



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
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RICHMOND, VA 23219-2243

NRDRICHINST 5100.3C

Code 60

AUG 11 2009

NAVY RECRUITING DISTRICT RICHMOND INSTRUCTION 5100.3C

Subj: MOTOR VEHICLE SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.12(series)
(b) NRDRICHINST 11240.2(series)
(c) COMNAVCRUITCOMINST 5400.2(series)
(d) NRDRICHNOTE 1301
(e) OPNAVINST 5102.1(series)

1. Purpose. To promulgate pertinent information contained in references (a) through (c), and to formally establish a command Traffic Safety Council.

2. Cancellation. NRDRICHINST 5100.3B

3. Background. The following is a summary of the instructions listed in references (a) through (c) concerning the Motor Vehicle Safety Program:

a. Reference (a) promulgates the Navy Motor Vehicle Safety Program for government and privately owned motor vehicles. It is a Navy wide program designed to direct and coordinate all facets of motor vehicle safety.

b. Reference (b) provides information and guidance relative to the operation of government vehicles of this command.

c. Reference (c) promulgates Commander, Navy Recruiting Command, policy concerning motor vehicle usage. Additionally, reference (c) requires the establishment of a Traffic Safety Coordinator and Traffic Safety Council.

d. The Traffic Safety Coordinator and the Traffic Safety Council are appointed by the Commanding Officer in reference (d).

4. Action. The Motor Vehicle Safety Program is established for this command as follows:

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a. The Traffic Safety Coordinator will carry out the following duties:

(1) Keep the Commanding Officer informed of traffic mishaps, trends, and ensure that corrective action is promptly initiated.

(2) Maintain such records, statistics, and publications needed to conduct and monitor traffic safety activities.

(3) Develop and conduct self-surveys and maintain records of all implementing actions taken.

(4) Ensure adequate dissemination of promotional and educational materials received from higher authorities and other sources, and originate, develop, and distribute additional material as necessary concerning motor vehicle safety.

(5) Monitor the traffic safety education program and ensure implementation of reference (a) and other applicable directives.

(6) Ensure adequate investigation and timely submission of reports on all motor vehicle-mishaps in accordance with references (a) and (e).

(7) Ensure that adequate corrective action is taken on recommendations made in traffic mishap investigations.

(8) Analyze traffic mishap data and determine causing factors and trends. Initiate and monitor corrective measures.

(9) Maintain liaison with other traffic safety prevention agencies.

b. The Traffic Safety Council will carry out the following duties:

(1) Compile data concerning motor vehicle mishaps and violations.

(2) Take corrective and preventive actions, to include the identification of high risk drivers and driver improvement training.

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c. In order for the Traffic Safety Council to carry out its duties as required by reference (c), all mishap investigation reports will be reviewed at the quarterly Traffic Safety Council meeting.



JOHN D. NELL

Distribution

NRDRICHINST 5216.1E

List III