DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 5100.12A
N1
19 Jun 14

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5100.12A

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL TRAFFIC SAFETY

Ref: (a) OPNAVINST 5100.12J

Encl: (1) Sample of Driving for Life Training Completion Course
(2) Sample of 15 Passenger Van Driver Improvement Course

1. Purpose. To establish procedures for use of government owned/lease or rented vehicles. To provide training to prevent motor vehicle accidents in personal vehicle while on leave or liberty. To enforce instruction provided by reference (a).

2. Information. It is the duty of the Naval Academy Preparatory School (NAPS) to properly inform and train all Midshipman Candidates, civilian and military staff on how to reduce death, injuries and property damage caused by motor vehicle incidences. Training will be conducted and documented annually.

3. Action. The following instruction is mandatory for all Midshipman Candidates, civilian and military Staff members.

a. Personal Motor Vehicle Operation Training. All Midshipman Candidates, civilian and military staff members age 25 and under must complete the driving for life training annually. Driving for Life training is provided by Navy Knowledge Online (NKO). This training provides instruction on how to avoid and prevent motor vehicle accidents. Certificates of completion must be provided to the NAPS Transportation Officer. Completion of this training will be documented by the NAPS Transportation Officer.

b. Government Motor Vehicle (GMV) Operation.

(1) Prerequisites for Operating a GMV

(a) Must possess a valid driver's license

(b) Must be 18 years or older

(c) Operator of vehicle will have at least 2 year driving experience as a licensed driver.

(2) Training required for operation of a GMV.

(a) All Midshipman Candidates, military and civilian staff members that meet the requirements to drive a GMV must complete the computer based 15 passenger van driver improvement course. Certificate of completion must be provided to the NAPS Transportation Officer.

(b) All Midshipman Candidates, civilian and military staff members that meet the requirements to drive GMVs must successfully complete on the road driver training. The course for on road driver training will be conducted by the NAPS Transportation Officer.

(c) All Midshipman Candidates, civilian and military staff members who have been convicted of a serious moving traffic violation (i.e. reckless driving, speeding, following too closely, and failure to yield) or who have been determined at fault in a traffic mishap must attend a NAVSAFECEN approved driver improvement training course.

J. J. CUNHA

Sample of Driving for Life Training Completion Certificate

Certificate of Completion

By the authority of the Naval Education and Training Command this certifies that

has successfully completed all requirements and criteria provided by the course in

Driving For Life

Grade: 88
Course ID: CPD-DFL-01
Instructional Hours: 5
Recommended Reserve Points: 1
Continuing Education Units: None Provided

THIS CERTIFICATION EARNED ON

November 22, 2010

(Signed) JF Kilkenny
Rear Admiral, U.S. Navy

This certification may be verified at Navy eLearning by accessing the certificate holder's transcript

Sample of 15 Passenger Van Driver Improvement Course

CERTIFICATE OF COMPLETION

This is to certify that

_____

Has successfully completed the

15-Passenger Van Driver Improvement Course

And is hereby authorized to operate the Institution's 15-Passenger Vans.

_____ _____

Signature of Instructor *Date*