

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**



**AIR FORCE INSTRUCTION 91-207**

**1 OCTOBER 1995**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**17 MAY 2004**

**Safety**

**THE US AIR FORCE TRAFFIC SAFETY  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 91-2, *Safety*. The Traffic Safety Program's goal is to prevent or reduce frequency and severity of vehicular mishaps involving Air Force personnel and equipment. This instruction applies to people in or on moving motor vehicles and bicycles on Air Force installations, Air Force employees operating a motor vehicle conducting official duties off base, Air Force military personnel (including Air Force Reserve and Air National Guard on Federal Service) in any moving motor vehicle, and foreign students in training with the Air Force (who must complete applicable traffic safety courses). For the purposes of this instruction, the Air National Guard Readiness Center is considered a field operating agency (FOA). Send major command (MAJCOM), (FOA), or direct reporting unit (DRU) supplements to this instruction to HQ AFSA/SEGO, 9700 Avenue G, Kirtland AFB, NM, 87117-5670 for coordination and approval before publication. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this instruction is not an Air Force endorsement.

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**(PACAF)** This supplement applies to: all people in or on moving motor vehicles and bicycles on PACAF Air Force installations; Air Force employees operating a motor vehicle while conducting official duties off base; Air Force military personnel in any moving motor vehicle; and foreign students in training with the Air Force (who must complete applicable traffic safety courses). (**Note:** this standard includes Air Force Reserve personnel and Air National Guard personnel anytime they are operating a vehicle on base, and when operating vehicles off base while serving in an active duty or training status.)

**SUMMARY OF REVISIONS**

This revision implements the revised Department of Defense Instruction 6055.4, DoD Traffic Safety Program. It also corrects editorial changes made in the initial publication and includes some additional requirements and clarifications. It adds the following items: exception for operators possessing a state

motorcycle license endorsement that requires a Motorcycle Safety Foundation (MSF) approved training for such endorsement are not required to complete Course IVA or IVB; exception for people required to attend and successfully complete a court-approved local community driver improvement program are not required to complete Course V; responsibility for Centers, Wings, and Installations to ensure courses are conducted as specified; training identification and course completion requirements for on-duty off-road vehicle operators; a description of an all terrain vehicle (ATV); Non-Appropriated Funds (NAF) civilians as attendees for traffic safety courses (except Course I). It revises the Air National Guard Readiness Center status from a MAJCOM to a FOA and the quarterly motorcycle training report to a format and submittal method determined by the MAJCOM, DRU, or FOA. It corrects Course I exemption from younger to older. It deletes occupant restraints and rollover protection requirements for an ATV; Air Force Materiel Command (AFMC) from attendee list for Course I. It clarifies the guidelines on the use of utility-type mini-trucks; the guidelines on the use of other vehicles when passenger vehicles are not available; the people required to complete Course IV A and B and V; and the use of occupant devices for military personnel regardless of duty status or location.

**(PACAF) This document is substantially revised and must be completely reviewed.**

**(PACAF)** New or revised material is indicated by an (I).

**(PACAF) AFI 91-207, 1 October 1995, is supplemented as follows:**

### ***Section A—Responsibilities***

#### **1. Responsibilities:**

1.1. Headquarters, Air Force Safety Agency (HQ AFSA) will:

- Manage the USAF Traffic Safety Program
- Review traffic safety courses to determine the need for replacement or modification.
- Develop new or revise existing traffic safety courses.

1.2. MAJCOMs, FOAs, and DRUs ensure:

- Personnel receive traffic safety training.
- Support and funding.
- Course waivers or deviations meet the requirements as established in 19, paragraph 19.

1.3. Centers, Wings, and Installations ensure:

1.3.1. The host-installation Ground Safety Manager (GSM) establishes the local traffic safety education program. The GSM develops and implements programs which provide for the acquisition and use of occupant protective devices (safety belts, air bags, child safety seats, helmets, etc.).

1.3.2. Commanders enforce program requirements and ensure funding to cover the requirements of these instructions.

1.3.2.1. (Added-PACAF) Unit Commanders will:

1.3.2.1.1. (Added-PACAF) Ensure all motorcyclists are promptly identified and scheduled for training and testing.

1.3.2.1.2. (Added-PACAF) Appoint, in writing, a person to serve as the unit motorcycle monitor (UMM). Unit Safety Representatives can fill this position.

1.3.2.2. (Added-PACAF) Unit Motorcycle Monitors (UMMs) will:

1.3.2.2.1. (Added-PACAF) Serve as the focal point for training, licensing, and registration information.

1.3.2.2.2. (Added-PACAF) Ensure supervisors provide an annual briefing to their personnel on motorcycle training and registration and the policy prohibiting the loaning or borrowing of motorcycles to or from personnel who are not properly trained and licensed.

1.3.2.2.3. (Added-PACAF) Survey unit motorcycle operators to ensure motorcycles have been registered and operators have been trained.

1.3.2.2.4. (Added-PACAF) Develop a unit pre-departure briefing for deploying personnel informing them whether on-and/or off-duty motorcycle use is allowed at the deployed site. If motorcycle use is allowed, deploying personnel will be informed of the rules for use of motorcycles at the deployed site. If motorcycle use is permitted, deploying personnel planning to use motorcycles at the deployed site must produce a valid Motorcycle Safety Foundation (MSF) qualification/certification card and must comply with deployed site rules for use of motorcycles and motorcycle safety policies.

1.3.3. Safety personnel will:

- Perform instructor duties. Perform instructor duties. Perform instructor duties. **EXCEPTION:** Certified MSF instructors will provide hands-on motorcycle training and evaluation in the Experienced Rider Course (ERC) and the Motorcycle Rider Course: Riding Street Skills (MRC:RSS).
- Send a quarterly memo of Course IVA and Course IVB attendance numbers to HQ AFSA/SEGO through MAJCOM, DRU, or FOA to arrive at HQ AFSA not later than the 25th calendar day of the month following the reporting quarter. **Note: NOTE: Include the number of students per course who completed training and a cumulative total of students trained per course for the quarter.**

1.4. (Added-PACAF) Security Forces (SF) will:

1.4.1. (Added-PACAF) Partner with base Safety to conduct seat belt and motorcycle personal protective equipment (PPE) compliance checks.

1.4.1.1. (Added-PACAF) The partnership between SF and safety could include training and certification by SF on the legal and administrative requirements of issuing citations.

1.4.2. (Added-PACAF) Ensure Security Forces Management Information System (SFMIS) and/or AF Form 1313, Driver Record, are appropriately annotated when seat belt and motorcycle Personal Protective Equipment (PPE) violations are identified.

1.4.3. (Added-PACAF) Ensure all nonuse of occupant protective devices; i.e., seat belts, motorcycle PPE, etc., is enforced as a primary traffic violation, meaning these violation alone are justification for traffic stop and grounds for citation.

**Section B—Traffic Safety Program**

2. Each Air Force organization (installation) must have an effective traffic safety program as part of its mishap prevention program that meets this instruction's requirements.

3. Air Force military and civilian personnel do not pay (including annual leave) for training or education mandated or implied by this instruction. **EXCEPTION:** Optional for Course V unless conducted by Department of Defense (DoD) trained or certified instructors in an additional duty status.
4. The Air Force encourages installations in states that require MSF course completion for a motorcycle endorsement to establish a mutual training agreement with the state to meet the requirements of this instruction. Installations pay for costs associated with such agreements. Other options:
  - 4.1. Enter into an agreement with a nearby installation to jointly train students (i.e., training at a central location taught jointly by the installation's instructors).
  - 4.2. Enter into a contract agreement with a local organization or individuals (non-DoD trained or certified MSF instructors) to provide approved MSF training.

### ***Section C—Occupant Protection and Vehicle Requirements***

5. All people in a moving motor vehicle on Air Force installations or off an installation using vehicle for conduct of Air Force business must ensure operability and use of available installed occupant protective devices (restraints, air bags, child safety seats, etc.) required by the Code of Federal Regulation, Part 571, Federal Motor Vehicle Safety Standards.
  - 5.1. Comply with local occupant protective device laws. Installation traffic safety program shall be consistent with the State or local child safety seats requirements. Installation traffic safety program shall specify age, weight, or other criteria for child safety seat use. If state or host-nation child restraint laws conflict with these instructions, apply the more stringent guidance.
  - 5.2. Vehicles of model years 1965 and newer must have installed occupant protective devices within the passenger compartment of the vehicle. Vehicles manufactured before 1965 must have occupant restraints installed if required by host-state or nation laws. **EXCEPTION:**  
Passenger buses need only occupant protective devices at the driver's position. Commanders may exempt vehicles registered with a state or nation as a classic.
  - 5.3 Department of the Air Force (DAF), and Non-Appropriated Funds (NAF) civilians on official duty in an operating motor vehicle off any Air Force installation and military personnel regardless of duty status or location must use installed occupant protective devices. **EXCEPTION:** Air Force Office of Special Investigation (AFOSI) on-duty agents and Security Police forces (augmentees to the AFOSI) not driving, but performing protective services operations will use seat belts at their discretion.
  - 5.4. (Added-PACAF) Wing/Base Commanders will ensure monthly seat belt and motorcycle PPE checks are accomplished on their bases. A minimum of 100 combined Government Motor Vehicles (GMVs), and Private Motor Vehicles (PMVs), and motorcycles will be checked monthly. Statistics will be compiled and forwarded through the NAF to PACAF/SEG NLT the 10th of each month.
    - 5.4.1. (Added-PACAF) Checks will be accomplished in areas that will guarantee base-wide coverage.
    - 5.4.2. (Added-PACAF) DD Form 1408, Armed Forces Traffic Citation, will be issued to all violators with requirement for the violator to notify his/her commander/first sergeant within 24 hours. The violator's commander will suspend driving privileges immediately IAW the Driving Privilege

Suspension Table located in **Figure 1.** below. SFMIS, and/or AF Form 1313, Driver Record, will be appropriately annotated to reflect the suspension. Commanders will ensure the member is afforded due legal process as outlined in AFI 301-204 paragraph 2.7.

**Figure 1. (PACAF) Driving Privilege Suspension Table.**

<b>*Driving Privilege Suspension Table</b>	
<b>Number of Offenses</b>	<b>Period of Suspension*</b>
<b>1st Offense</b>	<b>1 week</b>
<b>2nd Offense within a 12 - month period</b>	<b>1 month</b>
<b>3rd Offense within an 18 - month period</b>	<b>1 year</b>

**NOTE:**

\*Commanders will also suspend the off-base driving privileges of personnel in areas where DoD is the licensing authority (i.e., Japan and Korea).

6. Air Force vehicles and commercial vehicles owned, leased, or rented by the Air Force must have installed serviceable occupant protective devices. Air Force-owned, foreign-manufactured commercial vehicles must meet all applicable safety requirements of the country in which they are used.
7. As a general rule, restrict the number of people in Air Force passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons, or buses, but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders through the risk management decision process will determine the appropriate mode of transportation or operating procedures for such existing vehicles.
8. The user senior staff and ground safety staff will evaluate the need for occupant protective devices for utility-type mini-trucks (cart-type vehicles, with three or four wheels) operated on a regular basis in a traffic environment. Restrict vehicles without occupant protective devices to nontraffic environments, or to a speed of 15 MPH or less. (A traffic environment is a designated roadway regularly traveled by vehicles.) When it is necessary to use these types of vehicles in a traffic environment ensure the vehicle is visible to traffic approaching from the rear. As a minimum, use reflective sign or other material on these vehicles.
9. Tactical, combat, and special-use vehicles must have occupant protective devices. MAJCOM, FOA, or DRU safety staffs must determine if occupant protective devices degrade mission accomplishment. If so, they may approve mission waivers or send the request for waiver to HQ AFSA according to the provisions of paragraph 19. If MAJCOM/DRU/FOA approves waiver, provide HQ AFSA/SEGO a copy of the

waiver request and approval. Waiver approvals should outline conditions for operating parameters and limit approval to two years without review.

**10.** For overseas locations, concessionaire vehicles that transport military and civilian employees or their dependents must have occupant protective devices according to this instruction and Status of Forces Agreements.

**11.** If feasible, separate pedestrian and motor vehicle traffic and provide adequate sidewalks, jogging and skating routes, pedestrian crossings, and bicycle paths. Individuals are not authorized to jog, run, skate, skateboard, or walk on roadways during high traffic density and peak traffic periods. Installation commanders shall designate which roadways and time periods apply and ensure enforcement of established rules.

**12.** Installation safety directives and traffic codes need to enforce the Department of Defense (DoD) prohibition on wearing portable headphones, earphones, or other similar devices while operating a motor vehicle, or while skating or bicycling along traffic environment, as well as the requirements of paragraphs **8.** and **11.**, on Air Force installations and host-nation bases outside US territories. **EXCEPTION:** Motorcycle helmet intercom system between operator and passenger is permitted.

**13.** Military, DAF and NAF civilianMilitary, DAF and NAF civilian personnel, military dependents, foreign military students and contractor personnel operating motorcycles, motor scooters, or mopeds on Air Force installations must complete a safety course (Course IVA, MRC:RSS or Course IVB, ERC) that includes hands-on training and evaluation. The Air Force encourages military members operating mopeds off Air Force installations, in states or countries that do not require such vehicles to be registered, to complete motorcycle safety training. Motor scooter and/or moped operators in states or countries that do not require such vehicles to be registered and/or operators licensed must comply with first or second sentence above, as applicable. **EXCEPTION:** Operators possessing a state motorcycle license endorsement that requires an MSF approved training for such endorsement are not required to complete Course IVA or IVB. Personnel assigned to a command operating under a MAJCOM/CC waiver do not need to complete MSF Course IVA or IVB. These requirements do not apply to personnel who enter the installation on a "visitor pass" basis.

**13. (Added-PACAF)** Safety course training requirements (i.e., Course IVA, MRC:RSS, or Course IVB, ERC), including hands-on training and evaluation, apply to all PACAF military personnel regardless of where they operate their motorcycles, even if outside the PACAF theater.

13.1. (Added-PACAF) MSF instructors will not issue an MSF card to those individuals who, in the judgment of the instructor, have demonstrated the need for additional training. MSF Instructors will notify the Ground Safety Manager (GSM) when this occurs. The GSM will notify the member's commander of the situation immediately.

13.2. (Added-PACAF) Operators may be issued a temporary training permit (temporary base pass/registration) until the next scheduled training date, but not for a period exceeding 15 days. Prior to the individual receiving a temporary pass, the individual's immediate supervisor must perform and document an Operation Risk Assessment (ORA), (PACAF CARES or similar tool) to determine if the level of risk warrants the temporary pass. Successive 15-day training permits are authorized only if approved by the operator's Group Commander, after reviewing members completed ORA.

13.2.1. (Added-PACAF) All newly assigned motorcycle operators, regardless of training and riding experience, will have an ORA performed by the unit verifying the member's riding history.

13.2.2. (Added-PACAF) The ORA will include a review of the prospective motorcycle operator's on-base driving history. SF can provide this through SFMIS.

13.2.3. (Added-PACAF) Commanders will use the results of the ORA to help determine if a member is ready to operate a motorcycle. The purpose of commander's review is to identify items that may impair the operators driving ability or present a substantial risk to the operator or other personnel.

13.2.3.1. (Added-PACAF) Commanders will require proof of prior motorcycle riding experience and/or completion of an ORA by the immediate supervisor before recommending the individual for a temporary training permit, base pass, or licensing.

13.2.3.1.1. (Added-PACAF) This proof will be either a state driver's license with motorcycle endorsement, an MSF card, or other evidence showing completion of a DoD recognized motorcycle safety course.

13.2.3.2. (Added-PACAF) The UMMs will indorse the ORA indicating whether the trainee is an experienced rider with more than one year's riding experience or an inexperienced rider.

13.2.3.2.1. (Added-PACAF) The ORA will then be indorsed by the first sergeant and unit commander. Note: Unit commanders may deny a member permission to operate a motorcycle if the commander believes there are substantial risks to the member or other personnel based on review of the ORA. The commander should make a reasonable attempt to help the member correct unacceptable risk behaviors through referral to appropriate agency.

13.2.3.2.2. (Added-PACAF) Wing Safety will check the ORA and confirm proof of experience prior to indorsing the temporary training permit, base pass, or licensing paperwork. New riders must first take and pass the MSF Basic Riders Course (BRC).

13.2.3.2.3. (Added-PACAF) SF (Pass and Registration) will confirm proof of experience prior to issuing the temporary training permit, base pass or licenses with motorcycle endorsements.

13.2.3.2.3.1. (Added-PACAF) Inexperienced riders will receive a stamp on their MSF Card stating "RESTRICTED TO LESS THAN 600 CC (4-STROKE) and LESS THAN 200 CC (2-STROKE)".

13.2.3.2.4. (Added-PACAF) Inexperienced riders are prohibited from carrying passengers during their first year of riding.

13.2.3.2.5. (Added-PACAF) Operators will not be allowed to register a motorcycle larger than the CC or stroke type used to complete the training.

13.2.3.2.6. (Added-PACAF) After one year of riding experience, riders may take the MSF Experienced Rider Course (ERC) with a larger motorcycle to remove the motorcycle size restriction from their licenses.

13.2.3.2.7. (Added-PACAF) Members are exempt from the size restriction if the motorcycle in question was owned by the member prior to the date of this publication. The member must provide proof of prior ownership to be exempted.

13.3. (Added-PACAF) Recurring MSF training must be accomplished every three years. Training must also be accomplished to graduate to a motorcycle with greater than 600 CC (4 stroke) or greater than 200 CC (2 stroke) engines.

13.4. (Added-PACAF) Commanders will encourage and support the formation of a motorcycle club/mentoring program. The purpose of these programs is to foster safe riding. If you need guidance on developing a program, contact PACAF/SEG.

13.5. (Added-PACAF) Personnel are prohibited from loaning motorcycles to other personnel who are not properly trained and licensed. The lender must verify by observing the borrower's state driver's license with motorcycle endorsement, or MSF card, or other evidence showing completion of a DoD recognized motorcycle safety course.

13.5.1. (Added-PACAF) Personnel seeking qualification in Korea and Japan may borrow a motorcycle for training purposes, if all the requirements of paragraphs **13.2. (Added)-13.3. (Added)** of this supplement are met.

**14.** Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by military personnel off Air Force installations include the following:

- Only operators may ride mopeds--no passengers.
- Headlights must be on unless prohibited by the Status of Forces Agreement or local laws.
- Vehicle must have rear-view mirrors.
- Operator and any passenger must wear a protective helmet. ***Note: NOTE: Helmets must meet, as a minimum, Department of Transportation (DoT) standards and be properly worn and fastened. Helmets may also meet other standards such as the Snell Memorial***

Foundation or the American National Standards Institute. If stationed overseas, personnel may use host-nation certified, equivalent helmets.

- To increase visibility of riders, they are encouraged to affix reflective material to their helmets.
- Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet. **EXCEPTION:** Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator.
- Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.
- Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.
- Sturdy footwear. Leather boots or over-the ankle shoes are strongly encouraged.

14.1. (Added-PACAF) Lightweight motorized scooters (Go-Peds or similar machines) are prohibited from nighttime operation on installation roadways unless equipped with a headlight and taillight.

14.2. (Added-PACAF) All motorcycle and lightweight motorized scooter (Go-Ped or similar machine) operators and passengers will wear reflective vests with a minimum of 138 square inches.

For example, an appropriate vest would have a reflective strip at the top and bottom of vest on both back and front of vest.

14.2.1. (Added-PACAF) The reflective vest will not be covered by a backpack or similar item.

14.2.2. (Added-PACAF) Within PACAF, the only approved reflective vest colors are international orange and lime green.

14.3. (Added-PACAF) Security Forces (SF) personnel will not allow motorcyclists access to base unless they are wearing all required personnel protective equipment (i.e., properly fastened protective helmet that meets Department of Transportation or host nation standards, impact resistant goggles or full-face shield, long-sleeve shirt or jacket, long trousers, full fingered gloves, reflective vest, and sturdy footwear).

14.3.1. (Added-PACAF) Personnel who fail to wear personnel protective equipment will be issued DD Form 1408, Armed Forces Traffic Citation, in accordance with the provisions outlined in paragraph **5.4.2. (Added)**

**15.** Requirements for off-road vehicles (ATV or off-road motorcycles), on-duty or on an Air Force installation:

15.1. Any use of an ATV certified to transport munitions must comply with AFMAN 91-201, Explosive Safety Standards (formerly AFR 127-100).

**NOTE:**

An ATV is a motorized vehicle with three or four wheels, low pressure tires, a wheel base of 50 inches or less, an overall weight of 600 pounds or less, a handlebar for steering, and a seat designed to be straddled.

15.2. If an installation has an off-road vehicle range open to the public, operators of privately owned off-road vehicles must show proof of training (Specialty Vehicle Institute of America (SVIA) course completion card) to the range official before operating.

15.3. No passengers on an ATV.

15.4. Off-road vehicle operators must wear protective devices as described in paragraph **14**. Operators should wear knee/shin guards, chest protector and padded full-fingered off-road vehicle gloves.

15.5. See **A2.3.** for training requirements.

**Section D—Program Administration**

**16.** Do not restrict student enrollment unless limited by available space. **EXCEPTION:** MSF and SVIA standards limit the number of students who may receive training in a class.

**17.** Do not exceed 4 hours of training each day. Do not exceed 4 hours of training each day. **EXCEPTION:** As allowed by MSF or SVIA. Local commanders may extend training hours based on mission needs.

**18.** Except for Course II, host-installation safety staff must present all courses as originally produced, unless otherwise specified in this instruction.

**19.** Requests, waivers or deviation from established requirements or course contents contained in this instruction, except Course IV requirements, must be submitted through channels to HQ AFSA/SEGO. Identify the specific requirement, course, instruction, or procedure, the desired changes and supporting justification. Waiver authority for Course IV requirements are vested with the MAJCOM commander under criteria provided outside this instruction.

**20.** All personnel (including dependents, contractors, retirees, etc.) who ride bicycles on an installation must wear an approved (i.e. American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets. **EXCEPTION:** Workers operating bicycles in industrial/flightline areas designated no-hat area due to potential of FOD need not wear the bicycle helmet; operators of three-wheeled bicycles are not required to wear the bicycle helmet.

**20. (PACAF)** All personnel (including dependents and retirees) who roller-skate, in-line skate, skateboard, or use lightweight motorized (Go-Peds or similar machines) or foot-propelled scooters (Razors or equivalent) on PACAF installations must wear an approved Consumer Product Safety Commission (CPSC), American National Standard Institute (ANSI), Snell Memorial Foundation, or host-nation certified helmets. The use of elbow pads, kneepads, and wrist guards is highly encouraged.

ORIN L. GODSEY, Brig Gen, USAF  
Chief of Safety

**Attachment 1****GLOSSARY OF ABBREVIATIONS AND ACRONYMS***Abbreviations and Acronyms*

**AAA** —American Automobile Association  
**ANSI** —American National Standards Institute  
**APDS**— Advanced Personnel Data System  
**ATV** —All Terrain Vehicle  
**CPF**—Civilian Personnel Flight  
**DAF** —Department of Air Force  
**DIP**—Driver Improvement Program  
**DoD** —Department of Defense  
**DoT** —Department of Transportation  
**DRU** —Direct Reporting Unit  
**ERC** —Experienced Rider Course  
**FOA** —Field Operating Agency  
**FOD** —Foreign Object Damage  
**GSM** —Ground Safety Manager  
**MAJCOM** —Major Command  
**MPH** —Miles per hour  
**MPF**— Military Personnel Flight  
**MRC:RSS** —Motorcycle Rider Course: Riding and Street Skills  
**MSF** —Motorcycle Safety Foundation  
**NAF** —Non-Appropriated Funds  
**OHM** —Off Highway Motorcycle  
**PPE**—Personal Protective Equipment  
**PSM** —Personnel Systems Management  
**SVIA** —Specialty Vehicle Institute of America  
**TDY**—Temporary Duty

## Attachment 2

### TRAFFIC SAFETY COURSES INFORMATION AND INSTRUCTION

#### A2.1. Course I, Standard Traffic Safety Course:

**A2.1.1** Course I is an accession training course with five units of instruction. It reinforces a positive attitude toward driving. Its purpose is to improve driving by identifying and changing unsafe driving habits, techniques, and behavioral patterns that cause unsafe acts. It uses three modules (Mod 2, 3 & 5) and one video ("The Final Factor") from the Automobile Association of America (AAA) Driver Improvement Program (DIP) and the Driver's Risk Index II (DRI) from Safe Performance Associates. The course lasts 4 hours. All personnel 26 years of age or older are exempt from attending.

A2.1.2. Attendees are:

- Direct-duty military personnel and language students attending at Lackland Air Force Base before initial duty assignment.
- All other military personnel when initially assigned to Air Education and Training Command or the US Air Force Academy.

**A2.2. Course II, Local Conditions.** The Commander, Chief of Safety, or GSM should introduce this course. Inclusion of local civilian law enforcement public affairs personnel in course presentation could increase awareness, emphasis, currency, and community involvement.

**A2.2. (PACAF)** This course is renamed Course II, Local Conditions/Personal Risk Management for PACAF.

A2.2.1. Course II provides information essential in enhancing an individual's safety awareness toward new surroundings. It consists of a classroom presentation (method is optional). Essential topics (determined locally) should enhance awareness of local rules of the road and assimilated state (host nation) traffic statutes or laws and traffic, weather, and recreational conditions, including defensive driving techniques. Participants should be educated to use paths or sidewalks along roadways and wear reflective outer garments during periods of reduced visibility. **Note: NOTE: Handouts may maximize available classroom time.**

A2.2.1. (PACAF) Provide a brief overview of Personal Risk Management (PRM), to include ACT (Assess the environment for risk. Consider options to limit risk, Take appropriate action). This should be tailored to the installation's environment and include local non-traffic hazards as well.

A2.2.2. Attendees are newly assigned military (including foreign military students) and DAF and NAF civilian personnel (identified during in-processing). Schedule training as part of the Newcomers' Orientation Program. Family members may attend if classroom space is available. In overseas areas, family members who drive may be required to attend the course before licensing. **Note: NOTE: Personnel assigned in temporary duty (TDY) status for 30 calendar days or more must complete the course at the TDY unit and accomplish such training at the beginning of the TDY.**

A2.2.2. All newly assigned military and DAF/NAF civilian personnel will attend Course II, Local Conditions and Personal Risk Management, within 30 days of arrival on station.

A2.2.2.2. (PACAF) SEG and LGT will jointly develop required briefing items tailored to their local area.

A2.2.2.3. (PACAF) The briefing will be conducted and documented by the host organization's VCO/VNCO, or other commander's designated representative. Mass/group briefings are authorized.

A2.2.2.4. (Added-PACAF) Prohibitions against borrowing or loaning motorcycles to or from personnel who are not properly trained and licensed will be briefed during Course II.

### **A2.3. Off-Road Vehicle (ATV and Motorcycle) Training Course:**

A2.3.1. These courses provide basic riding techniques and strategies necessary for government off-road vehicle operators. Units purchasing these vehicles for official use must ensure operators complete an applicable safety course that includes hands-on training and skill and knowledge evaluations. Purchasing units must develop safety requirements for mission and tactical operational training involving motorcycles and ATVs and integrate those requirements into tactics, techniques, and training. A SVIA course completion card is proof of course completion. Contact SVIA for training availability. For other types of off-road government use vehicles not suitable for the SVIA courses application, the training must include:

#### A2.3.1.1. Philosophy of Riding:

- Safe riding techniques and strategies.
- Required PPE.
- Vehicle orientation (rider positions and use of controls).

#### A2.3.1.2. Hands-on Training and Evaluation:

- Turns.
- Hills (riding, stopping, and turning).
- Braking (level and hilly terrain).
- Riding environment hazard recognition, and avoidance maneuvers.

A2.3.2. Attendees are all people who will use ATVs and motorcycles for official business, on or off DoD installations. Operators must complete training before operation.

### **A2.3.3 SVIA Courses:**

A2.3.3.1. ATV Rider's Course: This course is modeled after the MSF motorcycle safety courses. It teaches riders proper protective gear selection; use and familiarity with controls; riding maneuvers such as sharp turns, climbing, descending; and traveling hills and surmounting obstacles. By the end of six hours participants are ready for a supervised trail ride during which they demonstrate their skills and earn a certificate of proficiency.

A2.3.3.2. Off Highway Motorcycle (OHM) Program: This course is designed to teach OHM riders the principles and behaviors of safe and responsible OHM riding. The lessons provide discovery and discussion of the principles and practices of riding; and exercises under the supervision of an OHM coach. The OHM Program consists of 19 closed range exercise lessons and 3 open trail situations that could be completed in one day. The OHM program is designed to extend the expertise of Course IVA graduates. Purchasing units should determine training needs before contacting the SVIA for training.

### **A2.4. Courses IVA and IVB, Training for Motorcycle Operators:**

A2.4.1. Complete local training after the purchase, assignment, registration, or from date of safe, when the vehicle is to be operated on DoD property or as required by this instruction, within 30 days as weather and course schedule permits. An MSF course completion card is proof of course completion for the ERC and MRC:RSS. **Note: Proof of successful completion of a state-approved training course satisfies local installation training requirements.**

A2.4.2. See 13, paragraph 13 for attendee requirements and exceptions.

A2.4.3. Course IVA is the MRC:RSS, produced by the MSF. It includes:

- Defensive riding techniques.
- Use of PPE.
- Related subjects essential for safely operating a motorcycle, motor scooter, or moped for novice riders.

A2.4.4. Course IVB is the ERC, produced by the MSF. It is for riders with at least 3 months of continued riding experience. Students must complete both knowledge and skill evaluations. After a student completes Course IVA or IVB, the Rider Education Recognition Program administrator issues an MSF course completion card and makes a Course IV entry into the Advanced Personnel Data System (APDS).

## **A2.5. Course V, Driver Improvement Program (DIP):**

A2.5.1. The DIP is an 8-hour course of seven instructional modules and three introductory modules. Student abilities determine the appropriate introductory module. Installations may use the National Safety Council Defensive Driving Course or a court-approved local community driver improvement programs to fulfill this requirement. The course is not intended to rehabilitate traffic offenders. Any AAA course presented must consist of eight modules and appropriate supplementary films. The AAA instructor determines the sequence of presentation and schedules classes.

A2.5.2. Attendees:

A2.5.2.1. Military and DAF and NAF civilians whom the commander directs to attend to improve driving habits and knowledge. People should complete this course once. Instructors may give module tests after each module, or give at least two comprehensive tests covering all course materials (excluding any pretest). Minimum course completion criteria for commander-directed attendees is a 70-percent course average. **EXCEPTION:** People required to attend and successfully complete a court-approved local community driver improvement program are not required to complete this course.

A2.5.2.2. Volunteers with a valid state operator's license may attend. Do not schedule voluntary attendees in the same class with commander-directed students. Only AAA-certified instructors may teach all-volunteer classes.

**A2.6. Course Documentation.** Document completion of Courses I, IVA, IVB, and V, in the APDS. The Military Personnel Flight (MPF) computer codes for APDS or Personnel Systems Management (PSM) are in figure A2.1. Send DAF and NAF civilian course completion notification to Civilian Personnel Flight (CPF) for documentation. A traffic safety education listing is available through MPF (PSM Section). Request Table 007, Direct English Statement Information and Retrieval Alpha Roster, which will show assigned personnel and their traffic safety education status.

**Figure A2.1. Advanced Personnel Data System Codes.**

<b>Course</b>	<b>Code</b>
I	B
I, IV	C
I, IV, V	D
I, V	G
IV	J
IV, V	K
V	N
UNKNOWN	Z
NO TRAINING	Space