



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 5100.2  
SUPPO  
2 Apr 13

NAVCRUITDIST PORTLAND INSTRUCTION 5100.2

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.12G  
(b) COMNAVCRUITCOMINST 4400.1D Chap 7

Encl: (1) Vehicle Inspection Discrepancy

1. Purpose. To implement procedures for Traffic safety and promulgate guidance for defensive driving awareness/training within NRD Portland per references (a) and (b).
2. Background. Reference (a) directs that each Command appoint a Traffic Safety Coordinator (TSC) to assist in all aspects of traffic safety, to include planning, directing, coordinating and monitoring program activities. Additionally, the TSC will conduct a Safety Council meeting the first week of each quarter or when scheduled per reference (b).
3. Policy. All Command personnel must give active support in ensuring motor vehicle safety. All Department Heads, Division Leading Chief Petty Officers (DLCPOs) and Leading Petty Officers (LPOs) are granted the authority/responsibility to enforce Navy motor vehicle safety rules and regulations.
4. Actions. Pursant to references (a) and (b), the minimum traffic safety program and defensive driving training requirement are:
  - a. A vehicle safety stand-down will be conducted each quarter for the entire district. Reports of training accomplished will be sent to the TSC. Areas to be covered include:
    - (1) A thorough inspection of every vehicle by someone from the station or department other than the one to which that vehicle is normally assigned, enclosure (1) applies.
    - (2) A detailed discussion of all District vehicle mishaps which have occurred over the last quarter and ways they could have been prevented.

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(3) Annually an outside resource such as the State Highway Patrol, City Police, AAA representative or the equivalent, shall give a portion of the training.

(4) Training aids, such as films, peripheral vision and reaction time test equipment, will be provided on an as available basis from District resources.

b. As per reference (b), when an accident occurs and the driver is found to be at fault, the TSC will counsel the driver involved as to the preventability of the accident. The driver will be assigned as an associate member of the TSC for a period of 12 months. The TSC will also ensure that the driver completes the "Driving for Life" course on Navy Knowledge Online (NKO). Upon completion a copy of the course certificate will be provided to the TSC.

c. At the Annual All Hands Conference, the TSC will conduct a defensive driving presentation, using the materials available from the Navy Safety Center.

d. The TSC is responsible for the administration of this program.

6. Forms. The form required by this directive (enclosure 1) can be obtained from the Vehicle Coordinator.



R. M. CANDILORO

Distribution:

NAVCRUITDISTPORTLANDINST 5216.1U

List A

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**VEHICLE INSPECTION DISCREPANCY**

WINDSHIELD WIPERS	OP / INOP
WINDSHIELD WASHER FLUID	OP / INOP
HORN	OP / INOP
MIRRORS – INSIDE / OUTSIDE	OP / INOP
SERVICE BRAKE	OP / INOP
PARKING BRAKE	OP / INOP
HIGH / LOW INDICATOR	OP / INOP
EMERGENCY FLASHERS	OP / INOP
SEAT BELTS	OP / INOP
TURN SIGNALS	OP / INOP
BRAKE & TAIL LIGHTS	OP / INOP
REVERSE LIGHTS	OP / INOP
HEAD LIGHTS – HIGH / LOW BEAMS	OP / INOP
TIRE CONDITION	NEW / GOOD / FAIR / WORN
WINDSHIELD CONDITION	GOOD / CRACKS / CHIPS
GLASS CLEAR & VISION	OP / INOP
SPARE TIRE	IN PLACE / MISSING
JACK / LUG NUT WRENCH	IN PLACE / MISSING
ROAD SIDE KIT	IN PLACE / MISSING
GSA MOTOR VEHICLE ACCIDENT REPORTING KIT	IN PLACE / MISSING

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Overall Cleanliness: \_\_\_\_\_ Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

Vehicle Tag # : \_\_\_\_\_ Mileage: \_\_\_\_\_ Driver: \_\_\_\_\_

Inspected by: \_\_\_\_\_ NRS/ Zone: \_\_\_\_\_

Date: \_\_\_\_\_ Zone Supervisor 's Signature: \_\_\_\_\_