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SECRETARY OF THE AIR FORCE**

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**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

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This manual implements AFPD 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

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(GOODFELLOWAFB) This supplement implements and extends the guidance of AFMAN 31-116, 9 May 2012. This supplement establishes policy and procedures for use in conjunction with AFMAN 31-116. Ensure all records created as a result of processes prescribed in this publication are maintained per AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. It applies to all organizations assigned to the 17th Training Wing, including all tenant units. Refer recommended 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’s chain of command. This supplement also applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units gained by Goodfellow upon mobilization and when published in the ANG Master Catalogue. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

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

(GOODFELLOWAFB) This document is substantially revised and must be completely reviewed. This manual incorporates extensive formatting changes from AFI 31-204_GOODFELLOWAFBSUP which it replaces and must be thoroughly reviewed by the reader. This manual updates the Cellular Phone violation penalties. Additionally, changes have been made to the use of ear buds while performing physical training and/or walking on roadways and motorcycle PPE requirements.

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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.

1.3. 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. (GOODFELLOWAFB) The 17th Training Wing Commander (17 TRW/CC) delegates this authority to the 17th Mission Support Group Deputy Commander (17 MSG/CD). This authority is transferred to the 17th Mission Support Group Commander (17 MSG/CC) in the 17 MSG/CD's absence.

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. (GOODFELLOWAFB) State issued driver's license or identification cards are acceptable proof of identification for civilians and contractors. The use of international driver's license on the installation is authorized for non-US resident personnel. Personnel returning to the state of Texas with an overseas command driver's licenses or expired Texas state licenses have 90 days from the date of entry into the state of Texas to obtain a valid Texas license.

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.

2.3. 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.

2.4. 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.

2.5. 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.

2.5.1.2. **(GOODFELLOWAFB)** Minors operating a motor vehicle under the influence of any detectable amount of alcohol in their system will be considered driving under the influence.

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. **(GOODFELLOWAFB)** Suspension of driving privileges may be imposed for driving under the influence incidents even though the driver's blood alcohol limit is below the legal BAC limit (.08). The 17 MSG/CD will make a determination on the individual's impairment of normal faculties if the driver is rendered incapable of safely operating a motor vehicle.

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. **(GOODFELLOWAFB)** The 17 MSG/CD may impose multiple suspensions to run consecutively for a total of 24 months.

2.5.2.4. **(Added-GOODFELLOWAFB)** Suspension of driving privileges imposed from another installation/service component and that are still in effect will be coordinated through 17th Security Forces Squadron Commander (17 SFS/CC), 17th Training Wing Judge Advocate (17 TRW/JA), and 17 MSG/CD to determine if the suspension will remain in effect at Goodfellow AFB. The 17th Security Forces Squadron will notify the 17 LRS Operator Records and Licensing Office when individuals have their driving privileges suspended, revoked, or reinstated. Individuals who have their driving privileges suspended or revoked must return their AF Form 2293, *US Air Force Motor*

Vehicle Operator Identification Card, to the Operator and Licensing Section according to AFI 24-301, *Vehicle Operations*.

2.5.2.5. **(Added-GOODFELLOWAFB)** The 17 MSG/CD will conduct evidence review of suspension/revocations no later than 3 days following completion of final assembly of evidence.

2.5.2.6. **(Added-GOODFELLOWAFB)** Personnel whose driving privileges have been suspended or revoked have 10 duty days from the date of suspension to request an administrative hearing. Administrative hearings will be held within 10 duty days before the 17 MSG/CD, 17 TRW/JA, and 17 SFS/CC (Traffic Review Board).

2.5.2.7. **(Added-GOODFELLOWAFB)** Personnel with suspended or revoked driving privileges may request partial or restricted driving privileges. Only extreme hardships or other workable alternatives will be considered. All requests must be in writing through the 17 SFS/CC to 17 MSG/CD.

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-GOODFELLOWAFB)** All drug and alcohol related incident reports will be forwarded to the Mental Health Clinic (17 MDOS/SGOH) for referral and evaluation purposes.

2.6.2. **(Added-GOODFELLOWAFB)** Security Forces will use the blood alcohol concentration (BAC) chemical test through the extraction of blood to determine the degree of alcohol impairment or intoxication.

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.

3.2.1. **(Added-GOODFELLOWAFB)** All military personnel at any time, on or off an AF installation, and all AF civilian personnel in a duty status on an AF installation or off an installation who operate a motorcycle on a roadway, and all operators of government owned motorcycles, are required to attend and complete a Motorcycle Safety Foundation (MSF) approved safety course prior to riding on or off base. Those seeking to become motorcycle operators on roadways must comply with the skills training, permit and license requirements of state, territory, host nation or applicable Status of Forces agreements. The 17 SFS will conduct random MSF checks on motorcycle riders to ensure they meet base requirements.

3.2.2. **(Added-GOODFELLOWAFB)** Active-duty military members who have not completed an MSF course may park motorcycles on base, provided the motorcycle is otherwise properly registered and insured.

3.2.3. **(Added-GOODFELLOWAFB)** Individuals (regardless of affiliation) requesting entry to the base to attend a scheduled motorcycle safety course may be permitted to proceed, provided they meet safety requirements contained in paragraph 3.2.4, possess a valid motorcycle driver's license, and meet vehicle insurance requirements. Individuals not affiliated with the DoD will be sponsored by a letter from 17 TRW/SE and issued an AF IMT 75, *Visitor/Vehicle Pass*, DBIDS Access Card, or DBIDS Pass not to exceed 12 hours or length of contract work.

3.2.4. **(Added-GOODFELLOWAFB)** As stated in DoDI 6055.04, all personnel (operators and passengers) must wear the following PPE on the installation: A helmet properly fastened under the chin (certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005); protective clothing which includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material; foot protection which includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn); eye protection which is designed to meet or exceed American National Standards Institute Standard Z87.1-2003 for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet (a windshield or fairing does not constitute eye protection). Motorcycles/mopeds must have headlights on while in operation and have a rearview mirror attached to each side of the vehicle.

3.2.5. **(Added-GOODFELLOWAFB)** Air Force personnel will wear a brightly colored upper garment as an outer garment during the day. Outer upper garment shall be visible and not covered. US Air Force and Navy personnel will wear a retro-reflective upper garment or vest during the night. Wearing a backpack is authorized if it has high visibility colors/high

visibility reflective properties or does not obscure the high visibility and reflectivity of the rider's upper garment.

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.

3.3.1. **(Added-GOODFELLOWAFB)** Entry controllers may issue a 72-hour DBIDS pass to contractors working on base when properly sponsored. These operators will be authorized to drive on base, provided they have a valid motorcycle driver's license and valid proof of insurance. Pass and Registration officials may extend the pass to the length of their contract providing the pass does not exceed 1 year. Contractors are required to comply with safety requirements per AFI 91-207, *US Air Force Traffic Safety Program*. Refer contractors to Pass and Registration for passes exceeding 72-hour periods.

3.3.2. **(Added-GOODFELLOWAFB)** Contractor employees are encouraged to use contractor vehicles instead of personal vehicles. Proof of insurance, vehicle registration, and current driver's licenses are required for each vehicle to be registered on base. All contractors may be issued an AF IMT 75, DBIDS Access card, or DBIDS pass for up to 1 year. Additionally, they may be issued an AF IMT 75A for their vehicle, provided installation registration requirements are met. Initial issue and renewal of identification media and registration will be coordinated with 17th Contracting Squadron and/or the sponsoring agency. The approval authority and project manager must have a DD Form 577, *Signature Card*, on file with Pass and Registration.

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.

3.4. (GOODFELLOWAFB) Local and state issued handicap decals, placards, license plates, and signs are used on Goodfellow AFB. Blue disabled person identification placards may park in blue color-coded parking spaces or in any other disabled parking spaces. Personnel with a short-term or temporary disability must display their placard from the rearview mirror.

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. **(GOODFELLOWAFB)** Operators and passengers of all vehicles operated on all Air Force installations must properly wear restraint systems regardless of seating position. All active duty military and reserve component members on active duty will properly wear restraint systems regardless of seating position on and off military installations.

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.

4.2. 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. (**GOODFELLOWAFB**) Major vehicle accidents consist of one or more of the following: fatality, any complaint of or visible injury, regardless of whether medical attention is sought (bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body). Private or government vehicle or property damage exceeding \$10,000, a vehicle damaged where it cannot be moved under its own power (has to be towed) or hard to explain circumstances.

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. (**GOODFELLOWAFB**) Security Forces will respond to all on-base traffic accidents. Accomplish GOODFELLOWAFB Form 4, *Security Forces Minor Accident Worksheet*, for all minor accidents.

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-GOODFELLOWAFB)** Copies of both minor and major accident reports are forwarded to the 17th Training Wing Safety Office for trend analysis. Data is then distributed to authorized agencies by the Safety Office.

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.)

4.4. 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.

4.4.2. 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. **(GOODFELLOWAFB)** Parking Warden Program. The parking warden program is utilized on Goodfellow Air Force Base as follows:

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.

4.4.3.1. **(GOODFELLOWAFB)** Individual unit commanders may delegate traffic wardens, in writing, for participation in the parking warden program. The 17 SFS/S5R will obtain a letter from the current monitor, signed by the parking warden unit

commanders and maintain the letter on file. The letter should specify one primary and one alternate (up to five alternates) in the grade of E-5 or above.

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.

4.4.3.2. **(GOODFELLOWAFB)** The 17 SFS/S5R will train monitors on issuing parking tickets for parking-related offenses only. Parking wardens will only utilize the DD Form 1408, *Armed Forces Traffic Ticket*. The 17 SFS/S5R will properly document parking warden training via a Memorandum For Record (MFR). The MFR will be maintained in the 17 SFS/S5R traffic warden continuity book.

4.4.3.3. **(Added-GOODFELLOWAFB)** Monitors will be trained by 17 SFS/S5R on the correct way to complete tickets. The primary 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 who issued the ticket instead of the usual Base Defense Operations Center (BDOC). It is important that monitors include how or where they can be reached by the violators. When contacted by the violator, the monitor will fill in any pertinent missing data in sections 1-10. Once the DD Form 1408 is completed, the monitor will give 17 SFS/S5R the white and yellow copies to be processed.

4.4.3.4. **(Added-GOODFELLOWAFB)** Tickets that are incomplete or were written by personnel not designated as parking wardens will not be processed and will be returned to the unit. Parking wardens will only issue tickets for areas under the control of their commander.

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).

4.5.1. **(Added-GOODFELLOWAFB)** All incident and accident reports received from non-military agencies will be handled in the same manner as military reports. All military accident and incident reports will be provided to law enforcement and investigative agencies per AFI 33-332, *Privacy Act Program*.

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.	

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
<p>NOTES:</p> <ol style="list-style-type: none"> 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.

5.2.3. **(Added-GOODFELLOWAFB)** Accumulation of 12 points in a 12-month period will result in a 6-month suspension and 18 points in a 24-month period will result in a 1 year revocation.

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.

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-GOODFELLOWAFB)** The 17 SFS will arrange to tow and impound any vehicle which interferes with traffic, threatens public safety or convenience, is involved with criminal activity, contains evidence of criminal activity, or is stolen or abandoned. 17 SFS will impound vehicles utilized in a crime and will be treated as evidence.

6.2.2. **(Added-GOODFELLOWAFB)** Impoundment of vehicles is inappropriate if other alternatives exist. The 17 SFS will attempt to make contact with the owner of the vehicle prior to impounding. Conspicuously place a DD Form 2504, *Abandoned Vehicle Notice*, on a vehicle suspected to be abandoned and annotate this in the desk blotter. Allow the owner 3 days after the vehicle is tagged to remove the vehicle prior to impounding. After the 3-day waiting period, accomplish a DD Form 2505, *Abandoned Vehicle Removal Authorization*, and impound the vehicle.

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-GOODFELLOWAFB)** During its impoundment, accomplish an inventory of the vehicle. Annotate the finding on the DD Form 2506, *Vehicle Impoundment Report*. Send the last-known owner, via certified mail, a copy of the DD Form 2505; DD Form 2506; DD Form 2507, *Notice of Vehicle Impoundment*; and a memorandum of intent to dispose of the vehicle.

6.3.2. **(Added-GOODFELLOWAFB)** Retain the abandoned vehicle for 60 days from the date the memorandum is received by the last-known owner. After 60 days, treat the vehicle as acquired property unless the owner has notified S2I of intentions.

DCS/Logistics, Installations & Mission Support

(GOODFELLOWAFB)

MARK T. DAMIANO, 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

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

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

(Added-GOODFELLOWAFB) DoDI 6055.04, *DoD Traffic Safety Program*, 20 Apr 2009

(Added-GOODFELLOWAFB) AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

(Added-GOODFELLOWAFB) AFI 24-301, *Vehicle Operations*, 1 Nov 2008

(Added-GOODFELLOWAFB) AFI 33-332, *Air Force Privacy Program*, 16 May 2011

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

(Added-GOODFELLOWAFB) GOODFELLOWAFB Form 4, *Security Forces Minor Accident Worksheet*, 1 Sep 2005

Adopted Forms.

(Added-GOODFELLOWAFB) AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

(Added-GOODFELLOWAFB) DD Form 577, *Appointment/Termination Record – Authorized Signature*, Feb 2011

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*

(Added-GOODFELLOWAFB) DD Form 2504, *Abandoned Vehicle Notice*, May 2000

(Added-GOODFELLOWAFB) DD Form 2505, *Abandoned Vehicle Removal Authorization*, May 2000

(Added-GOODFELLOWAFB) DD Form 2506, *Vehicle Impoundment Report*; May 2000

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

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

(Added-GOODFELLOWAFB) **AFRC**—Air Force Reserve Command

(Added-GOODFELLOWAFB) **ANG**—Air National Guard

BAC—Blood Alcohol Concentration

(Added-GOODFELLOWAFB) **BAL**—Base Access Letters

BAT—Blood Alcohol Test

(Added-GOODFELLOWAFB) **BDOC**—Base Defense Operations Center

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
(Added-GOODFELLOWAFB) DOT—Department of Transportation
DRMO—Defense Reutilization and Marketing Office
(Added-GOODFELLOWAFB) DV—Distinguished Visitor
FO—Fixed Object
G—Government
GOV—Government Owned Vehicle
MAJCOM—Major Command
MAJCOM/SF—Major Command Defense Force Commander
(Added-GOODFELLOWAFB) MFR—Memorandum for Record
MJVA—Major Vehicle Accident
(Added-GOODFELLOWAFB) MSF—Motorcycle Safety Foundation
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
(Added-GOODFELLOWAFB) OGMVA—Other Government Motor Vehicle Conveyances
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

(Added-GOODFELLOWAFB) TSCG—Traffic Safety Coordination Group

U.S.C. §—United States Code

V—Vehicle

Attachment 2 (Added-GOODFELLOWAFB)**TRAFFIC FLOW PLAN**

A2.1. (GOODFELLOWAFB) Purpose. This plan details the peak periods of traffic on Goodfellow AFB and the buildings or areas where the majority of traffic flows.

A2.2. (GOODFELLOWAFB) General Information. Goodfellow AFB is within the city limits of San Angelo, Texas, a city with a population of approximately 90,000 people. Goodfellow AFB has approximately 15,200 privately owned vehicles and the installation operates 24 hours a day with traffic flowing through two gates: The North Gate operating Monday - Friday, 0600-1800, and the Jacobson Gate operating 24 hours, 7 days a week. Both gates are located on Kearney Boulevard. Peak periods usually run from 0700 - 0730 and 1630 - 1700 during normal duty days. Both gates experience traffic congestion during inbound (a.m.) and outbound (p.m) periods.

A2.3. (GOODFELLOWAFB) General Rules for Vehicle Operators. All persons will drive vehicles on base at the posted speed limit or at a lesser speed that is reasonable under existing weather and/or road conditions. Speed limits on base, with the exception of parking lots (10 MPH) and Goodfellow Housing Area (10 MPH), are 25 MPH unless otherwise posted.

A2.4. (GOODFELLOWAFB) Organizations. Organizations sponsoring activities or special events on base should coordinate traffic control measures with security forces at least 72 hours in advance of the event. Base Access Letters (BALs) will be processed through Pass and Registration at least 72 hours prior to an event being held. BALs must have, as a minimum, the visitor's full name, date of birth, driver's license number and/or social security number, vehicle make, model and license plate number, date of visit, reason for visit, duration of visit, and be signed by the POC for the event.

Attachment 3 (Added-GOODFELLOWAFB)**GOODFELLOW AFB TRAFFIC CODE**

A3.1. (GOODFELLOWAFB) Local laws. Title 18, Section 13 of the U.S. Code assimilates Texas law regarding traffic enforcement on Goodfellow AFB, except when it conflicts with an AF directive or this supplement. These rules apply to everyone operating a vehicle and to pedestrians on this base.

A3.2. (GOODFELLOWAFB) Low beams. During hours of darkness or when visibility has decreased due to inclement weather (i.e., snow, rain, fog, wind storm, or hail), vehicle operators will use low beam headlights while on base. When entering the base, change to parking lights and use low beam headlights when departing the base.

A3.3. (GOODFELLOWAFB) Children in unattended vehicle. Children under the age of 12 will not be left unattended in a car without adult supervision. In no case will any child be left in a car that is running or with keys accessible inside the car to the child. Leaving a child unattended will result in the violator being cited, possible apprehension/detention, and an incident report being forwarded to the unit commander, Family Advocacy, and/or Texas Department of Protective and Regulatory Services.

A3.4. (GOODFELLOWAFB) Parking on base. Parking on Goodfellow AFB is authorized only in properly marked spaces, exceptions; Scherz Boulevard, Kickapoo Trail, and Fort Concho Drive from Mitchell Street intersection to the softball field parking lot. Other prohibited areas are:

A3.4.1. **(GOODFELLOWAFB)** Within 15 feet of a building, unless marked parking spaces exist. Exceptions are granted for delivery vehicles so long as they do not impede the flow of traffic, or promote a safety hazard.

A3.4.2. **(GOODFELLOWAFB)** Within 15 feet of a trash receptacle, so as to impede access or prevent pickup.

A3.4.3. **(GOODFELLOWAFB)** In a manner that will block fire lanes.

A3.4.4. **(GOODFELLOWAFB)** Backwards into marked diagonal parking spaces facing oncoming one-way traffic, except emergency vehicles. Emergency vehicle operators will use spotters when available and emergency lights while backing into slots.

A3.4.5. **(GOODFELLOWAFB)** In visitor parking slots longer than 30 minutes, to include the visitor parking lot at both gates.

A3.4.6. **(GOODFELLOWAFB)** On seeded areas.

A3.4.7. **(GOODFELLOWAFB)** Within 15 feet of fire hydrants.

A3.4.8. **(GOODFELLOWAFB)** Motorcycles may park in standard automobile slots, designated motorcycle parking slots, or in the lined-out portion of striped parking lots, i.e., end caps, provided the motorcycle does not impede the safe flow of traffic, or promote a safety hazard.

A3.4.9. **(GOODFELLOWAFB)** Within 25 feet of an intersection. Exceptions are granted for delivery vehicles so long as they do not impede the flow of traffic, or promote a safety hazard.

A3.4.10. **(GOODFELLOWAFB)** Anywhere designated by signs or painted hash marks.

A3.4.11. **(GOODFELLOWAFB)** Emergency vehicles are authorized to park wherever necessity dictates and safety allows. Emergency vehicle operators should take care to ensure not to impair the response of follow-on emergency responders.

A3.5. (GOODFELLOWAFB) Other vehicles in housing areas. Boats, slide-in-campers (those removed from a pickup), trailers, or motor homes will not be stored in base parking lots or housing areas (other than designated parking spaces/stalls). If personnel wish to store their property in the base storage lot, they must coordinate with the 17th Force Support Squadron Outdoor Recreation (17 FSS/FSCO). The only exception is personnel traveling through and staying in base lodging. In these instances, the vehicles in-tow will not be parked in the parking lot longer than 72 hours. If the individual's stay will be longer than 72 hours, they must make arrangements with 17 FSS/FSCO for storage in the base storage lot.

A3.6. (GOODFELLOWAFB) Reserved parking. Requests for reserved parking shall be submitted to 17 CES for initial conformance review. If the request is not in conformance with the base policy or deemed excessive, the request will be submitted to the Traffic Safety Coordination Group (TSCG) for their recommendation. The 17 TRW Vice Commander will approve or disapprove the TSCG recommendation.

A3.6.1. **(GOODFELLOWAFB)** The following positions shall have the below listed authorized parking spaces:

A3.6.1.1. **(GOODFELLOWAFB)** Position: 17 TRW/CC, Location: Bldg. 430, 530, 723 & 3453

A3.6.1.2. **(GOODFELLOWAFB)** Position: 17 TRW/CV, Location: Bldg. 430, 530, & 723

A3.6.1.3. **(GOODFELLOWAFB)** Position: 17 MSG/CC, Location: Bldg. 430, 530, & 723

A3.6.1.4. **(GOODFELLOWAFB)** Position: 17 TRG/CC, Location Bldg. 430, 448, 530 & 3453

A3.6.1.5. **(GOODFELLOWAFB)** Position: 17 MDG/CC, Location: Bldg. 430, 530 & 1001

A3.6.1.6. **(GOODFELLOWAFB)** Position: Wing Admin Protocol Gov, Location: Bldg. 430

A3.6.1.7. **(GOODFELLOWAFB)** Group Deputies shall be authorized one reserved parking space at their work location.

A3.6.1.8. **(GOODFELLOWAFB)** The 17 TRW/CCC and Group Superintendents shall be authorized one reserved parking space at their work location.

A3.6.1.9. **(GOODFELLOWAFB)** All Squadron Commanders or equivalents shall be authorized one reserved parking space at their work location.

A3.6.1.10. **(GOODFELLOWAFB)** All Squadron First Sergeants shall be authorized one reserved parking space at their work location.

A3.6.1.11. **(GOODFELLOWAFB)** The Senior Sister Service representative, Officer and Enlisted, shall be authorized one reserved parking space at each of their respective buildings.

A3.6.2. **(GOODFELLOWAFB)** Reserved parking at the BX/Commissary parking lot is as follows:

A3.6.2.1. **(GOODFELLOWAFB)** General Officer/Colonel.

A3.6.2.2. **(GOODFELLOWAFB)** Colonel.

A3.6.2.3. **(GOODFELLOWAFB)** Any E-9.

A3.6.2.4. **(GOODFELLOWAFB)** BX General Manager.

A3.6.2.5. **(GOODFELLOWAFB)** Commissary Officer.

A3.6.2.6. **(GOODFELLOWAFB)** Employee Of The Quarter.

A3.6.2.7. **(GOODFELLOWAFB)** Pregnant Females.

A3.6.3. **(GOODFELLOWAFB)** Reserved parking at the Goodfellow Event Center is as follows:

A3.6.3.1. **(GOODFELLOWAFB)** 17 TRW/CC.

A3.6.3.2. **(GOODFELLOWAFB)** 17 TRW/CV.

A3.6.3.3. **(GOODFELLOWAFB)** 17 MSG/CC.

A3.6.3.4. **(GOODFELLOWAFB)** 17 TRG/CC.

A3.6.3.5. **(GOODFELLOWAFB)** 17 MDG/CC.

A3.6.3.6. **(GOODFELLOWAFB)** 17 TRW/CCC.

A3.6.4. **(GOODFELLOWAFB)** Permanent Distinguished Visitor (DV) or VIP spaces are not authorized anywhere on base. Organizations needing DV or VIP spaces may request portable signs from Protocol (17 TRW/CCA).

A3.6.5. **(GOODFELLOWAFB)** Designated SCIF parking areas south of buildings 447, 448, and 525 including portions of the parking area east of building 530 shall be for permanent party personnel only. The 17 TRG shall be responsible for monitoring those parking areas for compliance.

A3.7. (GOODFELLOWAFB) Vehicle Maintenance. Personnel will not perform maintenance on privately owned vehicles in any area on base, to include base housing, except the Auto Hobby Shop. This includes engine overhauls, changing differential or transmission lubricants, or changing or draining oil or other liquids. Minor maintenance, such as changing a tire, fan belt, or spark plugs, may be done in parking areas.

A3.8. (GOODFELLOWAFB) Yielding Right of Way.

A3.8.1. **(GOODFELLOWAFB)** Motor vehicle traffic will yield the right-of-way to marching units.

A3.8.2. **(GOODFELLOWAFB)** Convoys have the right-of-way over all traffic except emergency vehicles operating under emergency conditions. Unless a Security Forces

member directs otherwise, no person will overtake, cross between units, or disrupt the movement of a convoy.

A3.9. (GOODFELLOWAFB) Individuals Towing Privately Owned Vehicles. Only permanent tow bars or heavy-duty chains/tow straps are authorized for towing vehicles. Using a vehicle to push another vehicle is prohibited on base.

A3.10. (GOODFELLOWAFB) Suspension or Revocation of Driving Privileges for Non-Moving Violations. Accumulation of three non-moving citations within a 12-month period will result in a 7-day suspension; four violations: 30-day suspension; and five violations: 180-day suspension. Each subsequent violation will result in a 1-year revocation. After a suspension is served, previous citations are not canceled out.

A3.11. (GOODFELLOWAFB) Suspension or Revocation of Driving Privileges for other Violations.

A3.11.1. **(GOODFELLOWAFB) Lack of Driver's License.** Knowingly allowing a person whom does not possess a valid driver's license or learner's permit to operate a motor vehicle on base will result in a 6-month suspension of base driving privileges.

A3.11.2. **(GOODFELLOWAFB) Open Container.** No person shall drive on base in a motor vehicle that contains an opened container of an alcoholic beverage. Failure to comply with this section will result in the violator receiving driving suspensions as follows: first violation, 30 days; second violation within a 12 month time period, 60 days; third violation within a 12-month time period, 180 days. Each subsequent violation will result in a 1-year revocation.

A3.11.3. **(GOODFELLOWAFB) Seat Belt.** The driver of any vehicle containing occupants not wearing a seatbelt or not wearing a seatbelt properly, including lap and shoulder strap, will be cited and have the following suspensions imposed against their driving privileges. First violation: treated as a warning; second violation: 7-day suspension; third violation: 30-day suspension; fourth violation: 1-year revocation. Each subsequent violation will result in a 1-year revocation. Four points will be assessed for each seatbelt violation.

A3.11.4. **(GOODFELLOWAFB) Cell Phone Usage while driving.** First violation: 14-day suspension; second violation: 30-day suspension; third violation: 1-year suspension. Three points will be assessed for each cell phone violation. DD Form 1408, *Armed Forces Traffic Ticket* will be issued to all for unauthorized use of cell phone while driving.

A3.11.5. **(GOODFELLOWAFB) All vehicles will have a back license plate properly affixed to the rear bumper.**

A3.11.5.1. **(GOODFELLOWAFB) Any vehicle registered in any state that requires two license plates, will have the rear license plate properly affixed to the rear bumper and the front license plate affixed to a forward facing surface of the grill or bumper. Plates will not be placed on the front or rear dashboards, or any other location other than the approved front and rear bumpers.**

A3.11.5.2. **(GOODFELLOWAFB) States requiring two license plates:**

Missouri	Montana	Minnesota	Maryland
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Washington	Wyoming	Iowa	New Jersey
Oregon	Colorado	Illinois	Connecticut
California	Utah	Missouri	New Hampshire
Alaska	North Dakota	Wisconsin	Vermont
Hawaii	South Dakota	Ohio	Maine
Nevada	Nebraska	Virginia	Rhode Island
Idaho	Texas	New York	District of Columbia

A3.11.6. **(GOODFELLOWAFB)** Window tint will not be darker than 25 percent on the front side windows and the windshield eyebrow will not protrude five inches from the top. There are no limits to the rear side windows or the rear-facing window.

A3.12. (GOODFELLOWAFB) Traffic Review Board. Any person wishing to appeal a citation or a revocation/suspension of base driving privileges will send an endorsed letter from their unit commander to the 17 SFS/CC. The 17 SFS/CC will review and forward recommendations to 17 MSG/CC, through 17 TRW/JA, for final disposition. For an oral presentation, personnel should request an appointment to appear before the 17 MSG/CC and present their case. The 17 MSG/CC is the final authority for traffic citations.

A3.13. (GOODFELLOWAFB) Rules of The Road.

A3.13.1. **(GOODFELLOWAFB)** Troop Walks. Vehicle operators and bicyclists will only enter a marked troop walk with pre-approved permission from Security Forces, with the exception of personnel on an emergency response.

A3.13.2. **(GOODFELLOWAFB)** Fleeing or Attempting to Elude Security Forces Officials. When a Security Forces member gives an audible or visual signal for a vehicle to stop, drivers must stop their vehicles. Drivers will not flee or attempt to elude Security Forces. Security Forces may give signals by hand, voice, emergency light, or siren.

A3.13.3. **(GOODFELLOWAFB)** Office of Standards Enforcement/Motor Vehicle Programs, National Highway Traffic Safety Administration Department of Transportation (DOT) Vehicle Operations Area. Personnel not connected with DOT operations are prohibited from operating motor vehicles at the test vehicle parking area, fuel distribution point, and the skid test course, except when authorized to access to perform official duties. Personnel must obtain written authorization from the DOT Management Office on base.

A3.13.4. **(GOODFELLOWAFB)** Passengers and Animals in Truck Beds. Passengers and unrestrained animals are prohibited in open bed trucks, with the exception of emergency personnel responding to a contingency in an official capacity. Green Team and base contractors may transport personnel in the bed of a truck provided the vehicle is a ¼, ½, or ¾ ton general purpose truck or van, provided all seats with installed restraint devices are occupied. The vehicle must have a working tailgate and personnel must be seated on the cargo deck, not leaning against the tailgate, and have no parts of the body extending outside of the vehicle.

A3.13.5. **(GOODFELLOWAFB)** “For Sale” Sign. Vehicles being used on a daily basis may be parked on the installation with “For Sale” signs. Any vehicle that is brought onto the installation for the sole purpose of selling must be registered with the Auto Hobby Shop and parked in the 17 FSS/FSCO operated vehicle resale lot.

A3.13.6. **(GOODFELLOWAFB)** Cellular Phone, Text Messaging, and Driver Distractions. Vehicle operators on a DoD Installation and operators of government owned vehicles shall not talk or text on cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Hands-free devices are wired-single ear bud, wireless ear piece, dedicated or built in speaker phone devices. At no time will devices be in both ears. On GAFB, holding the phone and utilizing the built-in speaker phone function does not constitute as using a hands-free device. The wearing of any other portable headphone, earphones, stereo Bluetooth headset or other listening devices that cover both ears while operating a motor vehicle is prohibited. Use of these devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. DoD component safety guidance should note the potential for driving distractions such as eating and drinking, operating radios, CD players, global positioning equipment, mobile radios, and pagers. Whenever possible, these should only be done when the vehicle is safely parked.

A3.14. (GOODFELLOWAFB) Bicycle, Motor-Assisted Scooter, Neighborhood Electric Vehicle Operators.

A3.14.1. **(GOODFELLOWAFB)** Responsibilities. Have the same privileges and responsibilities as motor vehicle operators and will be cited for violations of the Goodfellow Driving Code (this attachment) and all moving traffic offenses listed in AFI 31-204, **Table 5.2**, just as if they were operating a motor vehicle. Military sponsors are directly responsible for the actions of their family members and guests who ride these types of vehicles on base. This responsibility includes the education and training of juvenile riders.

A3.14.2. **(GOODFELLOWAFB)** Violations. Can be cited for the offense, if they violate the Goodfellow Driving Code/Texas Civil Statutes. NOTE: For juveniles under 12 years, Security Forces will notify parents or sponsor of a guest of the violation by letter, with an information copy forwarded to the sponsor's commander.

A3.14.3. **(GOODFELLOWAFB)** Administrative Controls. The military member's commander, or if a family member, the sponsor's commander, will be notified for the first violation. Additional violations can result in suspension of the individual's privilege to operate any vehicle on base.

A3.14.4. **(GOODFELLOWAFB)** Mandatory Rules for Bicycle, Motor-Assisted Scooter, Neighborhood Electric Vehicle Operators.

A3.14.4.1. **(GOODFELLOWAFB)** Driving on a pedestrian sidewalk, troop walk, running track, or tennis court is prohibited.

A3.14.4.2. **(GOODFELLOWAFB)** Have functional rear reflector and headlight meeting state and/or local requirements for on base operation during hours of reduced visibility.

A3.14.4.3. **(GOODFELLOWAFB)** Wear reflective or high visibility outer garment when riding during periods of darkness or reduced visibility.

A3.14.4.4. **(GOODFELLOWAFB)** Properly wear bicycle helmets.

A3.14.4.5. **(GOODFELLOWAFB)** Wearing a radio/walkman type headphone while riding a bicycle is prohibited.

A3.14.4.6. (GOODFELLOWAFB) Ride with the flow of traffic and obey all traffic signs/signals.

NOTE: Exception to the rules governing bicyclists will be 17 SFS Bicycle Patrol. The bicycles, while used on official business, are considered emergency vehicles.

A3.15. (GOODFELLOWAFB) Pedestrian Traffic Control.

A3.15.1. (GOODFELLOWAFB) Yielding to Pedestrians:

A3.15.1.1. (GOODFELLOWAFB) Vehicle drivers will yield right-of-way by stopping for a pedestrian entering or crossing the roadway within a crosswalk.

A3.15.1.2. (GOODFELLOWAFB) Vehicle drivers will alert pedestrians on the roadway by sounding the horn, if necessary. Drivers will also be cautious upon observing a child or an obviously confused or incapacitated person.

A3.15.1.3. (GOODFELLOWAFB) If operating a vehicle on Perimeter Road, headlights must be on regardless of the time of day. Operators must adhere to the speed limit of 15 MPH. Signs have been posted at the entrance to Perimeter Road as a reminder.

A3.15.2. (GOODFELLOWAFB) Pedestrian Obedience to Traffic:

A3.15.2.1. (GOODFELLOWAFB) Use sidewalk or safety zones where provided. Where sidewalks are not provided, pedestrians will walk on the left side of the roadway, facing traffic, and not more than two abreast. Exception: supervised troop movements may march four abreast on Canberra Street between Kearney and Apache Trail, and on Apache Trail. The formation leader will ensure safety of personnel and vehicle movement around formations.

A3.15.2.2. (GOODFELLOWAFB) Will not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle when it is so close it is impossible for the driver to yield. In addition, use of a cellular phone and/or music media devices are prohibited while crossing roadways.

A3.15.2.3. (GOODFELLOWAFB) A pedestrian crossing the road at other than a marked crosswalk must yield right-of-way to all vehicles. Causing a vehicle to brake, swerve, or take other measures to avoid hitting a pedestrian not in a designated crosswalk may result in the pedestrian being cited.

A3.15.2.4. (GOODFELLOWAFB) Will not walk along and upon adjacent roadways where sidewalks are provided.

A3.16. (GOODFELLOWAFB) Jogging Procedures.

A3.16.1. (GOODFELLOWAFB) Designated Jogging Areas.

A3.16.1.1. (GOODFELLOWAFB) The quarter-mile running track on the south end of base between Mitchell Street and the fence line.

A3.16.1.2. (GOODFELLOWAFB) The cross-country trail.

A3.16.2. (GOODFELLOWAFB) Jogging or running is not authorized on Kearney Boulevard at any time.

A3.16.3. **(GOODFELLOWAFB)** Use of ear buds/earphones is only permitted on the quarter-mile running track or cross-country trails. Wearing of one or both ear buds/earphones on roadways anywhere else on the installation is prohibited.

A3.16.4. **(GOODFELLOWAFB)** All military and civilian personnel are encouraged to wear a reflective safety belt while participating in physical training during hours of darkness or reduced visibility. This includes physical training on roadways and walking in formation on roadways, unless wearing official service PT uniform.

A3.16.5. **(GOODFELLOWAFB)** Formation runs will only be permitted on perimeter road on the east side of base or the triangle (i.e., Kickapoo, Commanche, and Apache Trails).

A3.17. (GOODFELLOWAFB) Roller-skating, skateboarding, riding a scooters, roller-blading, and like device procedures.

A3.17.1. **(GOODFELLOWAFB)** Roller-skating, skateboarding, riding a scooter, roller-blading, or like devices are not authorized on Kearney Boulevard, around government buildings during duty hours, or on the running track.

A3.17.2. **(GOODFELLOWAFB)** Personnel will not wear radio/walkman headphones while using roller-skates, skateboards, scooters, roller-blades, or like devices.

A3.17.3. **(GOODFELLOWAFB)** Personnel must properly wear helmets. It is highly recommended, but not mandatory, to wear protective gear (elbow and knee pads and wrist guards) while using roller-skates, skateboards, scooters, roller-blades, or like devices on DoD installations.

A3.17.4. **(GOODFELLOWAFB)** Roller-skates, skateboards, scooters, roller-blades, or like devices will not be operated at hours of reduced visibility.

A3.18. (GOODFELLOWAFB) Low Speed Vehicles (i. e., Other Government Motor Vehicle Conveyances (OGMVC) such as golf carts, gators, all-terrain vehicles, quad-runners, etc.). These vehicles shall not be operated on troop walks, Kearney Boulevard, or Scherz Boulevard except to cross these roadways. They may be used on other base streets. Operators must have a valid civilian driver's license and be trained under LSV requirements by their unit. Each unit is required to maintain a listing of trained LSV operators.

A3.19. (GOODFELLOWAFB) Common Offenses and Cites under Texas Transportation Code. These codes are listed (Tables A5-1 through A5-13) for informational purposes only. The fines identified are applicable to those individuals issued a United States District Court Violation Notice (DD Form 1805) or citation by local civil authorities and are subject to change. Additionally, First Sergeants and Commanders may use this information to educate assigned personnel.

Table A5.1. Speeding and Safety Belts.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §545.352	Prima Facie Speed Limits		1,2
	1-10 mph above limit	\$35	
	11-15 mph above limit	\$45	
	16-20 mph above limit	\$55	

	21-25 mph above limit	\$65	
	26-30 mph above limit	\$75	
	31-35 mph above limit	\$90	
	36-40 mph above limit	\$105	
	*Over 80 mph	*Court	
Texas Transportation Code §545.363	Minimum Speeds		
Texas Transportation Code §542.404	Construction Zone	Double	2
Texas Transportation Code §545.412	Child Passenger Safety Systems; Offense	\$35	
Texas Transportation Code §545.413	Safety Belts; Offense	\$35	4

Table A5.2. Passing, Driving, and Right-of-Way Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §545.053	Passing to the Left	\$40	2
Texas Transportation Code §545.055	Passing to the Left: Passing Zones	\$40	2
Texas Transportation Code §545.057	Passing to the Right	\$40	2
Texas Transportation Code §545.059	One-way Roadways and Rotary Traffic Islands	\$40	2
Texas Transportation Code §545.062	Following Distance	\$40	2
Texas Transportation Code §545.066	Passing a School Bus; Offense	*\$55	2
Texas Transportation Code §545.151	Vehicle Approaching or Entering Intersection	\$40	2,3
Texas Transportation Code §545.156	Vehicle Approached by Authorized Emergency Vehicle	*\$50	2

Table A5.3. Signaling, Signs, and Traffic Signal Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §544.004	Compliance with Traffic Control Device	\$40	2
Texas Transportation Code §544.010	Stop Signs and Yield Signs	\$40	2
Texas Transportation Code §545.103	Safely Turning	\$40	2
Texas Transportation Code §545.104	Signaling Turns; Use of Turn Signals	\$40	2

Table A5.4. Miscellaneous Rules of the Road.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §545.401	Reckless Driving	\$50	
Texas Transportation Code §545.407	Following/Obstructing Fire Apparatus or Ambulance	\$50	
Texas Transportation Code §545.415	Backing a Vehicle	\$40	
Texas Transportation Code §545.418	Opening Vehicle Doors		

Table A5.5. Motor Vehicle Inspection and Equipment Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §547.321	Headlamps Required	\$25	
Texas Transportation Code §547.322	Tail lamps Required	\$25	
Texas Transportation Code §547.323	Stop lamps Required	\$25	
Texas Transportation Code §547.324	Turn Signal Lamps Required	\$25	
Texas Transportation Code §547.404	Parking Brakes Required	\$25	
Texas Transportation Code §547.601	Safety Belts Required	\$35	4
Texas Transportation Code §547.602	Mirrors Required	\$25	
Texas Transportation Code §547.604	Muffler Required	\$25	
Texas Transportation Code §547.801	Lighting Equipment (Motorcycle)	\$25	
Texas Transportation Code §548.602	Failure to Display Inspection Certificate	\$30	

Table A5.6. Motor Vehicle Licensing, Registration, and Insurance Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §502.402	Operation of Unregistered Motor Vehicle	\$40	
Texas Transportation Code §502.404	Operation of Vehicle Without License Plate or Registration Insignia	\$40	
Texas Transportation Code §502.405	Operation of Motorcycle without Seal	*\$25	
Texas Transportation Code	Operation of Vehicle with Expired License	\$30	

§502.407	Plate		
Texas Transportation Code §502.408	Wrong, Fictitious, or Unclean License Plate	\$50	5
Texas Transportation Code §601.191	Operation of Motor Vehicle in Violation of Motor Vehicle Insurance Requirement; Offense	*\$175 1 st Offense \$350 2 nd Offense	

Table A5.7. Stopping, Standing, or Parking Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §545.404	Unattended Motor Vehicle	\$30	
Texas Transportation Code §545.302	Stopping, Standing, or Parking Prohibited in Certain Places	\$30	6
Texas Transportation Code §545.303	Parked Against the Flow of Traffic	\$10	7
Texas Transportation Code §681.011	Offenses; Presumption (Handicapped Parking)	\$50	

Table A5.8. Driver's License, Personal ID Card, and Miscellaneous Vehicle Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §502.025	License to be Carried and Exhibited on Demand; Criminal Penalty	\$35	
Texas Transportation Code §502.054	*Failure to Notify of Change of Address within 30 Days	\$55	
Texas Transportation Code §521.221	Imposition of Special Restrictions and Endorsements	\$35	
Texas Transportation Code §521.451	General Violation	*\$25	8
Texas Transportation Code §521.453	Fictitious License or Certificate	\$50	9
Texas Transportation Code §521.457	Driving While License Invalid	*\$100	
Texas Transportation Code §521.458	Permitting Unauthorized Person to Drive	\$50	

Table A5.9. Operation of Motor Vehicle by Minor.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §729.001	Operation of Motor Vehicle by Minor in Violation of		

	Traffic Laws; Offense		
Texas Transportation Code §729.002	Operation of Motor Vehicle by Minor Without License	\$50	
Texas Transportation Code §729.004	Offense Fine in Construction or Maintenance Work Zone	Double	2

Table A5.10. Pedestrian, Bicycle, and Miscellaneous Violations.

Cite	Title	Forfeiture	Notes
Texas Transportation Code §551.102	General Operation (Bicycle, Moped, Play Vehicle)	*\$40	10
Texas Transportation Code §551.103	Operation on Roadway	\$40	
Texas Transportation Code §551.104	Safety Equipment	\$40	11
Texas Transportation Code §552.003	Pedestrian Right-of-Way at Crosswalk	\$40	
Texas Transportation Code §552.005	Crossing at Point Other Than Crosswalk	*\$40	

Table A5.11. Drug and Alcohol Related Offenses.

Cite	Title	Forfeiture	Notes
21 USC 844	Penalties for Simple Possession (Controlled Substance)	\$1,000	
Texas Penal Code §49.02	Public Intoxication	*\$300	
Texas Penal Code §49.03	Consumption or Possession of Alcoholic Beverage in Motor Vehicle		12
Texas Penal Code §49.04	Driving While Intoxicated		
Texas Alco Beverage Code §106.02	Purchase of Alcohol by a Minor		
Texas Alco Beverage Code §106.04	Consumption of Alcohol by a Minor	\$80	
Texas Alco Beverage Code §106.05	Possession of Alcohol by a Minor	\$80	
Texas Alco Beverage Code §106.06	Purchase of Alcohol for a Minor; Furnishing Alcohol to a Minor		

Table A5.12. Property Offenses.

Cite	Title	Forfeiture	Notes
18 USC 1361	Malicious Mischief – Government Property	\$1,000	
18 USC 1363	Malicious Mischief – Buildings or Property within Special Maritime and Territorial Jurisdiction	\$1,000	13

18 USC 1382	Entering Military, Naval, or Coast Guard Property	\$1,000	14
18 USC 661	Theft of Personal Property Within Special Maritime and Territorial Jurisdiction		
Texas Penal Code §31.03	Theft		
Texas Penal Code §31.04	Theft of Service		

Table A5.13. Other Offenses.

Cite	Title	Forfeiture	Notes
18 USC 111	Assaulting, Resisting, or Impeding Certain Officers or Employees		
18 USC 113	Assaults Within Maritime and Territorial Jurisdiction	\$330	
Texas Penal Code §22.07	Terroristic Threat		
Texas Penal Code §22.10	Leaving a Child in a Vehicle		15
Texas Penal Code §42.01	Disorderly Conduct	\$300	
Texas Penal Code §42.06	False Alarm or Report		
Texas Penal Code §42.09	Cruelty to Animals		
Texas Penal Code §21.08	Indecent Exposure		

NOTES:

1. Speed Limit Citations must include Minimum Speed Limit (if applicable), Maximum Speed Limit, and Speed of Driver.
2. If the offense occurs in a construction zone, cite the offense and Texas Transportation Code §542.404, and double the forfeiture amount.
3. Citations will be written for Failure to Yield Right-of-Way when no signs are present and when a collision occurs or other traffic is interfered with.
4. Front seat.
5. If the license plate or registration is registered to another vehicle.
6. Prohibits the following.
 - 6.1. Double parking.
 - 6.2. Parking on sidewalk, in intersection, on crosswalk, on bridge, in tunnel, or on RR track.
 - 6.3. In front of driveway.
 - 6.4. Within 15 feet of fire hydrant.

- 6.5. Within 25 feet of crosswalk at intersection, excluding delivery vehicles if not impeding the flow of traffic.
- 6.6. Within 30 feet of traffic control device.
7. Parallel parking (18 inches of curb).
8. Using canceled, revoked, suspended, altered, or someone else's license; lending your license; possessing more than one license.
9. Person under 21 using license or similar document showing age is 21 or older.
10. Ride only on or astride a permanent seat; carry only number of people bicycle designed for; do not carry an object which prevents using at least one hand; do not attach to a streetcar or vehicle while riding.
11. Must have brakes; during hours of darkness, must have: white lamp on front and red reflector on back.
12. Consumes alcohol while driving and is OBSERVED doing so by a peace officer.
13. Willful destruction or injury to any property (real & personal) on the base (not only government property).
14. For unlawful purposes or after being removed or ordered not to reenter.
15. The child must be under 7 years old and not attended by someone 14 or older.