

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934th AIRLIFT WING INSTRUCTION
31-204**



2 OCTOBER 2015

Security

**MOTOR VEHICLE TRAFFIC
SUPERVISION**

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This instruction implements AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on the Minneapolis-St. Paul Air Reserve Station (MSP ARS). This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a vehicle and administration of driver performance. It establishes a traffic point system and stipulates the posting of collateral or appearances before a United States Magistrate for certain motor vehicle violations. In accordance with the Federal Assimilative Crimes Act (18 U.S.C. § 13) all traffic laws of the State of Minnesota are enforceable unless otherwise stated. This instruction pertains to all personnel operating a vehicle on the MSP ARS and areas under its jurisdictional control. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

1.	Responsibilities.....	2
2.	Driving Privileges.	2
3.	Traffic Supervision.	4
4.	Traffic Ticket Processing.....	9
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		12
Attachment 2— DRIVING VIOLATIONS - REVOCATIONS/SUSPENSIONS		14
Attachment 3— DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM		16
Attachment 4— 934 AW OVERNIGHT/LONG TERM PARKING		22

1. Responsibilities.

1.1. Installation Commander (934 AW/CC). Establishes and manages the local installation traffic supervision program. Has broad authority to regulate the movement of traffic and personnel and has the authority to suspend and revoke driving privileges for personnel working on or needing access to the Minneapolis-St. Paul ARS.

1.2. Security Forces Commander (934 SFS/CC). Is the installation commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. Directs, regulates and enforces installation rules pertaining to traffic control. Assists the Wing Safety Office and Base Civil Engineer by performing traffic control studies to gather information on traffic problems and use patterns. The following personnel are designated as authorized representatives of the 934 SFS/CC.

1.2.1. Military and civilian personnel of the 934th Security Forces Squadron.

1.2.2. Augmentee personnel, from any other branch of the Armed Services, in a duty status and performing those duties under the supervision of the 934 SFS/CC.

1.3. Security Forces Police Services (934 SFS/S3L). Is the focal point for administrative processing, coordinating and record keeping for traffic citations, reports, suspension, revocation and debarment actions.

1.4. Base Civil Engineer. Prepares, coordinates and monitors the traffic circulation and parking program. Provides maintenance of streets and sidewalks. Coordinate all traffic control signs with the Traffic Safety Coordination Group (TSCG).

1.5. Unit Commanders. Ensures assigned personnel know the requirements of this instruction and take action upon notification of violations of this instruction. Include and promote safe driving practices through the unit safety program.

2. Driving Privileges.

2.1. Driving a government owned vehicle (GOV) or Privately Owned Vehicle (POV) on the Minneapolis-St. Paul Air Reserve Station (MSP ARS) is a privilege granted by the installation commander. If you accept that privilege, you must comply with the laws and

instructions governing motor vehicle operation on the installation. Anyone operating a motor vehicle on the MSP ARS must produce, upon request from security forces, the following:

2.1.1. Valid state driver's license.

2.1.1.1. An International Driving Permit is not a driver's license. It only verifies and individual has a driver's license in their home country. The home country/foreign driver's license, not the International Driving Permit, allows a person to legally drive in Minnesota for 60 days after arrival before they need to obtain a Minnesota driver's license.

2.1.2. Current state vehicle registration displayed.

2.1.3. Proof of current vehicle insurance.

2.1.3.1. The Minnesota No-Fault Automobile Insurance Act requires residents and nonresidents, when driving in the state, to maintain basic economic loss benefits and liability coverage (Personal Injury Protection) on vehicles they own.

2.2. Vehicle Registration. Personnel who possess appropriate credentials to access the MSP ARS do not require a DD Form 2220, *Vehicle Decal*.

2.3. Implied Consent to Blood, Breath or Urinalysis Testing. Persons who drive on the installation shall be deemed to have given consent to evidential tests for alcohol or other drug content of their blood, breath or urine. Failure to do so will result in a revocation of driving privileges for a minimum of 12 months. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense while driving or in physical control of a motor vehicle on MSP ARS.

2.4. Implied Consent to Impoundment. Persons who drive on the installation shall be deemed to have given consent for the removal and temporary impoundment of their POV when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Persons further agree to reimburse any agency or contractor for the cost of towing and storage should their motor vehicle be removed or impounded.

2.5. Suspension of Driving Privileges. The 934 AW/CC or designee may for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation. The suspension or revocation of installation driving privileges for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this instruction. All suspensions/revocations will be administered IAW AFI 31-218(I). If multiple suspensions/revocations are required, they will run consecutively.

2.5.1. Government Driving Privileges. IAW AFI 24-301, *Vehicle Operations*, government driving privileges will be suspended when an individual's authority to drive civilian vehicles on base is suspended. All government driving privilege suspensions will be administered IAW AFI 24-301.

2.5.1.1. Requests to allow operation of a government vehicle, during a period of suspension or revocation must be justified in writing by the unit commander to the 934 AW/CC through 934 SFS/S3L.

2.5.2. Restricted Driving Privileges. Restricted driving privileges may be granted to individuals who incur substantial hardship as a result of a revocation of driving privileges. Personnel requesting restricted driving privileges must request so in writing, endorsed by their unit commander. Forward requests to the 934 AW/CC, or designee, through 934 SFS/S3L.

2.5.3. Appeals: Any appeal for decision in this instruction will be in writing to the 934 AW/CC, or designee, through 934 SFS/S3L within 14 calendar days of notification. Appeals to driving suspensions will remain in effect until the appeal process has been completed.

2.5.4. Extensions of Suspensions and Revocations. Driving in violation of a suspension or revocation imposed under this instruction will result in the original period of suspension or revocation being increased by 2 years.

3. Traffic Supervision.

3.1. Parking.

3.1.1. General purpose parking. Unless otherwise marked, general purpose parking spaces are those designated by painted hash marks, stripes or on authorized streets. Street parking is authorized on the north and south sides of Military Highway, east of Kittyhawk Avenue. (See para 3.1.2.) Parking is prohibited on all other streets.

3.1.1.1. Use of Other Services Parking Lots. Daily use during duty hours is authorized. Long-term parking is only authorized after coordination with the service responsible for the parking area. Unauthorized vehicles may be cited and towed at the owner's expense.

3.1.2. Winter parking. To facilitate snow and ice removal, street parking will be prohibited 1 November through 15 April to allow snowplows access to clear roads and sidewalks. EXCEPTION: Street parking will be allowed during scheduled Unit Training Assemblies (UTA) weekends. Signs will be used to alert drivers when snow removal operations are occurring. Drivers will not park on designated streets until the signs have been removed. For further details regarding snow and ice control operations, refer to the 934 AW Snow and Ice Control Plan.

3.1.3. Overnight Parking. Overnight parking is limited to 934 AW personnel on duty and registered lodging guests. Personnel on duty are authorized to park in any legal parking space as described in [paragraph 3.1.1](#) and [3.1.2](#). Registered guests of the North Country Lodge are authorized to park overnight in all adjacent parking lots and the parking lot west of Bldg 760.

3.1.3.1. Private Rental Vehicles/Trailers. Due to force protection concerns "U-Haul" type rental vehicles/trailers will not be parked next to any facility. Lodging guests must temporarily park these type vehicles in the parking lot west of Bldg 760.

3.1.3.2. Vehicle and Equipment Storage. Privately owned vehicles and equipment such as trailers, watercraft, and recreational vehicles will not be stored on the installation. Short-term exceptions to policy will be handled on a case-by-case basis. Members with a valid reason will route requests through their group commander for

approval by the 934 AW/CC. Approved vehicles and equipment will be parked in the long-term lot east of Bldg 807 and be otherwise authorized on base IAW **para 2.1**.

3.1.4. Individual Reserved Parking. Spaces are marked with a numbered reserved parking sign. Total number of reserved parking spaces will be limited to three percent of the total number of parking spaces on the installation. Personnel assigned a reserved parking space may park long-term in their space without registering with Security Forces. Individuals are encouraged to leave a vehicle key with their unit or provide a local point of contact who can move the vehicle if required.

3.1.4.1. Requests for reserved parking are made by submitting an AF Form 332, *Base Civil Engineer Work Request*, through the Base Civil Engineer for approval by the 934 AW/CC.

3.1.5. Special Event Parking. Units may temporarily block parking spaces, under their control, for unit level special events. Units will coordinate with 934 SFS/S3A prior to the event. Security Forces will not provide cones; units should request traffic cones from CE/Roads & Grounds or Outdoor Recreation. Security Forces will block/reserve parking spaces for wing level events/VIPs.

3.1.6. Long-term Parking. Limited to assigned 934 AW personnel and individuals using "Space-A" travel. Other special events/circumstances requiring long-term parking must be approved by the 934 SFS/CC or S3. All vehicles parked long-term must be registered with Security Forces and parked in a designated long-term parking lot. Unauthorized vehicles may be cited and towed at the owner's expense. Users of long-term parking do so at their own risk. The 934 AW will not be liable or responsible for any damage to vehicles while parked long-term.

3.1.6.1. Individuals may register their vehicle by telephoning the Base Defense Operations Center (BDOC) at 612-713-1102 (24-hrs). Individuals are encouraged to leave a vehicle key with their unit or provide a local point of contact who can move the vehicle if required. See Attachment 4 for long term parking areas.

3.1.6.2. Large groups or deployments requiring long-term parking will contact Security Forces no later than three duty days prior to the event to coordinate parking needs. The unit First Sergeant, or designee, will obtain a *Long-term Parking Log* from the BDOC controller. Fully completed and legible logs will be returned to the BDOC no later than 24 hours prior to the scheduled departure. Incomplete or illegible logs will be returned to the unit for correction.

3.1.6.3. Aircrew short-term parking. Aircrew personnel flying missions expected to last less than 72 hours may park in the designated parking area without registering with Security Forces. See Attachment 4 for aircrew parking areas.

3.1.7. No person driving or in charge of a vehicle shall leave it unattended without first stopping the engine and removing the key from the ignition. When parked on an incline, turn the front wheels to the curb or side of the roadway. Government vehicles that do not have an ignition key will be parked in a secure area to be kept under observation at all times.

3.1.8. Anti-Idling. No person shall allow a motor vehicle to idle for more than three (3) consecutive minutes in any one-hour period. Exemptions are authorized under the following conditions:

3.1.8.1. Security Forces and other government vehicles idling to maintain accessories necessary to accomplish its mission.

3.1.8.2. The ambient outside air temperature is less than zero (0) degrees or more than ninety (90) degrees Fahrenheit, in which case no person shall allow a motor vehicle to idle for more than fifteen (15) consecutive minutes in any one-hour period

3.1.9. Any vehicle stopped or parked for a period in excess of 72 hours, without authorization or deemed to present a potential threat, safety risk or public nuisance may be identified as abandoned and/or impounded by order of the installation commander.

3.1.10. Vehicle Immobilization. The “Denver Boot” device will be used by Security Forces as an additional technique to assist in the enforcement of parking violations when other less restrictive means of enforcement have failed.

3.1.10.1. The device may be used under the following conditions:

3.1.10.1.1. Unsafe vehicles or when the registered owner is unknown.

3.1.10.1.2. Vehicles involved in criminal activity.

3.1.10.1.3. Repeat offenders of parking violations outlined in this instruction. (Three or more parking violations within 6 months)

3.1.10.1.4. At the discretion of the on-duty SF Shift Supervisor, on a case-by-case basis.

3.1.10.2. Immobilized vehicles will have an “Immobilization Notice” placed on the vehicles windshield and/or driver’s door window. The notice will contain information on how to have the device removed by Security Forces. **DO NOT ATTEMPT TO MOVE AN IMMOBILIZED VEHICLE.**

3.1.11. Vehicle Maintenance and Leaking Vehicles. Due to environmental concerns maintenance, including washing, of privately owned vehicles is not allowed on base. Bldg 837, Vehicle Wash Rack, is the only authorized area to wash government owned vehicles. Vehicles excessively leaking POL products or deemed a hazard will be removed from the base until the problem is corrected.

3.2. Speed Limits.

3.2.1. Speed limits on base are RADAR/LIDAR enforced. Unless otherwise posted by sign, the speed limits for this installation are:

3.2.1.1. Roadways - 25 mph

3.2.1.2. Flight line - 10 mph

3.2.1.3. Parking Lots - 10 mph.

3.2.1.4. Passing troop formations or individuals conducting physical training - 10 mph

3.2.2. The use of time-distance speed checks is authorized anywhere on this base. All security force vehicles used for speed checks have had their speedometers calibrated. RADAR/LIDAR devices are calibrated and have an authorized frequency.

3.2.3. Excessive Speed Violation Notification. A violator's group commander will be notified of speed violations in excess of 20 mph of the posted speed limit. The group commander and installation commander will be notified of violations in excess of 25 mph of the posted speed limit.

3.2.4. The use of RADAR/LIDAR detection devices is prohibited on the installation. Detection devices must be removed and stored out of view prior to entering the MSP ARS and its properties.

3.3. Motor Vehicle Accidents.

3.3.1. Security Forces will be notified of all on-base vehicle accidents. Personnel involved in an accident must remain at the scene and should not move their vehicle unless told to do so by Security Forces or the vehicle presents a hazard to traffic.

3.3.2. Major accident. Any accident involving a fatality, injury, a POV is inoperable as a result of an accident or property damage exceeding \$3,000 for a GOV and \$10,000 for a POV.

3.3.2.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

3.3.2.1.1. Any condition requiring medical attention.

3.3.2.1.2. Complaint or report of pain or injury regardless if medical attention is sought.

3.3.2.1.3. Any visible injury. This includes bruises, contusions, cuts, scrapes or any other visible damage to the body.

3.3.3. Minor accident. A POV accident with less than \$10,000 in vehicle damage where the vehicle can be safely driven from the scene, under its own power and no personal injury is reported.

3.3.4. Every driver involved in an accident involving \$1,000 or more in property damage or injury or death must complete a *Minnesota Motor Vehicle Accident Report* (PS 32001-08) and send it to Driver and Vehicle Services within 10 days. Security Forces will provide the form or an electronic version is available at www.mndriveinfo.org under "Report an Accident".

3.3.5. Government Owned Vehicle accidents. All accidents, on or off-base, involving government owned vehicles, including commercial rental/lease and GSA vehicles will be reported to Security Forces. The operator will initiate a Standard Form (SF) 91, *Motor Vehicle Accident Report*, for both on and off base accidents. A DD Form 518, *Accident Identification Card*, will be completed when the accident involves a privately owned vehicle.

3.3.5.1. SF 91 is completed by the vehicle operator and the operator's supervisor and forwarded to Security Forces for completion of sections XI thru XIII. The completed form is forwarded to vehicle maintenance with the vehicle.

3.3.5.2. An operator surrenders their AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card* with the SF 91 to the Vehicle Control Officer/ Vehicle Control Noncommissioned Officer (VCO/VCNCO) after the accident. Unit commanders may reinstate the license at their discretion.

3.3.6. Other Government Motor Vehicle Conveyances (OGMVC). Self-propelled assets providing a basic transportation capability (e.g., golf carts, all-terrain vehicles (ATV), quad-runners, etc.) are considered equipment and not reportable as vehicle accidents. Equipment items are reportable as Damage to Government Property.

3.4. Specialty/Off-Road Vehicles.

3.4.1. Motorcycles, Motor Scooters and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, for motorcycle training requirements and operation of motorcycles, motor scooters and mopeds on the installation.

3.4.2. Government owned ATVs are authorized to be driven on installation property, including roads, for the purpose of military training and operations. Riders must have completed the ATV rider-course and wear required safety equipment. Except where prohibited during military mission, the headlights will be turned on at all times.

3.4.3. Snowmobiles. Operation of snowmobiles on base is prohibited.

3.5. Pedestrians and Bicycles.

3.5.1. Pedestrians. When available pedestrians will use paths or sidewalks along roadways, or walk facing oncoming traffic when paths or sidewalks are not available. Individuals are encouraged to wear reflective outer garments during periods of darkness or reduced visibility. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or at an intersection with no marked crosswalk shall yield the right-of-way to vehicles.

3.5.1.1. Use of non-powered scooters, skateboards, roller skates, in-line skates, and other similar equipment is prohibited.

3.5.2. Bicycles. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation) bicycle helmet. During hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material. In addition, bicycles will be equipped with a white front light (not a reflector) visible for 500 feet and red rear reflector or light clearly visible from the rear of the bicycle from a distance of 300 feet.

3.5.2.1. Unit-owned bicycles/tricycles may be used on the aircraft parking ramp in the performance of assigned duties provided the operator has an AF Form 483, *Certificate of Competency*. Night operation requires an operational headlamp and reflectors. Reflectors must be visible in all directions.

3.5.3. Listening Devices. Use of portable headphones, earphones, cellular phones or other listening and entertainment devices (other than hearing aids) while walking, jogging, running and bicycling on roadways is prohibited. Exception: Headphones and earphones are authorized on the designated running track but only when the track is closed to vehicle traffic.

3.6. Distracted Driving.

3.6.1. The use of any listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle driver/passenger intercom devices while operating a motor vehicle impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and outside noises in general. The potential of a mishap occurring is increased when a driver is distracted by activities such as hand-held and hands-free cell phones, eating, drinking, and operating entertainment systems and global positional systems.

3.6.2. DoD personnel operating a GOV on or off installations or anyone operating a POV on the installation will not use a wireless communications device to talk, compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic unless they are using a hands-free device.

3.6.2.1. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a World Wide Web page.

3.6.2.2. Drivers are encouraged to safely park vehicles prior to completing tasks that distract attention from safely operating a motor vehicle.

3.6.3. Accessory equipment should be mounted in a manner that does not interfere with the driver's line of sight.

3.6.4. Exceptions. This section does not apply if a wireless communications device is used to obtaining emergency assistance or is used by an authorized emergency vehicle while in the performance of official duties.

3.7. Restraint Systems.

3.7.1. All personnel operating or riding in any motor vehicle on base will wear seat belts. The senior ranking occupant shall ensure enforcement. For civilian employees, if the senior occupant cannot be ascertained, the driver is responsible for enforcement.

3.7.2. Children who are both under the age of eight and shorter than four feet nine inches must be properly fastened in a child passenger restraint system. Infants under one year old and less than 20 lbs. must be in rear-facing safety seats. A "child passenger restraint system" means any device that meets the standards of the United States Department of Transportation; is designed to restrain, seat, or position children; and includes a booster seat.

4. Traffic Ticket Processing.

4.1. There are two types of tickets issued on the Minneapolis-St. Paul ARS. The DD Form 1408, *Armed Forces Traffic Ticket* and United States District Court Violation Notice.

4.1.1. DoD Personnel and Vehicles: Individuals with a valid DoD issued identification card may be issued a DD Form 1408. DoD personnel may be issued a United States District Court Violation Notice based on the severity of the violation or status of the individual, however, prior approval by the 934 SFS/CC or 934 MSG/CC is required.

4.1.2. Non-DoD Personnel and Vehicles: Individuals without a military affiliation or when affiliation cannot be determined may be issued a United States District Court Violation Notice.

4.2. When a DD Form 1408 is issued and the violator is not present, blocks 1-7 are intentionally left blank to protect the violator's Personally Identifiable Information (PII). Immediately upon receipt, the violator must report to the Base Defense Operations Center/Bldg 709 to complete the ticket.

4.3. Processing Procedures. All tickets are processed IAW AFI 31-120, *Security Forces Systems and Administration*.

4.3.1. When a DD Form 1408 is issued, the pink copy will be given to the violator, the white and yellow copies will be sent to 934 SFS/S3L for processing. The violator is instructed to report to their commander (civilian equivalent) within 24 hours or the next duty day.

4.3.2. Rebuttals. Individuals may rebut a citation by reporting to 934 SFS/S3L within 5 duty days. If the violator does not submit a rebuttal request, it will be assumed they do not wish to rebut the citation. In all cases the violator will notify their Commander (civilian equivalent) or First Sergeant of the offense within 24 hours or next duty day.

4.3.3. After 5 duty days 934 SFS/S3L will enter the ticket into the Security Forces Management Information System (SFMIS) and assign it a case number. The ticket will be forwarded to the appropriate commander with a suspense date for action.

4.3.4. The individual's unit commander determines if the individual is guilty or not guilty of the offense and completes the back of the ticket insuring the appropriate blocks are checked and the finding is circled. The back of the ticket is a report of command action and must be returned to 934 SFS/S3L.

4.3.5. Fix-It-Tickets: Each violation must be written on a separate DD Form 1408. When issued fix-it-ticket the individual has 72 hours to fix the infraction and bring proof of the fix and the pink copy of the citation to the BDOC. Security Forces will verify the fix and void the ticket. Administrative corrections (i.e. proof of insurance) may be faxed to the 934 SFS/S3L at 612-713-1036 if the individual resides outside the local area. If the infraction cannot be corrected within 72 hours the operator will coordinate with 934 SFS/S3L. If the individual fails to show proof that the infraction was fixed, the citation will be forwarded to 934 SFS/S3L for processing.

4.4. When a United States District Court Violation Notice is issued, the pink copy will be given to the violator, the white and yellow copies will be sent to 934 SFS/S3L for processing.

4.4.1. Traffic violations for which a United States District Court Violation Notice are issued require the individual to either post collateral to the U.S. Clerk of District Court in the amount indicated for the offense or appear before a United States Magistrate.

4.5. Traffic violators may be issued a DD Form 1408 as a warning citation. A record of the warning citation will be maintained in SFMIS or on file with 934 SFS/S3L, Police Services.

4.6. When a military member who has accumulated points is transferred to another installation, an AF Form 1313 will be forwarded to their new duty station.

4.7. Retirees. A Memorandum for Record will be sent to the individual from the 934 SFS/CC through 934 SFS/S3L explaining the traffic point system and points assessed.

TODD J. MCCUBBIN, Colonel, USAFR
Commander

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

934 AW *Snow and Ice Plan*

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 31-120, *Security Forces Systems and Administration*, 1 April 2015

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 15 July 2011

AFI 91-207, *Air Force Traffic Safety Program*, 12 September 2013

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

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

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1313, *Driver's Record*

AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

DD Form 518, *Accident Identification Card*

DD Form 1408, *Armed Forces Traffic Ticket*

PS 32001-0, *Minnesota Motor Vehicle Accident Report*

Standard Form 91, *Motor Vehicle Accident Report*

United States District Court Violation Notice

Abbreviations and Acronyms

AFGE — American Federation of Government Employees

AFRIMS — Air Force Records Information Management System

ANSI — American Nation's Standards Institute

ATV — All Terrain Vehicle

BDOC — Base Defense Operations Center

GOV — Government Owned Vehicle

ID — Identification

LIDAR — Light Detection and Ranging

MSP ARS - Minneapolis—St Paul Air Reserve Station

OGMC — Other Governmental Motor Vehicle Conveyances

OPR - Office of Primary Responsibility—POV - Privately Owned Vehicle

RADAR —Radio Detection and Ranging

RDS — Records Disposition Schedule

SFMIS — Security Forces Management Information System

TSCG — Traffic Safety Coordination Group

UTA — Unit Training Assembly

VCNO — Vehicle Control Noncommissioned Officer

VCO — Vehicle Control Officer

Attachment 2

DRIVING VIOLATIONS - REVOCATIONS/SUSPENSIONS**Table A2.1. Driving Violations - Revocations/Suspensions.**

VIOLATION	PENALTY
Driving while driver's license or installation driving privileges are under suspension or revocation.	2-year revocation mandatory on determination of facts by installation commander.
Refusal to submit to or failure to complete chemical tests (implied consent).	1-year revocation mandatory on determination of facts by installation commander.
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a MV.	1-year revocation mandatory on conviction.
Driving or being in actual physical control of a MV while under the influence of intoxicating liquor (0.08% or greater on DOD installations; violation of civil law off post).	1-year revocation mandatory on conviction.
Driving a MV while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.	1-year revocation mandatory on conviction.
Use of a MV in the commission of a felony.	1-year revocation mandatory on conviction.
Fleeing the scene of an accident involving death or personal injury (hit and run).	1-year revocation mandatory on conviction.
Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of MV.	1-year revocation mandatory on conviction.
Unauthorized use of a MV belonging to another, when the act does not amount to a felony.	1-year revocation mandatory on conviction.
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Permitting an unlawful or fraudulent use of an official driver's license.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Conviction of fleeing, or attempting to elude, a police officer.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Conviction of racing on the highway	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.

Receiving a second 1-year suspension or revocation of driving privileges within 5 years.	Loss of OF 346 for minimum of 6 months is discretionary.
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Attachment 3

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

A3.1. Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action. Furthermore, this system is not intended to interfere with the 934 AW/CC or designees ability to administratively suspend or revoke driving privileges on the installation.

A3.2. Point System Application. The use of the point system and procedures prescribed herein are mandatory. The point system applies to U.S. civilian personnel operating government vehicles on and off the installation and to their POVs driven on-base. It applies to U.S. military personnel operating GOVs and POVs on or off the installation and to dependents, U.S. civilian employees, and all other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, points are assessed according to the table below.

A3.3. The traffic point system is used to provide the commanders and supervisors with an impartial device in evaluating driver's performance. The assessment of points is not to be construed as a disciplinary action. Points will be assessed and recorded in the Security Forces Management Information System (SFMS) or on AF Form 1313, *Drivers Record*, upon receipt of the action taken by the unit commander or civilian supervisor.

A3.4. Any person who has accumulated 6 points will be counseled by their commander or supervisor.

A3.5. When an individual accumulates 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, their commander or supervisor will be advised by the Installation Commander that action is being taken to revoke or suspend the driving privileges of the individual on base for a period of six months or longer.

Table A3.1. Point Assessment for Moving Violations.

Description	MN Statute	Offense Level	Fine	Points Assessed
VEHICLE REGISTRATION				
Operate unregistered vehicle	168.09	M	Court	4
Fail to display current plates	168.09.4	M	\$30.00	3
Expired temporary MV plate (21 Day)	168.092.1	M	\$100.00	3
Use/Operate/ with registration suspended or revoked	168.36.1	M	\$300.00	4
License plate required Front & Rear <i>See Note 2</i>	169.79.6	PM	\$30.00	2

License plate fastened & visible <i>See Note 2</i>	169.79.7	PM	\$30.00	3
VEHICLE EQUIPMENT, SAFETY				
Head lamps required <i>See Note 2</i>	169.49	PM	\$50.00	3
Rear lamps required <i>See Note 2</i>	169.50	PM	\$50.00	3
Muffler required <i>See Note 2</i>	169.69	PM	\$50.00	3
Rearview mirror required <i>See Note 2</i>	169.70	PM	\$50.00	3
Windshield – Obstructed <i>See Note 2</i>	169.71.1	PM	\$50.00	3
Windshield – Wipers required <i>See Note 2</i>	169.71.2	PM	\$50.00	3
Windshield – Defrosted <i>See Note 2</i>	169.71.3	PM	\$40.00	3
Unsafe tires <i>See Note 2</i>	169.724	PM	\$50.00	3
Seat belt – Child restraint system <i>See Note 3</i>	169.685.5	PM	\$50.00	2
Seat belt – Use required <i>See Note 3</i>	169.686.1	PM	\$25.00	2
BAD DRIVING				
Reckless driving (Willful/Wanton disregard)	169.13.1(a)	M	Court	6
Careless driving (Careless disregard)	169.13.2	M	\$100.00	5
DRIVING RULES				
Duty to drive with due care	169.14.1	PM	\$40.00	2
Speed – 5 to 10 MPH over	169.14.5	PM	\$40.00	3
Speed – 11 to 15 MPH over	169.14.5	PM	\$45.00	4
Speed – 15 to 20 MPH over	169.14.5	PM	\$50.00	5
Speed 20 MPH + over	169.14.5	PM	\$50.00	6
Wrong way in one way	169.18	PM	\$50.00	4
Fail to signal turn	169.19.5	PM	\$50.00	3
Unsafe U-turn	169.19.2	PM	\$30.00	3
Fail to Stop – STOP sign	169.20.3(b)	PM	\$50.00	4

Fail to yield – Entering roadway	169.20.4	PM	\$50.00	4
Fail to yield – Pedestrian	169.21.2(a)	M	\$100.00	3
Fail to yield – YIELD sign	169.201	PM	\$50.00	4
Use of headphones in vehicle	169.471.2(a)	PM	\$40.00	3
Use of wireless communication device (e-mail, text, IM, access WWW etc...)	169.475.2	PM	\$50.00	3
Use/Possess Radar Jammer	169.14.12	PM	\$50.00	3
Use/Display Radar detector	934 AWI 31-204	PM	N/A	3
Use of cell phone while operating	934 AWI 31-204	PM	\$50.00	3
VEHICLE INSURANCE				
Fail to produce proof of insurance <i>See note 4</i> (Whether or not owner)	169.791.2	M	\$200.00	4
False information to police regarding insurance	169.791.7	M	Court	Sus/Rev
OPERATION OF BICYCLE				
Traffic laws apply	169.222.1	Same as Vehicle		
Equipment violation <i>See Note 2</i>	169.222.6	PM	\$20.00	1
MOTORCYCLE, MOTORSCOOTER, MOTOR BIKE				
Motorcycle - Operate w/o endorsement	169.974.2	PM	\$50.00	6
Motorcycle - Under 18 not wearing protective headgear	169.974.4(a)	PM	\$50.00	3
DRIVING WHILE IMPAIRED				
Driving while under influence of alcohol	169A.20.1(1)	M	Court	Sus/Rev
Driving while under influence of controlled substance	169A.20.1(2)	M	Court	Sus/Rev
Underage drinking and driving	169A.33.2	M	Court	Sus/Rev
Open bottle law	169A.35.3	M	\$100.00	Sus/Rev
Test refusal or failure	169A.52	M	Court	Sus/Rev

DRIVER'S LICENSES				
Driving w/o valid license	171.02.1(a)	M	\$100.00	6
Driving w/ more than one valid license	171.02.1(b)	M	\$100.00	4
No driver's license in possession	171.08	M	\$20.00	4
Driving restriction violation	171.09.1(f)	M	\$50.00	6
Possess altered license or ID	171.22.1(1)	M	Court	6
Use/Display license or ID of another	171.22.1(2)	M	Court	6
Alter license or ID	171.22.1(5)	M	Court	6
Use false name/DoB to police	171.22.1(4)	M	Court	Sus/Rev
Driving after suspension	171.24.1	M	\$200.00	Sus/Rev
Driving after revocation	171.24.2	M	\$200.00	Sus/Rev
Driving after cancellation	171.24.3	M	\$200.00	Sus/Rev
Driving after cancellation, Inimical to public safety (IPS)	171.24.5	GM	Court	Sus/Rev
STOPPING, PARKING PROVISIONS				
Stopping, parking on sidewalk	169.34.1(a)(1)	PM	\$20.00	2
Stopping/Standing/Parking where signs prohibit	169.34.1(a)(15)	PM	\$20.00	2
Stopping/Parking w/in 10 ft. of fire hydrant	169.34.1(a)(4)	PM	\$20.00	2
Stopping/Parking when ordered by police to proceed	169.34.1(d)	PM	\$20.00	2
Disability parking – Park/Obstruct parking space	169.346.1	M	\$200.00	3
Disability parking – Park/Obstruct transfer area	169.346.2	M	\$200.00	3
Stopping/Parking w/in 20 ft. of stop sign	934 AWI 31-204	PM	\$20.00	2
Parking – Grass/seeded area	934 AWI 31-204	PM	\$20.00	2
Parking – Reserved space <i>See Note 5</i>	934 AWI 31-204	PM	\$20.00	2
Parking – In excess of posted time	934 AWI 31-204	PM	\$20.00	2

Parking – Overnight/Extended period	934 AWI 31-204	PM	\$20.00	2
Parking – Block dumpster, intersection, drive way, entrance or loading zone	934 AWI 31-204	PM	\$20.00	2
Parking – Long-term, not registered	934 AWI 31-204	PM	N/A	2
OTHER TRAFFIC RULES AND NON-MOVING VIOLATIONS				
Littering (from vehicle)	169.42.1	M	\$100.00	4
Failure to produce rental/lease agreement	169.7995.2	M	Court	3
Fail/Refuse to comply w/ lawful order of police	169.02.2	M	Court	4
Physically Disabled – Unauthorized use of certificate/plate <i>See Note 6</i>	169.345.4(b)	M	\$500.00	3
Unattended vehicle (running)	934 AWI 31-204	PM	\$25.00	3
Abandoned vehicle	168B.03	M	Tow	3
Unattended child in vehicle (Under 12 YoA) <i>See Note 7</i>	934 AWI 31-204	PM	\$50.00	6
Unattended animal in vehicle <i>See Note 7</i>	346.57	PM	\$25.00	6
Notes:				
1. When two or more violations are committed on a single occasion, points may be assessed for each violation.				
2. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).				
3. Applies to not using or when child restraint system is improperly installed. Assess four (4) points when no restraint system of any kind is used.				
4. If the vehicle operator produces proof of insurance, no later than the date specified on the citation, stating that security had been provided for the vehicle that was being operated at the time of the demand points will not be assessed.				
5. This measure should be used only when a complaint is received from the authorized individual or party responsible for the parking space.				
6. 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.				

7. 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.

Attachment 4

934 AW OVERNIGHT/LONG TERM PARKING

Table A4.1. 934 AW Overnight/Long Term Parking.

