

**BY ORDER OF THE COMMANDER
502D AIR BASE WING**



AIR FORCE MANUAL 31-116

**JOINT BASE SAN ANTONIO
Supplement**

27 AUGUST 2013

Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 502 ABW/Defense Force
Commander

Certified by: 502 ABW/DS
(George Decoux)

Pages: 10

Supersedes: AFI31-
204_RANDOLPHAFBSUP,
5 Nov 2008

This publication implements and extends the guidance in AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, and AFI 31-218(I), *Motor Vehicle Traffic Supervision*. This supplement implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Joint Base San Antonio (JBSA). It applies to all personnel transiting, attached, assigned or TDY to JBSA. JBSA includes JBSA-Fort Sam Houston, Camp Bullis, JBSA-Lackland, JBSA-Randolph, their subordinate geographically separated locations, Seguin Airfield, and DOD occupied buildings on Port of San Antonio. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This supplement incorporates extensive changes from AFI 31-204, RANDOLPHAFBSUP, which it replaces. This supplement establishes motor vehicle traffic supervision policies and procedures for JBSA and must be thoroughly reviewed by the reader.

1. 2. Responsibilities. The 502d Air Base Wing Commander (502 ABW/CC), or designee, can modify these policies and procedures when traffic operations necessitate special measures to meet unique mission requirements or to ensure public safety.

2.1.1. **(Added)** Requirements for Operating a Motor Vehicle on JBSA. All personnel operating a privately-owned vehicle (POV) on JBSA must have in their possession, and provide, at the request of Security Forces Squadron (SFS) personnel, the following:

2.1.1.1. **(Added)** Current insurance coverage card for the vehicle being operated. This card must show the expiration date of the insurance policy. For rental vehicles, a vehicle rental agreement shall serve as valid proof of vehicle insurance. Personnel without a current insurance coverage card in their possession while operating a vehicle on JBSA will be issued a DD 1408, *Armed Forces Traffic Ticket*, or CVB US District Court Violation notice. A person cited must present a valid insurance card to Security Forces Reports and Analysis (SFS/S5R) within 3 duty days. The card must show insurance coverage on the day and at the time of the traffic stop or incident that caused coverage to be questioned. Failure of a driver to comply with the above requirements will indicate they were driving an “uninsured vehicle.” “Uninsured vehicle” is a vehicle without the minimum insurance coverage required for registration by the laws and regulations of the State of Texas.

2.1.1.2. **(Added)** At a minimum, all drivers must maintain adequate liability insurance coverage, as required by state law, which covers them and any other personnel authorized or granted permission to operate the registered POV. “Out-of-state visitors” to JBSA that are operating a vehicle not registered in Texas, shall comply with the laws of the state in which the vehicle they are operating is registered. “Out-of-state visitor” is defined as any short term visitor to JBSA that is not one of the following: a resident of Texas, military member assigned to JBSA, or the family member of military personnel assigned to JBSA.

2.1.1.3. **(Added)** A valid state, overseas command, host nation, or international driver’s license, and/or AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, supported by a DD Form 2S, *US Armed Forces Identification Card, Common Access Card (CAC)*, DBIDS cards, AF Forms 75, *Visitor/Vehicle Pass*, or OF 346, *U.S. Government Motor Vehicle Operator’s Identification Card*, are required to drive on a JBSA installation. An international driver’s license is valid for a period of not more than 90 days from the date of the active duty member’s and dependants return to the United States. International students are authorized to use an international driver’s license for up to 1 year.

2.2.1. IAW AFI 31-101, *Integrated Defense*, SFS personnel may inspect, search, and/or impound motor vehicles at installation entry points and other locations throughout JBSA in an attempt to prevent the introduction of unauthorized personnel, drugs, weapons,

illicit material, or the unauthorized removal of government supplies, property, or equipment. All impounds and tows will be at the owner's expense.

2.2.1.1. **(Added)** To prevent unauthorized POVs from entering a restricted area as established in AFI 31-101, SFS personnel may conduct on-base POV inspections when there is reasonable cause to believe installation resources may be in danger or there is suspicion of criminal activity.

2.5.1.1. Before an individual is released from apprehension for intoxicated driving or driving while their state driver's license is suspended or revoked, they will be issued a "Notice of Preliminary Suspension of Installation Driving Privileges." If the individual refuses to acknowledge receipt, the SFS member will annotate the refusal on the notice, sign it, and have a witness sign it. In the case where an Active Duty individual is arrested off-base for intoxicated driving, the individual must report to SFS/S5R to sign this notice, as soon as possible after the incident occurred. In addition, a "Suspension of Installation Driving Privileges" letter is sent to the unit first sergeant, commander, or director of the individual to report to SFS/S5R.

2.5.3. **(Added)** Administrative Due Process for Suspensions and Revocations.

2.5.3.1. **(Added)** Upon determination by SFS/S5R that driving privilege suspension or revocation action should be taken on an individual, a "Notice of Preliminary Suspension of Installation Driving Privileges" letter notifying the individual of the impending suspension or revocation will be forwarded to the military member's first sergeant, commander, or director. For all other personnel, the letter will be sent to the individual's home mailing address. These letters will be sent via certified mail.

2.5.3.1.1. **(Added)** In the "Notice of Preliminary Suspension of Base Driving Privileges" letter, the individual will be given the opportunity to request a hearing to dispute/modify the suspension/revocation. This letter must be returned no later than 14 calendar days after the date of the letter to SFS/S5R. If the individual fails to return this letter within the allotted time, the individual relinquishes the right to a hearing and action will be taken to suspend/revoke the individuals driving privileges. The "Notice of Preliminary Suspension of Base Driving Privileges" letter will be considered as the "reasonable attempt" necessary to fulfill this requirement prior to suspension/revocation action.

2.5.3.1.2. **(Added)** Any person whose driving privilege has been suspended or revoked, or is pending suspension or revocation, has the right to have the suspension/revocation reviewed by the 502 ABW/CC or designee. As a result of this review, the 502 ABW/CC, may or may not require an administrative hearing based on his or her review of the available evidence before rendering a decision on the request.

2.5.3.1.3. **(Added)** Individuals wishing an administrative hearing must submit a written request to SFS/S5R and include in the request a complete return address, home and work telephone numbers, any evidence or witnesses, and the reason for requesting a hearing, limited driving privileges, or reinstatement of driving privileges. Active duty personnel requests must include an endorsement from their commander or first sergeant.

2.5.4. **(Added)** Reinstatement of driving privileges shall be automatic, provided all revocations applicable have expired, proper proof of completion of remedial driving course and/or substance abuse counseling (if applicable) has been provided, and reinstatement requirements of individual's home state and/or state the individual may have been suspended in, have been met. Proof of home state DL reinstatement must be provided by the individual. It must be on official state letterhead or electronically produced documents.

2.5.5. **(Added)** Personnel with suspended or revoked privileges may petition for partial or limited driving privileges by following the procedures outlined in paragraph 2.5.3. of this supplement. All suspensions and revocations are tracked through Security Forces Management Information System (SFMIS).

3.4.1. **(Added)** AF Form 787, *Handicapped Person Vehicle Decal*, is not issued at JBSA. Handicapped placards issued by any state registration authority will be honored on base and will entitle the vehicle to utilize JBSA handicapped parking spaces. In addition to the internationally recognized symbol of disability, TRC 681.008/House bills 559 and 2928, 2011, allow Texas license plates showing a recipient of the Silver Star or Bronze Star to also park in properly marked handicap spaces.

4.1.3. Off-road vehicle use: POVs may not be driven off road anywhere in JBSA.

4.1.4. **(Added)** Prohibition of Cellular (Cell) Phone Usage. All motor vehicle operators on JBSA to include GOV, POV, and commercially owned vehicles, are prohibited from using a cell phone, personal digital assistant (PDA), or Blackberry™, unless the vehicle is safely parked or the operator is using a hands-free device. The wearing of portable headphones, earphones, or other listening devices (except for hands-free cell phones) while operating a motor vehicle is also prohibited. Suspected violation of this policy is considered a primary offense (reason for traffic stop). DD Forms 1408 will be issued to the operator for violating this policy and three (3) points will be assessed against his or her driving record.

4.1.6. **(Added)** Golf Carts and Low Speed Vehicles. The National Highway Traffic Safety Administration has established law in the Code of Federal Regulations (CFR) which addresses slow moving conveyances that do not meet traditional Federal Motor Vehicle Safety Standards. These conveyances commonly referred to as scooters or utility carts, are legal to operate on military installation public roadways if specific criteria are met. Golf carts/low speed vehicles are non-registered assets procured as equipment items and are accounted for by the owning unit.

4.1.6.1. **(Added)** Golf Carts are small utility conveyances that are incapable of exceeding 20 mph. They are only subject to state and local requirements regarding safety equipment for use on military installation public roads. If golf carts are modified from original manufacture specifications to obtain speeds in excess of 20 mph, they are classified as motor vehicles and must meet Federal Motor Vehicle Safety Standards.

4.1.6.2. **(Added)** A Low Speed Vehicle (LSV) is any four-wheeled conveyance with a top speed greater than 20 mph, but less than 25 mph. LSVs are classified as motor vehicles and must meet specific Federal Motor Vehicle Safety Standards, 49 CFR

571.500, *Low Speed Vehicle*, to operate primarily on military installation public roads. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflectors, parking brakes, rearview mirrors, windshields, seat belts, and vehicle identification numbers. LSVs of truck design, operating primarily on installation/public roads, must meet the Federal Motor Vehicle Safety Standards specific to trucks.

4.1.6.3. **(Added)** Conveyances designed or modified to operate at speeds greater than 25 mph must meet all Federal Motor Vehicle Safety Standards which apply to passenger carrying vehicles if the vehicle is to be operated primarily on military installation public roads.

4.1.7. **(Added)** Authorized emergency vehicles. The following exemptions are granted to an authorized emergency vehicle, only when the vehicle is using an audible siren and emergency warning lights. SFS vehicles are exempted from this requirement if the use of siren and/or emergency lights could prevent a desired undetected arrival to a potentially hostile situation. The driver of an authorized emergency vehicle, when responding to an emergency call, may exercise the following privileges:

4.1.7.1. **(Added)** Park or stand at any location on the installation. Every attempt should be made to avoid impeding the flow of traffic.

4.1.7.2. **(Added)** Proceed past a stop sign, but only after slowing down as may be necessary for safe operation.

4.1.7.3. **(Added)** Exceed the maximum speed limits by 10 mph, when necessary, as long as life or property is not endangered.

4.1.8. **(Added)** Speed restrictions.

4.1.8.1. **(Added)** Maximum limits. Except when special hazards exist that require lower speeds, the following limits shall be maximum lawful speeds, and no person shall drive a vehicle at a speed in excess of such maximum limits:

4.1.8.1.1. **(Added)** JBSA: 30 mph unless otherwise posted.

4.1.8.1.2. **(Added)** All military family housing areas: 15 mph (10 mph when children are present).

4.1.8.1.3. **(Added)** All school areas: 20 mph when school is in session.

4.1.8.1.4. **(Added)** Parking lots and loading areas: 10 mph unless otherwise posted.

4.1.8.2. **(Added)** Flightline speed limits excluding active runways are as follows:

4.1.8.2.1. **(Added)** GOV: 15 mph in areas on the flightline where aircraft movement or other current restrictions prevail.

4.1.8.2.2. **(Added)** Vehicles operating outside established driving lanes are restricted to 15 mph.

4.1.8.2.3. **(Added)** During periods of limited visibility, or when ice, slush, or snow exists, maximum vehicle speeds may be reduced to ensure roadway safety.

4.1.8.2.4. **(Added)** Vehicle speed while operating near aircraft will be restricted to 5 mph.

4.1.8.2.5. **(Added)** Vehicle speed while passing troop movements will be limited to 10 mph.

4.1.9. **(Added)** Non-Motorized Transportation Devices. Operators of these devices, including but not limited to skateboards, kick-scooters, roller-blades, and roller-skates, are prohibited on installation roadways except for incidental road access associated with pedestrians and will comply with all pedestrian related traffic laws. Operators of these devices, unless determined to be a hazard to pedestrians, will use designated pedestrian walkways and paths. An approved helmet, to include knee pads, wrist guards, elbow pads, etc. is required to be worn on AF installations. Skateboarders and skaters must ride in a manner so as not to interfere with pedestrian and vehicle traffic and are prohibited in the following areas: picnic table tops, tennis courts, and any other area not specifically designed or constructed for skateboard use. Due to the inability to mount proper safety equipment, skateboards will not be operated during hours of darkness or decreased visibility.

4.1.9.1. **(Added)** Skateboarders/skaters/bicyclists operating in a prohibited area may be issued a warning. Skateboards/bicyclists used in violation of this section, which results in damage to property, shall be confiscated by SFS personnel and held as evidence until such time as its evidentiary value is eliminated.

4.1.10. **(Added)** Individuals utilizing roller or in-line skates or skateboards will not be permitted to use them on any roadways or parking lots where motor vehicles are in operation. Skateboards/skates may be used on sidewalks if right of way is given to pedestrians and due care is used.

4.1.11. **(Added)** Open Alcohol Beverage Containers. An open alcoholic beverage container in moving vehicles upon any roadway is prohibited. It is the responsibility of the vehicle operator to ensure this policy is adhered to. Citations will be issued to the operator for violating this policy and two (2) points will be assessed against his or her driving record.

4.1.12. **(Added)** Unattended children in vehicles. No children, under the age of 12 years, will be left unattended in any vehicle on JBSA. When children 12 years of age and older are left in a vehicle, the vehicle will not be running and the child will not have or be able to gain possession of the vehicle keys, unless the child possesses a valid driver's license or permit. No children over 12 years of age, who do not possess a driver's license or permit, will be left unattended in vehicles for periods exceeding 15 minutes. Upon notification of children being left unattended in vehicles, SFS personnel will be dispatched to assess the situation and ensure the protection of the children.

4.1.13. **(Added)** Operators of vehicles which become mechanically inoperative on the roadway will make every effort to remove the vehicle from the roadway. If the vehicle must be left unattended, a note explaining the problem and identifying the owner will be placed in a visible location on or in the vehicle. Unregistered vehicles where the owner cannot be identified or contacted may be towed from the area without the owner's permission, at the owner's expense.

4.1.14. **(Added)** Bumper stickers or other objects or paraphernalia that disparage or embarrass the President of the United States are prohibited. Obscene or offensive bumper stickers or other objects or paraphernalia that are visible to bystanders outside the vehicle are prohibited. These stickers, objects or paraphernalia will not be displayed on vehicles operated on Joint Base San Antonio. A sticker or object is obscene or offensive if it is grossly offensive to modesty, decency, propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought.

4.1.15. **(Added)** When ever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

4.1.16. **(Added)** Pedestrians must yield to authorized emergency vehicles. Upon the immediate approach of an authorized emergency vehicle making use of an audible signal and visual signals, pedestrians shall yield the right of way to the authorized emergency or law enforcement vehicle.

4.2.1. Detailed investigations will be conducted on JBSA for the following:

4.2.1.1. **(Added)** All accidents involving a fatality or personal injury.

4.2.1.2. **(Added)** All accidents where vehicle and private property damage is over \$10,000. This applies to government as well as private vehicles and property damage.

4.3.1. The SFS will respond to all reported major accidents on JBSA, as manning permits. AF Form 1315, *Accident Report* will be accomplished for all major accidents identified in paragraph 4.2.1.2.

4.4.4. **(Added)** The 502 ABW Base Civil Engineer is responsible for creating and maintaining the JBSA reserved parking plan and process. The 502 ABW Defense Force Commander is responsible for enforcing this plan.

4.4.5. **(Added)** Request for reserving or closing parking areas for special events must be submitted to the 502 ABW/XP3 for approval. Once approved, owner/user will be responsible for blocking and controlling access onto the parking areas. Handicapped parking slots will not be blocked or closed; they will remain opened to the general public. Reserving or blocking these parking slots for any events is not authorized.

5.2.3. **(Added)** Personnel desiring to appeal the issuance of a traffic ticket (moving or non-moving) must make the appeal in writing and address it to the SFS/CCs thru SFS/S5R within 14 calendar days from the ticket issue date. The appeal must include the reason they believe the ticket should not have been issued. Appeals received after 14 calendar days will not be processed without proper justification.

5.2.4. **(Added)** Supervisors of personnel appealing tickets are not required to take action while the appeal is pending.

5.2.5. **(Added)** The SFS/CC, or designee, will review each appeal and determine the validity of the ticket based on the facts presented.

5.2.6. **(Added)** An accumulation of 12 points within 12 months and 18 points in 24 months against a person's base driving record will result in a 12 month installation driving suspension. See Table 5.3. below.

Table 5.3. (Added) Consequences for Non-Moving Violations.

Citations will be issued to the registered owner of the vehicle. Excessive Parking violations will be based on the following conditions:	
Violations:	
1	Receipt of 3 parking tickets in any consecutive 12-month period will result in a 30-day driving suspension.
2	Receipt of 4 parking citations in any consecutive 12-month period will result in a 60-day driving suspension.
3	Receipt of 5 parking citations in any consecutive 12-month period will result in a 6-month driving suspension.
4	Receipt of more than 5 parking citations in any consecutive 12-month period will result in a 1-year revocation of driving privileges.
5	Illegally parking in a designated "handicapped" parking space. The driver will incur a 30-day driving suspension for the first offense. A 60-day driving suspension for the second offense within any consecutive 12-month period. A 6-month driving suspension for any subsequent offenses within any consecutive 12-month period.
6	Driving a vehicle without current insurance which is in violation of this instruction and Texas Law, may result in a 6-month driving suspension.
Note: (Added) Parking citations which result in a driving suspension will remain on an individual's driving record for 24 months and will be considered in subsequent driving suspensions.	

6.3.1. **(Added)** Towing and impoundment of vehicles. Illegally parked vehicles, suspected abandoned vehicles, or vehicles creating an immediate safety hazard, will be towed by civilian towing companies at the direction of the SFS, at the owners expense. The SFS personnel will attempt to identify and notify the owner/operator to have the vehicle moved prior to being towed.

6.3.2. **(Added)** Abandoned Vehicles. The SFS patrols will be on alert for suspected abandoned vehicles throughout the installation. Patrol Officer will attempt to locate the owner of suspected abandoned vehicle prior to any processing. If the owner cannot be located or contacted, a DD Form 1408, *Armed Forces Traffic Ticket*, will be issued for possible abandonment. If the owner does not remove the vehicle within 3 days a DD Form 2504, *Abandoned Vehicle Notice*, will be issued. The DD Form 2504 will be held for a period of 3 duty days by the SFS Investigations Section (SFS/S2I). The status of the vehicle will be checked after the 3 days, and if it remains abandoned, a wrecker service will be directed to tow the vehicle to the SFS/S2I impoundment lot or other SFS designated storage.

ROBERT D. LABRUTTA

Brigadier General, USAF Commander

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

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

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

49 CFR 571.500 – Standard No. 500, *Low Speed Vehicles*

Adopted Forms

AF Form 787, *Handicapped Person Vehicle Decal*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1315, *Accident Report*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2504, *Abandoned Vehicle Notice*

OF 346, *U.S. Government Motor Vehicle Operator's Identification Card*

Abbreviations and Acronyms

ANSI—American National Standards Institute

CFR—Code of Federal Regulation

DOT—Department of Transportation

JBSA—Joint Base San Antonio

LSV—Low Speed Vehicle

MPH—Miles Per Hour

PDA—Personal Digital Assistant