



**THE US AIR FORCE TRAFFIC SAFETY PROGRAM**

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**AFI 91-207, 1 October 1995, is supplemented as follows:**

**★SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 99-1, which allows issuance of a temporary pass to motorcycle operators. See Attachment 4 (Added)(AETC), this supplement, for the complete IC.

**NOTES:**

1. A star (★) indicates revision from the previous edition.
  2. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.
  - 1.3.2. Commanders will ensure dedicated classroom facilities are available to support the traffic safety education (TSE) program. Unit commanders will schedule personnel to attend appropriate TSE programs.
  - 1.4. (Added)(AETC) Chiefs of safety on AETC installations will:
    - 1.4.1. Report TSE summaries on AETC Form 740, **Ground Mishap and Safety Education Summary**, according to AFI 91-204/AETC Sup 1, *Investigating and Reporting US Air Force Mishaps*. Course data will be reported for the month the course is completed.
    - 1.4.2. Ensure the wing or group commander is aware of funding requirements to support the TSE program such as motorcycle safety instructor certification training and Course V, Driver Improvement Program (DIP). **NOTE:** For information about Course V, see paragraph A2.5 (Attachment 2) of the basic AFI.
    - 1.4.3. Monitor classroom activities periodically to ensure a high degree of professionalism and training among classroom instructors.
  - 1.5. (Added)(AETC) Base ground safety managers (GSM) will publish, schedule, and allocate training quotas to units, as applicable. Units will select and schedule appropriate personnel to attend. Personnel will be scheduled to attend Course II, Local Conditions, as part of the newcomer's orientation program. **NOTE:** For information about Course II, see paragraph A2.2 (Attachment 2) in the basic AFI.
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3. Unless stipulated in their contract, contractor personnel are not required to attend TSE courses.

4.2. The GSM will periodically monitor courses to ensure contract compliance and course content. The GSM may request a unit-funded safety assistance visit from the command's chief motorcycle safety instructor to evaluate the contractor's performance. **NOTE:** This requirement is not applicable to AETC units assigned to non-AETC installations.

5. The following constitutes the AETC Safety Belt Program:

5.1. Commanders will implement a viable safety belt program. The safety staff will promote the use of occupant restraints through an ongoing publicity and educational program focusing on the benefits of using occupant restraints. Unit commanders, supervisors, and security forces personnel will enforce the program. Safety belt enforcement methods should be prescribed in local procedures.

5.3. Full-time AETC installation safety personnel (1S0X0, GS-018) will survey 100 vehicles per quarter. The survey will involve observing vehicles in the traffic mode for safety belt usage. The safety staff will publicize survey results and brief the results to the wing commander. Survey results will also be briefed, as applicable, at Occupational Safety and Health Council meetings. If safety belt usage rates drop below 90 percent during the surveys, safety belt checks will be conducted. A safety belt check will involve stopping vehicles to determine occupant restraint compliance. AETC Form 704, **Occupant Restraint Device Survey**, will be used to document the checks. Personnel not wearing safety belts during checks will be identified to their unit commander.

7. This restriction also applies to privately owned and contractor vehicles.

11. AETC personnel must wear helmets and should wear protective clothing (elbow and knee pads and wrist guards) while skating (including skateboarding, rollerblading, and rollerskating) on DoD installations. This requirement must be addressed in the local installation traffic code.

### **13. Unit Commanders:**

★13.1. Will ensure all eligible motorcyclists are promptly identified and scheduled for training and testing. **NOTE:** The safety course must be completed before operating a motorcycle. Operators may be issued a temporary pass until the next scheduled training date, but not to exceed 30 days.

13.2. Will appoint a person to serve as the unit motorcycle monitor. This monitor will be the focal point for motorcycle training, licensing, and registration information. He or she will also ensure supervisors brief their personnel on motorcycle training, registration, and prohibitions against the loaning or borrowing of motorcycles policies at least annually.

13.3. May require an operator to demonstrate riding proficiency to the installation's Motorcycle Safety Foundation-certified instructor if the operator has not operated a motorcycle for an extended period or is operating a different type of motorcycle than he or she was trained on.

13.4. Are encouraged to use the operational risk management (ORM) program guidelines in Attachment 3 (Added)(AETC) of this supplement to evaluate unit motorcycle operators. The program was designed

to assist commanders with before-the-fact mishap prevention; that is, to identify the people most at risk and take action to prevent a serious mishap.

13.5. Should survey their unit motorcyclists to ensure the motorcyclists have registered their motorcycles and have received training.

14. Unit commanders, supervisors, and security forces personnel will enforce the program.

15.1. All terrain vehicles (ATV) will not exceed manufacturer recommended weight limits when towing equipment. ATVs should not be operated in hazardous locations where sparks or vehicle exhausts create an explosive or fire hazard.

18. In addition to the documentation required by the basic AFI, Course II and any other traffic safety courses completed by a person assigned to Air Force Recruiting Service (AFRS) will be documented and maintained at squadron level.

20. Bicyclists must ride *with* the traffic flow (not opposite it) and wear reflective or high visibility outer garment when riding during periods of reduced visibility. Additionally, bicycle headlamps, rear lights and (or) rear reflectors must meet state and (or) local requirements for visibility during periods of reduced visibility. These requirements must be briefed during newcomers orientation and included in the installation traffic code.

**21. (Added)(AETC) Forms Prescribed.** AETC Forms 704 and 708.

A2.2.1. AETC wings conducting Course II will include an audiovisual presentation supported by a written script and sequence outline. Safety belt policies must be adequately covered during the course. The GSM will review the course semiannually, ensure it is current, and document the review. (In AFRS, Course II will be conducted at the squadron headquarters during inprocessing. The squadron safety representative will review this course semiannually.) In addition to topics required by this paragraph in the basic AFI, all of the following topics should be addressed at AETC units on AETC installations: (**NOTE:** At AETC units assigned to non-AETC installations, personnel must be briefed on asterisked items as a minimum.)

A2.2.1.1. Commander's policies for use of safety belts.

A2.2.1.2. Command and installation policy for operating, licensing, training, and registering motorcycles.

A2.2.1.3. Prohibitions against borrowing or loaning motorcycles to unqualified operators.\*

A2.2.1.4. Mandatory riding equipment and apparel for motorcyclists on the installation and for military personnel off the installation (regardless of duty status).

A2.2.1.5. Prohibitions against transporting personnel in the bed of private or government trucks where no fixed seats are installed (**EXCEPTION:** During demanding circumstances or contingency requirements with the applicable commander's approval).\*

A2.2.1.6. AETC High-Risk Activities Program.\* (See AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*.)

A2.2.1.7. Marching troops, if applicable.

A2.2.1.8. Any unusual traffic signs or conditions (for example, roads under construction, do-not-enter signs, snow removal equipment).

A2.2.1.9. Locations (both on and off base) where trends indicate mishaps, traffic violations, or other problems, etc., may occur.

A2.2.1.10. Bicycle safety.\*

A2.2.1.11. Driving while under the influence of alcohol and (or) drugs, including local laws, commander's policies, and penalties.

A2.2.2. Newly assigned personnel will attend Course II within 30 calendar days after arrival.

A2.2.3. (Added)(AETC) Personnel TDY to an AFRS organization or location who are unfamiliar with the local areas will receive an AFRS traffic safety briefing if they intend to drive in that area. This briefing will be tailored to the needs of the visitor. The purpose of this briefing is to help ensure the safety of the visitor. Only traffic-unique items to the TDY location will be briefed; generic or obvious items will not be briefed.

A2.3.1. ATV training will be conducted by certified Specialty Vehicle Institute of America (SVIA) instructors using the approved-SVIA course curriculum. Using organizations will ensure sufficient SVIA-trained instructors are available to support their program. Funding for instructor training is the responsibility of the owning organization.

A2.3.3.2. Using organizations will fund for SVIA-trained instructors.

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Director of Safety

**2 Attachments (Added)(AETC)**

3. Program Guidelines for Identifying High-Risk Military Motorcycle Operators

★4. IC 99-1 to AFI 91-207/AETC Supplement 1

**PROGRAM GUIDELINES FOR IDENTIFYING HIGH-RISK MILITARY  
MOTORCYCLE OPERATORS (ADDED)(AETC)**

**A3.1. Program Overview.** This program has been developed as an ORM process for squadron and flight commanders. Implementation is at the commander's discretion. They may use it "as is" or modify it to meet their needs. The intent of the program is to help commanders identify military motorcycle operators who may be an increased risk.

**A3.2. Program Elements.** The program consists of two elements, a questionnaire (AETC Form 708, **Commander's Motorcycle Safety Interview**) and a mishap probability factor worksheet (Table A3.1 [Added][AETC] of this attachment).

**A3.2.1. Using AETC Form 708.** AETC Form 708 will be completed by every military motorcycle owner or operator assigned to the squadron. The supervisor or unit or section commander will review the individual's AF Form 708 and other unit records to develop a profile of the individual. Consider the individual's on- and off-duty behavior and attitude (compliance vs. noncompliance). Use the form and information obtained from other unit records to complete Table A3.1 (Added)(AETC).

**A3.2.2. Determining Mishap Probability.** In Table A3.1 (Added)(AETC), points have been assigned to each area or question to help determine the individual's mishap probability. However, this is only an indication the individual may be at risk. Commanders must evaluate each individual on a case-by-case basis to determine his or her mishap probability factor.

**A3.3. Program Goal.** Individuals identified as high-risk motorcycle operators will be notified, counseled, periodically monitored, and, if applicable, enrolled in a motorcycle safety class. The goal of the program is to identify persons who may be at risk and provide them assistance to reduce their likelihood of a mishap; it is not a punitive measure.

**A3.4. Promoting the Program.** The key to the program is personal involvement by commanders and supervisors. They must promote the program as a positive initiative designed to help the member by demonstrating a sincere interest in his or her welfare.

**Table A3.1. (Added)(AETC) Determining the Mishap Probability Factor.**

I T E M	A	B	C	D	E
Area	Indicator	Points (note 1)	Explanation	Recommendations	
1	Age	Less than 26 years old	2	AF statistics indicate this group experiences a greater percentage of mishaps.	Be aware of added risk factor.
2	Marital Status	Single, divorced, or separated	2	Single personnel are prone to take more risks.	
3	Grade (Rank)	SSgt, 1st Lt, or below	2	AF statistics indicate this group experiences a greater percentage of mishaps.	

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Area</b>	<b>Indicator</b>	<b>Points (note 1)</b>	<b>Explanation</b>	<b>Recommendations</b>
<b>4</b>	Duty Performance	Article 15	3	Poor performance and bad conduct are indicators of irresponsibility.	Needs counseling
<b>5</b>		Per letter of reprimand	2		
<b>6</b>		Per letter of counseling	1		
<b>7</b>	Motorcycle Operation	No training	3	Untrained persons tend to have mishaps.	Schedule for Motorcycle Safety Foundation (MSF) training.
<b>8</b>	Traffic Violations	Points assessed for each moving violation	(As assigned by law enforcement authority.)	Self-explanatory.	Schedule for Course V, DIP, if applicable.
<b>9</b>	Traffic Accidents	If contributed	1		Schedule for Course V, DIP, if applicable.
<b>10</b>		If found at fault	2		
<b>11</b>	Financial Responsibility	Per incident	2	Bounced checks indicate irresponsibility.	Refer to Family Support for assistance.
<b>12</b>	Personal Problems (Marital problems, emotional stress, child neglect or abuse, or spouse abuse charges)	Per incident	2	Persons with personal problems tend to be preoccupied.	Refer to Chaplain, Family Support, or Mental Health.
<b>13</b>	Drug and Alcohol	Per incident	4	Self-explanatory.	Refer to Social Actions.
<b>14</b>	Miscellaneous (note 2)	Per incident	2	Persons with personal problems tend to be preoccupied.	Needs counseling and (or) other types of assistance.

**NOTES:**

1. Total points assessed:

0-11 points--Supervisor's option.

12-19 points--Commander will inform individuals of their mishap probability factor and encourage or direct them to seek assistance, where applicable, to lower this factor. Commanders should restrict motorcycle operation and schedule individuals to attend the MSF Experienced Rider Course.

20 or more points--Commanders will conduct monthly counseling or interviews with individuals to determine their progress toward reducing their mishap probability factor. Individuals will be scheduled to attend driver improvement course or a motorcycle safety course.

2. Any factor applicable to the individual (such as a bad or poor attitude, aggressive behavior, etc.) that is not covered in other categories.

**IC 99-1 TO AFI 91-207/AETC SUPPLEMENT 1 (ADDED)(AETC)**

**24 AUGUST 1999**

**IC 99-1 to AFI 91-207/AETC Supplement 1, *The US Air Force Traffic Safety Program, 26 July 1999***

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