

July 18, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-03
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Driving Safety

1. Purpose. To improve driving safety within the Job Corps community, and to increase awareness about using seat belts in Government-owned or leased Vehicles (GOV).
2. Background. The Job Corps community is required to comply with all applicable Federal, state, and local safe-operator and vehicle-operator licensing requirements, and conform to provisions for seat-belt usage and vehicle safety outlined under Job Corps Policy and Requirements Handbook (PRH) Section 5.19.

Regarding licensing requirements, drivers have been required to have a Commercial Driver's License (CDL) in order to drive certain Commercial Motor Vehicles (CMVs) since April 1, 1992. The types of vehicles and operations requiring a CDL are outlined on the Federal Motor Carrier Safety Administration's (FMCSA) Web site:
<https://www.fmcsa.dot.gov/registration/commercial-drivers-license/drivers>.

In accordance with PRH Section 5.19 R2.d, "all drivers and passengers (in GOVs) must wear seat belts in all over-the-road vehicles (except buses where seat belts are not available)." Job Corps policy applies regardless of state laws. The driver and all passengers must wear seat belts at all times. Job Corps center drivers must also inspect seat belts regularly, and immediately report and replace any missing, broken, or damaged belts and/or buckles.

According to the Centers for Disease Control and Prevention (CDC), motor vehicle crashes are the leading cause of death among those ages 1 to 54. Further, the National Highway

Traffic Safety Administration (NHTSA), states the following regarding seat belts:

- Most people killed in crashes are unrestrained (not wearing seat belts).
- Seat belts dramatically reduce risk of death and serious injury.

- Seat belts prevent drivers and passengers from being ejected during a crash.
- Seat belts save thousands of lives annually, and increased usage would save more.

According to the NHTSA, seat-belt usage reduces serious crash-related injuries and death by about half. Lap/shoulder seat belts, when used properly, reduce the risk of fatal injury to front-seat passenger car occupants by 45 percent, and the risk of moderate-to-critical injury by 50 percent. Seat belt usage in 2015 reached almost 89 percent, based on the National Occupant Protection Use Survey (NOPUS). To view the survey, copy the link <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812243> and paste it into an Internet browser outside of the Citrix system. Using seat belts is also the best defense against impaired, aggressive, and distracted drivers. According to the CDC, seat belt usage has helped save 255,000 lives since 1975.

The first seat belt law took effect in 1968. Currently, 34 States and the District of Columbia have “primary seat-belt enforcement laws” (a vehicle occupant can be ticketed simply for not wearing a seat belt). Fifteen states have “secondary seat belt enforcement laws,” where occupants must be stopped for another infraction. Only New Hampshire has no seat belt laws.

3. Action. At a minimum, all Job Corps center, and Outreach and Admissions and Career Transition Services (OA/CTS) staff who operate motor vehicles, must complete the General Services Administration (GSA) Online Defensive Driving Course, which can be accessed at <http://www.gsa.gov/portal/content/105002>, prior to operating GOVs for the first time.

Review and share the following resources to assist the Job Corps community increase awareness about the benefits of wearing seat belts:

- a. CDC, *Seat Belts: Get the Facts*, <http://www.cdc.gov/Motorvehiclesafety/seatbelts/facts.html>
- b. CDC, *Buckle Up: Restraint Use State Fact Sheets*, <http://www.cdc.gov/motorvehiclesafety/seatbelts/states.html>
- c. NHTSA, *Teen Drivers – Seat Belt Use*, <http://www.nhtsa.gov/Driving+Safety/Teen+Drivers/Teen+Drivers+-+Seat+Belt+Use>
- d. National Safety Council (NSC), *Everyone Has a Role in Making Our Roads Safer*, <http://www.nsc.org/learn/safety-knowledge/Pages/safety-at-home-motor-vehicle-crash.aspx>
- e. Traffic Safety Marketing (TSM), *Seat Belt Safety – Tweens (Ages 8 to 14) Campaign*, <http://www.trafficsafetymarketing.gov/TweenSeatBeltSafety>
- f. TSM, *Seat Belt Use Campaign Materials*, <http://www.nhtsa.gov/Driving+Safety/Occupant+Protection>

Addressees are to ensure this Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Heather Edmonds at edmonds.heather@dol.gov or (202) 693-3774.