

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE MANUAL 31-116



9 MAY 2012

**21ST SPACE WING
Supplement**

25 JUNE 2013

Incorporating Change 1, 2 OCTOBER 2014

Security

**AIR FORCE MOTOR VEHICLE
TRAFFIC SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil/>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSFC/SFOP

Certified by: AF/A7S
(Mr. John Fedrigo)

Supersedes: AFI 31-204, 14 July 2000

Pages: 60

(21SW)

OPR: 21 SFS/S5R

Certified by: 21 SFS/CD
(Mr. Timothy Omdal)

Pages:46

This manual implements AFD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD

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(21SW) This product can only supplement by CMAFS. This applies to Reserve and National Guard units.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This manual incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

(21SW) This interim change revises AFMAN31-116_21SWSUP_I, (1) it deletes paragraph A2.1.3.9.5.4, (2) it provides additional information regarding the definition and violation impact of using cellular/wireless telephone devices while operating a motor vehicle and distracted driving (other) under Table 2.1, Suspension/Renovation Guideline, (3) Paragraph A5.2.1 – this paragraph item changed the paragraph heading from "Timeliness of Rebuttals" to "Exceptions", (4) It also added additional DD Form 1408 Code Numbers at Table A5.1 (5) Added terms and definition for "stop" and "distracted driving." A margin bar (*) indicates newly revised material.

| | |
|--|----------|
| Chapter 1—INTRODUCTION | 5 |
| 1.1. Program Management. | 5 |
| 1.2. Responsibilities. | 5 |
| 1.3. Delegation of Authority. | 5 |
| 1.4. (Added-21SW) General. | 5 |
| Chapter 2—DRIVING PRIVILEGES | 7 |
| 2.1. Requirements for Driving Privileges. | 7 |
| 2.2. Stopping and Inspecting Personnel or Vehicles. | 7 |
| 2.3. Implied Consent to Blood, Breath or Urine Tests. | 8 |

| | | |
|---|---|-----------|
| 2.4. | Implied Consent to Vehicle Impoundment. | 9 |
| 2.5. | Suspension or Revocation of Driving Privileges. | 9 |
| Table 2.1. | (Added-21SW) Suspension/Revocation Guideline | 11 |
| 2.6. | Alcohol and Drug Abuse Programs. | 17 |
| Chapter 3—PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS | | 19 |
| 3.1. | General. | 19 |
| 3.2. | Motorcycles, Motor Scooters and Mopeds. | 19 |
| 3.3. | AF Form 75, Visitor/Vehicle Pass. | 19 |
| 3.4. | Handicapped Person Identification. | 19 |
| 3.5. | Vehicle Registration at non Air Force Installations. | 19 |
| 3.6. | Vehicle Registration at Air Force Installations. | 19 |
| Chapter 4—TRAFFIC PLANNING AND CODES | | 20 |
| 4.1. | Installation Traffic Codes. | 20 |
| 4.2. | Traffic Accident Investigation. | 21 |
| 4.3. | Traffic Accident Investigation Reports. | 23 |
| 4.4. | Parking. | 25 |
| 4.5. | Off-installation Traffic Activities. | 27 |
| 4.5. | (21SW) Off-installation Traffic Activities. | 27 |
| Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM | | 28 |
| 5.1. | Driving Records. | 28 |
| Table 5.1. | Point Assessment for Moving Violations. | 28 |
| Table 5.2. | Point Assessment for Non-Moving Violations. | 28 |
| 5.2. | Point System Procedures. | 29 |
| 5.3. | Disposition of Driving Records. | 29 |
| 5.4. | (Added-21SW) Traffic Citations. | 29 |
| 5.5. | (Added-21SW) Traffic Complaint System. | 30 |
| 5.6. | (Added-21SW) PAFB-Specific Procedures. | 30 |
| 5.7. | (Added-21SW) Traffic Violation Reports. | 31 |
| Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES | | 32 |
| 6.1. | Standards for Impoundment. | 32 |
| 6.2. | Procedures for Impoundment. | 32 |
| 6.3. | Disposition of Vehicles After Impoundment. | 32 |

| | |
|--|-----------|
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 33 |
| Attachment 1—(21SW) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 36 |
| Attachment 2—(Added-21SW) 21SW MOTOR TRAFFIC CODES | 42 |
| Attachment 3—(Added-21SW) RESERVED PARKING PLAN | 52 |
| Attachment 4—(Added-21SW) GENERAL PARKING PLAN | 54 |
| Attachment 5—(Added-21SW) ADMINISTRATION OF CITATION REBUTTALS (THIS SECTION SETS PROCEDURES FOR ADMINISTRATIVE APPEAL OF MOVING AND NONMOVING TRAFFIC CITATIONS) | 57 |

Chapter 1

INTRODUCTION

1.1. Program Management. This manual implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS), outside the continental United States (OCONUS), and deployed locations, where implemented. This AFMAN provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I). The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

1.2. Responsibilities. Installation Defense Force Commander (DFC). The DFC is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating and controlling traffic, and enforcing installation rules pertaining to traffic control. DFCs assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

1.2.1. **(Added-21SW)** Traffic Safety Committee. The Traffic Safety Coordinating Group (TSCG) is the designated body by the 21st Space Wing Commander (21SW/CC) who, in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*, will prepare and review, as necessary, the 21SW Traffic Circulation Plan (TCP). The TSCG evaluates, studies, proposes, and approves measures to mitigate traffic hazards and improve installation traffic safety.

1.2.1.1. **(Added-21SW)** The TSCG will include 21st Space Wing Safety (21 SW/SE), 21st Security Forces Squadron (21 SFS), 21st Civil Engineer Squadron (21 CES), and 21st Logistics Readiness Squadron (21 LRS), transportation function. The 21st Space Wing Office of the Staff Judge Advocate, installation drug and alcohol program officials, and local community authorities may also attend.

1.2.1.2. **(Added-21SW)** The TSCG will meet annually, or more frequently as directed or required.

1.3. Delegation of Authority. Installation commanders may delegate their responsibilities under this manual to their vice commanders, mission support commanders or other group commanders as appropriate and provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest. Commanders should coordinate letters of delegation through their SJAs.

1.3.1. **(Added-21SW)** 21 SW/CC delegates the authority under this manual to the 21st Mission Support Group Commander (21 MSG/CC) and 21st Mission Support Group Deputy Commanders (21 MSG/CD). This authority includes the suspension, revocation, and modifications of base driving privileges, as well as the rebuttal authority. The representatives may also be referred to as "approval authorities."

1.4. (Added-21SW) General.

1.4.1. **(Added-21SW)** This instruction specifically adopts selected portions of the Colorado Revised Statutes (CRS) and Colorado Springs local ordinances. Although not restated in full in this instruction, provisions of the CRS pertaining to motor vehicle and pedestrian traffic laws, which are not addressed herein, are expressly adopted and made applicable to PAFB.

1.4.2. **(Added-21SW)** Criminal violations of the CRS are assimilated by the installation under U.S.C. Title 18, Section 13, and Department of Defense Directive (DoDD) 5525.4, *Enforcement of State Traffic Laws on DoD Installations*. Violations of CRS may result in prosecution before local civil authorities.

1.4.3. **(Added-21SW)** Upon entering through any access/entry point on PAFB, drivers automatically imply consent to have their vehicle searched and inspected by Security Forces (SF) upon request. These entry points include installation entry control points, as well as restricted and controlled areas and their respective entry control points.

1.4.4. **(Added-21SW)** Implied consent to blood, breath, or urine tests. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on military installations to determine the influence of intoxicants.

1.4.4.1. **(Added-21SW)** A person subject to chemical tests, as stated above may request that an additional test be done privately. The person may choose a doctor, qualified technician, chemist, registered nurse, or other qualified person to do the test. The person must pay the cost of the test. The test must be a chemical test approved by the State of Colorado, and will be completed as soon as possible, with any delay being noted on the results.

1.4.4.2. **(Added-21SW)** The suspect is responsible for making all arrangements. If the suspect fails to or cannot obtain any additional test, the results of the tests that were done at the direction of a law enforcement official are not invalid and may still be used to support actions under separate Service regulations and the UCMJ.

1.4.5. **(Added-21SW)** All operators and passengers in any vehicle will be properly restrained with seat belts or appropriate child-restraint devices. Restraint systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.

1.4.6. **(Added-21SW)** All operators of U.S. Government vehicles will comply with State and local traffic laws when operating U.S. Government vehicles on or off the installation.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. Each Installation Commander will determine if international driver's licenses will be recognized and authorized for use on the installation. Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions will honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.1.1. **(Added-21SW)** Driving on PAFB is a privilege granted by 21SW/CC. Drivers who fail to comply with applicable traffic laws and instructions while driving within the legal boundaries of PAFB may have their driving privileges suspended or revoked.

2.1.2. **(Added-21SW)** International driver's licenses are recognized and accepted on PAFB, IAW the state laws of Colorado.

2.1.2.1. **(Added-21SW)** Foreign operators must carry their driver's license from their home country. International driver's licenses are valid IAW the state laws of Colorado.

2.1.2.2. **(Added-21SW)** Military personnel returning from an overseas assignment with an international driver's license must obtain a valid U.S. driver's license in accordance IAW the state laws of Colorado.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. AFI 31-101, *Integrated Defense*, and AFI 10-245, *Antiterrorism*, require Installation Commanders to develop instructions and guidance that detail stop, inspection, search and impoundment of motor vehicles at CONUS installation entry gates, to include Air Force restricted and controlled areas.

2.2.2. MAJCOMs responsible for overseas military installations must provide their Installation Commanders with written guidelines governing stop, inspection, search and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A combatant commander or those commanding unified forces may direct guidance covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

2.2.3. **(Added-21SW)** 21 SFS is responsible for traffic enforcement (i.e., traffic stops, etc.) on PAFB; however, due to PAFB's proprietary jurisdiction, local law enforcement personnel (i.e., El Paso County Sheriff's Office (EPSO), Colorado Springs Police Department (CSPD), Colorado State Police (CSP), etc.) are authorized, by law, to assist with traffic enforcement. Facility parking wardens are the only other individuals authorized to issue traffic citations on PAFB.

2.2.3.1. **(Added-21SW)** Installation SFS personnel may conduct traffic stops, inspections (entry point checks), and searches of any vehicle on PAFB, including at installation entry control points, as well as restricted and controlled areas and their respective entry control points, for reasons specified in this instruction, and other

governing directives, or if they believe the vehicle is unsafe or not properly equipped, as required by law. If a 21 SFS member determines a vehicle is in such condition that further operation would be hazardous, the vehicle will be driven to the nearest garage, place of safety, or immediately removed from PAFB. Should an installation entry controller detect a serious or hazardous violation, the vehicle will be denied entry to PAFB.

2.2.3.2. **(Added-21SW)** Stops and inspections of POVs within PAFB, other than at restricted areas or at an installation gate, are authorized only when there is a reasonable suspicion of criminal activity, or a violation of a traffic regulation, or as directed in this instruction, and other governing directives.

2.2.3.3. **(Added-21SW)** At the time of stop, the driver and occupants are required to display all pertinent documents, including but not limited to

2.2.3.3.1. **(Added-21SW)** Documents that establish the identity and status, for example, CAC; DD Form 1173 (United States Uniformed Services Identification and Privilege Card); DA Form 1602 (Civilian Identification); AF Form 354 (Civilian Identification Card); DBIDS pass; or other identification.

2.2.3.3.2. **(Added-21SW)** Proper POV registration documents.

2.2.3.3.3. **(Added-21SW)** Authorization to operate a Government vehicle, if applicable.

2.2.3.3.4. **(Added-21SW)** Drivers license, OF 346, or AF Form 2293 valid for the particular vehicle and area of operation.

2.2.3.3.5. **(Added-21SW)** Proof of insurance.

2.2.3.4. **(Added-21SW)** Installation inspections (entry point checks) will be conducted in accordance with AFMAN 31-201V3, *Flight Operations*, as well as AFI 31-101, *The Integrated Defense*, and the installation's Integrated Defense Plan.

2.2.3.5. **(Added-21SW)** Vehicle searches for the purpose of examination to uncover evidence of a crime or criminal intent will be conducted in accordance with AFI 31-218 and AFMAN 31-201, *Standards and Procedures*. Probable cause searches require authorization of the military magistrate.

2.2.3.6. **(Added-21SW)** Consult with 21 SW/JA with additional questions pertaining to stops, inspections, and searches.

2.2.3.7. **(Added-21SW)** Traffic violators on PAFB will be cited by DD Form 1408, *Armed Forces Traffic Ticket*, as appropriate.

2.3. Implied Consent to Blood, Breath or Urine Tests. This requirement must be outlined as part of installation newcomers briefings and/or inprocessing of newly assigned personnel. Refer to AFI 31-218 (I) for specific information.

2.3.1. **(Added-21SW)** 21 SFS will work with 21 FSS to ensure the Implied Consent laws and consequences of abandoned personal property (vehicles) are outlined as part of the installation's newcomer's briefings. In the event 21 SFS does not present information at the briefings, they may be incorporated into briefings provided by 21 SW/SE.

2.4. Implied Consent to Vehicle Impoundment. In addition to those conditions for impoundment listed in AFI 31-218(I), paragraph 2-3, local situations may arise that require impoundment. The determination will be made by the Installation Commander or designee. Installation and unit commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Commanders must include the consequences when personal property is abandoned during familiarization and indoctrination training into units. Additionally, measures must be established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

2.4.1. **(Added-21SW)** PAFB unit commanders will ensure the inclusion of the consequences when personal property is abandoned during familiarization and indoctrination training into their units. Additionally, unit commanders will ensure personal effects are cleared prior to individuals departing on permanent change-of-station orders.

2.4.2. **(Added-21SW)** The DFC is designated as the impoundment authority. The 21 SFS Investigations section (S2) has been delegated approval authority for the purpose contacting a towing company for vehicle impoundment on PAFB. On-duty 21 SFS flight chiefs, with concurrence of 21 SFS/S3 will contact S2 in order to obtain approval to tow vehicles. For processing procedures not listed in this supplement, refer to AFI 31-218 and 21 SFS local operating instructions.

2.5. Suspension or Revocation of Driving Privileges. Installation Commanders must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. Make these known to the base population. AF will follow the administrative due process for suspensions detailed in AFI 31-218(I).

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) 2-4.a.(3).(a).(b).(c).(d). for additional guidance.

2.5.1.3. The .08 blood alcohol limit for presumptive intoxication determination may be reduced to reflect a more stringent local, state or host nation standard.

2.5.1.3.1. **(Added-21SW)** Operating a motor vehicle with a BAC or BrAC level of .05 but less than .08 may constitute driving while ability impaired (DWAI) and is a basis for suspension.

2.5.1.3.2. **(Added-21SW)** Immediate suspension of installation driving privileges pending resolution of an intoxicated driving incident is authorized for active duty military personnel, family members, retired members of the military services, DOD civilian personnel, and others with installation driving privileges, regardless of the

geographic location of the intoxicated driving incident. Suspension is authorized for non-DOD affiliated civilians only with respect to incidents occurring on the installation or in areas subject to military traffic supervision. After a review of available information, installation driving privileges will be immediately suspended pending resolution of the intoxicated driving accident in the below circumstances.

2.5.1.3.2.1. **(Added-21SW)** Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs.

2.5.1.3.2.2. **(Added-21SW)** Operating a motor vehicle with a blood alcohol content (BAC) of 0.08 percent by volume (0.08 grams per 100 milliliters) or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

2.5.1.3.2.3. **(Added-21SW)** Operating a motor vehicle with a BAC of 0.05 percent by volume but less than 0.08 percent blood alcohol by volume in violation of the law of the jurisdiction in which the vehicle is being operated if the jurisdiction imposes a suspension solely on the basis of the BAC level (as measured in grams per 100 milliliters).

2.5.1.3.2.4. **(Added-21SW)** Operating a motor vehicle with a BAC of 0.05 percent by volume but less than 0.08 percent blood alcohol by volume and evidence suggests the individual was operating a motor vehicle while impaired (DWAI).

2.5.1.3.2.5. **(Added-21SW)** On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.

2.5.1.3.2.5.1. **(Added-21SW)** Documents supporting an immediate suspension using memorandums pre-signed by the approval authority will be processed for review as outlined in paragraph 2.5.4.5.

2.5.2. Revocation.

2.5.2.1. The Installation Commander will immediately revoke driving privileges for a period of not less than 1 year when a serious incident involving a motor vehicle occurs and the Installation Commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.2. The DFC develops plans and procedures to forward revocation, suspension and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.3. Installation Commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.2.3.1. **(Added-21SW)** In cases of multiple suspensions or revocations, the periods will run consecutively.

2.5.3. **(Added-21SW)** Suspensions and revocations issued by another installation or service component may be honored by PAFB; however, PAFB will maintain their own suspension and revocation rosters independently from other installation rosters.

2.5.3.1. **(Added-21SW)** Upon notification of an inbound or newly arrived individual with suspended or revoked driving privileges, the installation's security forces reports and analysis section (S5R) will notify the individual's gaining unit commander. The commander will ensure the individual is aware his/her suspension or revocation is still in effect on PAFB. Individuals will be added to the Suspension/ Revocation/ Debarment (SRB) Listing through the Security Forces Management Information System (SFMIS) and the Defense Biometric Identification System (DBIDS).

2.5.3.2. **(Added-21SW)** The installation's FSS will include 21 SFS/S5R in the virtual Military Personnel Flight (vMPF) outprocessing checklist. 21 SFS/S5R will follow procedures established in existing guidelines for forwarding suspension/revocation records to gaining units during reassignment.

2.5.4. **(Added-21SW)** Administrative Due Process for Suspensions and Revocations.

2.5.4.1. **(Added-21SW)** Suspension/Revocation Procedures. See Table 2.1. below for guidelines. *NOTE: These guidelines are not all-inclusive and the approval authority reserves the authority to determine suspensions and revocations considering relevant circumstances on a case-by-case basis.*

Table 2.1. (Added-21SW) Suspension/Revocation Guideline

| VIOLATION | SUSPENSION/ REVOCATION PERIOD | SUBSEQUENT VIOLATIONS |
|---|---|----------------------------------|
| Careless Driving | 60 days | 6 months |
| *Cell Phone While Driving—Use of a cell phone while vehicle is not safely parked or without the use of an approved hands-free device | 30 days | 2 months |
| Chemical Test - Refusal to submit to, or failure to complete, chemical test for the presence of alcohol, drugs, or other intoxicating substance | 1 year | 2 years |
| * Distracted Driving (Other) – As defined under the Terms portion of this instruction, when accompanied by another driving offense | 30 days | 2 months |
| DUI/DWI - Driving Under the Influence and/or while Intoxicated | 1 year - Suspension or Revocation. See AFI 31-218 | 2 years - Revocation |
| DWAI - Driving While Ability Impaired | 6 months - Suspension | 1 year |
| Handicap - Misuse of handicap parking spot | 30 days - Suspension | 6 months - Suspension |

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| Hit and Run - Failure to report, failure to report to police, and leaving the scene of an accident involving less than disabling damage. | 30 days - Suspension | 6 months - Revocation |
| Hit and Run - Failure to report, failure to report to police, and leaving the scene of an accident involving death, personal injury, or disabling damage. | 1 year - Revocation | 2 years - Revocation |
| Insurance - Failure to provide proof of insurance valid at the time of the traffic stop within the permitted timeframe | 1 year Revocation | 1 year - Revocation |
| License - Driving with a suspended, revoked, or cancelled license | 2 years Revocation | Revocation |
| License - Driving without a valid licenses, other than for reasons above | 1 year | 2 years |
| Littering - Littering from a motor vehicle. | 30 days - Suspension | 30 days - Suspension |
| Parking - A vehicle receives three valid citations for parking violations in any six-month period | 30 days - Suspension | 6 months – Suspension |
| Points- Individuals who accumulate 12 traffic points within 12-consecutive months or 18 points within 24-consecutive months | 6 months - Suspension | 1 year Revocation for maximum accumulation for two consecutive 12-month periods |
| Registration - Failure to provide proof of registration valid at the time of the traffic stop within the permitted timeframe | 30 days - Suspension | 60 days – Suspension |
| Restraints - Failure of the operator or their passengers/occupants to utilize restraint system devices while the vehicle is in motion | 30 days - Suspension | 30 days – Suspension |
| Reckless Driving | 6 months | 1 year |
| Speed - Excessive speed, in housing, that is 10 or more mph greater than the posted or implied limit | 30 days | 6 months |
| Speed - Excessive speed, in areas other than housing, that is 15 or more mph greater than the posted or implied limit | 30 days | 6 months |

2.5.4.1.1. **(Added-21SW)** 21 SFS/S5R will be the OPR for all suspensions and revocations. 21 SW/JA will review each suspension or revocation for legal sufficiency. 21 SFS/S5R will forward all suspensions and revocations to the approval authority for a final determination.

2.5.4.2. **(Added-21SW)** 21 SFS will issue the written notice of suspension or revocation from the approval authority. The notice will specify the following: when the suspension or revocation becomes effective, which is normally 14 days after notification except for alcohol/drug related offenses; the period of time for which the suspension/revocation is effective; and the administrative hearing and appeal process.

2.5.4.2.1. **(Added-21SW)** When practicable, military members, federal employees, and contractor personnel will report with their supervisor to 21 SFS/S5R to personally receipt for the action and will sign an acknowledgement.

2.5.4.2.2. **(Added-21SW)** Non-affiliated personnel (retirees, dependents, sponsored civilians, etc.) will be notified by certified mail. If after a reasonable attempt has been made to notify the individual, e.g., documented postal attempts, and contact has not been made with the individual, the suspension/revocation becomes effective immediately and is considered a refusal to sign.

2.5.4.3. **(Added-21SW)** Unit commanders may request the suspension or revocation of driving privileges of personnel under their command by forwarding supporting evidence/documents to 21 SFS/S5R. These requests will be processed in the same manner as directed previously in this supplement.

2.5.4.4. **(Added-21SW)** Non-intoxicated Driving Offenses. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not become effective until approval authority notifies the affected person and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the affected person makes an application for a hearing within this period. Such application will stay the pending suspension or revocation for a period of 14 calendar days. Individuals may waive, in writing, the 14-day wait period. In this case, the suspension or revocation will be effective immediately upon the waiver.

2.5.4.4.1. **(Added-21SW)** If, due to action by the Government, a hearing is not held within 14 calendar days, the suspension will not take place until such time as the person is granted a hearing and is notified of the action of the approval authority. However, if the affected person requests that the hearing be continued to a date beyond the 14-day period, the suspension or revocation will become effective immediately on receipt of notice that the request for continuance has been granted, and remain in force pending a hearing at a scheduled hearing date.

2.5.4.4.2. **(Added-21SW)** If it is determined as a result of a hearing to suspend or revoke the affected person's driving privilege, the suspension or revocation will become effective when the person receives the written notification of such action. A reasonable effort will be made to notify the individual immediately following the hearing. In the event that written notification cannot be verified either through a return receipt for mail or delivery through command channels, the approval authority will determine the effective date on a case-by-case basis.

2.5.4.4.3. **(Added-21SW)** If the revocation or suspension is imposed after such hearing, the person whose driving privilege has been suspended or revoked will have the right to appeal or request reconsideration. Such requests must be forwarded

through command channels within 14 calendar days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The request will be submitted to 21 SFS/S5R, who will then forward the request to the approval authority. The suspension or revocation will remain in effect pending a final ruling on the request.

2.5.4.4.4. **(Added-21SW)** If driving privileges are temporarily restored (that is, for family hardship) pending resolution of charges, the period of revocation (after final authority determination) will still total the mandatory 12 months. The final date of the revocation will be adjusted to account for the period when the violator's privileges were temporarily restored, as this period does not count towards the revocation time.

2.5.4.5. **(Added-21SW)** Intoxicated Driving Offenses. For drunk driving or driving under the influence offenses, reliable evidence readily available will be presented promptly to the approval authority for review and authorization for immediate suspension of installation driving privileges.

2.5.4.5.1. **(Added-21SW)** Reliable evidence includes witness statements, military or civilian police report of apprehension, chemical test results if completed, refusal to consent to complete chemical testing, videotapes, and statements by the apprehended individual, field sobriety or preliminary breath tests results, and other pertinent evidence. Immediate suspension should not be based solely on published lists of arrested persons, statements by parties not witnessing the apprehension, or telephone conversations or other information not supported by documented and reliable evidence.

2.5.4.5.2. **(Added-21SW)** Reviews normally will be accomplished within the first normal duty day, but as soon as practical, following final assembly of evidence.

2.5.4.5.3. **(Added-21SW)** For active duty military personnel, final written notice of suspension for intoxicated driving will be provided to the individual in person, when practicable. If necessary forward the notice to the individual's first sergeant or commander for immediate presentation to the individual. The individual will be required to provide written acknowledgement of receipt to 21 SFS/S5R. 21 SFS will provide the temporary suspension to the individual at the time of the incident, or when processing an immediate suspension. 21 SFS will maintain a copy of the temporary suspension and acknowledgement in accordance with records disposition schedules.

2.5.4.5.4. **(Added-21SW)** For civilian personnel, written notice of suspension for intoxicated driving will normally be provided without delay via certified mail. 21 SFS will provide the temporary suspension to the individual at the time of the incident, or when processing an immediate suspension. 21 SFS will maintain a copy of the temporary suspension and acknowledgement in accordance with records disposition schedules. If the person is employed on the installation, such notice will be provided to the individual in person, when practicable. If necessary, forward through the military or civilian supervisor. When the notice of suspension is forwarded through the supervisor, the person whose privileges are suspended will be required to provide written acknowledgment of receipt of the suspension notice to 21 SFS/S5R.

2.5.4.5.5. (Added-21SW) Notices of suspension for intoxicated driving will include the following:

2.5.4.5.5.1. (Added-21SW) The fact that the suspension can be made a revocation under AFI 31-218 paragraph 2-4b.

2.5.4.5.5.2. (Added-21SW) The right to request, in writing, a hearing before the installation commander or designee to determine if installation driving privileges will be restored pending resolution of the charge; and that such request must be made within 14 calendar days of the final notice of suspension.

2.5.4.5.5.3. (Added-21SW) The right of military personnel to be represented by counsel at his or her own expense and to present evidence and witnesses at his or her own expense. Installation commanders will determine the availability of any local active duty representatives requested.

2.5.4.5.5.4. (Added-21SW) The right of DOD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and regulations.

2.5.4.5.5.5. (Added-21SW) Written acknowledgment of receipt to be signed by the individual whose privileges are to be suspended or revoked.

2.5.4.5.5.6. (Added-21SW) If a hearing is requested, it must take place within 14 calendar days of receipt of the request. The suspension for intoxicated driving will remain in effect until a decision has been made by the installation commander or designee, but will not exceed 14 calendar days after the hearing while awaiting the decision. If no decision has been made by that time, full driving privileges will be restored until such time as the accused is notified of a decision to continue the suspension.

2.5.4.5.5.7. (Added-21SW) Hearings on suspension actions pertaining to drunk or impaired driving pending resolution of charges will cover only the following pertinent issues of whether:

2.5.4.5.5.7.1. (Added-21SW) The law enforcement official had reasonable grounds to believe the person was driving or in actual physical control of a motor vehicle under the influence of alcohol or other drugs.

2.5.4.5.5.7.2. (Added-21SW) The person was lawfully cited or apprehended for a driving under the influence offense.

2.5.4.5.5.7.3. (Added-21SW) The person was lawfully requested to submit his or her blood, breath, or urine in order to determine the content of alcohol or other drugs, and was informed of the implied consent policy (consequences of refusal to take or complete the test).

2.5.4.5.5.7.4. (Added-21SW) The person refused to submit to the test for alcohol or other drug content of blood, breath, or urine; failed to complete the test; submitted to the test and the result was 0.08 or higher BAC, or between 0.05 and 0.08 in violation of the law of the jurisdiction in which the vehicle in being operated if the jurisdiction imposes a suspension solely on the basis of the BAC level; or showed results indicating the presence of other drugs for an

on-post apprehension or in violation of State laws for an off-post apprehension.

2.5.4.5.5.7.5. **(Added-21SW)** The testing methods were valid and reliable and the results accurately evaluated.

2.5.4.5.5.8. **(Added-21SW)** For revocation actions for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge. (Pleas of nolo contendere are considered equivalent to guilty pleas).

2.5.4.5.5.8.1. **(Added-21SW)** Revocations are effective as of the date of conviction or other findings that confirm the charges. Test refusal revocations will be in addition to any other revocation incurred during a hearing. Revocations for multiple offenses will run consecutively when taking into consideration if offenses occurred on the same occasion or different times, dates. The exception is that test refusal will be one year automatic revocation in addition to any other suspension.

2.5.4.5.5.8.2. **(Added-21SW)** The notice that revocation is automatic may be placed in the suspension letter. If it does not appear in the suspension letter, a separate letter must be sent and revocation is not effective until receipt of the written notice.

2.5.4.5.5.8.3. **(Added-21SW)** Revocations cancel any full or restricted driving privileges that may have been restored during suspension and the resolution of the charges. Requests for restoration of full driving privileges are not authorized.

2.5.4.6. **(Added-21SW)** Administrative Hearing Requests. Requests for administrative appeal/hearing are made by submitting a request in writing and indorsed by their commander (military members and dependants, or DoD employees) or their supervisor (contractors).

2.5.4.6.1. **(Added-21SW)** Requests will be submitted to 21 SFS/S5R who will work with 21 MSG representatives to establish a hearing date. 21 SFS/S5R will inform the individual of the hearing time, date, and location. 21 SFS/S5R will also coordinate with 21 SW/JA.

2.5.4.6.2. **(Added-21SW)** Failure to appear for the scheduled hearing without notification and approval by the appropriate SFS or MSG representatives may result in forfeiture of the privilege to an administrative hearing.

2.5.4.7. **(Added-21SW)** Restoration Requests. Members whose driving privileges have been suspended may request restoration of driving privileges pending investigation or resolution of the incident by submitting a written request, indorsed by their commander (military members and dependants, or DoD employees) or supervisor (contractors) to 21 SFS/S5R. 21 SW/JA will review the request for legal sufficiency and provide a recommendation to the approval authority. 21 SFS/S5R will then forward to the approval authority for final determination. The request for restoration must be received by 21 SFS/S5R no later than 10-calendar days following the date of receipt of the suspension or revocation letter.

2.5.4.8. **(Added-21SW)** Reinstatement of driving privileges shall be automatic, provided all revocations applicable have expired, proper proof of completion of remedial driving course and/or substance abuse counseling has been provided, and reinstatement requirements of individual's home state and/or the state the individual may have been suspended in, have been met.

2.5.4.9. **(Added-21SW)** A notice to suspend a PAFB-assigned individual's driving privileges for off-base offenses will be administered by 21 SFS/S5R immediately following either the notice of the arrest, receipt of documents substantiating a suspension, or upon direction of the approval authority.

2.5.4.10. **(Added-21SW)** Reinstatement of Driving Privileges. Unit commanders who wish to request reinstatement of driving privileges for personnel under their command must submit the request in writing to 21 SFS/S5R, who will forward to approval authority for consideration and disposition.

2.5.4.10.1. **(Added-21SW)** The request must contain justification for reinstatement. Once action is taken by the approval authority, the request and disposition will be forwarded to 21 SFS/S5R for required action and filing.

2.5.4.11. **(Added-21SW)** Restricted driving privileges or probation. Any individual, other than those whose privileges were suspended for intoxicated driving offenses, may request limited driving privileges. Submit written requests, indorsed by the individual's commander (military members and dependants or DoD employees) or supervisor (contractors), if applicable, for limited driving privileges through the SFS/S5R addressed to the approval authority.

2.5.4.11.1. **(Added-21SW)** Probation or restricted driving privileges will not be granted to any person whose driver license or right to operate motor vehicles is under suspension or revocation by a State, Federal, or host nation licensing authority. Prior to application for probation or restricted driving privileges, a State, Federal, or host nation driver's license or right to operate motor vehicles must be reinstated. The burden of proof for reinstatement of driving privileges lies with the person applying for probation or restricted driving privileges. Revocations for test refusals shall remain.

2.5.4.11.2. **(Added-21SW)** 21 SW/JA will review the request for legal sufficiency and provide a recommendation to the approval authority. 21 SFS/S5R will then forward to the approval authority for final determination.

2.5.4.12. **(Added-21SW)** At least once a month, SFS/S5R notifies 21 SW/SE and 21 LRS of any changes in the driving privileges of personnel concerned. Refer to AFI 91-207, *The US Air Force Traffic Safety Program*, and any applicable supplements, for more information on safety's role.

2.6. Alcohol and Drug Abuse Programs. After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after

the incident as possible to determine the level and intensity of alcohol involvement. For additional information refer to AFI 31-218(I).

2.6.1. **(Added-21SW)** 21 SFS will process alcohol and drug-related driving offenses in accordance with established instruction, guidance, and procedures.

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

3.1. General. The Installation Commander will identify requirements to operate a motor vehicle on the installation.

3.2. Motorcycles, Motor Scooters and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.6., for motorcycle training requirements.

3.3. AF Form 75, Visitor/Vehicle Pass. The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.

3.4. Handicapped Person Identification. Honor local and state-issued handicap decals, placards, signs, etc, on all Air Force installations. Upon request from a medical practitioner, Installation Commanders may authorize issue of a locally devised card or form in OCONUS or deployed locations where decals are not issued. Locally devised decals will contain an issue and expiration date and be issued and displayed per local procedures.

3.5. Vehicle Registration at non Air Force Installations. Personnel who live or work on a DoD Installation or who often use the facilities therein, may be required to register and be issued a DD Form 2220, *Vehicle Decal*, for their vehicles at those locations.

3.6. Vehicle Registration at Air Force Installations. Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

4.1.1.1. Require the use of child safety seats consistent with state, territory or host nation laws. If there is no state, territory or host nation law, all children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

4.1.1.2. All drivers and passengers on Air Force installations will wear seat belts, or in the case of infants, be properly restrained.

4.1.1.2.1. **(Added-21SW)** Restraint systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.

4.1.1.2.2. **(Added-21SW)** Restraint systems will be worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on the installation.

4.1.1.2.3. **(Added-21SW)** Restraint systems will be worn by all military Service members and Reserve Component members on active Federal Service driving or riding in a POV whether on or off the installation.

4.1.1.2.4. **(Added-21SW)** Restraint systems are required only in vehicles manufactured after model year 1966.

4.1.2. Radar Detection Devices. The use of radars or laser detection devices are prohibited on Air Force Installations.

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlights and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.4. **(Added-21SW)** 21SW Motor Vehicle Traffic Code (21SWMVTC). Refer to Attachment 2 for the 21SWMVTC.

4.1.5. **(Added-21SW)** Law Enforcement/SF Traffic Stops. When signaled, by either SF emergency equipment or hand and arm signals, the driver will pull to the shoulder or median, to completely clear the right-of-way.

4.1.5.1. **(Added-21SW)** All occupants of the vehicle will stay in the vehicle until directed otherwise by SF.

4.1.5.2. **(Added-21SW)** The driver of the vehicle must be prepared to provide a valid driver's license, vehicle registration, proof of insurance, installation access credential, and any other appropriate documentation requested.

4.1.6. **(Added-21SW)** Traffic Control Devices. All traffic control devices and signs will conform to the Manual of Uniform Traffic Control Devices (MUTCD).

4.1.6.1. **(Added-21SW)** All 21SW agencies will coordinate with the TSC before changing or altering traffic control devices and signs.

4.1.6.2. **(Added-21SW)** The DFC is not required to give prior public notice before erecting barricades to close certain roadways or redirect traffic when prior notice is not possible.

4.1.7. **(Added-21SW)** Speed Measuring Devices. Only authorized 21 SFS personnel will utilize Radar and Laser based speed-measuring devices on PAFB; no other personnel are authorized to use these devices on the installation. ***NOTE: As mentioned previously, local law enforcement personnel may assist with traffic enforcement and may utilize their agency devices to detect violators.***

4.1.7.1. **(Added-21SW)** SF members authorized to utilize speed-measuring devices must be trained by a certified instructor. The 21st Security Forces Squadron Training Section (21 SFS/S3T) is responsible for ensuring a certified instructor is available to provide the training. This training must meet training and certification requirements prescribed by the State of Colorado, if applicable. 21 SFS/S3T will maintain records of certification and training conducted.

4.1.8. **(Added-21SW)** Private Resale Lot (Lemon Lot). The private resale lot located near Outdoor Recreation and ITT, Building 640, commonly referred to as the "Lemon Lot," is intended to provide a consolidated location for PAFB personnel or other members of the community to sell their POVs to private individuals.

4.1.8.1. **(Added-21SW)** Prior to using this lot, the owner of the vehicle must obtain a permit from the PAFB Outdoor Recreation office.

4.1.8.2. **(Added-21SW)** Unauthorized vehicles parked in the private resale lot, or vehicles not without displaying the proper permit are subject to towing at the owner's expense, without prior notification.

4.2. Traffic Accident Investigation.

4.2.1. A major traffic accident is any accident involving a fatality, injury or property damage above the amount established by Installation Commanders. Installation Commanders may set differing amounts for government versus private vehicle and property damage. Monetary damage amounts for major accidents are typically \$10,000. The investigation of major

accidents should be accomplished by a trained accident investigator. MAJCOMs will determine the level of training required.

4.2.1.1. **(Added-21SW)** 21SW Accident Classification. The classification of motor vehicle accidents is made according to injuries or property damage sustained.

4.2.1.1.1. **(Added-21SW)** Severity of injury. Any injuries sustained or suspected by emergency personnel, to include 21 SFS, during a motor vehicle accident constitutes a major vehicle accident.

4.2.1.1.1.1. **(Added-21SW)** Fatal accident. A motor vehicle accident that results in fatal injuries to one or more personnel. A fatal injury is one that results in death within 12 months of the accident causing the injury.

4.2.1.1.1.2. **(Added-21SW)** Incapacitating injury. An injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities that he or she was capable of performing before the accident. Examples are severe lacerations, broken or distorted limb, skull fracture, crushed chest, internal injury, unconsciousness when taken from the accident scene, or inability to leave the accident scene without help.

4.2.1.1.1.3. **(Added-21SW)** Non-incapacitating evident injury. An injury, other than fatal and incapacitating, that is evident to any person at the scene of the accident. Examples are lump on head, abrasions, or minor lacerations.

4.2.1.1.1.4. **(Added-21SW)** Possible injury. An injury reported or claimed that is not a fatal, incapacitating, or non-incapacitating evident injury. Examples are momentary unconsciousness, claim of injuries that are not evident, limping, or complaint of pain, nausea, or hysteria.

4.2.1.1.2. **(Added-21SW)** Severity of vehicle damage.

4.2.1.1.2.1. **(Added-21SW)** Disabling damage. Any damage to a vehicle such that it cannot be driven (or towed in the case of trailers) from the scene of the accident in the usual manner by daylight after simple repairs, and without further damage or hazard to itself, other traffic elements, or the roadway. Any disabling damage caused by a motor vehicle accident that prevents the vehicle from being safely driven constitutes a major vehicle accident.

4.2.1.1.2.2. **(Added-21SW)** Functional damage. Any non-disabling damage to a vehicle that affects operation of the vehicle or its parts. Examples are doors, windows, hood, and trunk lids that will not operate properly; broken glass that obscures vision; or any damage that could prevent the motor vehicle from passing an official motor vehicle inspection.

4.2.1.1.2.3. **(Added-21SW)** Other motor vehicle damage. Any damage to a vehicle that is not disabling will be classified as a minor vehicle accident. Such damage usually affects only the load on the vehicle or the appearance of the motor vehicle. Examples are damage to hubcaps, trim, or grill; glass cracks that do not interfere with vision; dents; scratches; body punctures; or damage to load.

4.2.2. Generally, a detailed accident investigation includes, but is not limited to, an AF Form 1315, *Accident Report*, field sketch, scale diagram (if death or serious bodily harm), and accident narrative.

4.3. Traffic Accident Investigation Reports.

4.3.1. Military members report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance will capture procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. Develop and publish these notification procedures locally.

4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.3.3. Security Forces respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. S/He may delegate this authority to on-duty Security Forces supervisory personnel.

4.3.4. Record accident information in the Security Forces blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.

4.3.4.1. **(Added-21SW)** Traffic Accident Investigation Reports. 21 SFS is primarily responsible to conduct vehicle traffic accident investigations on the installation.

4.3.4.1.1. **(Added-21SW)** All major traffic accidents will be reported immediately to BDOC, at 556-4000. All minor traffic accidents will be reported, as soon as possible but no later than 24 hours after the accident. ***Exception: Cold reporting per local authorities.***

4.3.4.1.1.1. **(Added-21SW)** In the event that PAFB authorities direct, or the

Colorado Springs Police Department goes on cold reporting (severe snow conditions) status due to inclement weather, the Security Forces will use the same guidelines. Any party involved in an accident where intoxication is not suspected, no injuries or loss of life has occurred, both parties have insurance and registration, and the damage does not disable the vehicles, the parties will be required to report the accident to on-duty PAFB Security Forces within 72 hours during regular duty hours (Monday-Friday, 0730-1630).

4.3.4.1.1.2. **(Added-21SW)** Minor traffic accident investigations will be recorded as directed by the DFC.

4.3.4.1.1.3. **(Added-21SW)** Requests for information can be obtained from 21 SFS/S5R and will be released in accordance with the Privacy Act and the Freedom of Information Act.

4.3.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

4.3.5. **(21SW)** Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

4.3.5.1. **(Added-21SW)** Traffic Accident Investigation. SF is the primary response agency for all accidents on PAFB.

4.3.5.1.1. **(Added-21SW)** SF personnel must make detailed investigations of accidents involving:

4.3.5.1.1.1. **(Added-21SW)** Government vehicles or property.

4.3.5.1.1.2. **(Added-21SW)** Fatality or personal injury.

4.3.5.1.1.3. **(Added-21SW)** Disabled vehicle (cannot be safely driven) or estimated property/vehicle damage in excess of \$10,000.

4.3.5.1.2. **(Added-21SW)** Investigations of off-installation accidents involving government vehicles will be conducted in cooperation with the civilian law enforcement agency. Typically, statements will be accomplished by driver(s), witness(s), and victim(s), if applicable. A Standard Form 91, *Motor Vehicle Accident Report*, and a Standard Form 94, *Statement of Witness*, will also be accomplished. These forms will be coordinated through unit Vehicle Control Officers/NCOs and forwarded to the 21st Logistics Readiness Squadron

4.3.6. **(Added-21SW)** Accident Reporting. The driver of a vehicle involved in or witness to an accident should stop immediately, as close to the scene as possible without obstructing traffic and render first aid as necessary.

4.3.6.1. **(Added-21SW)** Individuals should render first aid measures for which they are properly trained; however, at a minimum, they will immediately seek medical assistance as needed.

4.3.6.2. **(Added-21SW)** Report the accident to the Base Defense Operations Center (BDOC) at 556-4000 and follow directions from the controller. Personnel will provide their name and unit of assignment, as well as location of the accident. Personnel will then remain on the scene, in a safe location, and wait until dismissed by responding patrols.

4.3.6.2.1. **(Added-21SW)** For major vehicle accidents, any accident involving injuries, or any accident involving damage to government property, remain at the scene until released by the incident scene commander or senior official.

4.3.6.3. **(Added-21SW)** The driver of any vehicle involved in an accident will give his/her name, address, the registration number of the vehicle he or she is driving, insurance company with policy number, and provide his/her driver's license upon request to:

4.3.6.3.1. **(Added-21SW)** Any person injured.

4.3.6.3.2. **(Added-21SW)** Any occupant of the vehicle collided with.

4.3.6.3.3. **(Added-21SW)** Any person acting for such persons.

4.3.6.4. **(Added-21SW)** The driver of a vehicle who has damaged an unattended vehicle shall:

4.3.6.4.1. **(Added-21SW)** Report the accident to SF immediately, not to exceed 24 hours following the accident.

4.3.6.4.2. **(Added-21SW)** If the accident involves personnel on duty or results in damage to government property, the scene must be secured by the first person on the scene pending arrival of SF.

4.3.6.5. **(Added-21SW)** Operators of POVs involved in traffic accidents will, if safe to do so, remove the vehicle from obstructing traffic flow.

4.3.6.5.1. **(Added-21SW)** When vehicles are rendered inoperable, BDOC will arrange to have the vehicle removed from the roadway, or the vehicle owner may obtain a tow company of their choice.

4.3.6.5.2. **(Added-21SW)** POVs involved in traffic accidents that result in serious injuries or fatalities shall be towed by a tow company to an impound lot, if requested by the on-the-scene traffic accident investigator. The vehicle may be needed for further investigation or as evidence.

4.3.6.5.3. **(Added-21SW)** Inoperable military/government vehicles involved in traffic accidents will be removed from the scene by a military/government tow company or approved contracted tow company coordinated through the appropriate 21 LRS representatives.

4.4. Parking.

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

4.4.1.1. **(Added-21SW)** See Appendix 3 for the PAFB Reserved Parking Plan.

4.4.2. Use distinctive emblems, decals, stickers, etc, to control parking space assignments and to indicate authorized use of the parking slot. MAJCOMs (or Installation Commanders if not addressed by the MAJCOM) may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank or title should be avoided due to force protection concerns.

4.4.3. Installations may create a parking wardens program to monitor and cite parking violators at their facilities.

4.4.3.1. If utilized, installations will develop a local publication to supplement/implement this instruction addressing the parking warden program. The supplement will include a requirement for individual unit commanders to delegate a minimum of one primary and alternate at the grade of E-5 or above, in writing. All monitors will issue parking tickets on the DD Form 1408, *Armed Forces Traffic Ticket*. S5R will obtain a letter with the current monitors and maintain the letter on file.

4.4.3.2. Monitors will be trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to S5R. The main difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete the citation.

4.4.3.3. **(Added-21SW) PAFB** Parking Warden Program. Units may use facility parking wardens (unit personnel) to monitor and cite parking violators, especially within off-street parking facilities. Parking wardens will be provided books of DD Forms 1408, *Armed Forces Traffic Tickets*, and will be trained by 21 SFS/S5R on the correct procedures to complete the tickets. Parking wardens will only issue citations for parking (non-moving) violations.

4.4.3.3.1. **(Added-21SW)** Unit commanders choosing to participate in the Parking Warden Program will delegate parking wardens, in writing, for participation in the Parking Warden Program. 21 SFS/S5R will obtain a letter with the current parking wardens and maintain the letter on file. The letter will specify a minimum of one E-5 or above primary and alternate.

- 4.4.3.3.2. **(Added-21SW)** All parking wardens will issue parking tickets on the DD Form 1408.
- 4.4.3.3.3. **(Added-21SW)** Parking wardens must include special instructions on the back of the pink copy directing the violator to contact the parking warden who issued the ticket. The parking warden must include how and where they can be reached by the violators so they can provide the parking warden with the necessary information to complete the citation.
- 4.4.3.3.4. **(Added-21SW)** All active duty, guard, reserve, civil service, contractor, and visitor parking violations will be cited via DD Form 1408 and forwarded not later than the next duty day to 21 SFS/S5R after completion by the parking warden.
- 4.4.3.3.5. **(Added-21SW)** 21 SFS/S5R will process the citation IAW governing instructions.
- 4.4.4. **(Added-21SW)** Refer to Attachment 3 for the PAFB Parking Plan.

4.5. Off-installation Traffic Activities. The DFC must develop procedures for the sharing and exchanging of information with civil authorities. Local procedures must cover the receiving, processing and securing of traffic and related incident reports received from other investigative agencies. Unit commanders will be notified when personnel under their authority are involved in serious off-base incidents (i.e., major accidents, DUI, hit and run, etc).

4.5. (21SW)Off-installation Traffic Activities. The DFC must develop procedures for the sharing and exchanging of information with civil authorities. Local procedures must cover the receiving, processing and securing of traffic and related incident reports received from other investigative agencies. Unit commanders will be notified when personnel under their authority are involved in serious off-base incidents (i.e., major accidents, DUI, hit and run, etc).

4.5.1. **(Added-21SW)** The DFC will, by way of Memorandum of Agreement (MOA)/Memoranda of Understanding (MOUs), or through local collaborative, coordinate with local law enforcement agencies to ensure the prompt exchange of information.

4.5.1.1. **(Added-21SW)** 21 SFS/S5R will request reports from civil authorities when PAFB-assigned personnel are involved in serious off-base incidents. Once reviewed, 21 SFS/S5R will secure and process the reports in same manner as if the incident occurred on the installation.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. Use SFMIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation. Use AF Form 1313, *Driver Record*, when SFMIS is not available. When filling out the form, use the following codes in the “accident classification” block:

5.1.1. Identify individuals who are principals in a motor vehicle accident as “Driver 1” subject or “Driver 2” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; (MJVA) major vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 5.1. Point Assessment for Moving Violations.

| Violation | Points Assessed |
|--|-----------------|
| Reference paragraph 4.1.1.1. See note #1. | 2 |
| Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2. | 3 |
| Failure to yield to pedestrians in designated walkway/crosswalk. See note #2. | 3 |
| NOTES: | |
| 1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. | |
| 2. When violation occurs within an active school zone, add 1 point to point assessment. | |
| 3. (21SW) Violations to the PAFB Parking Plan will be assessed points IAW this table. | |

Table 5.2. Point Assessment for Non-Moving Violations.

| Violation | Points Assessed |
|---|-----------------|
| Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4. | 6 |
| Improper Registration (fraudulent tags). | 4 |
| Misuse of handicap decal. See note #2. | 3 |
| Illegally parked in designated handicap area (no decal, license or placard displayed). | 3 |

| | |
|---|---|
| Unattended Vehicle (while running). | 3 |
| Abandoned Vehicle. | 3 |
| Improper Parking. See note #3. | 2 |
| Improper Registration (expired or unregistered). | 2 |
| NOTES: | |
| 1. When two or more violations are committed on a single occasion, points may be assessed for each violation. | |
| 2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead. | |
| 3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles). | |
| 4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person. | |
| 5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response. | |

5.2. Point System Procedures.

5.2.1. Distribute citation copies and process point assessments IAW AFMAN 31-201, Volume 7, *Security Forces Reports and Analysis*.

5.2.2. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in AFI 31-218(I) are accomplished.

5.3. Disposition of Driving Records. Follow AFI 33-364, *Records Disposition – Procedures and Responsibilities*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component or military and civilian retirement or when continued access to an installation is authorized. Retain or destroy according to AFI 33-364 records on civilian personnel who are terminating on-base employment.

5.4. (Added-21SW) Traffic Citations. When issued any traffic citation, military, civil service, and NAF personnel operating vehicles on PAFB will report it to the appropriate commander or first sergeant within 24 hours or the next duty day. DOD contractors will report citations to their supervisor within the same allotted time.

5.4.1. **(Added-21SW)** Family members of military sponsors receiving a citation on PAFB should immediately inform their sponsors who, in turn, will report it to their commander or first sergeant within 24 hours or the next duty day.

5.4.2. **(Added-21SW)** Civilians not otherwise addressed do not have mandatory reporting requirements.

5.5. (Added-21SW) Traffic Complaint System. Personnel operating motor vehicles on PAFB may feel the need to make a complaint about a fellow driver (i.e., unsafe actions, following too closely, speed, unsafe lane changes, etc.).

5.5.1. **(Added-21SW)** Drivers witnessing “unsafe behaviors” while operating a motor vehicle on PAFB are urged to pull over to a safe location or wait until they are at their destination to call BDOC at 719-556-4000.

5.5.2. **(Added-21SW)** Complainants will provide the following information to BDOC: make, model, license plate number/state, color of vehicle, description of driver (i.e., white male, juvenile, blond hair) location/direction of travel, and a description of violation observed.

5.5.3. **(Added-21SW)** The BDOC will obtain all pertinent information (above) from the complainant and determine if the complainant would like to file an official complaint by completing an AF Form 1168, *Statement of Witness, Suspect, or Complainant*. **NOTE: Without an official complaint, no further action may be taken.**

5.5.4. **(Added-21SW)** If an official complaint is desired, BDOC will instruct the complainant to report to an appropriate location to complete an AF Form 1168. Upon receipt of an official complaint, if possible, BDOC will dispatch a patrol to make contact with subject vehicle and temporarily detain.

5.5.5. **(Added-21SW)** The subject driver will receive a “warning” DD Form 1408 from the patrolman with the same instructions for reporting as any DD Form 1408. The subject driver should be provided the opportunity to complete an AF Form 1168.

5.5.6. **(Added-21SW)** If no rebuttal is received, the citation and all appropriate fields are entered into SFMIS. No points will be assessed. This entry serves as an official record of driving history.

5.5.7. **(Added-21SW)** If the vehicle is unable to be stopped, a check through the Colorado Crime Information System (CCIS) may reveal the name/address of the registered owner. The DD Form 1408 will identify the registered owner as the offender.

5.5.7.1. **(Added-21SW)** If the offender is identified as a military member, dependant, civil servant or government contractor, 21 SFS/S5R will dispatch the DD Form 1408 to the individual’s (or individual’s sponsor’s) commander or first sergeant.

5.5.7.2. **(Added-21SW)** If the offender is identified as a nonaffiliated civilian, 21 SFS/S5R will dispatch the DD Form 1408 through certified mail to the address of the primary owner as identified on the CCIS transmission.

5.5.7.3. **(Added-21SW)** It should be understood, drivers other than the vehicle owner could have been driving the vehicle at the time of the infraction. Ensure the citation is completed in accordance with established instructions and guidelines.

5.6. (Added-21SW) PAFB-Specific Procedures.

5.6.1. **(Added-21SW)** 21 SFS/S5R will process violations by visiting military or DoD civilians. 21 SFS/S5R will forward the DD Form 1408 and accompanying AF IMT 3545,

Incident Report, if applicable, to the law enforcement authority at the individual's base of assignment.

5.6.2. **(Added-21SW)** Commanders will establish procedures to ensure medical evaluation referrals when members of their unit, based on reasonable belief, appear to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.7. (Added-21SW) Traffic Violation Reports.

5.7.1. **(Added-21SW)** 21 SFS/S3 will forward all traffic citations, accidents reports, and incidents or complaint reports involving traffic and parking offenses to 21 SFS/S5R by the next duty day.

5.7.2. **(Added-21SW)** 21 SFS/S5R will forward traffic citations, accident reports, and incident or complaint reports involving traffic and parking offenses to the appropriate military or civilian commander for corrective action by way of administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ) or Federal law.

5.7.3. **(Added-21SW)** 21 SFS/S5R will transmit, electronically when practicable, copies of citations and incidents to the commander, through the first sergeant when appropriate, for action. The SFMIS report for command action will be digitally signed when practicable and returned by the commander 21 SFS/S5R within timelines in accordance with AFI 31-201V7. Commanders and First Sergeants may request extensions, in writing, to 21 SFS/S5R. Emails may be sent to . 21 SFS/S5R will close the file once

5.7.4. **(Added-21SW)** For moving violations which involve a formal rebuttal by the violator the unit commander may maintain an electronic copy of the citation or report until final reports of action of the rebuttal have been forwarded.

5.7.5. **(Added-21SW)** Unit commanders are responsible for forwarding, to the installation alcohol and drug abuse facility, a copy of all reports on military personnel and DoD civilian employees apprehended for intoxicated driving.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Standards for Impoundment. The on-duty SF Flight Chief, or above, will determine when the vehicle will be driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in AFI 31-218(I) are present.

6.2. Procedures for Impoundment. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the SJA and DFC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by Installation Commanders.

6.2.1. **(Added-21SW)** See Attachment 2 of this instruction for PAFB procedures for impoundment.

6.3. Disposition of Vehicles After Impoundment. Impoundment and disposition of privately owned vehicles is a high-risk process. It is imperative an installation have a detailed plan to: Ensure wide publicity of base impoundment rules; have a process to provide reasonable notice of impoundment and an opportunity to reclaim a vehicle; conduct a review of proposed disposal by appropriate base offices, to include the SJA, prior to taking action; and a process to obtain retail records of these actions in the event of litigation or high-level inquiry. Further information on impoundment can be found in AFI 31-218(I).

6.3.1. **(Added-21SW)** See Attachment 2 of this instruction for PAFB procedures for the disposition of vehicles after impoundment.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

(21SW)

CHRIS D. CRAWFORD, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C. § 2575, *Disposition of Unclaimed Property*

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DoDD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 1 December 2003

DoD 4160.21M, *Defense Material Disposition Manual*, 18 August 1997

AFPD 31-1, *Integrated Defense*, 7 July 2009

AFI 31-101, *The Integrated Defense*, 8 October 2009

AFI 31-201, *Security Forces Standards and Procedures*, 31 March 2009

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 36-810, *Substance Abuse Prevention and Control*, 22 July 1994

AFMAN, 32-1017, *DoD Transportation Engineering Program*, 17 November 2003

AFI 44-102, *Medical Care Management*, 1 May 2006

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 26 September 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 1 June 1998

AFI 91-207, *USAF Traffic Safety Program*, 22 May 2007

Forms Prescribed.

AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*, 1 December 1984

Adopted Forms.

AF Form 1313, *Driver Record*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

CVB Form 1805, *United States District Court Violation Notice*

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

BAC—Blood Alcohol Concentration

BAT—Blood Alcohol Test

BrAC—Breath Alcohol Concentration

CE—Civil Engineer

CONUS—Continental United States

DFC—Defense Force Commander

DBIDS—Defense Biometric Identification System

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Fund

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

NLD—No Liability Determined

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

P—Private

PCS—Permanent Change of Station

PD—Property Damage

PI—Personal Injury

POV—Privately Owned Vehicle

SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

S5R—Security Forces Administration and Reports

U.S.C. §—United States Code

V— —Vehicle

Attachment 1 (21SW)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 2219, *Registered Vehicle Expiration Sticker*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*

AF Form 847, *Recommendation for Change of Publication*

AFMAN 31-201V3, *Flight Operations*

AFMAN 31-201V7, *Security Forces Administration and Reports (SFAR/S5R)*

Colorado Revised Statutes

Antiterrorism (AT), 21 September 2012

Adopted Forms.

DD Form 2, *Receipt for Inmate or Detained Person*

DD Form 2708, *Receipt for Inmate or Detained Person*

DoDI 6055.04, *Traffic Safety Program*

SF 91, *Motor Vehicle Accident Report*

SF 94, *Statement of Witness*

Integrated Defense Plan 31-1

Abbreviations and Acronyms

21 SW/CC—Commander, 21st Space Wing

21 CES—21st Civil Engineer Squadron

21 CONS—21st Contracting Squadron

21 FSS—21st Force Support Squadron

21 LRS—21st Logistics Readiness Squadron

21 MSG/CC—21st Mission Support Group, Commander

21 MSG/CCE—21st Mission Support Group, Executive Assistant

21 SFS/S3—21st Security Forces Squadron, Operations and Training Flight

21 SFS/S3T—21st Security Forces Squadron, Training Section

21 SFS/S5B— 21st Security Forces Squadron, Pass and Registration Center

21 SFS/S5R—21st Security Forces Squadron, Reports and Analysis Section

CCIC—Colorado Crime Information System

CRS— Colorado Revised Statutes

CSP— Colorado State Police

CSPD—Colorado Springs Police Department

CVB—Central Violation Bureau

21 SW/JA—21 SW/JA Staff Judge Advocate

21 SW/SE—21 SW Safety

I-25—Interstate-25

IDP—Integrated Defense Plan

MFR—Memorandum for Record

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPH—miles per hour

MUTC—Military Uniform Traffic Code

MUTCD—Manual of Uniform Traffic Control Devices

PRC—Pass and Registration Center

SFST—Standardized Field Sobriety Tests

SRB—Suspension/Revocation/Debarment

TCP—Traffic Circulation Plan

TSC—Traffic Safety Committee

U.S.C. §—United States Code

VGN—Vertical Gaze and Nystagmus

vMPF—virtual Military Personnel Flight

21SW—21st Space Wing

21SW/SE—21SW Safety Office

21SWMVTC—21SW Motor Vehicle Traffic Code

Terms

Abandoned—According to Colorado Revised Statute (CRS) 18-4-512, means to leave a thing with the intention not to retain possession of or assert ownership over it. The intent need not coincide with the act of leaving. It is further defined as any vehicle found on an installation whose owner: has departed from the military, has a Permanent Change of Station (PCS), separates, or similar situations. Additionally, personnel who do not respond to traffic tickets or abandoned vehicle notices placed on the vehicle, or when SF have reasonable grounds to believe a vehicle has been abandoned, i.e., license plates or other identifying marks have been removed, or the vehicle has been damaged or is deteriorated so extensively that it has value only for junk or salvage.

Bicycles—Only those devices propelled by human power, having not more than three wheels, and upon which a person may ride having two tandem wheels either of which is more than 14 inches in diameter.

Careless Driving—Driving a motor vehicle, bicycle, electrical assisted bicycle, or low-power scooter in a careless and imprudent manner, without due regard for the width, grade, curves, corners, traffic, and use of the streets and highways and all other attendant circumstances.

Container—Any object used to hold or carry a beverage; includes but is not limited to bottles, cans, jars, flasks, pitchers, thermos, jugs, canteens, or any other formidable object used to hold a liquid substance.

Cycles—Any vehicle propelled by other than human power, including motorcycles, motor scooters, and motor-driven bicycles having a seat or saddle for use by the operator. Cycles are so constructed to use not more than three wheels, regardless of diameter, excluding a tractor, in contact with the surface traveled upon.

***Distracted Driving**—Any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing.

Emergency Vehicles—Vehicles of the 21SW Fire Department and American Medical Response (AMR) EMTs ambulances, SF vehicles, engineer equipment, to include tow-trucks/wreckers, and such other emergency vehicles. Refer to CRS 42-4-108 and CRS 42-4-213 for detailed emergency vehicle operational requirements.

Government Off Road Vehicle—Any government owned motorized vehicle designed for or capable of travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or natural terrain, that does not meet the FMVSS for operation on public roadways.

Government Owned Recreational Motor Vehicle (GORMV)—A motorized device, meeting the definition of RMV in this standard, that is owned, leased, or rented by a DoD component on an Air Force installation or property. This includes vehicles classified as OGMVC, but does not include Low-Speed Vehicles meeting the design standards of 49 CFR, Part 571, Federal Motor Vehicle Safety Standards No. 500.

Hands-free--the use of a vehicle voice-activated system or cellular phone in speaker mode or with a hands-free attachment (headset or single bud earpiece) that allows vehicle operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

License to Operate Motor Vehicles—Any official permit, license, or other document issued under the laws of any state, the District of Columbia, any territory of the United States, or by any agency of the United States Government, evidencing by possession thereof, that the bearer has qualified as an operator of a specific type vehicle within the category of motor vehicle.

Motor Vehicle Accident—An unintended event causing injury or damage, and involving one or more motor vehicles on a highway, road, or street that is publicly maintained and open for public vehicular travel.

Motorcycle— A motorcycle is defined as any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This definition includes but is not limited to motor scooters (gas and electric), mopeds, and other motorized bicycles.

Non- Standard Motorized, Non-Motorized Vehicles, Off Highways Vehicles (OHV)—Cover but are not limited to scooters, motorized scooters, sometimes known as go-peds or Mopeds, in line skates, roller blades, skateboards, Segway human transports, gators, utility vehicles, etc.

Nonmoving Violation— A violation of any traffic law, ordinance, or regulation not defined as a moving violation. Examples are violations of base registration or parking laws.

Open Container— Any alcoholic beverage, which does not have the factory or tax seal intact, or has been opened and is within the immediate reach (passenger compartment) of any occupant of the vehicle.

Operating a Motor Vehicle—Operating a motor vehicle with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, roadway or parking area and has halted in a location where the driver can safely remain stationary.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (i.e. golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

(Added-21SW) Reckless Driving --Driving a motor vehicle, bicycle, electrical assisted bicycle, or low-power scooter in such a manner as to indicate either a wanton or a willful disregard for the safety of persons or property.

Recreational Motor Vehicles (RMVs)—These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standards required for vehicle registration or roadway use in the state, territory, or host nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include, but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; non-street legal race cars, racing carts, off-road motorcycles, go-carts, motorized skateboards, snowmobiles, personal golf carts, Gators, utility carts, mini-motorcycles, dune buggies, pocket bikes, and self balancing or similar standing human transportation devices. This includes all off-road vehicles categorized by DoDI 6055.04, *Traffic Safety Program*, as Other Specialty Vehicles (OSV). Not included in this category are motorized devices that allow people with disabilities to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters, and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

Roadway—That portion, exclusive of the berms, curbs, or shoulders of every street, road, and highway, intended and constructed for vehicular travel. ***NOTE: Parking Lots are not considered roadways.***

***Stop**—When required, means complete cessation from movement.

Use of Cellular/Wireless Telephone Devices—Talking on or listening to a wireless telephone or engaging the wireless telephone for text messaging or other similar forms of manual data entry or transmission.

Unreasonable Periods—Any motor vehicle left for more than 3 days unattended or unmoved without prior arrangements with, or notification to, the SF.

Vehicle Operator—Any person while engaged in driving, operating, steering, or otherwise exercising physical control over the vehicle, whether propelled by human power or by other means. This includes persons controlling a vehicle while it is being pushed or towed, regardless of where such control is exercised.

Attachment 2 (Added-21SW)**21SW MOTOR TRAFFIC CODES**

A2.1. (Added-21SW) General. The Colorado Motor Vehicle Laws are hereby adopted for use on 21SW in conjunction with the 21SW Motor Vehicle Traffic Code (21SWMVTC). In cases where the Colorado Motor Vehicle Laws conflict with the 21SWMVTC or applicable Air Force Instructions (AFIs), the more restrictive authority will apply. In cases not covered by the 21SWMVTC or AFIs, the Colorado Motor Vehicle Laws will apply.

A2.1.1. **(Added-21SW) 21SWMVTC.** This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. The realization of this aim requires strict observance and enforcement of this code. Careless, indifferent, or irresponsible operation of motor vehicles will not be tolerated. Drivers who demonstrate by their own actions that they constitute a menace to themselves and others must be denied the privilege of operating motor vehicles on PAFB. Commanders and civilian employee supervisors should strongly consider taking action against any individual breaking these laws. Only administrative actions (reprimand, assessment of points, loss of on-installation driving privileges, or other actions) will be initiated against Service members for off-installation violations of this traffic code.

A2.1.2. **(Added-21SW) Operation of Motor Vehicles.** Any resident or nonresident whose driver's license or whose right or privilege to operate a motor vehicle in any state has been suspended or revoked, will not operate a motor vehicle on PAFB. This includes a license, permit, or registration certificate issued by any other jurisdiction and during such suspension or after such revocation operates a motor vehicle, until a new license is obtained as permitted by Colorado Law. Persons whose state license has been suspended, revoked, cancelled/denied, or restrained are required to inform their commander, or first sergeant, who in turn must notify 21SFS/S5R as soon as possible, but no later than the next duty day.

A2.1.2.1. **(Added-21SW)** Individuals who have their driving privileges suspended or revoked must return their AF Form 2293 to the 21 LRS Vehicle Operations Operator Records and Licensing section, located in Building 1229.

A2.1.3. **(Added-21SW) Operating Vehicles off Roadways or in Prohibited Areas.** POVs will not be operated on PAFB trails or other areas marked "off limits" to POVs.

A2.1.3.1. **(Added-21SW)** Privately owned vehicles will not be operated off established PAFB roadways or in any other area where prohibited.

A2.1.3.2. **(Added-21SW)** Government motor vehicles will not be operated off PAFB roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

A2.1.3.3. **(Added-21SW)** All motorists will comply with lane usage signs and arrows on pavement.

A2.1.3.3.1. **(Added-21SW)** No person shall obstruct, by violence, physical, physical obstacle, impair, hinder, the enforcement of penal law or the preservation of the peace by a peace officer, acting under the color of his/her official authority.

A2.1.3.3.1.1. **(Added-21SW)** This also pertains to other designated traffic

control personnel directing, controlling, or regulating traffic (i.e., augmentees, military personnel directing traffic during scheduled physical training, and other special events).

A2.1.3.4. **(Added-21SW)** Restraint Systems will be utilized IAW Colorado State Law.

A2.1.3.4.1. **(Added-21SW)** Restraint systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.

A2.1.3.4.2. **(Added-21SW)** Restraint systems will be worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on the installation.

A2.1.3.4.3. **(Added-21SW)** Restraint systems will be worn by all military Service members and Reserve Component members on active Federal Service driving or riding in a POV whether on or off the installation.

A2.1.3.4.4. **(Added-21SW)** Restraint systems are required only in vehicles manufactured after model year 1966.

A2.1.3.4.5. **(Added-21SW)** Infant/child restraint devices will be utilized IAW Colorado State Law or this Traffic Code, whichever is more restrictive.

A2.1.3.4.5.1. **(Added-21SW)** All children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system.

A2.1.3.4.5.2. **(Added-21SW)** Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system.

A2.1.3.4.5.3. **(Added-21SW)** Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

A2.1.3.5. **(Added-21SW)** The driver of a motor vehicle will not follow another vehicle closer than one vehicle length for every 10 mph of speed.

A2.1.3.6. **(Added-21SW)** Drivers of vehicles shall use headlights between the hours of sunset and sunrise. This also applies at any other time when persons and vehicles are not clearly discernible at a distance of 1,000 feet (i.e., periods of fog, rain, snow, etc.).

A2.1.3.7. **(Added-21SW)** Vehicles will not drive over an unprotected fire hose, unless directed by a Fire Department official.

A2.1.3.8. **(Added-21SW)** When approaching a manned entry control point, headlights will be turned off and parking lights will be used (Exception: When a vehicle is equipped with Daytime-Running-Lights). During hours of darkness or reduced visibility (i.e., conditions of fog, snow, and rainfall, etc.) headlights must be turned on.

A2.1.3.9. **(Added-21SW)** Motorcycles.

A2.1.3.9.1. **(Added-21SW)** The following, unless otherwise specified, applies to motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine.

A2.1.3.9.2. **(Added-21SW)** All military *motorcycle* operators (regardless of nationality, duty status, or operating location) must attend an approved Motorcycle Safety Foundation Course. Military operators will carry proof of training on their person when operating a motorcycle on PAFB.

A2.1.3.9.3. **(Added-21SW)** All Air Force civilian personnel who operate a *motorcycle* while on duty (regardless of operating location) must attend an approved Motorcycle Safety Foundation Course. Civilian personnel will carry proof of training on their person when operating a motorcycle in performance of official duty.

A2.1.3.9.4. **(Added-21SW)** Those military and civilian personnel who wish to ride *motorcycles* and have not attended an approved operator safety course must contact 21SW/SE for course registration information.

A2.1.3.9.5. **(Added-21SW)** 21SW-Personal Protective Equipment. The following personal protective equipment is mandatory for all persons operating or riding as a passenger on a motorcycle or other self-propelled vehicles as described in paragraph A.2.1.3.9.:

A2.1.3.9.5.1. **(Added-21SW)** Helmet. Certified to meet or exceed Department of Transportation standards and properly fastened under the chin.

A2.1.3.9.5.2. **(Added-21SW)** Goggles or Face Shields. Impact or shatter resistant goggles or glasses, or full-face shield properly attached to helmet, which meets or exceeds American National Standards Institute (ANSI) Standard Z87.1. A windshield, sunglasses, or eyeglasses alone are not proper eye protection.

A2.1.3.9.5.3. **(Added-21SW)** Clothing. Long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

A2.1.3.9.5.4. **(21SW)** DELETED

A2.1.3.9.5.5. **(Added-21SW)** Footwear. Riders will wear sturdy over-the-ankle footwear that affords protection for the feet and ankles. Durable athletic shoes that cover the ankle may be worn. Sandals, low quarter sneakers, and similar footwear are not authorized.

A2.1.3.9.6. **(Added-21SW)** Additional requirements for motorcycles and self-propelled vehicles.

A2.1.3.9.6.1. **(Added-21SW)** Headlights. Highlights will be on at all times when in operation.

A2.1.3.9.6.2. **(Added-21SW)** Rear-view mirror. A rear view mirror will be attached to each side of the handlebars.

A2.1.3.10. **(Added-21SW)** Commercial or recreational off-road vehicles are not authorized to be operated on PAFB. Government Off Road Vehicles (this includes Government Owned Recreational Motor Vehicles (GORMV) and Other Government Motor Vehicle Conveyances (OGMVC) are authorized to operate on PAFB. Areas of

operation may include operation in traffic, industrial, or pedestrian environments when deemed mission-essential and only for official purposes. In all cases, owning/operating units must also ensure they comply with requirements identified in AFI 91-207.

A2.1.3.11. **(Added-21SW)** Drivers of all government owned vehicles will not back up unless it can be done safely and without interfering with other traffic. A vehicle spotter will be used during backing operations. If a spotter is not available, the driver will check behind the vehicle for adequate clearance before backing.

A2.1.3.12. **(Added-21SW)** Bicycles. Bicyclists must ride with the flow of traffic. Refer to AFI 91-207, for more information on bicycle safety.

A2.1.3.12.1. **(Added-21SW)** Bicycles will not be ridden on sidewalks. The exceptions are bicycles with training wheels or bicycles ridden by children 10 years of age or younger.

A2.1.3.12.2. **(Added-21SW)** Bicycle operators, during the period of 1 hour before sunset to 1 hour after sunrise, or during periods of reduced visibility, will wear outer garments with highly reflective tape front and back, a reflective vest, or a reflective belt. Bicycles must be equipped with a suitable headlight and taillight and red reflector if operated during hours of darkness.

A2.1.3.12.3. **(Added-21SW)** Anyone operating a bicycle, roller blades, roller skates, skateboard, foot scooter, go-cart, etc., on PAFB must wear a helmet IAW AFI 91-207, *The US Air Force Traffic Safety Program*, and applicable supplements.

A2.1.3.12.4. **(Added-21SW)** Bicycles will not be parked in a manner that obstructs pedestrian or vehicle traffic.

A2.1.3.12.5. **(Added-21SW)** Bicycles will not be operated on PAFB roadways while snow removal operations are in progress.

A2.1.3.12.6. **(Added-21SW)** Persons using rollerblades and skateboards will follow the directives established in AFI 91-207 and applicable supplements.

A2.1.3.12.7. **(Added-21SW)** Persons riding on motorcycles, mopeds, bicycles, skateboards, scooter, or any like vehicle shall not attach themselves to another vehicle on any roadway.

A2.1.3.12.8. **(Added-21SW)** Rollerblades and skateboards will not be operated on PAFB roadways.

A2.1.3.12.9. **(Added-21SW)** See AFI 91-207, *The US Air Force Traffic Safety Program*, and applicable supplements for further restrictions on non-motorized activities.

A2.1.3.13. **(Added-21SW)** Snow and Ice Emergencies. Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations. During periods of snow and ice emergencies, 21 MSG/CC may declare "priority" road conditions. Drivers who violate a traffic control device or enter roadways which have been closed due to inclement weather and unsafe conditions are subject to a suspension of their base driving privileges.

A2.1.3.13.1. **(Added-21SW)** After determination that the PAFB road conditions are "priority" and roads are closed, it shall be unlawful for any driver to obstruct the flow of traffic due to lack of adequate traction equipment. For the purpose of this provision, snow tires, chains, or 4-wheel drive will be considered adequate equipment.

A2.1.3.13.2. **(Added-21SW)** Vehicles left abandoned during such periods may be towed by 21 SW or locally-contracted civilian tow companies at the owner's expense. In such cases, SF personnel are not required to cite vehicles or give advance notification. SF will attempt to notify the owner of this action and where the vehicle is located.

A2.1.3.14. **(Added-21SW)** Operation of Emergency Vehicles. The driver of an authorized emergency vehicle, when responding to an emergency call, or when in pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges IAW CRS 42-4-108, *Public Officers to Obey Provisions – Exceptions for Emergency Vehicles*, but subject to the conditions stated in the article. Refer to AFMAN 31-201V3, *Flight Operations*, Paragraph 5.7, *Use of Emergency Equipment*, and Paragraph 5.8, *Rules for Pursuit Driving*, for further guidance.

A2.1.3.14.1. **(Added-21SW)** The driver of an authorized emergency vehicle may:

A2.1.3.14.1.1. **(Added-21SW)** Obey established speed regulations.

A2.1.3.14.1.2. **(Added-21SW)** Obey all other traffic regulations, except when an emergency exists. In an emergency, they may:

A2.1.3.14.1.2.1. **(Added-21SW)** Park in any location.

A2.1.3.14.1.2.2. **(Added-21SW)** Disobey stop signs and make unauthorized turns, provided the vehicle is under control and does not endanger life, property, or other vehicles.

A2.1.3.14.1.2.3. **(Added-21SW)** Exceed the established speed regulations by a maximum of 15 mph when in pursuit of law violators or when responding to an alarm or extreme emergency; however, safety and extreme caution are paramount. Drive in a prudent manner and at speeds compatible with road, traffic, weather, and visibility conditions.

A2.1.3.15. **(Added-21SW)** Speed Limits. Regardless of posted speed limits or the speed limits specified in this instruction, no person will operate a motor vehicle on PAFB at a speed in excess of what is reasonable and safe for surface, weather, visibility, and existing traffic conditions. Vehicle operators will reduce speed and proceed with extreme caution while driving through congested areas, when passing troops, or when approaching children at play.

A2.1.3.15.1. **(Added-21SW)** 10 miles per hour (mph) in all parking areas with the exception of the adjoining parking lots of the following areas which have 5 mph limits : Base Chapel, Base Exchange, Commissary, ENT building, and 21 Civil Engineer Squadron.

- A2.1.3.15.2. **(Added-21SW)** 5 mph whenever passing any troop movements or formation walks/runs. Drivers will yield the right-of-way to marching troop formations, slow their vehicle to 5 mph when approaching from any direction, and when passing the formation, use extreme caution. The driver will comply with the troop formation road guard instructions and not overtake a troop formation marching in the same direction until instructed by the troop commander to pass.
- A2.1.3.15.3. **(Added-21SW)** 15 mph when approaching or exiting a gate entry.
- A2.1.3.15.4. **(Added-21SW)** Two-lane paved roads: 40 mph.
- A2.1.3.15.5. **(Added-21SW)** Paved service roads: 30 mph.
- A2.1.3.16. **(Added-21SW)** Rollerblade and skateboard operation will be limited as identified in AFI 91-207, and any applicable supplement.
- A2.1.3.17. **(Added-21SW)** Distracted driving. Vehicle operators on PAFB and operators of Government owned vehicles will not use cellular/wireless telephone devices unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Whenever possible, distractions such as eating and drinking, operating radios, and using other hand-held electronic devices such as CD players, global positioning equipment, and so on, should only be done when the vehicle is safely parked.
- A2.1.3.18. **(Added-21SW)** Drivers should alert approaching vehicles to the presence of deer and elk by flashing their headlights from low to high beams several times.
- A2.1.3.19. **(Added-21SW)** The use of radar or laser detection devices to indicate the presence of speed-recording instruments or to transmit simulated erroneous speeds is prohibited.
- A2.1.3.20. **(Added-21SW)** Pedestrians, Joggers, and Marching Troops.
- A2.1.3.20.1. **(Added-21SW)** When jogging or running on roadways at night (1 hour before sunset to 1 hour after sunrise) or in inclement weather (i.e., fog, rain, sleet, snow, etc.), personnel will wear retro-reflective clothing or devices visible from the front and back.
- A2.1.3.20.2. **(Added-21SW)** Joggers and walkers must travel single file facing oncoming traffic and will not jog or walk on roadway pavement, except to cross intersections or on designated bicycle lanes when no other options exist. Joggers and walkers must obey off-limit areas.
- A2.1.3.20.3. **(Added-21SW)** Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle on PAFB roadways is prohibited, with the exception of a hands-free telephone headset or single-bud earpiece.
- A2.1.3.20.4. **(Added-21SW)** Foot traffic on snow routes is not authorized while snow removal operations are in progress.

A2.1.3.20.5. **(Added-21SW)** No person shall solicit a ride on any PAFB roadway except at a designated pickup or drop-off point or in an emergency.

A2.1.3.20.6. **(Added-21SW)** Pedestrians will use sidewalks when available. Where no sidewalk exists, pedestrians will walk single file facing oncoming traffic and will not walk on roadway pavement (except to cross intersections) unless no other option exists.

A2.1.3.20.7. **(Added-21SW)** Troops in Formation will march on the right side of the roadway with the direction of traffic. Personnel in front and rear ranks will use fluorescent or reflective personal protective equipment or organizational clothing with sewn-on reflective tape. Road guards will be provided for safety at intersections.

A2.1.3.21. **(Added-21SW)** Major vehicle maintenance on any POV may not be performed anywhere on PAFB due to environmental spill hazards.

A2.1.3.22. **(Added-21SW)** Owners of vehicles identified or cited for not meeting the safety standards will correct the discrepancy and present evidence of correction to SF within 10 days of the citation. If the defect is satisfactorily repaired or corrected no points will be assessed against the individual's on-base driver's record. However, if the vehicle operator or owner fails to correct the discrepancy within 10 days, points will be assessed and the operator or owner will remove the vehicle from PAFB until the discrepancy is corrected. The only exception to this requirement is for vehicles taken to an appropriate repair facility for repairs. Evidence of such disposition of vehicles will be presented to SF within 10 days of citation and again when the discrepancy has been corrected. When an extension is needed, the owner of the vehicle must contact 21 SFS/S5R; extensions will be granted on a case-by-case situation.

A2.2. (Added-21SW) PAFB standards for impoundment.

A2.2.1. **(Added-21SW)** POVs should not be impounded unless the vehicles clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned.

A2.2.2. **(Added-21SW)** The impoundment of a POV would be inappropriate when reasonable alternatives to impoundment exist.

A2.2.2.1. **(Added-21SW)** Attempts should be made to locate the owner of the POV and have the vehicle removed.

A2.2.2.2. **(Added-21SW)** The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found.

A2.2.2.3. **(Added-21SW)** Another responsible person may be allowed to drive or tow the POV with permission from the owner, operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that law enforcement personnel are not responsible for safeguarding the POV.

A2.2.3. **(Added-21SW)** Impounding of POVs is justified when any of the following conditions exist:

A2.2.3.1. **(Added-21SW)** The POV is illegally parked

A2.2.3.1.1. **(Added-21SW)** On a street or bridge, in a tunnel, or is double parked, and interferes with the orderly flow of traffic.

A2.2.3.1.2. **(Added-21SW)** On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or aircraft-alert crew facility.

A2.2.3.1.3. **(Added-21SW)** When blocking an emergency exit door of any public place (installation theater, club, dining hall, hospital, and other facility).

A2.2.3.1.4. **(Added-21SW)** In a “tow-away” zone that is so marked with proper signs.

A2.2.3.1.5. **(Added-21SW)** Installation entry control points or controlled or restricted areas or their respective entry control points.

A2.2.3.2. **(Added-21SW)** The POV interferes with—

A2.2.3.2.1. **(Added-21SW)** Street cleaning or snow removal operations and attempts to contact the owner have been unsuccessful.

A2.2.3.2.2. **(Added-21SW)** Emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

A2.2.3.2.3. **(Added-21SW)** The POV has been used in a crime or contains evidence of criminal activity.

A2.2.3.2.4. **(Added-21SW)** The owner or person in charge has been apprehended and is unable or unwilling to arrange for custody or removal.

A2.2.3.2.5. **(Added-21SW)** The POV is mechanically defective and is a menace to others using the public roadways.

A2.2.3.2.6. **(Added-21SW)** The POV is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

A2.2.3.2.7. **(Added-21SW)** Law enforcement personnel reasonably believe the vehicle is abandoned.

A2.2.3.2.8. **(Added-21SW)** Installation entry control points or controlled or restricted areas or their respective entry control points.

A2.3. (Added-21SW) PAFB Procedures for impoundment.

A2.3.1. **(Added-21SW)** Unattended privately owned vehicles.

A2.3.1.1. **(Added-21SW)** The DD Form 2504 (Abandoned Vehicle Notice) will be conspicuously placed on POVs considered unattended. This action will be documented by an entry in the 21 SFS blotter.

A2.3.1.2. **(Added-21SW)** The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has

not been removed after 3 days, it will be removed by the installation towing service or the contracted wrecker service. If a contracted wrecker service is used, a DD Form 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor by 21 SFS.

A2.3.1.3. **(Added-21SW)** After the vehicle has been removed, 21 SFS or the contractor will complete the DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken.

A2.3.1.3.1. **(Added-21SW)** An inventory listing personal property will be done to protect the owner, law enforcement personnel, the contractor, and the commander.

A2.3.1.3.2. **(Added-21SW)** The contents of a closed container such as a suitcase inside the vehicle need not be inventoried. Such articles should be opened only if necessary to identify the owner of the vehicle or if the container might contain explosives or otherwise present a danger to the public. Merely listing the container and sealing it with security tape will suffice.

A2.3.1.3.3. **(Added-21SW)** Personal property must be placed in a secure area for safekeeping.

A2.3.1.4. **(Added-21SW)** The DD Form 2507 (Notice of Vehicle Impoundment) will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and to request information concerning the owner's intentions pertaining to the disposition of the vehicle.

A2.3.2. **(Added-21SW)** Stolen privately owned vehicles or vehicles involved in criminal activity.

A2.3.2.1. **(Added-21SW)** When the POV is to be held for evidentiary purposes, the vehicle should remain in the custody of PAFB until law enforcement purposes are served.

A2.3.2.2. **(Added-21SW)** Recovered stolen POVs will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

A2.3.2.3. **(Added-21SW)** A POV held on request of other authorities will be retained in the custody of the applicable PAFB until the vehicle can be released to such authorities.

A2.4. (Added-21SW) PAFB Procedures for search incident to impoundment based on criminal activity.

A2.4.1. **(Added-21SW)** Search of a POV in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

A2.4.1.1. **(Added-21SW)** The owner or operator is not present. This situation could arise during traffic and crime-related impoundments and abandoned vehicle seizures. A property search related to an investigation of criminal activity should not be conducted without search authority unless the item to be seized is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, proper search authority should be obtained before searching.

A2.4.1.2. **(Added-21SW)** The owner or operator is present. This situation can occur during either a traffic or criminal incident, or if the operator is apprehended for a crime or

serious traffic violation and sufficient probable cause exists to seize the vehicle. This situation could also arise during cases of intoxicated driving or traffic accidents in which the operator is present but incapacitated or otherwise unable to make adequate arrangements to safeguard the vehicle. If danger exists to the police or public or if there is risk of loss or destruction of evidence, an investigative type search of the vehicle may be conducted without search authority.

A2.5. (Added-21SW) PAFB Procedures for disposition of vehicles after impoundment.

A2.5.1. (Added-21SW) If a POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle must then be returned to the owner without delay unless directed otherwise by competent authority.

A2.5.2. (Added-21SW) If the vehicle is unclaimed after 120 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing DD Form 2505, the vehicle will be disposed of by one of the following procedures:

A2.5.2.1. (Added-21SW) Release to the lienholder, if known.

A2.5.2.2. (Added-21SW) Process as abandoned property in accordance with DOD 4160.21-M.

A2.5.2.2.1. (Added-21SW) Property may not be disposed of until diligent effort has been made to find the owner; or the heirs, next of kin, or legal representative of the owner.

A2.5.2.2.2. (Added-21SW) The diligent effort to find one of those mentioned in paragraph A2.5.2.2.1., above, shall begin not later than 7 days after the date on which the property comes into custody or control of the law enforcement agency.

A2.5.2.2.3. (Added-21SW) The period for which this effort is continued may not exceed 45 days.

A2.5.2.2.4. (Added-21SW) If the owner or those mentioned in paragraph A2.3.2.3., above, are determined, but not found, the property may not be disposed of until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at his or her last known address.

A2.5.2.2.5. (Added-21SW) When diligent effort to determine those mentioned above is unsuccessful, the property may be disposed of without delay, except that if it has a fair market value of more than \$500, the law enforcement official may not dispose of the property until 45 days after the date it is received at the storage point.

A2.5.3. (Added-21SW) All contracts for the disposal of abandoned vehicles must comply with 10 USC 2575.

Attachment 3 (Added-21SW)**RESERVED PARKING PLAN**

A3.1. (Added) General. Installation parking facilities (parking areas) must be managed to provide support to the mission and to encourage a safe working and living environment. 21 CES/CC (or designated representative), is the program manager for all reserved parking plans. The Installation Planning Committee (IPC), chaired by the 21 SW/CC (or designated representative) has final approval authority for all reserved parking plans.

A3.2. (Added-21SW) Policy. Spaces reserved for handicapped personnel and government vehicles are determined first from the total available. Approval authorities may assign up to 10% of the remaining number of available spaces in an area as reserved parking. Up to half (5%) of the allowable 10% may be assigned to key personnel (commanders or equivalent, first sergeants, chief enlisted managers, command chief master sergeants, etc.). The remaining 5% can be used for award winners, volunteer, customer parking, etc. Spaces reserved for handicap will be those closest to the facility followed by those for official vehicles. Facility managers are required to maintain a map of their assigned parking areas identifying the current number of reserved parking spaces. 21 CES will also maintain a current list of all approved reserved parking spaces. Special consideration should be given to bicycle, motorcycle, visitor and car pool parking.

A3.3. (Added-21SW) Procedures. Facility managers will serve as points of contact for reserved parking designations in parking lots servicing the facility. For parking lots servicing more than one facility, requests for reserved parking designations will be coordinated with appropriate facility managers.

A3.3.1. **(Added-21SW)** The requesting facility manager will submit a written request (AF Form 332, *Base Civil Engineer Work Request*) work order for reserved parking spaces to 21 CES, after coordinating the request with 21 SFS and any other affected facility manager(s). Requests will be completed as follows:

A3.3.1.1. **(Added-21SW)** Provide a map or drawing depicting the parking area, total spaces, number, and desired location of the reserved spaces, designation for each space and the name and duty phone of the facility manager submitting the request.

A3.3.1.2. **(Added-21SW)** The approval authority, 21 CES will notify the requester of the decision. The decision is final. The requester will receive the approved request back and submit the request to 21 CES to have the spaces marked.

A3.3.2. **(Added-21SW)** Signs and markings for reserved parking spaces will be in compliance with current facility excellence program requirements.

A3.3.3. **(Added-21SW)** Facility managers or special event coordinators are responsible for the placement and removal of temporary signs after coordination with 21 CES and 21 SFS.

A3.3.4. **(Added-21SW)** Requests for removal of reserved parking will follow the procedure listed above.

A3.3.5. **(Added-21SW)** Biennially (NLT 30 September, odd years), each facility manager will submit a drawing to 21 CES of the parking areas surrounding their building(s). The drawing(s) will include the location and total number of parking spaces available and the

number, location, and title of each reserved parking spot. Those facility managers who share parking areas may work together and submit a combined report.

Attachment 4 (Added-21SW)**GENERAL PARKING PLAN**

A4.1. (Added-21SW) General. The registered owner is responsible for any parking violation committed with his or her vehicle. Parking violations will be assessed against the registered owner, regardless of who parked the vehicle. It is the owner's responsibility to brief a borrower of his or her vehicle as to where the vehicle may or may not be parked. The owner is also responsible for knowing where the vehicle is parked when the keys are returned.

A4.1.1. **(Added-21SW)** Authorized parking is designated only to assigned slots or parking lots. Vehicles must display the appropriate parking pass when parked in reserved or assigned parking slots. Parking outside the established lot boundary is prohibited. Violators identified will be ticketed and may be towed.

A4.2. (Added-21SW) Motorcycle parking: is authorized in designated motorcycle parking areas or parking slots based on the procedures identified in paragraphs above. If vehicle parking slots are used, personnel riding motorcycles should share the slot as much as possible because of the

A4.3. (Added-21SW) Boats, Trailers, and Recreational Vehicles. Boats, trailers, and recreational vehicles must be registered with Outdoor Recreation (ODR) before the vehicle can be authorized for storage on PAFB. Authorized storage of these types of vehicles is restricted to areas as directed by the ODR storage facility

A4.3.1. **(Added-21SW)** Parking is prohibited for boats, boat trailers, horse trailers and utility trailers, recreation vehicles designated for sleeping, within cluster housing areas when they create a safety hazard, when they interfere with other cluster residents' parking spaces, or when the vehicle is not properly registered. Recreation vehicles may be parked in housing areas for a period of 24 hours to load, unload, or clean only.

A4.3.2. **(Added-21SW)** The 21 FSS Lodging Office may issue a temporary parking pass to lodging occupants to park their personal RV, boat, moving van, or other vehicle or trailer in the parking lot at Building 873. The pass expires upon termination of lodging occupancy, or as otherwise directed by lodging or Security Forces.

A4.3.3. **(Added-21SW)** Parking anywhere on PAFB for the purpose of camping is prohibited outside of approved camping areas, if applicable.

A4.4. (Added-21SW) No Parking Areas. When vehicles are found in a "no parking" area and appear to be abandoned, BDOC is notified. An authorized towing agency is contacted and the vehicle is placed in an impoundment area at the owner's expense. "No parking" areas are as follows:

A4.4.1. **(Added-21SW)** On any seeded or grassed area not specifically designated for parking.

A4.4.2. **(Added-21SW)** Within loading docks, in such a manner as to interfere with loading or unloading operations.

A4.4.3. **(Added-21SW)** Within 75 feet of an accident or fire equipment, which is stopped in response to an alarm.

A4.4.4. **(Added-21SW)** In any area where the vehicle exceeds the allotted parking time.

A4.5. (Added-21SW) Dormitories. Parking at the airmen dormitories on the sidewalk adjacent to entry points is permissible only for short-term unloading of vehicles. Vehicles will not be parked for longer than 20 minutes for loading and unloading.

A4.6. (21SW) Housing. Privately owned vehicles will be parked in driveways or authorized parking areas only. Where on-street parking is permitted, vehicles must be parked in authorized areas only. Do not park within 15 feet of intersections, on top of curbsides or sidewalks, where the vehicle blocks access to assigned garages, carports, or prevents emergency personnel access/operations. Do not park in front of bus stops, mailboxes, on lawns, or in common areas within housing, or within 15 feet of fire hydrants. All vehicles parked in housing on the street must be parked in the same direction as the flow of traffic. PAFB does not permit recreational vehicles, house trailers, utility trailers, campers, or boats within the housing area, except for a maximum of 24 hours while preparing them for use or storage. Residents may park these vehicles at the PAFB recreational vehicle parking area. Residents will contact 21 FSS/CC for information on the use of this parking area.

A4.6.1. **(Added-21SW)** Parking is prohibited in areas not designated by signs or painted lines. Any vehicle not parked in a designated parking area (as indicated above) will be issued a DD Form 1408, *Armed Forces Traffic Ticket*.

A4.6.2. **(Added-21SW)** Any vehicle deemed to be impeding the flow of traffic, to be parked in a hazardous manner, or judged to be a potential security risk to the area may receive a DD Form 1408 and/or be towed.

A4.7. (Added) Space-Available Travel Parking Area. The Space-Available Travel Parking Area is established in the parking lot located on the north side of the Peterson Blvd & Hamilton Ave intersection. This area is more commonly known as the parking lot for the PAFB picnic grounds. Vehicles will be parked in the first row facing Hamilton Ave.

A4.7.1. **(Added-21SW)** This parking area is for use by persons flying space available from the passenger terminal and personnel on extended temporary duty. 21 LRS will establish procedures for passengers parking their vehicles in this area and make these procedures known to passengers. Persons leaving their vehicle in this area will register with the passenger terminal prior to each departing flight from PAFB. Security Forces will make random checks of the long-term parking area. Failure to follow established procedures may result in the vehicle being towed.

A4.8. (Added-21SW) Long-Term Parking Area (POV Storage). The Long Term Parking Area is located within the LRS compound and is intended for personnel deploying 30 to 180+ days. Personnel will be aware they are entitled to storage at government expense for deployments over 90 days (AF SUP JFTR 1.7-1.7.2.1). Personnel must check in with 21 LRS/LGRGDDO personnel Monday thru Friday 0700-1600. Any vehicle parked in the Long Term Parking Area without being processed through the LGRDDO section will be identified to Security Forces as abandoned and towed at the owner's expense. Ensure that all valuables are removed from the vehicle. Personnel are required to fill out the 21 LRS Long Term Parking Pass completely and LGRDDO will instruct the owner where to park their vehicle. Keys will be retained by LGRDDO in the event the vehicle must be moved. POC's performing maintenance or periodic checks on the vehicle must check in with LGRDDO personnel. Only individuals

identified on the Long Term Parking Pass will be allowed access to the vehicle and the keys. A log will be attached listing the POC's visits, to include mileage, if the POC must take the vehicle for any type of maintenance. Any questions concerning the Long Term Parking Program may be addressed to LRS/LGRDDO, Vehicle Operations personnel at 556-4307. Personnel utilizing the long term parking program understand they are parking at their own risk and assume all liability.

A4.9. (Added-21SW) Cost. Violators are responsible for all costs of towing, storage, and impounding of vehicles for other than evidentiary reasons.

Attachment 5 (Added-21SW)**ADMINISTRATION OF CITATION REBUTTALS (THIS PROCEDURES FOR ADMINISTRATIVE APPEAL OF MOVING AND NONMOVING TRAFFIC CITATIONS)**

A5.1. (Added-21SW) Military, Dependants, DoD Civilians and DoD Contractors. Violators wishing to rebut their citation(s) must express their intent to rebut to 21 SFS/S5R within 5 duty days of receiving the citation. 21 SFS/S5R is located at Bldg 350, Ste 1253. Rebuttals are submitted via written memorandum and must be endorsed by the member's (or their sponsor's) commander.

A5.1.1. **(Added-21SW)** Either the member receiving the citation, or the first sergeant or commander will return the citation and the rebuttal memorandum with commander's endorsement to 21 SFS/S5R for further processing. This must be received by 21 SFS/S5R within 14 days of receipt of the ticket.

A5.1.2. **(Added-21SW)** 21 SFS/S5R will review the rebuttal and citation. Should 21 SFS/S5R concur with the citation, they will document this on the routing document and forward to 21 SW/JA for a review for legal sufficiency. 21 SW/JA will provide a review for the approval authority within 7 days from their receipt of the package.

A5.1.3. **(Added-21SW)** 21 SFS/S5R will route the rebuttal package to the approval authority for disposition of the citation.

A5.1.4. **(Added-21SW)** The approval authority will return the rebuttal package, with proper annotation of their decision for disposition, to 21 SFS/S5R.

A5.1.5. **(Added-21SW)** 21 SFS/S5R will notify the individual of the final outcome in writing.

A5.2. (Added-21SW) Timeliness of Rebuttals. Traffic citations for which the rebuttal is not received within 14 days of issuing of the citation are final and not reviewable at any subsequent suspension or revocation of driving privileges proceedings. Traffic citations for which the rebuttal was denied are also final and not reviewable in subsequent proceedings.

A5.2.1. **(Added-21SW)** Exception. Rebuttals of traffic citations received later than 14 days after the offense are permitted only if the violator demonstrates that he or she did not receive notice of the citation. In cases wherein the violator did not receive prior notice of the citation, he or she must submit their rebuttal within 14 days after they receive notice.

A5.3. (Added-21SW) Nonaffiliated Civilians. Nonaffiliated civilians (including non-DoD Contractors) wishing to rebut citations will be permitted to submit their rebuttal via memorandum without a commander endorsement. Non-DoD Contractors, however, must obtain endorsement from their supervisor.

Table A5.1. (21SW) Code Numbers for DD Form 1408, Armed Forces Traffic Ticket

| Code # | Long Title |
|---------------|--|
| A5-1a | Failure to Exhibit Proof of Current/Valid Vehicle Registration on Demand |
| A5-1b | Expired Vehicle License Plates |
| A5-1c | License Plates Not Attached in Front and Rear of Vehicle |
| A5-1d | Failure to Exhibit Proof of Current/Valid Vehicle Insurance on Demand |
| A5-1e | Failure to Exhibit a Current/Valid Driver's License on Demand (expired or not on hand) |
| A5-1f | Driver's License Required (Suspended/Revoked/Not Issued) |
| A5-1g | Unlawful Use of Driver's License (Violation of License Restrictions/Classifications) |
| A5-2a | Permitting Unauthorized Person to Operate a Motor Vehicle |
| A5-2b | Operating an Unsafe Vehicle |
| A5-2c | Vehicle Not Meeting Safety Standards (Non-moving violation) |
| A5-2d | Operating a Vehicle While Using Headphones/Earphones (Motorcycle Helmet Intercom System Between Operator and Passenger is Permitted) |
| A5-2e | Operating a Vehicle While Using a Mobile Telephone |
| A5-2f | Operating a Vehicle with an Obstructed View, Interference With Driver, or Driving in a Mechanism-Hazardous Situation |
| A5-3a | Failure to Maintain a Safe Following Distance |
| A5-3b | Careless Driving |
| A5-3c | Reckless Driving |
| A5-3d | Operating a Vehicle While Impaired, Under the Influence, or Intoxicated |
| *A5-3e | Operating a Motor Vehicle While Distracted |
| A5-4b | Excessive Speed |
| A5-4c | Participating in Speed Contests |
| A5-4d | Aggressive Driving (or other violations involving driver behavior) |
| A5-5a | Operating a Vehicle Without Headlights |
| A5-5b | Failure to Dim Headlights |
| A5-6a | Driving on Wrong Side of Road |
| A5-6b | Driving the Wrong Direction on a One-Way Road |
| A5-7 | Impeding the Flow of Traffic (stopping in a designated traffic lane or driving too slow) |
| A5-8a | Improper Passing with Oncoming Vehicles |
| A5-8b | Improper Overtaking on the Right |
| A5-8c | Improper Overtaking on the Left |
| A5-8d | Improper Overtaking of a Snow Removal or Maintenance Vehicle/Equipment |
| A5-9a | Unauthorized Following of an Emergency Response Vehicle |
| A5-9b | Driving Over an Unprotected Fire Hose |
| A5-10 | Operating an Off-street Vehicle on PAFB |
| A5-11a | Eluding or Attempting to Elude a Police Officer |
| A5-11b | Failure to Obey a Police Officer's Order or Direction |
| A5-11c | Failure to Obey the Order or Direction of Authorized Traffic Control Personnel |

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| A5-12 | Driving Over or Around a Physical Barrier |
| A5-13a | Improper Turning Movements & Required Signals |
| A5-13b | Improper Lane Usage or Improper Lane Change |
| A5-13c | Turning with Incorrect Turn Signal |
| A5-13d | Failure to Use Proper Signal Device |
| A5-13e | Improper Two-way Left-hand Turn |
| A5-13f | Improper Right-hand Turn |
| A5-13g | Improper Left-hand Turn |
| A5-14a | Failure to Obey Official Traffic Control Devices |
| A5-14b | Failure to Obey Control Sign Legend (Red, Yellow, Green) |
| A5-14c | Failure to Obey Flashing Signals |
| A5-15a | Failure to Yield the Right-of-Way to Pedestrians in Crosswalk |
| A5-15b | Failure to Stop for School Bus, School Crossing Signal, or School Crossing Guard |
| A5-15c | Failure to Stop or Yield |
| A5-16 | Failure to Obey the Rules of a Malfunctioning Traffic Signal |
| A5-17a | Failure to Yield Right-of-Way to a Vehicle While Approaching or Entering an Intersection |
| A5-17b | Failure to Yield Right-of-Way to a Vehicle While Entering a Highway |
| A5-17c | Failure to Yield the Right-of-Way to a Vehicle While Entering From an Alley, Driveway, or Building |
| A5-18a | Parking a Vehicle on a Paved Road |
| A5-18b | Improper Parking a Vehicle on Curb or Roadway Edge |
| A5-18c | Improper Parking or Parking in a Prohibited Area |
| *A5-18d | Improper/Illegal Parking in Designated Handicap Area (No decal, license or placard displayed) |
| A5-20 | Improper Backing Technique |
| A5-21 | Improper Towing Procedures |
| A5-22a | Improper or Unsafe Riding of a Bicycle |
| A5-22b | Improper or Unsafe Roller-skating/Roller-blading/Skateboarding (or scooter riding) |
| A5-23a | Failure to Use a Seatbelt |
| A5-23b | Failure to Properly Use a Child/Infant Restraint Device |
| A5-24 | Leaving a Child/Infant Unattended in a Motor Vehicle |
| A5-25a | Failure to Exhibit Valid Motorcycle Safety Course Certification On Demand (while operating) |
| A5-25b | Failure to Use Proper Motorcycle Safety Equipment |
| A5-25c | Improper or Absent Motorcycle Rear View Mirror |
| A5-25d | Clinging to Another Vehicle from a Motorcycle |
| A5-25e | Failure to Meet Minimum Standards of a Motorcycle, Moped, or Motor-driven Cycle |
| A5-25f | Operating a Motorcycle on Roadways Lined for Non-motorized Traffic |
| A5-26a | Leaving a Motor Vehicle Unattended Without First Turning of the Vehicle Engine |
| A5-26b | Locking the Ignition and Removing the Key While the Vehicle is on Any Perceptible Grade Without Setting the Vehicle Parking Brake and Turning the Front Wheels Towards the Curb or Roadway Edge |
| A5-27 | Conducting Maintenance of a Vehicle in a Parking Lot, on a Road, or in a Housing |

| | Area |
|-------|---|
| A5-28 | Not Adhering to Proper Fueling Procedures. Always shut off the vehicle engine prior to fueling. While fueling (or while in the fueling area), it is prohibited to smoke, use mobile phones (or any electronic communication devices), enter/exit the vehicle, or use open flames. Only dispense fuel in approved containers and set the containers on the ground to prevent static electricity, fire, or explosion. |
| A5-29 | Prohibited Use of a Radar or Laser Detection Device |