed dependents, and includes the following:

- (a) Motorcycle safety.
- (b) Vehicle maintenance.
- (c) Annual POV safety inspections.
- (d) Pedestrian safety.

6. Action. The instructions and responsibilities promulgated herein shall be fully complied with.


I. M. SUPKO
Chief of Staff

DISTRIBUTION: A

VEHICLE OPERATOR MISSION BRIEF/SAFETY INSPECTION CHECKLIST

MISSION: WHO you are supporting: UNIT: POC:
PH#:

WHAT is your cargo:

WHEN - pickup time: Release Time:

WHERE - pickup location: BLDG #:

drop-off location: BLDG #:

VEHICLE/TRAILER: TYPE (S): NUMBER(S):

CONVOY SERIAL: Number: Commander:
DISPATCHER: Name: PH#:
MHE SUPPORT: Unit POC:
PH#:

ASSIGNED OPERATORS: OPERATOR(OP) NAME: UNIT:

A/DRIVER(AD) NAME: UNIT:

OP AD

Checklist: Valid/Current LICENSE for assigned vehicle
Local SOFA driving orientation/instruction
Sleep (6 hours within last 24 hours)
NO Alcohol Consumption within last 8 hours
Do You Understand your route of travel

Route: _____

Route Hazards: _____

Accident Forms in your possession (SF91/DD518)
Emergency/SL-3 Gear in your possession

A/Driver Duties: Keep operator awake and alert
Ensure proper vehicle clearance
Perform backing guide duties
Assist in route navigation

Cargo: In proper position on vehicle bed
Secured properly (tiedown/block/troop strap)
Special Handling (hazardous/classified/weapon)

ENCLOSURE (1)

**OPERATIONS SECTION/DISPATCHER WILL RETAIN THIS FORM FOR THIRTY DAYS.
(ATTACH THIS FORM TO THE TRIP TICKET BEFORE DISPATCH)**

ENCLOSURE (1)

**DRIVER'S/ASSISTANT DRIVER'S
INFORMATION PACKET**

PROVIDED BY DIVISION MOTOR TRANSPORT

EXCERPT FROM MARCORBASESJAPANO P11240.1B (page 6-23)
RULES OF THE ROAD/SPEED CONVERSION CHART
A/DRIVER RESPONSIBILITIES/ TELEPHONE NUMBERS
EMERGENCY PROCEDURES
GENERAL MAP OF OKINAWA

PROVIDED BY UNIT

TRIP TICKET
QUALITY CONTROL/ MISSION BRIEF SHEET
OKINAWA EXPRESSWAY (TOLL) PASSES
SF 91 "OPERATORS REPORT OF MOTOR VEHICLE ACCIDENT"
DD518 "ACCIDENT IDENTIFICATION CARD" (2 COPIES)
STRIP MAPS

OKINAWA, JAPAN

ENCLOSURE (2)

ACCIDENT REPORT (OKINAWA) FORMS

- 1. Date notified: Time notified:
- 2. Received from:
- 3. Received by:
- 4. Time and Location of Accident:
- 5. Operator's Name, Grade and Unit:
 Driver:
 A/Driver:
 JOV Driver:
- 6. Type of Vehicle(s) involved:
 GOV:
 JOV:
- 7. USMC No/License No of Vehicle(s) involved:
 GOV:
 JOV:
- 8. Destination of Vehicle(s):
- 9. Extent of Injuries to Personnel:
- 10. Extent of Damage:
 GOV:
 JOV:
- 11. Destination and Type of Cargo:
- 12. Brief Description of Circumstances:
- 13. Weather/Road Conditions:
- 14. Additional Comments: The following agents were notified or are on site: JPs, PMO/AIS and G-4/MT. Who was cited at the accident site.

EMERGENCY NUMBERS

Camp Foster PMO/AIS (Accident Investigation Section/Japanese Police Liaison) 645-2284.

G-4/MT 622-9301/9798/9337/9420 (Division Roadmasters)

Camp Courtney PMO 622-9608

Camp Hansen PMO 623-4165

Kadena SP 634-2475

On Base Emergency, Fires, and Ambulance Call **911.**

Off Base to On Base Emergencies call:

.....**892-4897**

.....**938-1110**

Ambulance.....938-1726

Fire..... .938-1110

ENCLOSURE (3)

ACCIDENT REPORT (OKINAWA) FORMS

Please Help Me	This is an Emergency	I would like to use your phone
Chotto Onegai Shimasu.	Hijoji Desu.	Denwa O Kasite Kudasai.
Call the Police		
Keisatsukan O Yonde		

ENCLOSURE (3)

ACCIDENT REPORT FORMS (HAWAII)

1. Date notified: Time notified:
2. Received from:
3. Received by:
4. Time and Location of Accident:
5. Operator's Name, Grade and Unit:
Driver:
A/Driver:
POV Driver:
6. Type of Vehicle(s) involved:
GOV:
POV:
7. USMC No/License No of Vehicle(s) involved:
GOV:
POV:
8. Destination of Vehicle(s):
9. Extent of Injuries to Personnel:
10. Extent of Damage:
GOV:
POV:
11. Destination and Type of Cargo:
12. Brief Description of Circumstances:
13. Weather/Road Conditions:
14. Additional Comments: The following agents were notified or are on site: Local Police, PMO/AIS and S-4/MT. Who was cited at the accident site.

EMERGENCY NUMBERS

MCBH Kaneohe PMO/AIS (Accident Investigation Section) 257-2123
S-4/MT 257-2027/3267 (Regimental Roadmasters)

On Base Emergency, Fires, and Ambulance Call **911**
Off Base to On Base Emergencies call **911**.

ENCLOSURE 3)