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I MARINE EXPEDITIONARY FORCE  
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I MEFO 5101.1B  
SAFETY

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I MARINE EXPEDITIONARY FORCE ORDER 5101.1B

From: Commanding General  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE DRIVESAFE ORDER

Ref: (a) MCO 5100.19F  
(b) MARFORPACO 5101.1A  
(c) MARFORPACO 5100.2  
(d) DoDI 6055.04  
(e) CMC WASHINGTON DC 101441Z JUL 09 (MARADMIN 0415/09)  
(f) CMC WASHINGTON DC 221257Z AUG 12 (MARADMIN 0465/12)

1. Situation. Motor vehicle mishaps continue to be the leading cause of serious injuries and fatalities to our Marines and Sailors outside of combat which degrades our readiness. Engaged leadership at every level coupled with sound mitigation strategies will help to ensure a mindset for preparedness and roadway survival. In accordance with (IAW) the references, this Order focuses on clarifying guidance and addressing additional safety-related precautions regarding tactical, non-tactical and private motor vehicle operations.

2. Cancellation. I MEFO 5101.1A

3. Mission. To prevent motor vehicle related mishaps and the resulting injuries, fatalities and property damage through a comprehensive and dynamic traffic safety program that applies risk management and mitigation strategies in support of force preservation/optimization and operational readiness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Engaged leadership and the use of risk management principles are essential elements towards supporting force preservation/optimization and operational readiness. The enclosure in reference (a), Marine Corps Traffic Safety Program (DRIVESAFE) Manual, can assist commanders with implementing a DRIVESAFE Program in garrison, training and during military operations to include exercises and deployments.

(b) Commanders and vehicle operators shall consider all transportation options while developing and executing a transportation plan that supports mission accomplishment while on or off duty. Identification of high-risk operators of motor vehicles, to include motorcycles, and use of all available tools and resources is key in order to intervene before risky behavior results in a mishap. Reckless conduct while operating a motor vehicle will not be tolerated.

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(2) Concept of Operations. To provide supplemental guidance for tactical, non-tactical and private motor vehicle operations not covered in the references. For the purposes of this Order, the following definitions apply:

(a) Tactical Vehicle - a tactical vehicle is a vehicle having military characteristics designed primarily for use by forces in direct connection with, or in support of, combat or tactical operations.

(b) Non-Tactical Vehicle - any commercially produced automobile, truck, van or other form of transportation regardless of status of ownership (e.g. private or government, leased or rented) used for official purposes.

(c) Private Motor Vehicle - any two or three wheeled motorcycle and four wheeled vehicle designed to be operated on public or private roadways and trails.

(d) Designated Seating Position - a vehicle seating position designed and engineered by the vehicle manufacturer, with or without a seatbelt, intended to be occupied while the vehicle is in motion.

b. Subordinate Element Missions. Unit commanders shall develop a traffic safety policy that addresses personnel utilizing tactical, non-tactical and private motor vehicles IAW the references.

c. Coordinating Instructions

(1) Operation of Tactical Vehicles

(a) Use of Personal Protective Equipment (PPE)

1. When seatbelts are installed and while operating on hard surface/paved roads during movements administrative in nature, the use of Kevlar helmet or organizational/unit issued non-ballistic helmet and improved modular tactical vest (IMTV) or plate carrier (PC), otherwise known as Armor Protection Level 1 (APL 1 - vest/plate carrier with soft armor only), is strongly recommended. Under these circumstances, O-5 level and higher commanders may determine the type and level of PPE used by vehicle operators and crew members per reference (e).

2. Personnel shall be seated in designated seating positions with the seatbelt or harness fastened if the vehicle is so equipped.

3. When seatbelts are not installed or when operating off of hard-surface/paved roads, the vehicle driver and occupants are required to wear, at a minimum, Kevlar helmet or organizational/unit issued non-ballistic helmet and APL 1 anytime the vehicle is in motion.

4. For combat vehicle crewmen (CVC), CVC-specific APLs are to be followed.

5. When mission requirements or training objectives do not require APL 1 or greater (parachute training, long range patrolling, etc.), O-5 level and higher commanders may determine the type and level of PPE required for cargo areas provided an Operational Risk Management (ORM) worksheet is developed for the specific event and thoroughly discussed during

mission briefs in order to mitigate inherent risk during tactical training/operations. Every effort shall be made to incorporate PPE and seatbelt use into the mission event per this Order.

(b) Personnel operating tactical material handling equipment shall wear a hard hat, steel toe shoes and gloves. Eye and hearing protection may be required depending on working conditions IAW reference (a).

(c) Personnel operating or riding in tactical vehicles, at all times whether on or off government installations, shall be seated in designated seating positions with seatbelt fastened (if so equipped) while the vehicle is in motion. The senior occupant of any vehicle shall be responsible for ensuring enforcement of proper use of safety restraints and will not permit operation of any vehicle until all passengers are wearing the restraint system specified for the type of vehicle. If the senior occupant cannot be determined, the driver shall be responsible for enforcement of proper use of safety restraints.

(d) Personnel being transported in a cargo area shall be seated with seatbelt fastened (if so equipped), and the cargo area opening shall be secured with a troop-strap if vehicle is so equipped.

(e) Vehicle operators are limited to no more than 10 hours of continuous vehicle operation without an eight hour sleep period within a 24 hour workday. Within a 24 hour period, vehicle operators are limited to not more than 15 hours of duty in which vehicle operating time is involved. These requirements do not apply during times of armed conflict. Drivers will be provided with at least eight consecutive hours of rest (off duty) during a 24 hour period.

(f) Vehicle operators will not operate equipment within 12 hours after consuming alcohol and shall not exhibit any hangover effects.

(g) Operators will not use tobacco products or consume any food while operating a government vehicle.

(h) Vehicle operators shall not operate any equipment while under the influence of any prescription/over-the-counter drugs which may inhibit judgment or reaction time.

(i) Equipment operators shall report to their respective supervisors when they are under a physician's care and are taking prescription drugs which may inhibit their safe performance or duties.

(j) The wearing of portable headphones, earphones or other listening devices while operating a motor vehicle is prohibited.

(k) Vehicle operators and Assistant Drivers (A-Drivers) are prohibited from using personal electronic devices (PEDs) for personal use (i.e. talking, texting or emailing) while the vehicle is in operation. PEDs may be used as a secondary communication system with the conditions for use outlined in the convoy brief.

(l) Commands shall develop convoy Standard Operating Procedures (SOP) and provide all participants with a convoy briefing. At a minimum, the briefing shall include route, emergency actions and communication.

(2) Operation of Non-Tactical Vehicles

(a) Active or reserve uniform service members and DoD civilians participating as drivers or passengers shall occupy a designated seating position and wear a seat belt while:

1. On or off DoD installations.
2. Operating a government owned vehicle or government funded rental vehicle.

(b) The senior occupant of any vehicle shall be responsible for ensuring enforcement of proper use of safety restraints and will not permit operation of any vehicle until all passengers are wearing the restraint system specified for the type of vehicle. If the senior occupant cannot be determined, the driver shall be responsible for enforcement of proper use of safety restraints.

(c) Passengers of buses on or off DoD installations without seat belts installed are exempt from the requirement.

(d) Guidance provided in paragraph 4.c.(1) sections (e)-(k) are germane and apply for non-tactical vehicles.

(3) Operation of Private Motor Vehicles 4 Wheel (PMV4)

(a) All personnel, when operating or riding in private motor vehicles, shall be seated in designated seating positions with seatbelt fastened while the vehicle is in motion.

(b) Operators of PMV4s shall be properly licensed, possess current vehicle registration and insurance, and be properly trained IAW references (a), (b) and local installation directives.

1. All PMV4s shall be registered with their local installation Pass & ID/Vehicle Registration Services.

(c) Child safety seats and usage shall be consistent with applicable state and local child safety seat laws.

(d) Military personnel operating privately owned vehicles on DoD installations shall not use any PEDs without a hands-free capability. Strict compliance with state and local laws governing cell phone use shall be observed when off DoD installations in accordance with reference (a) and local installation directives.

(4) Operation of Private Motor Vehicles 2 Wheel (PMV2)

(a) Operators of two or three wheeled motorcycles shall be properly licensed, possess current vehicle registration and insurance, and be properly trained IAW references (a) through (c), local installation directives and state mandates.

1. Motorcycle permits are temporary and contain restrictions and/or conditions while operating a motorcycle. Every effort shall be made to minimize the time with a permit and to obtain a motorcycle endorsement to one's driver's license at the soonest upon completion of training.

2. All riders shall carry, on hand, their most recent/current Motorcycle Training Completion cards in conjunction with their motorcycle license.

3. All motorcycles shall be registered with their local installation Pass & ID/Vehicle Registration Services.

4. When purchasing a new motorcycle, it is strongly recommended to retake Level 2 training on the newly purchased motorcycle as the performance and riding characteristics of the new motorcycle can introduce a fresh set of hazards the rider must become familiar with and overcome.

(b) Operators and passengers of a two or three wheeled motorcycle shall wear the appropriate PPE IAW references (a) through (c), local installation directives and state mandates while on or off DoD installations.

1. Helmets must meet Federal Motor Vehicle Safety Standard (FMVSS) 218 (i.e. "DOT" or "SNELL"). An armored type riding jacket made of abrasion resistant material is highly recommended.

(c) Motorcycle Mentorship Programs/Motorcycle Clubs. Per references (a) through (c), all O-5 and above level commands shall establish motorcycle mentorship programs that incorporate a structured club type organization. Commanders shall ensure their riders are in compliance with the guidance in this order and the references, and are held accountable for their actions while operating their motorcycles on or off public roadways.

1. All service members that own/operate a motorcycle shall participate in a unit motorcycle mentorship program.

a. Personnel with a motorcycle license expressing "no intent to ride" should complete appropriate administrative documentation to be maintained on file by the command Motorcycle Club President. Best practice can be located on the I MEF Safety sharepoint site at <https://eis.usmc.mil/sites/imef/CIG/Safety/SitePages/Home.aspx>.

2. Commanders shall appoint a Motorcycle Mentorship Program President in writing. Qualities to consider are found in reference (c).

3. Mentorship Program Presidents shall:

a. Maintain a current program roster of personnel.

b. Maintain program member training jackets.

c. Ensure all motorcycle training and its requisite completion code is entered/documented accordingly into the Marine Corps Total Force System (MCTFS).

d. Conduct monthly mentorship meetings and/or other events to highlight germane motorcycle-related topics to increase rider awareness and safe operating practices. Maintain meeting minutes and forward to the commander for review. Meetings should be conducted during on-duty hours.

e. Brief the CO on a periodic basis (no less than quarterly) on the status of their program/riders. Status should include

number of riders, no intent to ride personnel, training completion, license/registration/insurance, motorcycle inspections, program and personnel concerns, etc.

4. Commanders shall appoint two mentors in writing who have or will receive Level 3 and/or mentor/assessor training to educate program participants and to assist the Program President.

5. Motorcycle Mentorship Program/Motorcycle Club group rides are not mandatory. All group rides require a thorough and detailed risk assessment to be conducted and submitted for the commander's approval. Group rides/events to satisfy program requirements are considered on-duty events.

(d) Military personnel operating privately owned vehicles on DoD installations shall not use any PEDs without a hands-free capability. Strict compliance with state and local laws governing cell phone use shall be observed when off DoD installations in accordance with reference (a) and local installation directives.

#### 5. Administration and Logistics

a. Unit Traffic Safety Managers shall establish and maintain an SOP with corresponding desktop procedures relevant to their installation and organizational goals in support of a robust unit safety program.

b. Traffic safety shall be incorporated into on and off duty training programs on a continuing basis (e.g. safety stand downs, operational pauses, Back-in-the-Saddle training, etc.).

c. Government and Tactical Vehicle mishap reporting. Per ref (f), all government and tactical vehicle accident reports (Standard Form 91) shall be reviewed by the unit safety officer to determine if a reportable mishap has occurred. If required, reporting shall be reported via the Web Enabled Safety System (WESS).

d. Commanders shall ensure the widest dissemination of this Order to include incorporation into planning and operation orders.

e. Waiver to Policy requests for events or conditions not covered or identified in this Order can be approved by the first General Officer in the requesting unit's chain of command. Waivers shall be considered on a case-by-case basis and are not intended to modify for perpetuity current Marine Corps directives WRT operating practices. I MEF Safety and G-4 Motor Transport shall be informed of approved waivers.

#### 6. Command and Signal.

a. Command. This Order is applicable to all commands, organizations, units and activities under the command of I MEF.

b. Signal. This Order is effective the date signed.

  
LEWIS A. CRAPAROTTA

Distribution: I/II