DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

ATCS-S

21 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Highway Safety Program (HSP)

1. The enclosed TRADOC HSP is provided for your information and use. This document provides guidance and direction to address specific privately owned vehicle (POV) accident prevention strategies and is an important part of TRADOC's implementation of Army Safety Campaign Plan initiatives.

2. The majority of the command already has effective POV safety/accident prevention programs in effect. Some are more effective than others. The intent of this plan is not to replace or supersede functioning programs but rather to supplement and enhance these existing programs with proven accident prevention measures. There are only three absolutes in TRADOC's Highway Safety Plan:

a. Ensure all POV safety/accident prevention programs are structured around the Six Point Model POV Safety Program developed and published by the U.S. Army Safety Center. Point one of the program; *command emphasis,* is the most critical to program success. Experience has demonstrated that when commanders are involved accidents go down.

b. Ensure this is a coordinated effort between mission/ tenant commands and their host garrisons. The total and complete cooperation and support required for success demands full partnership between mission and garrison commanders. Use the task force approach to bring the necessary resources together to effectively attack this shared problem.

c. Use the tools and resources available from the U.S. Army Safety Center. The Army Safety Center has done a remarkable job providing commanders and organizations the required tools and resources to implement local POV accident prevention programs. The Commander's POV Risk Management Toolbox, the online Commander's Safety Course, the automated risk assessment tool, and the "Click it or Ticket" campaign are only a few of the programs and tools available.

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3. I want commanders to review the TRADOC HSP as well as the tools and resources available from the Army Safety Center and assimilate those relevant portions and tools into existing safety and accident prevention programs as soon as possible. Target the coming Independence Day Holiday Weekend to kick off your attack of POV accident prevention.

4. Points of contact are Mr. David Prentice and Mr. Dwight McLemore (757) 788-2194/2137.

Appreciate your support in taking care of our soldiers.

Encl

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:
Commander, U.S. Army Accessions Command
Commander, U.S. Army Combined Arms Center
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Commandants, TRADOC Schools

Director, Futures Center

Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ TRADOC

MEMORANDUM OF INSTRUCTION (MOI)

TRADOC HIGHWAY SAFETY PROGRAM (HSP)

1. References.

a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 Mar 87.

b. AR 600-55, The Army Driver and Operator Standardization Program, 31 Dec 93.

c. U.S. Army Safety Center, TranSafe, POV Support Package, May 94.

d. U.S. Army Safety Center, Privately Owned Vehicle Risk Management Toolbox for Commanders, Leaders, and Non-Commissioned Officers, 2d Edition, Mar 98.

e. DoDI 6055.4, DoD Traffic Safety Program, 20 Jul 99.

f. TRADOC Reg 385-2, The TRADOC Safety Program, 27 Jan 00.

g. AR 385-10, The Army Safety Program, 29 Feb 00.

h. Title 23 CFR, Highways, 1 Apr 04.

i. Message, CSA, 061540Z Apr 04, subject: Army Safety Campaign.

2. Purpose: To establish the concept, functions, responsibilities, and coordination requirements for implementation of the TRADOC Highway Safety Program (HSP).

3. Scope: This document provides guidelines, recommendations, and sample initiatives for commanders, leaders, Soldiers, and government employees involved in the prevention of motor vehicle accidents.

4. Applicability:

Commander, U.S. Army Accessions Command
Commander, U.S. Army Combined Arms Center
Commander, U.S. Army Combined Arms Support Command

Commandants, TRADOC Centers
Commandants, TRADOC Service Schools
Commanders, Installation Management Agency (IMA) Garrisons

5. Background: In Apr 04 the Army Chief of Staff and Acting Secretary of the Army published the Army Safety Campaign Plan. This document provides a single integrated framework for the Army Safety Program mission, vision, strategic goals, and objectives. The end state of this plan requires the Army to have no more than 50 percent as many accidental Soldier deaths as in FY 02. To accomplish this objective the number one killer of our Soldiers, privately owned vehicle accidents, must be addressed. This MOI outlines the programs that TRADOC will take to accomplish this goal.

6. Objective: The HSP formalizes and establishes a commonality of standards and procedures that will be utilized by the command during critical hazard periods. It is provided to mission commanders, commandants, and leaders for use in the development of their HSP unique to the local situation. The intent of this document is to support and supplement existing plans not necessarily to replace effective programs already in place.

7. Responsibilities.

a. Commanders, TRADOC installations/activities/schools will comply with the requirements of 23 CFR 1200, DoDI 6055.4, AR 385-55, and AR 600.55 in the development and establishment of HSP.

(1) Develop and prescribe local procedures for safe operation of motor vehicles. Commanders will base their HSP on the standards of 23 CFR 1200. In addition to helping develop programs, commanders should use the Highway Safety Program Manuals published by the U.S. Department of Transportation, National Highway Traffic Safety Administration (4007th Street SW, Washington, D.C. 20590). Procedures are prescribed for safe operation of POV on and off Army installations. The roadmap for all TRADOC POV accident prevention programs will be the USASC Six Point Model (Annex A).

(2) In coordination with IMA garrison commander, TRADOC mission commanders will develop and execute training, education, and motivation programs for motor vehicle operations. Ensure

that both garrison and tenant Soldiers are equally provided with adequate safety education and services. Special emphasis should be placed on "Click It or Ticket" enforcement campaign windows (Annex B).

(3) In coordination with IMA garrison safety office ensure that motor vehicle activities, incidents, and accident data are collected and analyzed to identify the direction and focus for countermeasure and accident prevention effort.

(4) In coordination with IMA garrison engineering/ logistical organizations, ensure on-post roads and trails are maintained to a level that will permit safe operations.

(5) Ensure all military personnel receive a POV safety inspection prior to any 3-day (or longer) holiday period.

b. Safety Managers (mission/garrison as applicable):

(1) Provide staff oversight of the POV Accident Prevention Program and associated initiatives.

(2) Design, develop, and/or acquire briefs, videos, and CD-ROM to instruct newly assigned and temporary duty personnel on local driving conditions.

(3) Collect motor vehicle accident data and analyze to determine trends and countermeasure recommendations for both mission and IMA garrison commanders.

(4) Assist both mission and IMA garrison commanders in the establishment and execution of POV Task Force IAW TRADOC Reg 385-2.

c. First-line supervisors.

(1) Monitor the POV safety training of their assigned Soldiers and/or employees.

(2) Conduct/schedule driver training for assigned personnel, as required by this plan and document/record such training.

(3) Ensure all newly assigned personnel receive an orientation briefing (Annex C) and complete personal information

and individual driving history (Annex D). Schedule a commander's interview within 30 days of arrival.

(4) Maintain individual driving history sheet on each Soldier and civilian employee under supervision.

(5) Utilize the "Next Accident Assessment" techniques from the USASC POV Risk Management Tool Box (Annex E). To assess the risk level of newly assigned personnel and if they are an "At-Risk" driver.

d. Installation Transportation Officer.

(1) Oversee driver accident avoidance training programs. Coordinate with mission commander to ensure adequacy and availability for both garrison and tenant units.

(2) Coordinate, resource, and provide for driver training as outlined below.

(a) Develop, resource, and conduct POV accident avoidance training to raise safety awareness, change driver attitude/behavior and improve driver skill. This training may be provided via distance learning at no cost to the individual Soldier/employee.

(b) Develop, resource, and conduct AMV education and training. Ensure all operators of AMV receive a minimum of 4 hours classroom or distance learning instruction on AMV accident avoidance. Ensure this instruction is documented and repeated every 4 years. The National Safety Council, Defensive Driver Course or any recognized national/state program will meet this requirement.

(c) Motorcycle Safety. Develop, resource, and acquire a motorcycle safety course for personnel operating a motorcycle, or moped on military installation will successfully complete a recognized motorcycle safety course. Details on the course requirements are at Annex F.

(d) Remedial drivers training. Develop, resource, and conduct a remedial drivers training course with a target

audience for individuals who have been involved in serious driving offenses, misusing government vehicles, or received law enforcement citations for moving violations.

(e) Seasonal safety driver's training. Develop, resource, and conduct seasonal safety drivers training instruction tailored to the local area (Annex G).

(f) Pre-holiday/special hazard driver awareness training. Develop, resource, and conduct first-line supervisor train the trainer briefings for pre-holiday and special driving hazards.

8. Acknowledgement. All commands will report receipt and initiation of implementation of the TRADOC HSP to HQ TRADOC, ATTN: ATCS-S.

Annex A

The Six Point Model POV Safety Program

1. The TRADOC HSP will utilize the Six Point Model POV Safety Program developed by the U.S. Army Safety Center as the foundation for formulating current and future POV safety programs.

2. The six points consist of:

a. *Point # 1-Command Emphasis*. Here the primary focus is unrelenting command emphasis to prevent POV accidents. The key is basically effectively employing junior officers and NCOs to exert a positive influence on the soldiers they see every day. The direction involves mentorship on the how, when, and where aspects for operation of POVs. The "bottom-line" is the old tried and true saying. "Take care of the troops."

b. *Point # 2-Discipline*. Another old Army saying "know your troops" applies here. The focus is knowing who the Soldiers are that are "At-Risk" for a POV accident. Soldiers sometimes telegraph signals that translate into accidents. Negative behavior such as a record of traffic offenses, alcohol abuse, misconduct, and poor duty performance often indicate the potential for an accident. Discipline involves taking proactive measures to modify the behavior of these "At-Risk Soldiers".

c. *Point # 3-Risk Management*. This initiative applies the techniques of risk management to the aspects of POV safety. The focus will be on the use of tools and proven techniques to assist leaders at all levels in assessing hazards and applying both physical and educational controls to mitigate the risk on today's highways.

d. *Point # 4-Standards*. High, clear, and uncompromising standards are the key to directing Soldiers attention. This initiative applies to the regulatory, policy, and organizational SOPs that are enforced by commanders.

e. *Point # 5-Provide Alternative*. There are the actions that the commander, in coordination with the installation, takes to provide alternatives to the Soldier "getting on the road." This involves "on-post" activities that attract Soldiers and availability of public transportation.

f. *Point # 6-Commander's Assessmen*. This is the follow-on action that commanders accomplish after every fatal or serious accident. It involves conducting an after action review to determine the "who, what, when, and where" aspects of an accident and ascertaining what measures could have been taken to prevent future accidents.

Annex B

Implementation and Support for "Click It or Ticket" Campaign

1. Task: In conjunction with the Installation IMA agencies and local community, implement and support the National Safety Council and Department of Army "Click It or Ticket" POV safety campaign.

2. Condition:

a. Background: Over the past 3 years the Army has lost 318 soldiers to POV accidents. A significant number of these deaths can be directly attributed to failure to wear seat belts. In May 04 the "Click It or Ticket" program was initiated endorsed by the Army and is presently underway throughout IMA. This program is a combination of enforcement and public relations efforts to motivate drivers to use seat belts, child restraint devices and serve as a preemptive action against drunk drivers.

b. Intent: To solicit mission command support for full participation of all tenet units in the campaign.

3. Standard:

a. Command emphasis through repeated review of progress at regular staff calls.

b. Commanders are encouraged to consider a full range of disciplinary measures to comply with State, community, and installation policy and regulations associated with the plan.

c. Strongly suggest regular status review of the program at staff calls.

Annex C

Orientation Briefing to New Personnel

1. Task: Provide newly assigned and temporary duty personnel and their family members information on local driving hazards, road conditions, and local laws and driving regulations.

2. Condition: All newly assigned personnel, government civilian employees, and temporary duty personnel assigned for greater than 2 weeks, will receive a local area orientation within 30 days of their signing into their unit or organization. Family members are encouraged to attend.

3. Standard: Local driving area orientation will consist of a formal briefing or video tape presentation and will at a minimum address the following points:

a. Local area driving conditions, roads, weather, and traffic patterns.

b. Local area motor vehicle regulations and laws to include licensing, insurance, vehicle safety equipment, and other area specific issues.

c. Accident overview of the local area. Summary should include location of high accident areas, roads, intersections, and highways.

d. Vehicle safety issues/hazards and the effects of alcohol on driving.

e. Most common causes of POV accidents in the area.

f. Designated driver program.

g. Unit taxi card program.

h. Chain of command calling card program.

i. Leave and pass policy for local driving area.

4. On completion of orientation, attendees will be given a copy of personnel driving history worksheet for completion.

Annex D

Personnel Driving History Worksheet

1. Task: All newly assigned and temporary duty Soldiers and employees complete a copy of Personal Driving History Worksheet.

2. Condition: Given a blank Personal Driving History Worksheet at the orientation brief for new personnel.

3. Standard: Complete the worksheet and present to commander during the commander's new personnel interview.

Personal Driving History Worksheet

Name_____Rank_____DOR_____

MOS_____ Date Assigned_____

1. Civilian Driving History:

   a. **Automobile driver license #**_____
      State of issue_____
      Expiration Date_____
      Restrictions _____
      Accident avoidance training completion date _____

   b. **Motorcycle driver license #** _____
      State of Issue_____
      Expiration Date_____
      Restrictions _____

   c. **Motor vehicle insurance: Yes/No**
      State_____
      Expiration Date _____

   d. **Post vehicle registration number** _____

   e. **History of motor vehicle accidents or moving violations**

2. Military Driving history

Does Soldier have DA 348

Remarks:

Annex E

USASC POV Toolbox

1. Task: Incorporate the USASC POV Toolbox into existing POV safety programs and as part of standard unit operating procedures.

2. Condition: The intent of this task is to fully implement the USASC POV Toolbox TRADOC-wide. Aspects of this task include:

a. Compare existing POV safety program to POV Toolbox to determine which functional areas can be expanded and improved upon.

b. Ensure the following mandatory areas are included

(1) Pre-Trip Checklist
(2) POV Inspection Checklist
(3) Accident After Action Review
(4) Next Accident Assessment
(5) Pre-trip Counseling
(6) Identification of "At-Risk" Drivers AND Commander's High-Risk Driver Tool.

3. Standard: Downloadable resources of the POV Toolbox may be found at the USASC website at: safety.army.mil.

Annex F

Motorcycle Safety

1. **Task**: Design, develop, and implement Motorcycle Safety Course

2. **Condition**: Motorcycle Safety Courses must adhere to the following guidelines:

a. Any National Safety Council or certified state program may be used to certify operators on post.

b. Motorcycle operators must be licensed by appropriate civil authorities to operate on military installations and public highways.

c. All motorcycles and mopeds operated on military installation will have headlights on at all times.

d. All Soldiers and employees operating a motorcycle or moped will wear properly fastened DOT approved motorcycle helmet with face shield, and goggles when operating or riding on any DOD installation or while on business off the installation.

e. Soldiers and employees will wear long trousers, high visibility garments (reflective vest for day and night), long sleeved shirt, gloves, leather boots, or ankle high shoes.

f. Headphones or earphones will not be used while driving motorcycles on or off post.

3. **Standard**: The USASC website at www.safety.army.mil has an excellent file on state requirement of motorcycle safety.

Annex G

POV Seasonal Safety

1. Task: Incorporate POV seasonal safety issues into operational planning

2. Condition: The intent of this task is to focus command and staff attention on the preparation for seasonal driving hazards. The goal is to include the seasonal safety issues into planning for operational and training events.

a. Each brigade and battalion will include seasonal POV and AMV safety planning for spring, summer, fall, and winter driving conditions.

b. Plans will be briefed within the framework of the military decision making process as part of staff, operations briefs, and training meetings.

c. Plans will use the operations order format and address the primary hazards and controls to mitigate the risk for specific seasons and events.

3. Standard:

a. FM 100-14, Risk Management.

b. FM 5-0, Army Planning and Orders Production

c. The following resources may be found at USASC website: safety.army.mil.

(1) 101 Days of Summer

(2) Winter Driving