



# Motor Vehicle Safety Tactics, Techniques, and Procedures (TTP)



U.S. Coast Guard  
Force Readiness Command  
(FORCECOM)

CGTTP 4-01.4  
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## COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES, CGTTP 4-01.4

Subj: MOTOR VEHICLE SAFETY TACTICS, TECHNIQUES, AND PROCEDURES (TTP)

- Ref:
- (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - (b) Government Vehicle Management Tactics, Techniques, and Procedures (TTP), CGTTP 4-01.3 (series)
  - (c) Motor Vehicle Manual, COMDTINST M11240.9 (series)
  - (d) Commercial Driver's License Standards; Requirements and Penalties: General, Subpart A; Definitions, 49 CFR § 383.5
  - (e) Emergency Signaling Devices in DHS Vehicles, Department of Homeland Security Management Directives System, MD Number: 11015
  - (f) Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors, 49 CFR Part 391
  - (g) Federal Leadership on Reducing Text Messaging While Driving, Executive Order 13513 of October 1, 2009
  - (h) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
  - (i) Non-Standard Boat Operator's Handbook, COMDTINST M16114.28 (series)

1. PURPOSE. To provide commanding officers/officers in charge (COs/OICs), safety officers/unit safety coordinators, and motor vehicle safety coordinators with Coast Guard tactics, techniques, and procedures (CGTTP) to establish a safety program for motor vehicles, all-terrain vehicles (ATVs), snowmobiles, and low-speed vehicles (LSVs).
2. ACTION. This CGTTP publication applies to COs/OICs and their designated representatives. Internet release authorized.
3. CGTTP AFFECTED. None.

4. DISCUSSION. In 2011, the Office of Safety and Environmental Health (CG-113) initiated a project to revise reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), by removing TTP from future policy and incorporating it into Coast Guard TTP publications by subject. The revised reference (a) contains the policy and doctrine for the Motor Vehicle and Recreational Safety Program. Motor vehicle mishaps are the leading causes of fatalities and serious injuries to Coast Guard personnel. The purpose of a unit motor vehicle safety program is to maintain mission performance and personnel safety by providing clear, standardized, and accessible guidance. This TTP publication was authored and validated by accomplished performers and subject matter experts in the field. TTP publications adhere to a life-cycle maintenance periodicity unless triggered by other revision requirements.
5. DISCLAIMER. This TTP publication is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to, nor does it, impose legally binding requirements on any party outside the Coast Guard.
6. DISTRIBUTION. U.S. Coast Guard Force Readiness Command (FORCECOM) Training Division (FC-T), TTP Section, posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References**, then select the **TACTICS, TECHNIQUES, AND PROCEDURES LIBRARY** link. FC-T, TTP Section, does not provide paper distribution of this publication.
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# Chapter 1: Introduction

**Introduction** This chapter overviews the contents of the Motor Vehicle Safety Tactics, Techniques, and Procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in this TTP publication.

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**In This Chapter** This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-4

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## Section A: Introduction

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### **A.1. Performance Factors**

In 2011, the Office of Safety and Environmental Health (CG-113) initiated a project to revise reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), by removing TTP from future policy and incorporating it into Coast Guard TTP publications by subject.

The revised reference (a) contains the policy and doctrine for the Motor Vehicle and Recreational Safety Program. Motor vehicle mishaps are the leading causes of fatalities and serious injuries to Coast Guard personnel.

Performance goals of this TTP publication associated with the unit motor vehicle safety program (MVSP) include:

- Fulfilling civil requirements.
- Determining seat belt usage.
- Identifying maximum driving times.
- Identifying driving distractions.
- Preventing impaired driving.
- Reinforcing safe motor vehicle operation through the driver improvement course.
- Completing the Travel Risk Planning System (TRiPS) assessment.
- Ensuring motorcycle and three-wheeled vehicle safety.
- Ensuring all-terrain vehicle (ATV), snowmobile, and low-speed vehicle (LSV) safety.
- Conducting awareness, educational, and promotional campaigns.

### **A.2. Background/ Performance Objectives**

The purpose of a unit motor vehicle safety program is to maintain mission performance and personnel safety by providing clear, standardized, and accessible guidance.

Performance objectives of this publication include:

- Promoting compliance and awareness of civil requirements through a community of educational and promotional campaigns.
- Providing tools to identify hazards leading to traffic mishaps.



- Providing clear procedures to:
  - Complete and verify training.
  - Control and authorize waivers to members where motorcycle training is unavailable.
  - Perform motorcycle safety training reimbursement.
- Developing resources to improve motorcycle safety.

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**A.3. Scope**

This publication provides TTP to establish a safety program for motor vehicles, ATVs, snowmobiles, and LSVs per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

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**A.4. Target Audience**

The target audience for this TTP publication is the entire USCG; in particular, commanding officers/officers in charge (COs/OICs), safety officers/unit safety coordinators, and motor vehicle safety coordinators.

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## Section B: Notes, Cautions, and Warnings

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**B.1. Overview**      The following definitions apply to notes, cautions, and warnings found in this TTP publication.

**NOTE:**      **An emphasized statement, procedure, or technique.**

**CAUTION:**      **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

**WARNING:**      *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

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## Chapter 2: Unit Responsibilities

### Introduction

This chapter discusses elements to create a unit-level motor vehicle safety plan. Also, this chapter provides guidelines to conduct a mishap investigation and develop awareness, educational, and promotional campaigns.

### In This Chapter

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This chapter contains the following sections:

Section	Title	Page
A	Motor Vehicle Plan	2-2
B	Mishap Investigation	2-6
C	Awareness, Educational, and Promotional Campaigns	2-7

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## Section A: Motor Vehicle Plan

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**A.1. Unit-Level Planning** Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), the personnel discussed in the ensuing subsections help establish a unit-level motor vehicle safety plan.

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A.1.a. Director, Health, Safety, and Work-Life (CG-11)

- Provides an effective motor vehicle and recreational safety program for on- and off-duty personnel.
- Establishes policy promoting traffic and recreational safety to reduce deaths, injuries, and property damage.

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A.1.b. Chief, Safety and Environmental Health (CG-113)

- Owns the safety policy.
- Provides policy feedback and interpretation.

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A.1.c. Commanding Officer, Health, Safety, and Work-Life Service Center (HSWL SC)

- Coordinates with Commandant (CG-113).
- Assists unit commands with:
  - Implementing policy.
  - Facilitating motor vehicle and recreational safety programs.

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A.1.d. HSWL SC (se) Safety and Environmental Health

- Directs and implements a field level safety program.
- Provides technical advice and assistance.
- Conducts periodic safety evaluations and inspections.
- Analyzes safety data for trends.
- Implements corrective measures.

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A.1.e. District Safety and Environmental Health Officer (SEHO)

- Supports motor vehicle safety at local units throughout each respective area of responsibility (AOR).
- Answers common policy questions.
- Directs units on best practices.

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A.1.f. Commanding Officers/Officers in Charge (COs/OICs)

- Help establish a written motor vehicle and recreational safety program.
- Assign personnel to develop, issue, implement, and enforce program regulations per reference (a).

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**A.2. Unit-Level Elements**

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Each unit plan differs because USCG installations/stations vary in size and probably are located on property unregulated by unit-level leadership. Ensure COs/OICs follow these actions to develop a unit-level motor vehicle safety plan:

- Draft the written plan to meet current standards and unit needs.
  - Reference the Motor Vehicle Safety Program Template on the [Motor Vehicle Safety TTP Library](#) page.
- 

A.2.a.  
Recommended Elements

Use the Motor Vehicle Safety Program Template on the [library](#) page to develop a safety plan, including:

- Program Management:
  - Posting appropriate signage.
  - Resolving temporary/emergent motor vehicle safety issues.
  - Periodically updating policies.
- Training:
  - Orientation about unit traffic policy.
  - Local traffic laws, traffic patterns, and congestion.
  - Preparation for seasonal road and weather conditions.
  - Review of USCG motor vehicle and pedestrian traffic safety policy.
  - Personal protective equipment (PPE).

**NOTE:**

**Review policies, outlined in reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series) about personal vehicles, including motorcycles, ATVs, and LSVs.**

- Civil requirements guidance:
  - License and endorsement.
  - Safety inspections.
  - Vehicle registration.
  - Insurance.

- Motorcycle guidance:
  - Training.
  - PPE.
  - Recordkeeping.
- ATVs/LSVs guidance:
  - Onboard installation authorization and use.
  - Training.
  - PPE.
- Foreign ports (if applicable):
  - Rental guidelines for motorcycles, mopeds, and ATVs.
- Government vehicle use:
  - Reference (b), Vehicle Management Tactics, Techniques, and Procedures (TTP), CGTTP 4-01.3 (series).
- High-risk areas:
  - Local high-risk housing areas.
  - Nearby child development center.
  - Nearby morale, welfare, and recreation (MWR) facilities.
- Speed limits:
  - Command-wide speed limit.
  - Housing speed limit.
- Vehicle mishaps:
  - Requirements for motor vehicle collisions.
- Driver distractions (not an exhaustive list):
  - Prohibited cell phone use while the government motor vehicle (GMV) is in use.
  - Signs of fatigue.

- Motor vehicle policy violations:
    - Loss of driving privileges.
    - Administrative line of duty investigations.
  - Department of Defense (DOD) safety center websites.
- 

**A.3. Unit-Level Resources**

Resources, included in a unit-level motor vehicle safety plan, can differ depending on location. As a best practice, a unit needs to search for relevant resources in its town and state.

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**A.3.a. Training Resources**

Use these resources to develop motorcycle, motor vehicle, and ATV training:

- Motorcycle safety:
    - [CG HSWL SC Motorcycle Safety](#).
    - Motorcycle Safety Foundation (MSF).
    - Department of Motor Vehicles (DMV) and Secretary of State branch offices.
    - [Safety Assurance and Risk Reduction Division \(CG-1132\)](#).
  - Motor vehicle driver improvement:
    - [CG HSWL SC Motor Vehicle Safety](#).
    - DMV and Secretary of State branch offices.
    - Automobile Association of America (AAA).
  - ATV safety:
    - Specialty Vehicle Institute of America (SVIA).
- 

**A.3.b. Motor Vehicle Mishap Resources**

To investigate a motor vehicle collision, see:

- Reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - [CG HSWL SC \(se\)](#) site on the portal.
-

## Section B: Mishap Investigation

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### **B.1. Overview**

Investigate and report all motor vehicle mishaps per reference (a), Safety and Environmental Health, COMDTINST M5100.47 (series). A mishap is any unplanned, unexpected, or undesirable event that causes injury, occupational illness, death, material loss, or damage to assets equal to or greater than \$5,000.00. If these criteria are not met, the motor vehicle mishap is not reportable. See reference (b), Government Vehicle Management Tactics, Techniques, and Procedures (TTP), CGTTP 4-01.3 (series).

Motor vehicle mishaps include:

- Active duty members involved in on- and off-duty mishaps.
- Reserve members in an active duty status.
- Coast Guard civilians in an on-duty status.

### **B.2. Reporting and Investigating Mishaps**

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Ensure the unit implements the following actions per reference (a):

- Implement the unit Mishap Response Plan.
  - Determine if alcohol and toxicology testing is required.
  - Enter the mishap into USCG Mishap Reporting System (e-MisReps). Access the site on the [Motor Vehicle Safety TTP Library](#) page.
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## Section C: Awareness, Educational, and Promotional Campaigns

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### C.1. Promotional and Educational Campaigns

Reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), requires commands to conduct awareness and promotional campaigns as part of an overall unit motor vehicle safety program. The Department of Transportation (DOT), through the National Highway Traffic Safety Administration (NHTSA) in conjunction with state traffic safety offices and law enforcement agencies, periodically conducts various motor vehicle safety campaigns throughout the year. Access the NHTSA site on the [Motor Vehicle Safety TTP Library](#) page.

Recurring campaign topics include:

- Impaired driving.
- Proper seat belt and child restraint use.
- Motorcycle safety.
- Distracted driving.

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#### C.1.a. National Resources and Materials

The [library](#) page contains links to websites for motor vehicle safety campaign resources and materials:

- NHTSA develops the majority of national promotional materials. Click **Risky Driving** or **Road Safety** on the homepage to view resources.
- Traffic Safety Marketing (TSM), developed by the NHTSA, produces campaign materials and a calendar of events. TSM motor vehicle safety topic materials include:
  - Bicycle safety.
  - Distracted driving.
  - Drowsy driving.
  - Drug-impaired driving.
  - Drunk driving.
  - First responder safety.
  - Motorcycle safety.
  - Pedestrian safety.
  - Seat belts.
  - Speed prevention.
  - Vehicle safety.

- DOD safety centers provide motor vehicle safety programs and resources of military services.
  - State and local traffic safety offices develop campaigns and materials for use separate from the NHTSA.
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C.1.a.(1). Coast  
Guard Resources

The Coast Guard HSWL Shore Safety Branch provides resources for developing and maintaining the unit's motor vehicle safety program. See [CG HSWL SC Motor Vehicle Safety](#) for motor vehicle resources.

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C.1.a.(2). DOD  
Safety Centers

DOD safety centers provide promotional and education materials, checklists, risk management approaches, publications, and detailed descriptions of military services' motor vehicle safety programs. The [Motor Vehicle Safety TTP Library](#) page contains links to these DOD safety centers:

- Navy Safety Center.
  - Army Combat Readiness Center.
  - Air Force Safety Center.
- 

C.1.a.(3).  
Other Resources

The [library](#) page contains links to additional resources for equipment manufacturers, dealers, clubs, and organizations, including:

- American Automobile Association (AAA).
  - AAA Foundation for Traffic Safety.
  - National Safety Council (NSC).
  - Motorcycle Safety Foundation (MSF).
  - Network of Employers for Traffic Safety (NETS).
  - Centers for Disease Control and Prevention – Motor Vehicle Safety.
  - Consumer Product Safety Commission (CPSC).
  - National Transportation Safety Board (NTSB).
- 

**C.2. Safety  
Briefings**

Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), commands must provide:

- Motor vehicle safety briefs to personnel, including a locality briefing to newly transferred members addressing local motor vehicle and off-duty safety issues.
  - Safety briefs to all personnel prior to holidays, extended weekends, liberty periods, when visiting foreign ports, or returning from deployments.
-

C.2.a. Safety  
Briefing Elements

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Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), ensure all newly transferred personnel receive a safety briefing that addresses local motor vehicle safety issues, including:

- State and local military installation driver licensing requirements.
- Special endorsement requirements (e.g., motorcycles and mopeds).
- Vehicle safety inspections, registration, and insurance requirements.
- Special requirements for LSV on military installations.
- Distracted driving.
- TRiPS requirements.
- Local road conditions, speed limits, traffic patterns and congestion, high-risk traffic areas, and area construction zones affecting commuter routes.
- Possible pairing of specific motor vehicle safety campaigns with safety briefings, such as drunk driving before major holidays.

**C.3. Additional  
Considerations**

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Consider these additions in the unit motor vehicle safety plan:

- Integrate operational risk management (ORM) principles into motor vehicle safety functions.
  - Encourage unit-designated drivers, taxi cards, or other transportation programs.
  - Distribute chain of command calling cards.
  - Observe wind-down time prior to starting an extended trip.
  - Include traffic safety advice on pass, liberty, and/or leave statements.
  - Provide trip planning checklists.
  - Develop vehicle safety checklists.
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## Chapter 3: Motor Vehicle Safety

### Introduction

This chapter discusses ways to promote motor vehicle safety, including tools to reduce traffic mishaps and guidance for continued authorized travel, civil requirements, safety training, and PPE.

### In This Chapter

This chapter contains the following sections:

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## Section A: Seat Belt Usage

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### A.1. Seat Belt Usage

This section provides guidance for seat belt usage to effectively reduce injuries in crashes per reference (a), Safety and Environmental Health, COMDTINST M5100.47 (series).

### A.2. Seat Belt Usage Requirements

Table 3-1 presents requirements for seat belt usage.

Seat Belt Usage Requirements			
Personnel	Vehicle	USCG Installation	Requirement
All personnel	Operating or riding in a motor vehicle	On	Properly use installed seat belts in all seats at all times.
All Coast Guard personnel (military and civilian)	Operating or riding in GMV or privately owned vehicle (POV) on official government business	On and off	
All Coast Guard military personnel	All vehicles	On and off	

**Table 3-1** Seat belt usage requirements

### A.3. Additional Requirements

These requirements restrict personnel from riding in a motor vehicle on any Coast Guard installation:

- Individuals in seating positions where seat belts have not been installed or have been removed or rendered inoperative.
  - Passengers in the cargo areas, except when the vehicle has been modified for such purposes.
-

## Section B: Operator Training and Licensing

**B.1. Minimum Operator Requirements**      Ensure motor vehicles operators adhere to local and state requirements and maintain a current driver license and/or commercial driver’s license (CDL) prior to operating motor vehicles per reference (c), Motor Vehicle Manual, COMDTINST M11240.9 (series).

**B.2. Training Guidelines**      Table 3-2 includes minimum training requirements based on vehicle type per reference (b), Vehicle Management Tactics, Techniques, and Procedures (TTP), CGTTP 4-01.3 (series).

Military Driver Requirements								
Vehicle Type	OF-346 <sup>1</sup>	Defensive Driver <sup>2</sup>	FLETC EVOC	Unit JQR	Check Ride	OJT (20 Hr Minimum)	State CDL License	State CDL Training Equivalent <sup>3</sup>
General Purpose MV		Rec <sup>4</sup>						
Truck/Trailer Combo (MOTOTRLR)	X	Rec <sup>4</sup>		X	X			
Emergency Vehicles (MOTOEVOC)	X	Rec <sup>4</sup>	X			X		
Commercial Vehicles (MOTOCDL)	X	Rec <sup>4</sup>					Civilian Only	X
15 Pax/Full Size Pickup (MOTO15PV)	Rec <sup>4</sup>	Rec <sup>4</sup>		Rec <sup>4</sup>				

<sup>1</sup> Units need to ensure training and issuance of U.S. Government Motor Vehicle Operator’s Identification Card, Optional Form 346 (OF-346) is entered into AOPs/TMT (Codes: MOTOCDL, etc.).

<sup>2</sup> NSC’s Defensive Driving Course: GSA Fleet Drive-thru located on the [Motor Vehicle Safety TTP Library](#) page.

<sup>3</sup> This applies to military drivers using vehicles for mission accomplishment. In all other cases, a state CDL is required. See reference (d), Commercial Driver’s License Standards; Requirements and Penalties: General, Subpart A; Definitions, 49 CFR § 383.5, to identify what qualifies as military specific.

<sup>4</sup> Recommended.

**Table 3-2 Military driver requirements**

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**B.3. Driver  
Qualifications**

Driver qualification requirements for the ensuing subsections fall under reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), and reference (c), Motor Vehicle Manual, COMDTINST M11240.9 (series).

Use the Driving Course Template and recommended unit Job Qualification Requirement (JQR) on the [Motor Vehicle Safety TTP Library](#):

- Use JQRs as a baseline and adapt them for their particular mission set.
- Send all recommended improvements to Force Readiness Command Training Performance Technology Center (FC-Tptc) per the request for changes paragraph in this TTP publication's letter of promulgation (LOP).

For training resources for 15-passenger vans, trucks, sport utility vehicles (SUVs), and trailering, see the [CG HSWL SC Motor Vehicle Resources](#) on the portal.

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**B.3.a.  
Truck/Trailer  
Combinations**

Identify these requirements, per reference (c), for combinations less than 26,001 pounds in gross vehicle combined weight rating (GVCWR).

Employees:

- Can get training and authorization before operating a government vehicle towing a trailer.
- Can operate non-motorized equipment with wheels designed to be pulled over public roadways by motor vehicles.

Follow these steps to satisfy commercial requirements for combinations over 26,001 pounds in GVCWR:

1. Obtain a U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346 (OF-346) – Command Authorization.
2. Complete a JQR using the Unit Trailering Job Qualification Requirement (JQR) on the [Motor Vehicle Safety TTP Library](#) page.
3. Demonstrate proficiency operating via [check ride](#).

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**B.3.b. Emergency  
Vehicle (EV)  
Operators**

Reference (e), Emergency Signaling Devices in DHS Vehicles, Department of Homeland Security Management Directives System, MD Number: 11015, authorizes members to operate vehicles outfitted with an emergency signaling device, including:

- Fire rescue.
- Law enforcement.
- Pollution response.
- Search and Rescue Optimal Planning System (SAROPS).



Follow these steps to satisfy requirements for emergency vehicle (EV) operators:

1. Complete a Federal Law Enforcement Training Centers (FLETC) approved EV operator course.
2. Issue OF-346, which serves as the CO's recommendation to authorize the driver to operate an EV.
3. Complete at least 20 hours on-the-job training (OJT) with a qualified driver familiar with local requirements per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
4. Complete an online defensive driver course (optional).

B.3.c.  
Commercial  
Vehicles

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This category includes vehicles over 26,000 pounds or transporting more than 15 personnel.

Follow these steps to satisfy requirements for commercial vehicles per reference (c), Motor Vehicle Manual, COMDTINST M11240.9 (series):

1. Issue OF-346, which serves as the CO's authorization for a member to operate specific commercial equipment.
2. Obtain state licensing:
  - a. All civilian employees operating a commercial vehicle need a state CDL.
  - b. At the CO's discretion, military members can complete training to the equivalent level that a state licensing evaluator requires.

NOTE:

**Receiving a CDL might require changing driver's license to the state of application. For example, in California, an active duty Florida resident with a Florida license might have to change driver's license from Florida to California.**

3. Complete an online defensive driver course (optional).
4. Obtain hazardous material (HAZMAT) or other endorsements. USCG employees, including military and civilian, need the same certifications as commercial drivers before transporting the types and quantities stipulated in state law.

NOTE:

**Most states require fingerprinting with HAZMAT endorsements.**

5. Get a physical exam, which typically includes either:
    - Federal Motor Carrier Safety Administration (FMCSA) Regulations per DOT/state guidelines. Access FMCSA regulations on the [Motor Vehicle Safety TTP Library](#) page.
    - The equivalent per reference (f), Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors, 49 CFR Part 391.
- 

B.3.d.  
Fifteen-Passenger  
(15-PAX) Vans

Fifteen-passenger vans and other large vehicles have an increased rollover risk under certain conditions. Ensure potential drivers are familiar with any special handling and loading characteristics before being allowed to operate them.

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**B.4. Before  
Driving**

Before operating a motor vehicle:

1. Visually inspect the vehicle and/or trailer before driving.
  2. Verify proper inflation of tires.
  3. Check for objects around tires that might cause damage.
  4. Ensure all exterior bulbs are working properly.
  5. Adjust seat, mirrors, and steering wheel to proper positions.
  6. Engage the seat belt.
  7. Upon starting vehicle, test windshield wipers and brakes for proper function, and verify sufficient fuel.
- 

**B.5. TRiPs**

Access the Travel Risk Planning System (TRiPS) assessment online or, if unavailable, use the Travel Risk Planning System (TRiPS) Offline PDF. The [Motor Vehicle Safety TTP Library](#) page contains links to the TRiPS tool and offline document. TRiPS reinforces basic driving safety rules.

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B.5.a. Reducing  
Travel Risks

The planning tool addresses broader concepts, such as the need to properly schedule drive times to avoid fatigue and late-night travel.

Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), in a permanent change of station status and traveling more than 400 miles in POVs, to reduce risks involving travel:

- Complete a TRiPS assessment.
  - Have a supervisor review and approve the TRiPS assessment prior to detachment from command.
-

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## Section C: Driving Distractions

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### C.1. Driving Distractions

Provide guidelines to end distracted driving caused by activities, including cell phone use and texting, which endanger the safety of driver, passengers, and bystanders.

### C.2. Phone Usage and Texting While Driving

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Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), do not use a cell phone when:

- Driving on a Coast Guard installation.
- Operating a GMV off the installation.

Per reference (g), Federal Leadership on Reducing Text Messaging While Driving, Executive Order 13513 of October 1, 2009, do not text when:

- Driving a GMV.
- Driving a POV while on official government business.
- Using electronic equipment supplied by the government while driving.

### C.3. Obstructed Hearing

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Obstructed hearing impacts the driver's ability to safely operate a motor vehicle. Wearing of headphones, earphones, earbuds, and hands-free devices is prohibited while operating GMVs, including rental cars, and while operating POVs on government installations, per reference (a).

Consult local and state regulations regarding use of these devices while operating POVs outside of government installations. However, using these devices while driving is discouraged even if local and state laws permit usage.

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## Section D: Driving Under the Influence (DUI)

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<b>D.1. DUI</b>	Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), set guidelines to prohibit driving under the influence of alcohol, controlled substances, or medication.
<b>D.2. Rules for Conduct</b>	Operators and passengers of GMVs and POVs on/off a USCG installation cannot have open containers of alcoholic beverages in the vehicle at any time per reference (a).
D.2.a. Guidelines for Responsible Drinking	<p>Reference (h), Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series), incorporates the National Institute of Alcohol Abuse and Alcoholism (NIAA) guidelines for responsible drinking. NIAA low-risk drinking guidelines follow the general 0, 1, 2, 3 model. NIAA guidelines are gender-based because of the differences in how males and females process alcohol. The general rule is:</p> <ol style="list-style-type: none"><li>1. Zero drinks is the lowest risk option.</li><li>2. Consume no more than one standard alcoholic beverage per hour, two standard drinks per occasion, and never exceed three.</li></ol> <p>For further guidance, access NIAA’s low-risk drinking website, Rethinking Drinking, on the <a href="#">Motor Vehicle Safety TTP Library</a> page.</p>

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## Section E: Driver Improvement Course

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### **E.1. Driver Improvement Course**

Reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), requires the completion of a driver improvement course as a condition for continued authorization to operate GMVs under certain circumstances, such as moving violations and traffic accidents. The driver improvement course is recommended for POV access to USCG installations when similar infractions, described in the ensuing subsection, occur.

### **E.2. Required Personnel**

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Per reference (a), personnel required to complete the course include:

- Members convicted of serious moving violations such as:
    - Speeding.
    - Reckless driving.
    - DUI.
  - Anyone involved in a serious traffic accident while operating a GMV.
-

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## Section F: Motorcycle Safety

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### F.1. Civil Requirements

The ensuing subsections provide procedures for Coast Guard motorcycle operators to meet all state licensing, registration, and insurance requirements before operating a motorcycle per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

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#### F.1.a. Safety Requirements

New motorcyclists often begin riding without having met state motorcycle endorsement requirements. According to the National Highway Traffic Safety Administration (NHTSA), 27 percent of motorcycle riders involved in fatal crashes in 2015 were riding without a valid license.

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#### F.1.b. Registration and Insurance

Ensure motorcycle registration and insurance requirements are met:

- Confirm compliance with registration requirements:
  - Each state's registration requirements vary. Although the majority of states allow service members to maintain vehicle registration in their home states, Hawaii requires its own state vehicle registration for all residents.
  - Research the state motor vehicle laws in which the Coast Guard command is located to confirm compliance.
- Ensure proper insurance coverage for the state where the Coast Guard command is located:
  - Confirm members have adequate motorcycle insurance that meets state requirements where they work and/or reside.
  - Motorcycle insurance coverage varies in each state. States without helmet laws require operators to carry more coverage compared to states with helmet laws. State insurance laws can affect the cost of coverage.

**WARNING:**

***All Coast Guard members are required to wear helmets regardless of state laws. Operating motorcycles without a helmet increases the probability of significant head injuries and death during a crash.***

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F.1.c.  
Endorsement/  
Permit

Follow these steps for the owner’s license with motorcycle endorsement:

1. Acquire a state license:
  - a. Take the written and/or riding test.
  - b. Complete a state-approved motorcycle safety course in states that provide the option to waive the written and/or riding test.
2. Obtain a motorcycle endorsement. Each Coast Guard member who operates a motorcycle needs to check his or her home state DMV website for instructions on how to get a motorcycle endorsement added to the license.
3. Ensure three-wheeled motorcycles are properly licensed based on vehicle classification. Some states classify three-wheeled vehicles as motorcycles, and others classify them as motor vehicles.

**F.2. Safety  
Training**

The ensuing subsections provide guidance to ensure all Coast Guard personnel who operate a motorcycle complete a motorcycle safety training course per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series). Training is key to learning how to ride a motorcycle and become a more proficient rider. Basic Rider courses teach new riders the basics of motorcycle operation and safety practices, and advanced courses offer refresher training to experienced riders. Table 3-3 presents available motorcycle safety programs.

<b>Motorcycle Safety Courses</b>	
<b>Program</b>	<b>Courses</b>
Motorcycle Safety Foundation (MSF)	Basic RiderCourse Advanced RiderCourse Military Sportbike RiderCourse
California Motorcycle Safety Program (CMSP)	Basic Rider Training Intermediate Rider Training
Team Oregon	Basic Rider Training Intermediate Rider Training
Idaho Star	Basic I Basic II Experienced Rider Training
Specialized Training	Police officer training for civilians Track days/Schools

**Table 3-3 Motorcycle safety courses**

F.2.a. Training  
Reimbursement

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Coast Guard active duty motorcycle riders can be reimbursed for the training course fee if they:

- Do not have access to free training at USCG or DOD installations.
- Are required to take training via a commercial source.

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F.2.a.(1).  
Allowing  
Reimbursement

The Office of Safety and Environmental Health (CG-113) and FORCECOM created the motorcycle safety training reimbursement program, which allows reimbursement per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series):

- Based on available funding established each year.
- Limited to the course fee.
  - Members are not reimbursed travel expenses, including mileage, tolls, lodging, and per diem.
  - Cancellation or course data change fees are not reimbursed if the member is at fault (e.g., oversleeping and late arrival).
  - Cancellation or course data change fee incurred due to changes in unit mission is evaluated on a case-by-case basis.
- Limited to basic and intermediate training offered through state-approved service providers. Members are not reimbursed for track schools or specialty courses.

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F.2.b. Periodic  
Refresher  
Training

Per reference (a):

- Refresher training is completed every five years.
- Online training does not satisfy the requirement.
- Acceptable training is any course offering both classroom and motorcycle instruction.
- Coast Guard Motorcycle Safety Foundation Rider coaches who remain current are exempt from the requirement since they have to recertify every two years.

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F.2.c. Training  
Time

Reference (a) authorizes and encourages COs/OICs to allow military members to attend training during normal business hours.

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F.2.d. Waiver Reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), authorizes COs to grant waivers to members in cases where training is not available by location or time. A member acquiring training can gain temporary riding privileges and installation access to operate a motorcycle for up to 90 days. Follow this process for a waiver:

1. Member requests waiver from CO explaining the need for a waiver.
2. Command:
  - a. Ensures members meet civil requirements.
  - b. Assists member in identifying training locations.
  - c. Ensures member signs up for training as soon as possible.
  - d. Signs memo outlining riding privileges.

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F.2.e. Dirt Bikes, Three-Wheeled Motorcycles, Two-Wheeled Vehicles (49cc and Below) Due to limited availability of training, certain motorcycles are exempt from training per reference (a).

Types of motorcycles exempt from motorcycle safety training:

- Dirt bikes that are not street legal.
- Motorcycles with attached sidecars.
- Three-wheeled motorcycles.
- Two-wheeled vehicles (49cc and below), such as mopeds.

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F.2.f. Training Recordkeeping Keep copies of operators' training on file to follow up on scheduled training and remind riders when they are to recertify. Per reference (a), commands are required to:

- Maintain a current list of active duty military motorcycle riders.
  - Enter the individual training into the training management tool (TMT) under competency code: MOTO-SAFE.
-

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**F.3. PPE**

The ensuing subsection provides guidance to ensure Coast Guard motorcycle riders comply with PPE requirements outlined in reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), and local instructions that often exceed reference (a).

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**F.3.a. Required PPE**

Required PPE for motorcycle and other two-wheeled vehicles (49cc and below) includes:

- DOT or Snell-approved motorcycle helmet properly fastened under the chin. Novelty or non-approved helmets are prohibited. See the Snell Memorial Foundation® Helmet Standard on the [Motor Vehicle Safety TTP Library](#) page.
  - Properly worn eye protection devices.
  - Foot protection, including sturdy over-the-ankle footwear that affords protection for feet and ankles. Durable leather athletic shoes covering the ankles are permitted.
  - Full-fingered or fingerless gloves or mittens designed for use on motorcycles.
  - Long-sleeved shirt or motorcycle jacket and pants appropriate for motorcycle riding.
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## Section G: All-terrain Vehicle, Snowmobile, and Low-speed Vehicle Safety

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### G.1. Safety Training

The ensuing subsections provide guidance for all Coast Guard personnel to complete training to properly operate and maintain an ATV, snowmobile, or LSV per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

#### G.1.a. Training Requirements

Table 3-4 shows required training for ATVs, snowmobiles, and LSVs.

ATV, Snowmobile, and LSV Training Requirements	
Vehicle	Training
ATV	Coast Guard personnel who operate ATVs in the performance of their duties or onboard a USCG facility are to successfully complete an ATV safety course. Personnel can use the Specialty Vehicle Institute of America (SVIA) to fulfill this requirement. See the <a href="#">Motor Vehicle Safety TTP Library</a> page for more information.
Snowmobile	Coast Guard personnel who operate snowmobiles in the performance of their duties or onboard USCG facilities are to successfully complete a snowmobile safety course. For a list of available resources and online courses, see Snowmobile Training on the <a href="#">library</a> page.
LSV	Coast Guard personnel need to have a valid driver's license and receive a one-time safety briefing on manufacturer's precautions and safe-handling techniques prior to operation.

**Table 3-4** ATV, snowmobile, and LSV training requirements

#### G.1.b. Safety Briefs

Ensure safety briefs are provided to all personnel prior to major holidays, extended weekends, or liberty periods.

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**G.2. PPE**

Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), the ensuing subsection identifies PPE requirements that Coast Guard personnel must meet for operating an ATV, snowmobile, or LSV.

G.2.a. PPE Requirements

Table 3-5 identifies PPE requirements for ATVs, snowmobiles, and LSVs.

<b>ATV, Snowmobile, and LSV PPE Requirements</b>	
<b>Vehicle</b>	<b>PPE</b>
ATV	Required PPE includes: <ul style="list-style-type: none"> <li>• DOT or Snell-approved motorcycle helmet properly fastened under the chin. Novelty or non-approved helmets are prohibited. See the Snell Memorial Foundation® Helmet Standard on <a href="#">Motor Vehicle Safety TTP Library</a> page.</li> <li>• Properly worn eye protection devices.</li> <li>• Foot protection, including sturdy over-the-ankle footwear that affords protection for feet and ankles. Durable leather athletic shoes covering the ankles are permitted.</li> <li>• Full-fingered or fingerless gloves.</li> <li>• Long-sleeved shirt or motorcycle jacket and pants.</li> </ul>
Snowmobile	Required PPE includes: <ul style="list-style-type: none"> <li>• A DOT or Snell-approved helmet properly fastened under the chin.</li> <li>• Over-the-ankle footwear.</li> <li>• Cold weather gear when operating snowmobiles in winter environments.</li> </ul>
LSV	None.

**Table 3-5 ATV, snowmobile, and LSV PPE requirements**

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## Section H: Duty Hour Limits and Long Distance Driving

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**H.1. Duty Hour Limits and Long Distance Driving** Full duty days followed by extended POV and/or official business travel increases the probability of vehicle operator fatigue and resulting mishaps. This section provides guidelines to reduce the probability of fatigue-related mishaps.

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**H.2. Distance Driving** Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), commands need to incorporate ORM when assigning long-distance driving duties to personnel who have been on duty within the previous eight hours.

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**H.2.a. Maximum On-Duty Driving Times** Implement best practices at units to ensure personnel safety. Recommended maximum on-duty driving times include:

- All drivers (day and night):
  - Do not allow more than 10 hours of driving per day.
  - Ensure individual drivers do not exceed 14 hours total driving and duty time in a 24-hour period.
  - Assign two drivers if total driving time might exceed the above.
- All drivers (night/poor weather):
  - Do not allow more than eight hours per driver during night driving and periods of bad weather. Night driving reduces alertness and performance.
  - Assign two or more qualified drivers per vehicle.
  - Rotate driving duties every two hours between 2200 and sunrise.
- Duty drivers and/or carriers of explosive or hazardous cargo:
  - Do not allow more than eight hours per driver.
  - Assign two drivers if total driving time exceeds eight hours.
  - Ensure drivers have had at least 10 consecutive hours off duty (i.e., rest period) within the last 24 hours (e.g., if a cutter is pulling into a port call and needs an eight-hour duty driver at 0800 sharp, the assigned duty driver needs to be relieved from duty by 2200 the day before).

- Trips in excess of 400 miles:
  - Per reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), assign two or more drivers using TRiPS for permanent change of station (PCS) over 400 miles. Access the Travel Risk Planning System (TRiPS) assessment on the [Motor Vehicle Safety TTP Library](#) page.
  - Supervisors can use TRiPS for any on-duty travel in excess of 400 miles.

NOTE:

**Per reference (a), after establishing standards in the unit motor vehicle safety plan, COs/OICs can only waive the above best practices and requirements in rare circumstances to save life or property or meet demands. To ensure personnel safety, conduct a risk assessment before adjusting driving times.**

NOTE:

**For questions regarding motor vehicle driver recommendations or safety, see [CG HSWL SC Motor Vehicle Safety](#).**

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## Section I: Safe Towing

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**I.1. Safe Towing** This section discusses how to safely tow a boat or load in a trailer and guide the operator in obtaining more information. This section augments trailering procedures in:

- Reference (c), Motor Vehicle Manual, COMDTINST M11240.9 (series).
- Reference (i), Non-Standard Boat Operator’s Handbook, COMDTINST M16114.28 (series).
- Any boat-specific boat operator’s handbook.

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**I.2. Vehicle Hitch Trailer Combination Requirements**

Ensure units determine proper trailer hitch matching while towing.

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**I.2.a. One-time Vehicle Trailer Matching Checklist**

Ensure units follow these steps per reference (c):

1. Perform a trailer matching check using the Vehicle Trailer-Truck-Hitch Matching Checklist on the [Motor Vehicle Safety TTP Library](#) page to guarantee the tow vehicle rating is above the trailer’s gross vehicle weight rating (GVWR).
2. Place the checklist in the towing vehicle’s glove box.
3. Ensure unit uses correct ball or pintle mounts. See Choosing the Correct Ball or Pintle Mount on the [Motor Vehicle Safety TTP Library](#) page.

**NOTE:**

**Reference (c) also requires drivers to complete the pre-trip inspection in reference (i) before using a trailer.**

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**I.2.b. Trailering Rating, Tongue Weight, Hitch Type, and Tow Vehicle**

Follow these guidelines for trailering:

- Gross vehicle weight rating (GVWR):
  - Ensure the capacity rating of the trailer is greater than the combined basic weight of the boat, engines, and equipment, including fuel.
  - Display trailer’s GVWR, including the trailer and all weight it’s expected to carry.

- Gross axle weight rating (GAWR):
  - Check the GAWR capacity information, which specifies proper tires needed to carry the load for the trailer's rating.
  - Ensure the combined GAWR of all axles on multi-axle trailers is equal to or greater than the GVWR for the trailer.
- Tongue weight:
  - Calculate tongue weight by the difference between GVWR and GAWR.
  - When loading trailer, distribute weight on the trailer to maintain the recommended tongue weight.
- Hitch type:
  - Determine the class of hitch by GVWR and tongue weight.
  - Select hitch type:
    - Weight-carrying hitch.
    - Ball or pintle-type hitch, which is rare in the Coast Guard.
    - Weight distribution (i.e., load equalizer) hitch, which is not commonly used in the Coast Guard.
- Tow vehicle:
  - Ensure the tow vehicle is capable of handling the weight of the trailer with boat and equipment plus the weight of passengers and equipment carried inside vehicle.
  - Based on the above, consider equipping the tow vehicle with the following:
    - Engine of adequate power.
    - Transmission and rear-end designed for towing.
    - Larger cooling systems for the engine and transmission.
    - Heavy-duty brakes.
    - Ensure trailer receiver is properly attached to the frame.

**WARNING:**

***Ensure the trailer GVWR does not exceed the prospective tow vehicle tow capacity.***



I.2.c. Towing  
Vehicle – Extra  
Precautions



Figure 3-1 Towing accident

When towing a trailer:

- Allow more time to brake, accelerate, pass, and stop. The boat on the trailer increases the size of the vehicle's blind spots, especially when using rear-view mirrors for backing.
- Give curbs and roadside barriers a wide berth when turning corners since the turning radius is greater.
- Per reference (c), Motor Vehicle Manual, COMDTINST M11240.9 (series), before operating, confirm drivers are qualified to operate a truck and trailer combination. Use the Unit Trailering Job Qualification Requirement (JQR) for unit trailering. The JQR is on the [Motor Vehicle Safety TTP Library](#) page.
- Ensure proper trailer balance and loading. Do not overload a trailer by adding equipment beyond the boat outfit or personal gear to the boat that could add substantially to the trailer's gross weight and interfere with proper load distribution.

**CAUTION:**

**Use a spotter when backing or maneuvering in tight quarters. The boat and trailer hinders the driver's ability to judge distances and negotiate turns.**

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## Appendix A: Glossary and Acronyms

<b>AAA</b>	Automobile Association of America.
<b>AOP</b>	Abstract of operations.
<b>AOR</b>	Area of responsibility.
<b>ATV</b>	All-terrain vehicle. An ATV is any motorized, off-highway vehicle designed to travel on three or four wheels with a seat made to be straddled by the operator and handlebars for steering control.
<b>cc</b>	Cubic centimeters.
<b>CDL</b>	Commercial driver's license.
<b>CFR</b>	Code of Federal Regulations.
<b>CG</b>	Coast Guard.
<b>CG-11</b>	Office of Health, Safety, and Work-Life.
<b>CG-113</b>	Office of Safety and Environmental Health.
<b>CG-1132</b>	Safety Assurance and Risk Reduction Division.
<b>CGTTP</b>	Coast Guard tactics, techniques, and procedures.
<b>Check Ride</b>	A check ride is a practical test that one undergoes in the Coast Guard to receive certification or an endorsement to operate certain equipment, vehicles, boats, and/or aircraft.
<b>CMSP</b>	California Motorcycle Safety Program.
<b>CO</b>	Commanding officer.
<b>COs/OICs</b>	Commanding officers/officers in charge.

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<b>COMDTINST</b>	Commandant Instruction.
<b>CPSC</b>	Consumer Product Safety Commission.
<b>DHS</b>	Department of Homeland Security.
<b>DMV</b>	Department of Motor Vehicles.
<b>DOD</b>	Department of Defense.
<b>DOT</b>	Department of Transportation.
<b>DUI</b>	Driving under the influence.
<b>EV</b>	Emergency vehicle.
<b>EVOC</b>	Emergency Vehicle Operations Course.
<b>FC-T</b>	Force Readiness Command Training Division.
<b>FC-Tptc</b>	Force Readiness Command Training Performance Technology Center.
<b>FLETC</b>	Federal Law Enforcement Training Centers.
<b>FMCSA</b>	Federal Motor Carrier Safety Administration.
<b>FORCECOM</b>	Force Readiness Command.
<b>GAWR</b>	Gross axle weight rating.
<b>GMV</b>	Government motor vehicle.
<b>GSA</b>	General Services Administration.
<b>GVCWR</b>	Gross vehicle combined weight rating.
<b>GVWR</b>	Gross vehicle weight rating.
<b>HAZMAT</b>	Hazardous material.

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<b>HSWL SC</b>	Health, Safety, and Work-Life Service Center.
<b>HSWL SC (se)</b>	HSWL Safety and Environmental Health.
<b>JQR</b>	Job Qualification Requirement.
<b>LCV</b>	Longer combination vehicle.
<b>LOP</b>	Letter of promulgation.
<b>LSV</b>	Low-speed vehicle. LSVs include any four-wheeled vehicle, other than a truck, with a maximum speed greater than 20 miles per hour but not greater than 25 miles per hour.
<b>MD</b>	Management directives.
<b>MOTO15PV</b>	15 passenger van or full-size pickup.
<b>MOTOCDL</b>	Commercial vehicles.
<b>MOTOEVOC</b>	Emergency vehicles.
<b>MOTO-SAFE</b>	Training management tool competency code.
<b>MOTOTRLR</b>	Truck/trailer combination.
<b>MSF</b>	Motorcycle Safety Foundation. This is an internationally recognized developer of comprehensive, research-based rider education and training system.
<b>MV</b>	Motor vehicle.
<b>MVSP</b>	Motor vehicle safety program.
<b>MWR</b>	Morale, welfare, and recreation.
<b>NIAA</b>	National Institute of Alcohol Abuse and Alcoholism.
<b>NSC</b>	National Safety Council.

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<b>NETS</b>	Network of Employers for Traffic Safety.
<b>NHTSA</b>	National Highway Traffic Safety Administration.
<b>NTSB</b>	National Transportation Safety Board.
<b>OF-346</b>	U.S. Government Motor Vehicle Operator’s Identification Card, Optional Form 346. OF-346 is the U.S. government motor vehicle operator’s identification card.
<b>OJT</b>	On-the-job training.
<b>ORM</b>	Operational risk management.
<b>Pax</b>	Passenger.
<b>PCS</b>	Permanent change of station.
<b>PDF</b>	Portable Document Format.
<b>POV</b>	Privately owned vehicle.
<b>PV</b>	Passenger van.
<b>PPE</b>	Personal protective equipment.
<b>Rec</b>	Recommended.
<b>SAROPS</b>	Search and Rescue Optimal Planning System.
<b>SEHO</b>	Safety and environmental health officer.
<b>Snell Memorial Foundation®</b>	The Snell Memorial Foundation® is a not-for-profit organization dedicated to research, education, testing, and development of helmet safety standards.
<b>Snowmobile</b>	A snowmobile is a vehicle intended for travel solely on snow, with maximum curb weight of 1,000 pounds, and driven by a track or tracks in contact with the snow. A snowmobile can be steered by a ski or skis in contact with the snow.

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<b>SUV</b>	Sport utility vehicle.
<b>SVIA</b>	Specialty Vehicle Institute of America. The SVIA promotes safe and responsible use of ATVs through rider training programs, public awareness campaigns, and state legislation.
<b>TMT</b>	Training management tool.
<b>TSM</b>	Traffic Safety Marketing. TSM keeps agencies updated on marketing materials and techniques to promote highway safety.
<b>TRiPS</b>	Travel Risk Planning System.
<b>TTP</b>	Tactics, techniques, and procedures.
<b>U.S.</b>	United States.
<b>USCG</b>	United States Coast Guard.

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