



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 4600.1
BMC
16 AUG 2001

COMDTMIDN INSTRUCTION 4600.1

From: Commandant of Midshipmen

Subj: MIDSHIPMAN SHUTTLE SERVICE

Ref: (a) COMDTMIDNINST 1601.10C

Encl: (1) Dispatcher's Log (NAVFAC Form 9-11240/2)
(2) Liberty Van Watch Bill
(3) Duty Driver's Handbook
(4) Operator's Inspection Guide and Trouble Report (NAVFAC Form 9-11240/13)
(5) Liberty Shuttle Schedule and Authorized Stops
(6) Motor Vehicle Accident Report (SF 91)
(7) Motor Equipment Utilization Record (DD Form 1970)
(8) Procedures in Case of Incident/Accident

1. Purpose. To establish guidelines and procedure for the proper running of a liberty shuttle van. The purpose of a liberty shuttle is to provide all midshipmen with a reliable and inexpensive means of transportation in the local Annapolis area.

2. Applicability. This instruction applies to all midshipmen at the United States Naval Academy comprising the Brigade of Midshipmen.

3. Discussion. The individuals involved with the daily operation of the liberty vehicles will be the following:

a. Brigade CNO-directed Master Chief (B/CNOMC). The B/CNOMC is responsible for ensuring that the liberty shuttle program is conducted properly. The B/CNOMC will ensure that the required maintenance and cleaning is coordinated with the leasing agency and the car wash facility.

b. Second Regimental Adjutant. The 2nd Regimental Adjutant is designated the Midshipmen Officer in Charge of the shuttle program. The Adjutant will ensure that the daily duty sections are properly utilizing all required forms and following the safety procedures. The Adjutant shall coordinate with the BMC to ensure that all scheduled training and maintenance appointments are kept.

16 AUG 2001

c. Assistant Midshipman Officer of the Watch (AMOOW). The AMOOW is responsible for the individual drivers. The AMOOW will check out the vehicle keys, gas cards, and necessary forms at the beginning of each duty day. Should any discrepancies arise with the shuttles the AMOOW will contact the 2nd Regimental Adjutant as soon as possible to report the vehicle's status. All duty drivers will report to the AMOOW 30 minutes before assuming their watch and within 15 minutes after completion of their watch. The AMOOW will log all driver names and the time the vehicles are checked out and returned in the Dispatcher's Log (enclosure (1)). The AMOOW must be knowledgeable of all instructions and regulations concerning the duty vehicles.

d. Duty Driver. The duty driver watch bill will comprise of 2/c midshipman in accordance with enclosure (2). The duty drivers are responsible for ensuring the proper use of the liberty vehicles at all times. The duty drivers will follow all instructions and regulations and be held accountable to the same. Each duty driver must be knowledgeable of all regulations concerning vehicle usage. Any questions that might arise throughout the duty day can be answered by either the Duty Driver's Handbook (enclosure (3)) or the AMOOW. Six duty drivers and two supernumeraries will be assigned to each duty section watch bill for the purpose of shuttle operation in accordance with enclosure (2). These six individuals are from the pool of ABOOW's and assigned to the battalion level watch bills.

e. Revenue to offset the cost for the GSA shuttle vehicle lease agreement will be generated from two sources.

(1) Midshipmen parking at NAVSTA Annapolis or the Navy/Marine Corps Stadium, who elect to use the shuttle service, will pay a monthly usage fee of ten (\$10) dollars paid in two semester installments to the Midshipmen Welfare Fund (MWF) during reform in August and January of each calendar year. This money will go directly against the monthly van leasing fees. Midshipmen who utilize the shuttle service will be required to produce their van pass to the duty driver prior to entering the van. The collection and accountability of individual passes will be the responsibility of the current serving Brigade Sergeant Major with the assistance of MWF Manager.

(2) Midshipmen who otherwise wish to utilize the vans will be afforded the opportunity to purchase a punch card worth ten one-way trips at a cost of \$5.00 from MWF. The Duty Driver will punch the card when the midshipmen enter the van.

16 AUG 2001

4. Procedures

a. The liberty vans will run during liberty hours on all weekends except weekends in the middle of leave periods. The van hours of operation are Friday (1600-0000), Saturday (1030-0100), and Sunday (0900-2000). There will be no liberty shuttle service during the week.

b. The vans will be operated by 2/c Midshipmen who are qualified as Assistant Battalion Officers of the Watch (ABOOW). The ABOOW will qualify as a duty driver and possess all necessary documentation to legally drive a government vehicle in the State of Maryland.

c. The keys, gas card, and required documents will be checked out from the AMOOW by the duty driver prior to operation of any liberty shuttle and 30 minutes before assuming the duty. The vehicle shall be thoroughly inspected by the duty driver and the Operator's Inspection Guide and Trouble Report (NAVFAC Form 9-11240/13) will be completely filled out (enclosure (4)). Only upon completion of these requirements will the duty drivers assume their watch.

d. The regulations for drivers and passengers of the vans are as follows:

(1) No eating will be authorized in the vehicles at any time. Non-alcoholic drinks are permitted provided the beverage is from spill-proof containers only.

(2) Midshipmen will have priority in the vehicles at all times. A midshipmen is authorized to ride in the van with a civilian guest, however, there must be room for all midshipmen waiting for the shuttle service.

(3) Seats will be filled on a first-come, first-seated basis. There are no seating privileges given to upper class.

(4) Drivers are not authorized to make any stops other than stipulated in enclosure (5).

(5) Drivers are not authorized to use hand-held cellular phones while the vehicle is in motion.

(6) At no time may the vehicles have more passengers than there are seatbelts. Passengers will not share seatbelts.

16 AUG 2001

e. Prior to commencing the daily shuttle service the vans will be topped off with fuel. Fueling is required whenever the tank is less than one-eighth full. The duty driver may deviate from the schedule to proceed to the designated gas station. Gasoline will be purchased using the gas card checked out from the AMOOW.

f. The shuttle vehicle will be washed at least every other week and as necessary during inclement weather periods. An account is established at the "Shore Wash Car Wash" on West Street. When directed by the AMOOW, the duty driver will take the vehicle to this location insufficient time to ensure no disruption of the daily schedule.

g. Should any liberty vehicle become involved in an accident, the driver will follow the procedures outlined in the Duty Driver Handbook (enclosure (3)), expeditiously fill out the Motor Vehicle Accident Report (SF 91) (enclosure (6)) and properly report the incident immediately.

h. Upon completion of the duty day the vehicle operator will ensure the vehicle is full of gas, empty of trash, log the necessary information on the Motor Vehicle Utilization Record (DD Form 1970) (enclosure (7)), and return the keys, gas card, and filled-out forms to the AMOOW.

i. All other general regulations and guidance are outlined in enclosure (8) and will be promulgated to all duty drivers.


J. R. ALLEN

Distribution:
C-1

COMDTMIDNINST 6400.1
BMC

16 AUG 2001

LIBERTY VAN WATCH

<u>Friday</u>	<u>1530-1900</u>	<u>1830-2200</u>	<u>2130-0000</u>
Shuttle 1	1 st Batt	3 rd Batt	5 th Batt
Shuttle 2	2 nd Batt	4 th Batt	6 th Batt
Supernumeraries:	1 st Batt and 2 nd Batt		
<u>Saturday</u>	<u>1000-1300</u>	<u>1500-1800</u>	<u>2000-2300</u>
	<u>2230-0100</u>		
Shuttle 1	1 st Batt	3 rd Batt	5 th Batt
Shuttle 2	2 nd Batt	4 th Batt	6 th Batt
Supernumeraries:	3 rd Batt and 4 th Batt		
<u>Sunday</u>	<u>0830-1100</u>	<u>1430-1700</u>	<u>1830-2000</u>
	<u>1630-1900</u>		
Shuttle 1	1 st Batt	3 rd Batt	5 th Batt
Shuttle 2	2 nd Batt	4 th Batt	6 th Batt
Supernumeraries:	5 th Batt and 6 th Batt		

Note:

Total number of Midshipmen assigned to a duty section, as Shuttle Van drivers are eight (8), including the supernumeraries. One per designated Battalion as a primary driver and a supernumerary.

UNITED STATES NAVAL ACADEMY

BRIGADE OF MIDSHIPMEN

DUTY DRIVER HANDBOOK

Enclosure (3)

Table of Contents

- I. Daily Routine
 - A. Muster/Inspection with AMOOW
 - B. Keys and Gas Cards
 - C. Vehicle Inspection
 - D. Duty Section Hours of Operation
 - E. Parking

- II. Routes and Authorized Stops
 - A. Times and schedules (Tab A)
 - B. Stops (Tab A)
 - C. Maps/Directions (Tab B)

- III. Regulations
 - A. Driver
 - B. Passengers

- IV. Incident/Accident Procedures
 - A. Accident Checklist
 - B. Mechanical Failure Checklist
 - C. Safety

- V. Maintenance
 - A. Fueling
 - B. Washing
 - C. Scheduled and Emergent Maintenance

I. Daily Routine

A. The duty day will start with the morning Duty Section muster. Directly following the muster all six of the assigned duty drivers and the two supernumeraries will report to Main Office where they will check in with the Midshipman in Charge of Main Office (MCMO). At this time the MCMO will ensure that each of the drivers has a valid drivers license in their possession. It is the responsibility of the assigned duty drivers to divulge any information that would preclude them from carrying out the duties of a duty driver to the MCMO.

B. Approximately thirty (30) minutes prior to the beginning of the first watch section the two vehicle operators will again report to Main Office. At this time they will check out the keys and gas cards for the vehicles. They will also be given the required forms for each day by the MCMO.

C. A thorough inspection is required by each duty driver before any vehicle can be operated. This inspection will be done according to the steps outlined on the Operator's Inspection Guide and Trouble Report (SF 9-11240/13). Any discrepancies will be noted and reported to the MCMO prior to vehicle operation. If the vehicles are safe for operation the inspection forms will be turned into the MCMO and the duty drivers will commence their circuits. Prior to beginning the daily routes for the vehicles the mileage must be entered correctly in the Motor Equipment Utilization Record (DD Form 1970).

D. There are three sections for the daily watch rotation. The six drivers will be assigned to one of the two vehicles and one of the three sections. The duty section hours are as follows:

1. Friday- (1530-0000)
Section 1: 1530-1900
Section 2: 1830-2200
Section 3: 2130-0000
2. Saturday- (1000-0100)
Section 1: 1000-1300 and 1730-2030
Section 2: 1230-1530 and 2000-2300
Section 3: 1500-1800 and 2230-0100
3. Sunday- (0830-2000)
Section 1: 0830-1100 and 1430-1700
Section 2: 1030-1300 and 1630-1900
Section 3: 1230-1500 and 1830-2000

E. Upon completion of the duty day, the final driver of each vehicle will ensure that the liberty vehicles are parked in their designated spaces in the Sixth Wing Parking lot. The duty drivers will properly annotate the mileage on the Motor Equipment Utilization Record (DD Form 1970). He or she will then return the keys and the gas cards to the MCMO and turn in all the daily forms to the marked folder in Main Office.

II. Routes and Authorized Stops

A. Times and Schedules. During hours of operation there are peak hours (PH) and regular hours (RH). During the peak hours, vehicle #1 will service the NAVSTA and the Navy-Marine Corps Stadium (referred to as route A), while vehicle #2 services all stops on the circuit (referred to as route B). During regular hours, both shuttles will service all stops on the circuit (route B). See tab A for anticipated time schedule.

1. Drivers will follow the below schedule and routes:

- a) Friday-
 - 1600-1730 (PH)
 - 1730-2230 (RH)
 - 2230-0000 (PH)
- b) Saturday-
 - 1030-1130 (PH)
 - 1130-2330 (RH)
 - 2330-0100 (PH)
- c) Sunday-
 - 0900-1000 (PH)
 - 1000-1730 (RH)
 - 1730-2000 (PH)

2. Routes

- a) Route A: USNA Mitscher Terrace - NAVSTA
Annapolis Midshipmen Parking - Navy/Marine Corps Stadium (Farragut Road Bus Stop) - USNA Mitscher Terrace
- b) Route B: USNA Mitscher Terrace - NAVSTA
Annapolis Midshipmen Parking - Navy/Marine Corps Stadium (Farragut Road Bus Stop) - Annapolis Mall (California Pizza Kitchen Entrance) - Harbour Nine Movie Theater Entrance - USNA Mitscher Terrace

B. Stops. Due to traffic and other unforeseen delays it is never entirely possible to maintain a rigid schedule of arrivals and departures. For this reason, a guideline will be established that will allow flexibility on the part of each individual driver. The goal of the liberty vehicles is to provide all midshipmen with a reliable and inexpensive means of transportation in the local Annapolis area. For this purpose there will be only four authorized stops on the circuit. They are:

1. Midshipmen Parking at NAVSTA Annapolis
2. Midshipmen Parking at Navy-Marine Corps Stadium
3. California Pizza Kitchen entrance to Annapolis Mall
4. Harbor Nine Movie Theater

While there will be pressure for drivers to alter the routes to include other stops, deviation from the schedule or adding stops are not authorized without CDO advance authorization.

Ideally, the full circuit of all four stops should take approximately one hour. The circuit, including just the two midshipmen parking areas, should take approximately 20 minutes. It will be the responsibility of the individual drivers to follow this guideline as closely as possible. In order to facilitate this, a **MAXIMUM OF FIVE MINUTES** will be authorized for waiting time at each stop. It is imperative that this rule be adhered to in order for the schedule to be kept.

The circuit will be made in order of all four of the above stops. This ensures the vehicles stay on the same schedule and will not miss any stops. Ideally, the drivers should arrange to maintain an even dispersion between the two vehicles so that there is as much continuity as possible between the two circuits. To assist the drivers in their ability to properly maintain separation on the circuit two-way radios will be provided to the drivers and dispatcher.

C. Maps and Directions. See Tab B for details.

III. Regulations

A. Drivers

1. Drivers will be responsible for properly filling out and filing all documentation as stipulated in COMDTMIDNINST 4600.1.

2. Drivers will maintain a professional attitude, courteous manner and military appearance while operating these vehicles. All local and state traffic regulations will be adhered to at all times.

3. Drivers will not eat or smoke while operating the vehicles. They may drink non-alcoholic beverages from re-sealable containers only.

4. Drivers will not use cellular phones while the vehicle is in motion.

B. Passengers

1. Passengers will maintain a level of professionalism and respect while riding in the liberty vehicles. Failure to do so could result in disciplinary action and loss of future shuttle privileges.

2. All seats will be given on a first-come, first-served basis. There will be no special privileges given to upperclassmen in any situation.

3. Midshipmen have priority in the liberty vehicles at all times. Civilian guests are authorized but only if there are open seats in the vehicles. No midshipmen will be refused a seat over a civilian guest, regardless of rank.

4. Passengers will not eat at any time in the vehicles. They may drink out of re-sealable containers only.

IV. Incident/Accident Procedures

A. Accident Checklist. Should a liberty vehicle become involved in an accident the driver will carry out the following steps to ensure the situation is handled properly and in a professional manner:

1. Maryland law requires, whenever possible, to move the vehicle off the road or onto the right shoulder of the road.

2. Immediately place emergency flashers on.

3. In all cases, the driver and passengers will safely exit the vehicle on the opposite side of traffic and move away from the vehicle to a safe area when the vehicle is stranded in a traffic lane or on the shoulder of the road.

4. If required, dial 911 on the nearest telephone to summon emergency aid. When police arrive, the duty driver is to inform the police officer of their duty status and the number for the AMOOW pager as well as the direct telephone number for Main Office.

5. If emergency aid is not required, once in a safe area, proceed to get the other driver's information to include the following:

- a) Name (First and Last with proper spelling)
- b) Vehicle license plate number
- c) Driver's license number of vehicle operator
- d) Home and work phone numbers of other driver
- e) Name of insurance agency and policy number

6. While still at the location of accident fill out the Motor Vehicle Accident Report (SF 91) as completely as possible.

7. If the vehicle is operable, proceed directly to USNA and report accident with all above information to the AMOOW.

8. If the vehicle is inoperable or cannot safely be operated, call the AMOOW from the nearest telephone and report the accident. Remain with the vehicle until the AMOOW sends someone to the location of the accident to assist.

B. Mechanical Failure Checklist. Should a vehicle experience mechanical problems the driver should carry out the following steps:

1. If the vehicle becomes inoperable while not in motion or on a public highway/street call the AMOOW from the nearest telephone and remain with the vehicle until the AMOOW sends someone to assist.

2. If the vehicle becomes inoperable while in motion and is on a public highway or street follow accident procedures "a, b and c" then call the AMOOW from the nearest telephone and remain with the vehicle until the AMOOW sends someone to assist.

3. If the vehicle is operable then proceed directly to USNA and report the discrepancy to the AMOOW.

C. Safety. At all times safety will be of the essence. Safety is not to be compromised for any situation at any time.

V. Maintenance

A. Fueling. Each day the MCMO will issue a gas card for each vehicle, which will be kept with the keys to that vehicle. The duty drivers are to use this gas card to procure fuel for the vehicles. All receipts will be kept and turned in at the end of the duty day.

1. The two assigned supernumeraries will conduct an initial check of the vehicles to determine their cleanliness, fuel status, fluid levels and basic mechanical condition. They will utilize the Operator's Inspection Guide and Trouble Report (SF 9-11240/13) and report the vehicle's status to the MCMO. Should a vehicle not meet all requirements outlined in this instruction, the supernumeraries will assist the MCMO in rectifying the situation.

2. Additional fill ups will be as often as necessary and determined by the duty drivers. However, in no case will the fuel level go below one-eighth of a tank.

B. Washing and Vacuuming. The vehicles will be cleaned every other Saturday morning or as directed by the MCMO prior to commencing Section One's duty. The 2nd Regimental Adjutant will specify which drivers will take the vehicles for their regular Saturday morning cleaning. Under no circumstances will the vehicles be washed during the scheduled shuttle run hours.

1. The designated drivers will take the vehicles to "Shore Wash Car Wash" on West Street. A pre-paid ticket will be provided to the driver to present to the "Shore Wash Car Wash" management. The drivers must simply ensure that the vehicles are properly washed and cleaned.

2. The "Shore Wash Car Wash" account and frequency of use will be managed by the 2nd Regimental Adjutant and audited by the Brigade Master Chief.

3. At the end of each duty day the last driver will ensure that the vehicles are empty of all trash and ready for the next day's use. All receipts will be kept and turned in at the end of the duty day by the last driver to the MCMO.

C. Scheduled and Emergent Maintenance

1. The 2nd Regimental Adjutant will report the mileage status of the midshipmen shuttle vans to the Brigade Master Chief every Monday. The Brigade Master Chief will determine if any scheduled maintenance is due in accordance with the lease agreement. Should preventive maintenance be needed the Brigade Master Chief will make an appoint with the dealership's service department and advise the 2nd Regimental Adjutant to designate drivers to drop off and pick up the vehicle.

2. For emergent and unplanned maintenance the AMOOW will notify the Command Duty Officer (CDO), Brigade CNO-directed Master Chief (B/CNOMC) and 2nd Regimental Adjutant of the situation. The CDO or B/CNOMC will advise the AMOOW and 2nd Regimental Adjutant on the appropriate action to take.

MAPS AND DIRECTIONS

ROUTE A:

- 1) Start the route at Mitscher Terrace on Cooper Street. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**
- 2) Depart USNA via Gate 1 and proceed west on King George Street to third traffic light.
- 3) Turn right at the light onto Governor Ritchie Highway (Route 450).
- 4) Proceed north past Gate 8, across the U.S. Naval Academy Bridge to the first traffic light.
- 5) Turn right onto Baltimore/Annapolis Boulevard (Route 648) and proceed ahead onto Greenbury Point Road to the next light.
- 6) Turn right onto Kinkaid Road and proceed up the hill onto Naval Station Annapolis.
- 7) Turn right into the Navy Exchange Parking Lot and proceed to the end of the building (Main Exchange Entrance). **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**
- 8) Depart the Navy Exchange Parking Lot and return back over the U.S. Naval Academy Bridge, past Gate 8, and through the traffic light at King George Street.
- 9) Governor Ritchie Highway (Route 450) turns into Taylor Avenue (Route 435) when you proceed through the King George Street intersection light.
- 10) Proceed straight ahead onto Annapolis Street, continue through the four-way stop at Annapolis Street and Giddings Avenue intersection to blinking light at the corner of Annapolis Street and Melvin Avenue.
- 11) Turn left onto Melvin Avenue; proceed through the traffic light at Ridgely Avenue and Roscoe C. Rowe Boulevard (Route 70) onto Farragut Road.
- 12) Continue up the hill on Farragut Road to the Navy-Marine Corps Memorial Stadium Blue Parking Lot entrance on the northwest side of the stadium.
- 13) Turn left into the stadium parking lot. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**
- 14) Reverse your route back to the traffic light at the intersection of Taylor Avenue (Route 435), Governor Ritchie Highway (Route 450) and King George Street.
- 15) Turn right onto King George Street, proceed through Gate 1 and turn left onto Cooper Road.
- 16) Stop at Mitscher Terrace. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**

ROUTE B:

- 1) Follow route "A" steps 1 through 13.
- 14) Reverse your route back to the traffic light at the Roscoe C. Rowe Boulevard intersection.
- 15) Make a left turn and follow Roscoe C. Row Boulevard (Route 70) until you drive under the Route 50 overpass.
- 16) From the left lane, ramp onto Route 50 (west).
- 17) Proceed on Route 50 to the Jennifer Road/West Street exit (Route 450).
- 18) Exit to the right, proceed across West Street onto Jennifer Road into Annapolis Mall Complex.
- 19) Proceed to the California Pizza Kitchen Entrance. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**
- 20) Depart Annapolis Mall Complex via Jennifer Road.
- 21) Turn right at the intersection of Jennifer Road and West Street.
- 22) Proceed east on West Street, under the Route 50 overpass, too the second light at the intersection of West Street and Solomons Island Road (Route 2).
- 23) Turn right onto Solomons Island Road, proceed through the light at the Forest Drive intersection to the Annapolis Harbor Center entrance.
- 24) Turn right into the Annapolis Harbor Center and proceed to the Harbor Nine Movie Theater entrance. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**
- 25) Depart the Annapolis Harbor Center from the left onto Solomons Island Road.
- 26) Proceed on Solomons Island Road to the Route 50 (east) entrance (Exit 23).
- 27) Ramp onto Route 50 going east. Proceed to Exit 24 (Roscoe C. Rowe Boulevard (Route 70)).
- 28) Ramp off on the right and move to the far right hand land. Proceed east on Roscoe C. Rowe Boulevard, across Weems Creek Bridge and to the second traffic light at the Taylor Avenue intersection.
- 29) Turn left onto Taylor Avenue, proceed through the blinking light, bear right at the stop sign to the light at the King George Street intersection.
- 30) Turn right onto King George Street and proceed on King George Street through Gate 1.
- 31) Upon entering Gate 1 turn left onto Cooper Street. Proceed to Mitscher Terrace. **WAIT UNTIL VEHICLE IS FULL, BUT NO MORE THAN FIVE MINUTES.**

USNA MIDSHIPMEN SHUTTLE SERVICE SCHEDULE

Friday

<u>Time</u>	<u>Shuttle</u>	<u>Route</u>
1600	#1	A
1600	#2	B
1630	#1	A
1700	#1	A
1700	#2	B
1730	#1	B
1800	#2	B
1830	#1	B
1900	#2	B
1930	#1	B
2000	#2	B
2030	#1	B
2100	#2	B
2130	#1	B
2200	#2	B
2230	#1	A
2300	#1	A
2300	#2	B
2330	#1	A
2400	#1 & #2 conclude runs	

Saturday

<u>Time</u>	<u>Shuttle</u>	<u>Route</u>
1030	#1	A
	#2	B
1100	#1	A
1130	#1	A
	#2	B
1200	#1	B
1230	#2	B
1300	#1	B
1330	#2	B
1400	#1	B
1430	#2	B
1500	#1	B
1530	#2	B
1600	#1	B
1630	#2	B
1700	#1	B
1730	#2	B
1800	#1	B
1830	#2	B
1900	#1	B
1930	#2	B
2000	#1	B
2030	#2	B
	2100	#1 B
		#2 B
	2200	#1 B
	#2	B
2230	#2	B
2300	#1	B
2330	#2	A
2400	#1	B
	#2	A
0030	#2	A
0100	#1 & #2 conclude runs	

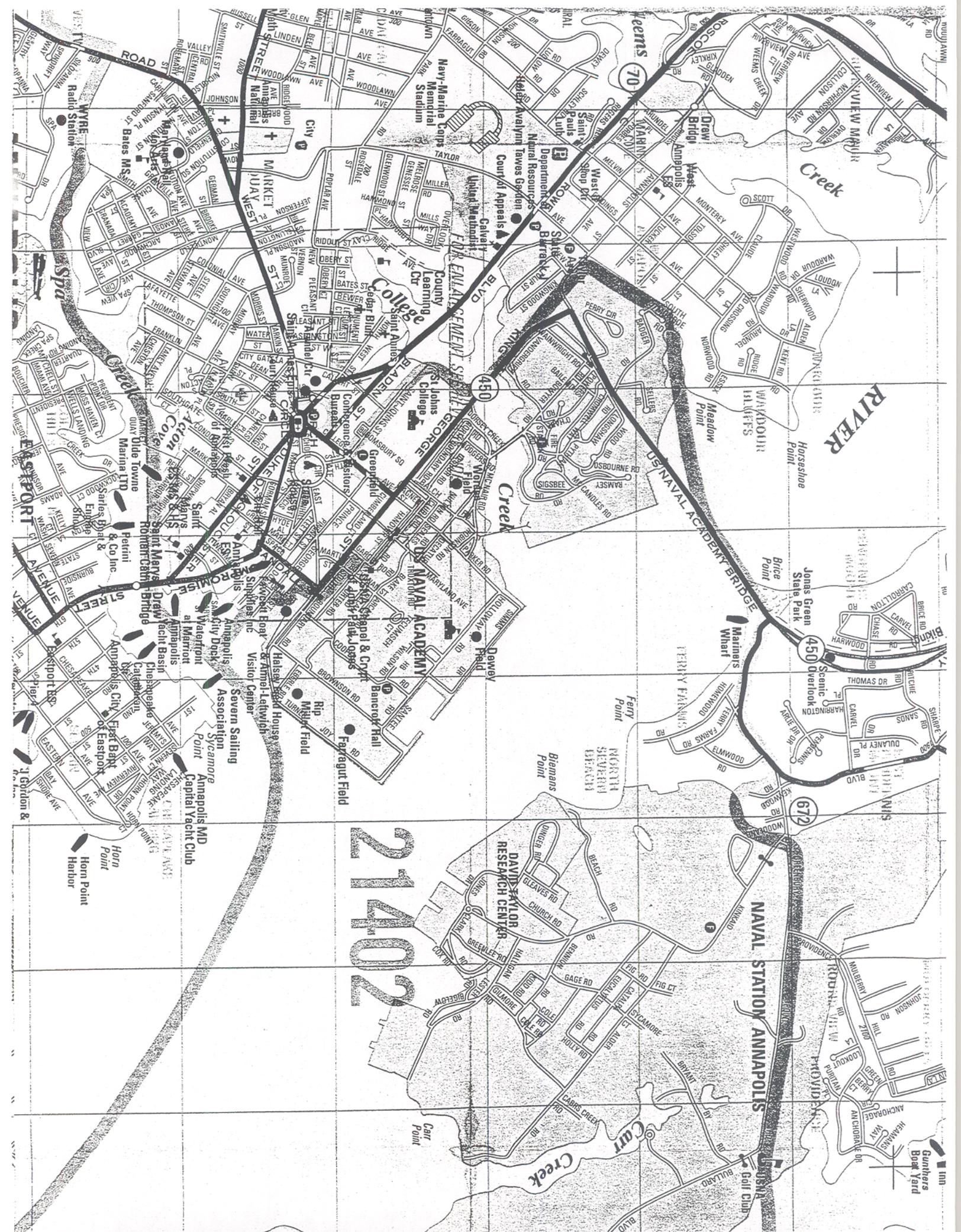
Sunday

<u>Time</u>	<u>Shuttle</u>	<u>Route</u>
0900	#1	A
	#2	B
0930	#1	A
1000	#1	A
	#2	B
1030	#1	B
1100	#2	B
1130	#1	B
1200	#2	B
1230	#1	B
1300	#2	B
1330	#1	B
1400	#2	B
1430	#1	B
1500	#2	B
1530	#1	B
1600	#2	B
1630	#1	B
1700	#2	B
1730	#1	A

USNA MIDSHIPMEN SHUTTLE SERVICE SCHEDULE (CONT'D)

Sunday

<u>Time</u>	<u>Shuttle</u>	<u>Route</u>
1800	#1	A
	#2	B
1830	#1	A
1900	#1	A
	#2	B
1930	#1	A
2000	#1 & #2	conclude runs



OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
1. DAMAGE (Exterior/Interior/Missing Components)	
2. LEAKS (Oil, Gas, Water)	
3. TIRES (Check inflation, abnormal wear)	
4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)	
5. BATTERY (Check water level, cables, etc.)	
6. HORN	
7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS	
8. INSTRUMENTS (Oil, Air, Temperature, etc.)	
9. WINDSHIELD WIPER	
10. CLEAN WINDSHIELD/VEHICLE INTERIOR	
11. CARGO, MOUNTED EQUIPMENT	
12. STEERING	
13. SAFETY DEVICES (Seat belts, flares, etc.)	
14. DRIVE BELTS/PULLEYS	
15. BRAKES (Drain air tank when equipped)	
16. OTHER (Specify in "Remarks")	
DATE	OPERATOR'S SIGNATURE
REMARKS	

COMDTMIDNINST 4600.1
BMC
16 AUG 2001

LIBERTY SHUTTLE SCHEDULE AND AUTHORIZED STOPS

1. There are four authorized stops on the liberty vehicle route. They are as follows:

- a. Midshipmen parking at NAVSTA Annapolis (NEX parking lot)
- b. Navy-Marine Corps Memorial Stadium (Blue Parking Entrance off Farragut Road)
- c. Harbor Nine Movie Theater
- d. California Pizza Kitchen entrance of the Annapolis Mall

2. Drivers are not authorized to stop at any other locations except in an emergency.

3. There are three sections for the daily watch rotation. Consisting of eight midshipmen, six duty drivers and two supernumeraries. The six drivers will be assigned to one of the two vehicles and one of the three sections. The section duty hours are as follows:

- a. Friday-
Section 1: 1530-1900
Section 2: 1830-2200
Section 3: 2130-0000
- b. Saturday-
Section 1: 1000-1300 and 1730-2030
Section 2: 1230-1530 and 2000-2300
Section 3: 1500-1800 and 2230-0100
- c. Sunday-
Section 1: 0830-1100 and 1430-1700
Section 2: 1030-1300 and 1630-1900
Section 3: 1230-1500 and 1830-2000

4. During hours of operation there are peak hours (PH) and regular hours (RH). During the peak hours, vehicle #1 will service the NAVSTA and the Navy-Marine Corps Memorial Stadium

Enclosure (5)

COMDTMIDNINST 4600.1

BMC

16 AUG 2001

(referred to as route A), while vehicle #2 will service all stops on the circuit (referred to as route B). During regular hours, both shuttles will service all stops on the circuit (route B).

5. Drivers will follow the below schedule and routes:

a. Friday-

1600-1730 (PH)

1730-2230 (RH)

2230-0000 (PH)

b. Saturday-

1030-1130 (PH)

1130-2330 (RH)

2330-0100 (PH)

c. Sunday-

0900-1000 (PH)

1000-1730 (RH)

1730-2000 (PH)

d. Routes-

A: USNA (Mitscher Terrace) - NAVSTA Annapolis (NEX Main Entrance) - Navy/Marine Corps Stadium - USNA (Mitscher Terrace)

B: USNA (Mitscher Terrace) - NAVSTA Annapolis (NEX Main Entrance) - Navy/Marine Corps Stadium - USNA (Mitscher Terrace)

6. Due to traffic and unforeseen delays it is impossible to establish a set service schedule, however, the duty drivers will do everything possible to maintain the following schedule.

a. The vehicles should be approximately 30 minutes or less apart in their routes.

b. At each stop drivers will wait no longer than 5 minutes. This will allow some flexibility in the schedule but will not hold up service for long periods of time.

**MOTOR VEHICLE
ACCIDENT REPORT**Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)				2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS						4b. WORK TELEPHONE NUMBER ()	
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE		9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE							

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)				13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS			
14a. DRIVER'S WORK ADDRESS						14b. WORK TELEPHONE NUMBER ()	
15a. DRIVER'S HOME ADDRESS						15b. HOME TELEPHONE NUMBER ()	
16. DESCRIBE VEHICLE DAMAGE						17. ESTIMATED REPAIR COST \$	
18. YEAR OF VEHICLE		19. MAKE OF VEHICLE		20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS						22b. POLICY NUMBER	
						22c. TELEPHONE NUMBER ()	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED			24a. OWNER'S NAME(S) (Last, first, middle)			24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS(ES)							

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)						27. SEX	28. DATE OF BIRTH
29. ADDRESS							
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY	
	34. TRANSPORTED BY			35. TRANSPORTED TO			
36. NAME (Last, first, middle)						37. SEX	38. DATE OF BIRTH
39. ADDRESS							
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY	
	44. TRANSPORTED BY			45. TRANSPORTED TO			
46. Pedestrian	a. NAME OF STREET OR HIGHWAY				b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)		
					FROM	TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)						

	69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT
	68a. NAME OF POLICE OFFICER	70b. VIOLATION(S)
	68b. BADGE NUMBER	68c. TELEPHONE NUMBER

SECTION VII - POLICE INFORMATION

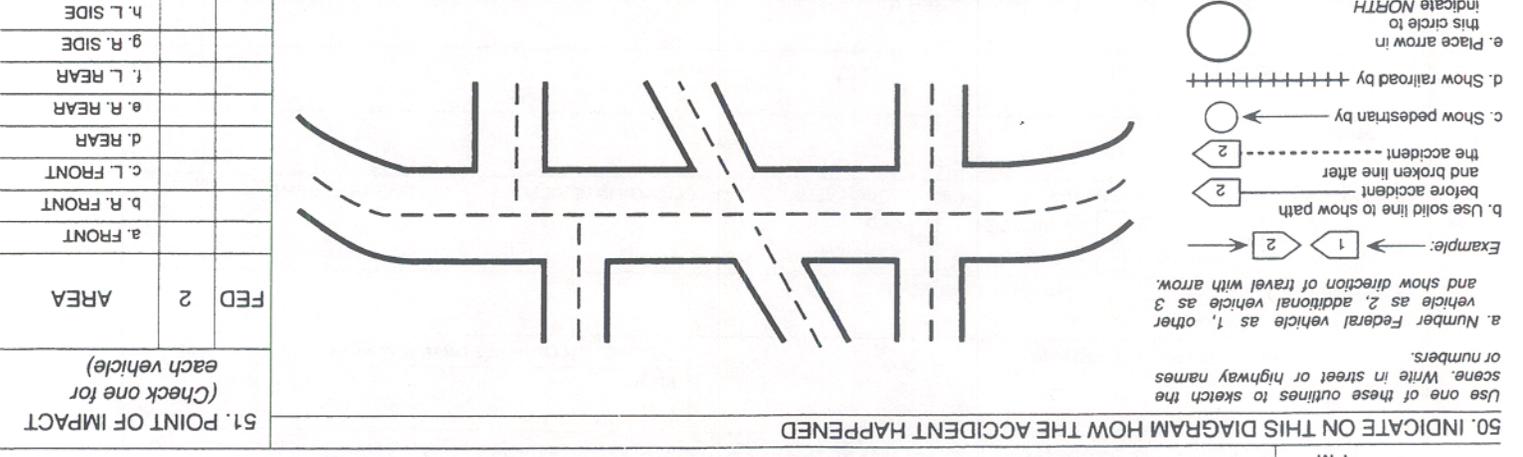
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER	64c. POLICY NUMBER
63d. BUSINESS ADDRESS	63a. HOME ADDRESS	
63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER	63c. HOME TELEPHONE NUMBER

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

	B	61. BUSINESS ADDRESS	62. HOME ADDRESS
		58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER
		60. HOME TELEPHONE NUMBER	
	A	56. BUSINESS ADDRESS	57. HOME ADDRESS
		53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER
		55. HOME TELEPHONE NUMBER	

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).



47. DATE OF ACCIDENT

48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (Industrial, business, residential, open country, etc.); Road description)

49. TIME OF ACCIDENT

AM

PM

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER	71b. DRIVER'S SIGNATURE AND DATE
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SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN	73. DESTINATION
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74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
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77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
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79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED. <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
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81. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO	b. COMMENTS
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82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER ()
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MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.				ADMINISTRATION NO.		
ORGANIZATION NAME			ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.)			IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE			OUT				DISPATCHER'S SIGNATURE	
			TOTAL					
2D OPERATOR (Last Name, First, M.I.)			IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE			OUT				DISPATCHER'S SIGNATURE	
			TOTAL					
3D OPERATOR (Last Name, First, M.I.)			IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE			OUT				DISPATCHER'S SIGNATURE	
			TOTAL					
4TH OPERATOR (Last Name, First, M.I.)			IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE			OUT				DISPATCHER'S SIGNATURE	
			TOTAL					
DESTINATION			TIME		RELEASED BY (Signature)		REMARKS	
			ARRIVE	DEPART				
FROM 1.								
TO 2.								
TO 3.								
TO 4.								
TO 5.								
TO 6.								
TO 7.								
TO 8.								
TO 9.								
TO 10.								
TO 11.								
TO 12.								
TO 13.								
TO 14.								
TO 15.								
TO 16.								

TO 17.				
TO 18.				
TO 19.				
TO 20.				
TO 21.				
TO 22.				
TO 23.				
TO 24.				
TO 25.				
TO 26.				
TO 27.				
TO 28.				
TO 29.				

INSTRUCTIONS

- *1. *Date.* Enter the calendar date the equipment is to be used.
- 2. *Type of Equipment.* Enter the type of equipment as designated in the equipment log.
- 3. *Registration Number or Serial Number.* Enter the equipment registration number or serial number.
- 4. *Administration Number.* Enter the unit bumper or administrative number.
- 5. *Organization Name.* Enter the organization to which the equipment is assigned.
- *6. *Operator.* Enter the name of the equipment operator.
- 7. *Operator's Signature.* The equipment operator (item 6) will enter signature immediately upon receipt of equipment.
- *8. *Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.
 - a. *In.* Enter time equipment was returned from dispatch or use.
 - b. *Out.* Enter the time the equipment was released for operation by the dispatcher.
 - c. *Total.* Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.
- *9. *Miles.* Will be recorded to the nearest whole mile.
 - a. *In.* The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.
 - b. *Out.* The dispatcher will enter the mileage reading at the time of dispatch.
 - c. *Total.* Enter the difference between the "Out" and "In" mileage.

- *10. *Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.
 - a. *In.* The operator will enter the hour meter reading upon completion of the equipment usage.
 - b. *Out.* The dispatcher will enter the hour meter reading prior to equipment release.
 - c. *Total.* Enter the total hours dispatched for operation.
 - 11. *Fuel/Oil.* Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.
 - *12. *Report To.* Enter the name of the individual to whom the operator is to report.
 - 13. *Dispatcher's Signature.* Self-explanatory
 - 14. *Destination.* Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.
 - *15. *Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.
 - a. *Arrive.* Enter the arrival time at each destination.
 - b. *Depart.* Enter the departure time from the motor pool and each succeeding location.
 - 16. *Released By.* The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.
 - 17. *Remarks.* The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.
- *Items marked with an asterisk (*) have been registered in the DOD Data Element Program.

PROCEDURES IN CASE OF INCIDENT/ACCIDENT

1. Should the liberty vehicles become involved in an accident the driver will carry out the following steps to ensure the situation is handled properly and in a professional manner.

a. Maryland law requires, whenever possible, that the vehicle be moved off the road and onto the right shoulder.

b. Immediately place emergency flashers on.

c. In all cases, the driver and passengers will safely exit the vehicle on the opposite side of traffic and move away from the vehicle to a safe area when the vehicle is stranded in a traffic lane or on the shoulder of the road.

d. If required, dial 911 on the nearest telephone to summon emergency aid. When police arrive, the duty driver is to inform them of their watch status and the number for the AMOOW pager as well as the direct telephone number for Main Office.

e. If emergency aid is not required, once in a safe area, proceed to get other driver=s information to include the following:

- (1) Name (First and Last with proper spelling)
- (2) Vehicle license plate number
- (3) Driver=s license number of vehicle operator
- (4) Home and work phone numbers of other driver
- (5) Name of insurance agency and policy number

f. While still at the location of accident fill out the Motor Vehicle Accident Report (SF 91) as completely as possible.

g. If the vehicle is operable, proceed directly to USNA and report accident with all above information to the AMOOW.

Enclosure (8)

COMDTMIDNINST 4600.1

BMC

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h. If the vehicle is inoperable or cannot safely be operated, call the AMOOW from the nearest telephone and report the accident. Remain with the vehicle until the AMOOW sends someone to the location of the accident to assist.

2. Should a vehicle experience mechanical problems the driver should carry out the following steps:

a. If the vehicle becomes inoperable and is not on a highway call the AMOOW from the nearest telephone and remain with the vehicle until the AMOOW sends someone to assist.

b. If the vehicle becomes inoperable while in motion or on a public highway or street follow accident procedures "a, b and c," then call the AMOOW from the nearest telephone and remain with the vehicle until the AMOOW sends someone to assist.

c. If vehicle is operable then proceed directly to USNA and report the discrepancy to the AMOOW.

3. At all times safety will be of the essence. Safety is not to be compromised for any situation at any time.