

FSGA/HAAF GARRISON
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GARRISON SAFETY SOP – ANNEX Q

MOTOR VEHICLE SAFETY PROGRAM



FSGA/HAAF Safety Program SOP
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1. Purpose:

This Annex to the FSGA/HAAF Garrison Safety and Occupational Health (SOH) SOP exists to provide specifics and assign responsibilities regarding all aspects of motor vehicle operations. Motor vehicle operations are considered high-risk, and must be accomplished safely to prevent accidents, which result in a degradation of organizational readiness. It is important for leaders at all echelons to implement and enforce concepts outlined in this Annex. However, ultimately it is the vehicle operator who must comply with these concepts in order to make them effective. Regardless of whether driving on or off post, or while on or off duty, steps must be taken to make driving safer for the FSGA/HAAF community.

2. Scope

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide additional information so all levels of leadership, SMs, and civilian workforce can properly implement the Garrison SOH Program.

3. References

29 CFR 1960 - Basic Program Elements for Federal Employee Occupational Safety and Health Programs

DODI 6055.04, DOD Traffic Safety Program

AR 190-5, Motor Vehicle Traffic Supervision

AR 385-10, The Army Safety Program

AR 600-55, The Army Driver and Operator Standardization Program

DA PAM 385-10, Army Safety Program

DA PAM 385-30, Risk Management

DA Pam 385-40, Army Mishap Investigations and Reporting

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil> . Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Responsibilities

Directors, Managers, and Supervisors will:

- Ensure compliance with this Annex throughout all areas and personnel under their responsibility.
- Incorporate the principles of Risk Management (RM) as defined by AR 385-30, Risk Management, into motor vehicle operations.

- Ensure personnel, both civilian and service member, meet the licensing requirements set forth by the Garrison Master Driver Manager and AR 600-55, The Army Driver and Operator Standardization Program prior to operating any government motor vehicles (GMV).
- Ensure assigned Service Member (SM) motorcyclists assigned to their section, attend required training and use required Personal Protective Equipment (PPE).
- Emphasize the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration identified driving distractors. The risks of long-distance driving and other risks associated with driving during holidays or leave periods should also be emphasized.
- Counsel SM personnel assigned to their section on proposed travel plans, mode of travel, length of travel time, and other contingencies prior to personnel leave approval.
- Advise personnel during all safety briefs and stand downs on the recurring factors related to traffic mishaps such as: speeding, driving under the influence (DUI), non-use of seat belts, and driving while fatigued.

Garrison Safety Office (GSO) is responsible for:

- Monitoring the Motor Vehicle Safety Program and providing assistance.
- Track motor vehicle accidents, investigate as necessary, and conduct root cause analysis.
- Perform trend analysis, brief findings, and make recommendations to Garrison Commander (GC) and senior staff.
- Provide resources and/or conduct training as necessary or requested.

Employees will:

- Be aware of the personal responsibility to comply with this Annex and state traffic safety regulations.
- Incorporate the principles of RM into motor vehicle operations.
- Inspect all GMVs before and after operation.
- Document inspections on the DA Form 5988 Equipment Maintenance and Inspection Worksheet located in each government motor vehicle (GMV) and report all failures or malfunctions to their supervision and a dispatch representative when identified.
- Inform all passengers of safety belt and child safety seat requirements. It is the driver's responsibility to ensure compliance by all passengers with these requirements.
- SMs will complete remedial driving improvement training whenever convicted of a moving violation or determined to be at fault in a traffic mishap while operating a GMV.

- SM motorcycle riders will comply with Army training requirements, personal protective equipment (PPE) requirements, and meet all applicable licensing, registration, insurance, and training requirements before operating a motorcycle.
 - Report to their immediate Chain of Command (CoC) when failing to attend required training.
 - Consult with their immediate CoC prior to purchasing a motorcycle to be certain they are aware of the responsibilities that come with ownership.

6. Policy

- All drivers must possess a valid driver license appropriate for the class of vehicle being operated.
- Supervisors shall verify that drivers are capable and qualified on each type of vehicle before allowing the vehicle to be operated unsupervised.
- All drivers are subject to periodic driver record checks to ensure each driver continues to possess a valid driver license.
- Smoking is prohibited in government-owned vehicles.
- Drivers shall not consume or use alcohol, drugs or any other substance or medication that could impair their ability to safely operate a vehicle.
- Drivers must observe all traffic laws and must report all traffic citations to their supervisor.
- This included citations that may cause suspension or loss of driving privileges.
- Drivers shall perform a pre-operational check of their vehicle. Reference the vehicle's operator's manual as necessary for safe operation and maintenance of the vehicle.
- No vehicle shall be operated in an unsafe condition.
- Drivers and passengers are required to wear seat belts. The driver must ensure all passengers are wearing seat belts prior to operation of the vehicle.
- The use of electronic devices must be kept to a minimum during vehicle operation. Drivers must comply with state and federal laws mandating hands free communications.
- Loads shall be secure and shall not exceed manufacturer's specifications and/or the legal limits for the vehicle.
- All loose items (laptops, tablets, papers, books, tools, radios, briefcases, fire extinguisher, trash, etc.) within the vehicle shall be secured so as not to contribute to an injury in the event of a crash.
- Plan to minimize/eliminate the need for backing. Use of a spotter when backing is required. If no spotter is available, operator must physically check behind the vehicle before backing using the GOAL (Get Out and Look) method before backing.
- Choose safest location possible to park vehicles. Avoid parking in another vehicle's blind spot.
- Driver must check for overhead power lines prior to working under or near power lines.

- Keep all windows and mirrors clean.
- Keep headlights, taillights, and license plate clean.
- Remove key from unattended vehicles.
- If vehicles are left running and unattended in order to power warning lights or other tools/equipment, the driver must do the following for:
 - Manual Transmission Vehicles – Put vehicle in neutral, engage parking brake and place wheel chocks in front and back on the same tire.
 - Automatic Transmission Vehicles – Put vehicle in "Park" with the parking or emergency brake firmly engaged.
- Vehicles shall be backed into parking spaces whenever practicable.
- Drivers must keep vehicles clean with all trash removed daily.
- Vehicles shall be maintained in accordance with manufacturer's specifications and/or recommendations. Modifications to the vehicle must have prior approval from GSA dispatch.
- Drive defensively, observe speed limits, and obey all traffic laws when operating vehicles.
- Defensive Driving Tips:
 - Recognize potential hazards by scanning the road ahead and checking your rearview and side mirrors
 - Adjust your side mirrors to minimize blind spots.
 - Expect other drivers to make mistakes
 - Avoid distractions such as cell phone use and other items which take your hands off the steering wheel, your eyes off the road, and your mind off of your driving.
 - Do not tailgate by allowing sufficient space between the vehicle in front of you to ensure enough stopping distance. Increase this distance for rain or snow.
 - Avoid conflict with Aggressive Drivers.
 - Remember that Tractor/Trailers have larger blind spots, require bigger turning radius, and require greater stopping distance.

Appendix A – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
CFR	Code of Federal Regulations
CoC	Chain of Command
DA Pam	Department of the Army Pamphlet
DoDI	Department of Defense Instruction

DUI	Driving Under the Influence
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GMV	Government Motor Vehicle
GOAL	Get Out and Look
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RM	Risk Management
SM	Service Member
SOH	Safety and Occupational Health
SOHMS	Safety and Occupational Health Management Systems
SOP	Standard Operating Procedure
USO	Unit Safety Officer

APPENDIX B – Definitions

Golf Cart: A motorized cart designed for transporting persons or equipment. This vehicle typically does not exceed 15 to 20 miles per hour and is not classified as a Government Motor Vehicle (GMV).

Government Motor Vehicle (GMV): A motor vehicle that is owned, leased, or rented by the government (includes a vehicle rented by government personnel when authorized on their official travel orders).

Motorcycle: Any motor vehicle that uses a saddle type of seat, has less than 4 wheels, and is controlled by handlebars.

Motor Vehicle: Any vehicle which is self-propelled (not operated on rails or tracks), normally classified as a car, truck, or motorcycle.

Private Motor Vehicle (PMV): A vehicle owned, leased, rented, or controlled by an individual in a personal capacity.

Operational Risk Management (ORM): A method for identifying hazards, assessing risks, and implementing controls to reduce the risks associated with an activity or operation.

Sport Bike: Motorcycles which are consumer versions of racing motorcycles.

APPENDIX C – ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES