

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 31-218**

9 SEPTEMBER 2013

Security

**LITTLE ROCK AFB INSTALLATION
TRAFFIC CODE**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 19 SFS/S-5

Certified by: 19 MSG/CC
(Col Tracey L. Watkins)

Supersedes: AFI31-204_LITTLE ROCK AFB
SUP, 21 October 2010

Pages: 40

This instruction implements Air Force Instruction (AFI) 31-218(I), *Motor Vehicle Traffic Supervision*. This guide prescribes procedures for the establishment and enforcement of driving privileges and rules of the road at Little Rock Air Force Base as outlined in AFI 31-218(I) and Air Force Manual (AFMAN) 31-116. This instruction applies to all military and civilian personnel who operate vehicles on Little Rock Air Force Base. Military personnel, to include Guard and Reserve personnel on Title 10 orders, who violate this instruction, are subject to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ). All individuals in violation of this instruction are subject to having their driving privileges revoked or suspended.

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SUMMARY OF CHANGES

This document supersedes **AFI31-204_LITTLE ROCK AFB SUP** and was completely rewritten. This instruction must be read in its entirety.

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Chapter 1

INTRODUCTION

1.1. Program Management. This instruction implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Little Rock Air Force Base. This instruction 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 instruction to their vice commanders, mission support group commanders or other group commanders as appropriate, 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 the office of the Staff Judge Advocate (SJA).

1.3.1. The 19 MSG/CC and 19 MSG/CD are the designated officials for administration of this instruction.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. International driver's licenses are not recognized on Little Rock AFB, with the exception of foreign national students who are temporarily assigned to LRAFB for training. All motor vehicle operators will have a valid driver's license from Arkansas or their home state, valid vehicle registration, and current insurance on the vehicle being operated. The use of electronic insurance card is authorized.

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. Random Installation Entry/Entry Vehicle Checks. The requirements of this program are defined in the 19th Airlift Wing Integrated Defense Plan (IDP) 101-12.

2.3. Implied Consent to Blood, Breath or Urine Tests. This requirement must be outlined as part of installation newcomers briefings and/or in-processing of newly assigned personnel. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on military installations to determine the influence of intoxicants. Unit Commanders are responsible to brief newly assigned personnel on the Implied Consent requirements outlined in AFI 31-218(I) and ACTLM 5-65-205. Failure to comply with the Implied Consent requirement may have the driving privileges suspended or revoked.

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

2.4.1. A vehicle will be considered abandoned when the vehicle meets one of the following requirements: has major parts missing making it currently immobile, has no current license plate, and must have remained at the same location for a period of five or more consecutive days. All attempts to locate the owner via ACIC will be completed prior to completing a DD Form 2504, **Abandoned Vehicle Notice**. If the vehicle is not removed within 72 hours of the time on the abandoned vehicle notice, S2I will process the vehicle for impoundment. The 19th Logistics Readiness Squadron has been designated by the 19 MSG/CC to tow vehicles that have been identified as abandoned on LRAFB and will be towed to the Security Forces impound lot. Once impounded, a DD Form 2506, **Vehicle Impoundment Report**, will be completed to include all appropriate boxes marked. A photo of all sides of the vehicle will be taken and a blotter entry made. All pertinent facts, conditions, and contents of the vehicle

will be included within the DD Form 2506. All high dollar value items in the vehicle will be accounted for on an AF Form 52. Disposition of abandoned vehicles and high dollar value items IAW AFI 31-206 *Security Forces Investigations Program* and DoDM 4160.21, *Defense Reutilization and Marketing Manual*. Ref: AFI 31-218(I)

2.5. Suspension or Revocation of Driving Privileges. The 19 MSG/CC must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. Security Forces personnel will follow the administrative due process for suspensions detailed in AFI 31-218(I).

2.5.1. Suspensions.

2.5.1.1. The 19 MSG/CC determines 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). See Attachment 4 for the "Rules of the Road" on Little Rock AFB.

2.5.1.2. Under age Driving Under the Influence. Any person under the age of 21 operating or in actual physical control of a motor vehicle with the blood alcohol content of 0.02% or higher but less than 0.08% as determined by a chemical test of the underage person's blood, breath or other bodily substance shall be considered DUI IAW ACTLM 5-65-303.

2.5.1.3. Any driver cited two times within one year for use of a cell phone without a hands-free device will have their driving privileges suspended for at least one year.

2.5.2. Revocation.

2.5.2.1. The 19 MSG/CC will immediately revoke driving privileges for a period of not less than one year when a serious incident involving a motor vehicle occurs and the 19 MSG/CC 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. A suspension or revocation of driving privileges is a prohibition of operating all motor vehicles to include mopeds and scooters under 40cc.

2.5.2.3. For intoxicated driving cases, the revocation is mandatory on conviction or other findings that confirm the charge. These individuals are prohibited from requesting any limited privileges.

2.5.2.4. If multiple suspensions/revocations are imposed, they will run consecutively. In cases involving extensions of suspensions/revocations, the date of the new revocation will be the effective date of the most recent incident.

2.5.2.5. In cases involving extensions of revocations, the date of the new revocation will be the effective date of the most recent incident.

2.5.2.6. After consultation with 19 AW/JA commanders direct drug and/or alcohol testing within 24 hours of alcohol related incidents or misconduct, and the member refuses to provide consent for testing.

2.5.2.7. Each respective unit commander is responsible for ensuring their member attends the Alcohol and Drug Abuse Prevention and Treatment program (ADAPT)

following any alcohol related incident. For further information contact the 19 MDG/Mental Health. Ref: AFI 44-121

2.5.2.8. For those individuals involved in DWI or DUI incidents, whose civilian driver's license is not suspended, their unit commander may make a written request for on-base driving privileges for GOVs only. This request must be coordinated through the respective group commander. The written request will then be forwarded to the 19 MSG/CC or 19 MSG/CD via the 19 SFS/S5R section for final approval. If the request is denied, the unit commander may appeal to 19 AW/CC. The request must include compelling reasons where there is an extreme hardship and no other workable alternative.

2.5.3. Rebuttal Hearings

2.5.3.1. Requests for hearings must be made in writing no later than 14 calendar days from the date of the incident or the date the intent letter was issued. Active duty personnel and their family members requesting a hearing will submit a memorandum outlining the reason for the request and will forward the memorandum to their commander for endorsement. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must either concur or non-concur with the hearing request and provide brief justification of that decision. Retired personnel or civilians with no military affiliation will be allowed to submit their written hearing requests without a commander's endorsement.

2.5.3.2. All hearings will be scheduled NLT 14 days after request is received.

2.5.3.3. Individuals with suspended or revoked driving privileges may request limited privileges only in unique and extenuating circumstances, which impact mission accomplishment or when the suspension/revocation would cause unusual personal or family hardship. Limited privileges will not be granted for personal convenience, i.e., to shop at the Commissary or the Main Exchange or for routine appointments. Personnel requesting limited driving privileges will submit a memorandum outlining the reason for the request and will forward the memorandum to their commander for endorsement. Requests must be submitted to the 19 SFS/S5R, who in-turn sends the request and entire revocation package to the 19 MSG/CC or 19 MSG/CD for approval/determination. The approval authority may deny, grant, or partially grant the request. The approval authority will respond to the request in writing, outlining the reason for denial or conditions of approval. The requestor should respond to the 19 SFS/S5R and acknowledge receipt for the finding within three duty days.

2.5.3.4. Individuals involved in DWI or DUI incidents, whose civilian driver's license is not suspended, may request limited driving privileges or probation pending adjudication or administrative action. The written request will be forwarded through their command to the 19 SFS/S5R office. The written request will then be forwarded to 19 MSG/CC or 19 MSG/CD for final approval. The request must include compelling reasons where there is an extreme hardship and no other workable alternative. The request must also cite at least one of the issues outlined in AFI 31-218(I) 2-6.a.(9).

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

3.1. General. The 19 MSG/CC will identify requirements to operate a motor vehicle on the installation.

3.1.1. For personnel who violate vehicle registration requirements, or for any other reason deemed necessary, the 19 MSG/CC or 19 MSG/CD may suspend base driving or registration privileges for up to one year.

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 4.5. for motorcycle training requirements.

3.2.1. Personal Protection Equipment:

3.2.2. Head Protection. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT) or Snell Standard M2005 shall be worn and properly fastened under the chin. Commanders may authorize the use of tactical helmets in appropriate off-road training or operating environments after completing a Risk Management (RM) evaluation.

3.2.3. Eye Protection. Goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1 for impact and shatter resistance will be worn. A windshield does not constitute proper eye protection. Host nation equivalent are acceptable if they meet or exceed ANSI Standard Z87.1 for impact and shatter resistance.

3.2.4. Protective Clothing. Wear of long sleeved shirt or jacket, long trousers, and full-fingered gloves are required. Gloves should be sturdy, non-slip type to permit a firm grip on the controls. Wear of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar®, and/or Cordura® containing impact absorbing padding are strongly encouraged.

3.2.5. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn). Sandals, low quarter sneakers and similar footwear will not be used.

3.2.6. Garment and Motorcycle Visibility. Motorcycle riders will wear a brightly colored outer upper garment during the day and a reflective upper garment during the night. Outer upper garment shall be visible and not covered. 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.

3.2.6.1. Garment and Motorcycle Visibility. The following fluorescent colors are some examples of colors considered sufficiently vivid in color/reflectivity to ensure increased visibility from a distance: bright red, yellow, lime yellow, orange, or lime green. **Note:** Outer garments consisting of fluorescent colors with reflective panels (including motorcycle riding leathers with contrasting panels) are acceptable as an upper body garment.

3.3. AF Form 75, Visitor/Vehicle Pass. The AF Form 75, Visitor/Vehicle Pass or locally produced form is issued on Little Rock AFB only in the event of a Visitor Center closure and/or SFMIS/DBIDS cannot be accessed. SFMIS or DBIDS will be the primary use for writing Visitor/Vehicle Passes. All visitor passes must be returned to SFS personnel at any installation entry point upon final departure from the installation.

3.4. Handicapped Person Identification. All state-issued handicap decals, placards, signs, etc, will be honored on Little Rock AFB.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

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

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

4.1.3. Off-road vehicle usage: The 19 MSG/CC determines if and when/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 requirements.

4.2. Traffic Supervision and Enforcement

4.2.1. The Traffic plan for Little Rock AFB is contained in [Attachment 3](#).

4.2.2. The Traffic code for Little Rock AFB is contained in [Attachment 4](#).

4.2.3. Arkansas Act 811 of 2011 states that smoking is prohibited in all motor vehicles in which a child under the age of 14 and is a primary offense, meaning drivers can be pulled over and ticketed if seen smoking in a vehicle with a child.. (ACTLM 20-27-1901)

4.2.4. The processing of traffic violations will be in accordance with AFMAN 31-201 Vol 7 paragraph 1.3.

4.2.5. The DD Form 1408, Armed Forces Traffic Ticket is utilized at Little Rock AFB for all traffic violations on the installation. The DFC has determined only Security Forces personnel and augmentees signed off in the appropriate 3POX1 CFETP may issue DD Forms 1408 for moving violations.

4.2.6. Personnel who have had their driving privileges suspended or revoked are entered into both DBIDS and SFMIS. The Suspension Revocation and Debarment roster is used to enable both base entry controllers and Visitor Control Center (VCC) to monitor compliance. Additionally a hard copy of the Suspension Revocation and debarment roster is posted at BDOC, VCC, Pass and Registration, and all base entry points.

4.2.7. The DFC will document and maintain certification and training standards for speed-measuring devices in the 19 SFS training section (S3TT). Operators will be certified initially, and receive refresher training every 3 years or sooner as deemed necessary by S3TT or security forces operations.

4.3. Traffic Accident Investigation.

4.3.1. Security Forces will respond, when possible, to all on-base accidents reported to the BDOC. An initial investigation will be conducted to determine if it is classified as a major or

minor accident. On-duty Security Forces patrolman will make the determination based on guidelines set forth in para. 4.3.2. of this instruction.

4.3.2. Accident investigations will be accomplished in all situations on the installation involving a fatality, personal injury, vehicle/property damage estimated at \$10,000 or higher, or when a vehicle is inoperable and will be categorized as a major vehicle accident. This applies to both private and government property.

4.3.2.1. Upon receipt of a major accident report, on or off-base, Security Forces will make the following notifications: Security Forces Police Services, Command Post (only when there are suspected injuries), First Sergeant, Fire Department (on-base only and when there is suspected injuries), and Safety.

4.3.3. For minor accidents occurring on the installation not involving injury and/or there is only minor damage to all POVs, and all vehicles can be safely and normally driven from the scene, the driver must report the accident within 24 hours to the 19 SFS.

4.3.4. 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.

4.4. Traffic Accident Investigation Reports.

4.4.1. 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 IAW AFMAN 31-116 para 4.3.1. 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. The following agencies will be notified during a minor vehicle accident IAW SF Quick Reaction Checklist: SF operations, Command Post, Alert Photo (if needed), Fire Department (if needed), Unit First Sergeant, Jacksonville PD if off base. The following agencies will be notified during a major vehicle accident IAW SF Quick Reaction Checklist: Traffic Investigator, SF operations, SF operations officer, Chief Security Forces, Command Post, Fire Department, Alert Photo, Unit Commander and First Sergeants of drivers, Wing Safety, and Jacksonville PD if off base.

4.4.2. 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, 19 SFS/S5R will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information. Upon request, 19 SFS/S5R will acquire the accident reports for all accidents occurring off base involving military personnel for official uses

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

4.4.3.1. Render first aid and arrange for medical assistance.

4.4.3.2. Protect personal property.

4.4.3.3. Normalize traffic.

4.4.3.4. Identify witnesses and personnel involved.

4.4.3.5. Conduct a formal investigation.

4.4.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents IAW AFMAN 31-116 para 4.3.3.6. S/He may delegate this authority to on-duty Security Forces supervisory personnel.

4.4.4. Record accident information in the Security Forces blotter. This information will 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.

4.4.5. 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.)

4.5. Parking.

4.5.1. Reserved parking sign authority has been delegated to the 19 MSG/CC. All signs will be made by 19 CES. Strictly limit the number of reserved parking signs. Temporary free standing parking signs for official functions are not authorized on a continuous basis. Sign color is engineer grade brown background with 2-inch white letters and mechanically fastened to curb face. Reserved parking is approved on a case-by-case basis. Specifications and examples authorized on Little Rock AFB include: Wing Commander (19 AW/CC), Vice Commander (19 AW/CV), Group Commander (19 MSG/CC, etc), Deputy Commander (19 MSG/CD, etc), Squadron/Detachment Commander (19 CES/CC, etc), Squadron Deputies (19 LRS/DLGS, etc), Flying Squadron Operations and Maintenance Officers (50 AS/DO, etc), Command Chief Master Sergeant (19 AW/CCC), First Sergeant (19 SFS/CCF, etc), Enlisted Group Superintendent (19 MSG/CCCs, etc), Chief Master Sergeants (CMSGT), Honor Guard Members (Honor Guard), Medical Officer of the Day (19 MDG/MOD), Union Official (AFGE Local 2066), physically handicapped (Handicap), Reserved Government (GOV VEH), Visitor (Visitor), and GEN/COL (GEN/COL). Freestanding signage visible with vehicle in spot will be used for handicap parking and, where multiple spaces are together, the number of freestanding signs can be reduced by the use of arrows mounted at the top of the sign. Curb signs may be used in conjunction with freestanding signs. Painting signs on pavements is discouraged. Van accessible signs will be mounted directly under the handicap sign, and sized to compliment the handicap sign it is mounted to. Dimension for a handicap signs are: 1 foot by 1 foot 6-inches, letters are 1 1/2 inch upper case and 1 1/2 inch lower case, emblem is 7-inches. Arrow sign is 1 foot by 6-inches.

4.5.2. 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.

4.5.3. A vehicle being parked illegally for an “unreasonable period” is defined as not less than 72 hours. Vehicles are subject to tow at the owner's expense after expiration of this period. The term “abandoned” is defined as the owner/operator of the vehicle leaving the vehicle unattended without intending to return or claim again.

4.5.3.1. The 19th Force Support Squadron, Outdoor Recreation office is responsible for maintaining recreational vehicle parking areas and resale lots.

4.5.3.2. Vehicles will not be towed for parking violations, however all vehicles will be cited via DD Form 1408. Vehicles remaining for an unreasonable period of time will be handled IAW para 2.4. and 2.4.1. of this publication. Security Forces will make every attempt to notify the vehicle owner prior to towing a vehicle.

4.5.4. Parking Warden Program. Through this program unit commanders have the option and capability of enforcing parking violations in parking areas they have command authority over.

4.5.4.1. Unit Commanders designate parking wardens for their assigned areas. The letter will include the name and rank of the parking warden and what parking area they will monitor. These letters will be forwarded to 19 SFS/S5R in building 1255, room 120.

4.5.4.2. Parking Wardens must be E-5 or above or civilian/NAF equivalent and be trained by 19 SFS prior to issuance of a ticket book. To receive training on this program, units can contact 19 SFS/S5.

4.6. Off-Installation Traffic Activities. Security Forces utilizes Arkansas Criminal Information Center (ACIC) to exchange information with local police agencies. When needed 19 SFS/S5R and SF Investigations will obtain and/or release traffic and related incident reports with local agencies

4.6.1. BDOC will contact local area police departments each night to ascertain if they have any military personnel in custody. This may be done via the Arkansas Criminal Information Center (ACIC). Reports and Analysis will coordinate with local area agencies reports section to obtain accident reports, and/or apprehension detention report (ADR).

4.7. Standards and Procedures for Processing Drunk Drivers.

4.7.1. Security Forces members will be trained by 19 SFS/S3TT and flight trainers with the coordination of the DFC and staff judge advocate. The refresher training will be conducted periodically as needed.

4.7.2. Breath tests to determine alcohol content will be administered at Little Rock AFB by Arkansas State certified Security Forces personnel. The Intoximeter will be used to obtain and document Blood Alcohol Content (BAC) results for personnel apprehended for drunk driving incidents. Active duty personnel who refuse to submit a breath test may be required to involuntarily surrender a blood sample. These circumstances will be based on probable cause and authorized by a local magistrate.

4.7.3. Under age Driving Under the Influence. Any person under the age of 21 operating or in actual physical control of a motor vehicle with a blood alcohol content of greater than

0.02% but less than 0.08% as determined by a chemical test of the underage person's blood, breath or other bodily substance shall be considered DUI. (ACTLM 5-65-303)

4.7.4. The Intoximeter or any testing device purchased to replace it will be certified per ACTLM 5-65-207, and AFI 31-218(I) paragraph 4-12.a.(3)

4.7.5. A copy of all reports involving military personnel and/or DoD employees apprehended for intoxicated driving will be sent to SFS personnel for entry into SFMIS and sent to the unit for action as well as 19 MDOS/ADAPT coordinator.

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. Point assessment will be IAW AFI 31-218(I) Chapter 5 unless specified otherwise below. 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 (children under the age of 6 or under 60 pounds should be properly restrained in a child safety seat. 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
Using a cell phone without hands free device while operating a motor Vehicle. See note #2.	4
Failure to wear proper PPE while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.	4
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 #2.	6
Improper registration (fraudulent tags).	4
Misuse of handicap decal. See note #3.	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 #4 and 5.	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 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. 3. 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. 4. 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). 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. The 19 MSG/CC 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.

5.2.2.1. Unit Commanders may request suspension or revocation of an individual's driving privileges when they are identified as problem drivers or for specific acts or

violations. Forward these requests through 19 SFS/S5R who will route them to the 19 MSG/CC or 19 MSG/CD, explaining the details and reasons for the request

5.2.2.2. When personnel PCS, the member will forward a copy of their orders to 19 SFS/S5R office for review. The DFC will ensure all suspensions, revocations and driving records are forwarded to gaining commanders by the use of SFMIS. All driving records of personnel who have PCSed to Little Rock AFB will be honored.

5.2.3. Four points will be assessed for citations issued for using a cell phone without a hands free device while operating a motor vehicle, and failure to wear proper PPE while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Standards for Impoundment. On-duty flight will identify any vehicle needing to be towed for whatever reason (improper parking, abandonment, safety, etc.).

6.2. Procedures for Impoundment. On-duty flight will write a DD FM 1408 for improper parking, safety, abandonment, etc. or notice a vehicle in the same spot for three or more days. The on-duty flight will then issue a DD FM 2504/Abandoned Vehicle Notice in triplicate, first copy on the vehicle, second for patrolman's record, third forwarded to S2I. All attempts to notify the registered owner will be made at the flight level. If impoundment notifications to the registered owner fail, the unit First Sergeant will be notified.

6.2.1. S2I will receive notification via DD FM 2504 and contact the 19 LRS to tow/impound the vehicle. A DD FM 2506/Vehicle Impoundment Report will be completed and photos of the vehicle will be taken by S2I. Reports will be filed for a total of 120 days prior to disposition. A copy of the report will be made available to the 19 LRS for records if needed. An SF blotter entry will be made by the on-duty flight. Note: If flight or S2I deems a vehicle a safety hazard, it may be impounded to the SF found property/evidence lot for safekeeping. Five days must pass, as well as all paperwork completed and notifications made prior to a vehicle being impounded off of the installation.

6.3. Disposition of Vehicles After Impoundment. If civilian law enforcement or civilian government agency request the impoundment of a vehicle by Security Forces, after coordination with 19 AW/JA and DFC, the vehicle will be moved to the SF impoundment lot for a reasonable time. If no action is taken by the requesting agency within 120 days, the vehicle will be returned to the owner.

PATRICK J. RHATIGAN, Colonel, USAF
Commander

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

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

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

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

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

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

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

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

AFI 31-101, *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

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

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

Adopted Forms.

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

AF Form 1313, *Driver Record*

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

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

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

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

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

ACIC—Arkansas Criminal Information Center

ACTLM—Arkansas Criminal and Traffic Law Manual

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

ANSI—American National Standards Institute

ATV—All-Terrain Vehicle

BAC—Blood Alcohol Concentration

BDOC—Battle Defense Operations Center

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

DoDM—Department of Defense Manual

DUI—Driving Under the Influence

DWI—Driving While Intoxicated

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle

IDP—Integrated Defense Plan

JA—Judge Advocate

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MVA—Minor Vehicle Accident

NAF—Non-appropriated Fund

NLD—No Liability Determined

ORM—Operational Risk Management

ORV—Off Road Vehicle

PCS—Permanent Change of Station

SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

VCC—Visitor Control Center

Attachment 2

REVOCATION MATRIX

<i>Misconduct</i>	Initial Action	Hearing Requirements	Final Action
<p>BAC 0.08% or higher or Refusal to test (On Base/Off Base)</p> <p>(Active Duty/Affiliated Civilians, i.e., Retired Military, Family Members, Retired Military Family Members, GSA/NAF employees)</p> <p>See Note 1</p>	<p>Immediate Preliminary</p> <p>Suspension by SFS Patrol or S5R</p>	<ul style="list-style-type: none"> - 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days (when feasible) after request with hearing official 	<ul style="list-style-type: none"> - If <u>no</u> request for hearing – suspension turns into one-year revocation - If hearing requested, <u>after hearing</u> – hearing official decides whether to revoke for a mandatory one-year period - Revocation period is computed from initial preliminary suspension date
<p>BAC 0.08% or higher or Refusal to test</p> <p>(On Base)</p> <p>(Civilians, i.e., requires visitors pass or DBIDS access pass to get on the installation)</p>	<p>Immediate Preliminary</p> <p>Suspension if possible before JPD arrives. Otherwise S5R issues next duty day via certified mail or in person</p>	<ul style="list-style-type: none"> - 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days (when feasible) after request with hearing official 	<ul style="list-style-type: none"> - If <u>no</u> request for hearing – suspension turns into one-year revocation - If hearing requested, <u>after hearing</u> – hearing official decides whether to revoke for a mandatory one-year period - Revocation period is computed from initial preliminary suspension date
<p>BAC 0.05% or higher, But less than .08%</p> <p>Age 21 or older</p> <p>(On Base)</p>	<p>Issue DD FM 1408 by patrolman on scene</p>	<ul style="list-style-type: none"> - No hearing necessary for this incident unless processed as DWI by SFS - If processed as a DWI refer to block #1 for procedures 	<ul style="list-style-type: none"> - Subject will have six points placed against their base driving record. If these six points DO NOT put offender over their maximum points no further action is

(Active Duty)			necessary - If the six points puts the subject over their maximum points, process as an excessive points revocation
BAC 0.02% or higher but less than 0.08% (On/Off Base: Active Duty or Military Affiliated Civilians Under Age 21) See Note 1	S5R issues immediate preliminary suspension (Assimilates Arkansas State Law)	- 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days (when feasible) after request with hearing official	- If <u>no</u> request for hearing – impose 120-day revocation - If hearing requested, <u>after hearing</u> – hearing official decides whether to revoke for up to 120 days - Revocation period is computed from initial preliminary suspension date
BAC 0.08% or higher Second, third or higher offense w/in 5 years. (All Personnel)	S5R re-issues preliminary suspension letter	- 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days (when feasible) after request with hearing official	- If <u>no</u> request for hearing – 2nd offense five additional years 3rd offense permanent revocation - If hearing requested, <u>after hearing</u> , - hearing official decides whether to impose additional revocation - Revocation period is computed from initial preliminary suspension date or latest incident if not on revocation. - See note 2 for additional rules

<p>BAC 0.02% or higher but less than 0.08%</p> <p>Second, third or higher offense w/in 5 years</p> <p>(All Personnel) (Under Age 21)</p>	<p>S5R re-issues preliminary suspension letter</p>	<ul style="list-style-type: none"> - 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days (when feasible) after request with hearing official 	<ul style="list-style-type: none"> - If <u>no</u> request for hearing – 2nd offense, five additional years 3rd offense, permanent revocation - If hearing requested, <u>after hearing</u>, - hearing official decides whether to impose additional revocation - Revocation period is computed from initial preliminary suspension date or latest incident if not on revocation
<p>Driving on Suspended License (All Personnel)</p>	<p>Patrolman issues letter of intent to suspend/revoke on scene, if not, S5R issues letter of intent to suspend/revoke</p>	<ul style="list-style-type: none"> - 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 days after request with hearing official 	<ul style="list-style-type: none"> - If <u>no</u> request for hearing – mandatory two-year revocation imposed effective as of date of incident - If hearing requested, <u>after hearing</u>, - hearing official decides whether to revoke for up to two years - If revocation is deemed appropriate; revocation period is effective as of date receiving revocation letter
<p>- Excessive Points</p> <p>* 12 points in 12 months or 18 points in 24 months (All Personnel)</p>	<p>S5R issues letter of intent to suspend/ revoke</p>	<ul style="list-style-type: none"> - 3 days after final assembly of evidence. 19 MSG/CC or 19 MSG/CD reviews - Offender can request a hearing in writing w/in 14 duty days from issue date of preliminary suspension - Hearing scheduled NLT 14 	<ul style="list-style-type: none"> - If <u>no</u> request for hearing – suspension turns into six month revocation - If hearing requested, <u>after hearing</u> – hearing official decides whether

		days after request with hearing official	to revoke for up to one year, but not less than 6 months - If revocation is deemed appropriate; revocation period is effective as of date receiving revocation letter
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Attachment 3**TRAFFIC FLOW PLAN****A3.1. Responsibilities:**

A3.1.1. The installation commander or designee will:

A3.1.1.1. Cooperate with civil police agencies, other local government agencies, or civil traffic organizations concerned with traffic supervision.

A3.1.1.2. Ensure traffic supervision is properly integrated in the overall installation traffic safety program.

A3.1.2. The DFC will:

A3.1.2.1. Exercise overall staff responsibility for directing, regulating, and controlling traffic, and enforcing laws pertaining to traffic control.

A3.1.2.2. Assist the installation traffic engineer by conducting traffic control studies.

A3.1.3. Unit commanders and civilian equivalents will ensure all persons within their area of responsibility are familiar with the contents of this supplement.

A3.2. Traffic Flow:

A3.2.1. Traffic on all streets, avenues, boulevards, etc., is two-way during normal operations unless otherwise posted.

A3.2.2. Vandenberg Boulevard southeast from Thomas Avenue to the Vandenberg Gate exit is one-way. Traffic is required to yield right-of-way at the intersections of Thomas Avenue and Vandenberg Boulevard, as well as Arnold Drive and Vandenberg Boulevard.

A3.2.3. Texas Boulevard is one-way from Arnold Drive to Montana Circle. Traffic is required to stop at the intersections of Nebraska Circle and Texas Boulevard, Minnesota Circle, and Texas Boulevard, and Texas Boulevard and Arnold Drive.

A3.2.4. Texas Boulevard is a one-way street north from Montana Circle and Nebraska Circle to Arnold Drive. Traffic is required to stop at the intersections of Montana Circle and Texas Boulevard, Minnesota Circle and Texas Boulevard, and Missouri Circle and Texas Boulevard.

A3.2.5. Arkansas Boulevard is one-way north from Kentucky Circle to Arnold Drive. Traffic is required to stop at the intersections of Kentucky Circle and Arkansas Boulevard, Kansas Circle and Arkansas Boulevard, Illinois Drive and Arkansas Boulevard, Idaho Circle and Arkansas Boulevard, Delaware Circle and Arkansas Boulevard, and Arkansas Boulevard and Arnold Drive.

A3.2.6. Arkansas Boulevard is one-way south from Arnold Drive to Kansas Circle. Traffic is required to stop at the intersections of Illinois Drive and Arkansas Boulevard, Indiana Drive and Arkansas Boulevard, and Iowa Circle and Arkansas Boulevard.

A3.2.7. School and recreation zones located on Little Rock AFB are marked by appropriate signs and/or blinking lights. The designated speed limit in these zones is 15 mph, when activated or when children are present.

Attachment 4

RULES OF THE ROAD

A4.1. Speed Limits. All speed limits will be determined by the base Traffic Safety Coordinating Group (TSCG).

A4.1.1. Basic Speed Rule. Although the speed limits are posted throughout the installation, no person will drive a vehicle at a speed greater than is reasonable and prudent under adverse road and/or weather conditions.

A4.2. Maximum Lawful Speeds:

A4.2.1. On base: 35 miles per hour (mph) or as otherwise posted.

A4.2.2. School zones: 15 mph when signal is flashing and school is in session or when children are in the immediate proximity of the roadway.

A4.2.3. Recreation zones: 15 mph when signal is flashing or softball games are being played on the ball fields on Arnold Drive, Sixth Street, or the soccer field on Third Street.

A4.2.4. Family housing: 15 mph or as posted.

A4.2.5. Parking areas: 10 mph or as posted.

A4.2.6. Gravel/Unimproved Roads: 25 mph.

A4.2.7. Troop formation: Speeds will be reduced to 10 mph, when driving close to or passing a troop formation performing training, marching or squadron, group or wing level physical fitness training.

A4.2.8. Excessive Speed Rule: Any individual operating a motor vehicle greater than 20 mph over the posted speed limit will be subject to suspension of base driving privileges. Each violation will be forwarded to the 19 MSG/CC or CD for consideration. Each incident will be viewed on a case-by-case basis and suspension may be imposed as directed by the 19 MSG/CC or CD.

A4.3. Minimum Speed Rule: No person will drive a vehicle at a speed which will slow the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation. On base, the operator of such a slow moving vehicle will yield right-of-way to ensure no more than four vehicles are being detained.

A4.4. Speed Restrictions: Emergency vehicles when responding to emergency calls and sounding an audible signal by bell, siren, or exhaust whistle may exceed the speed limits by not more than 10 mph. This does not relieve drivers of authorized emergency vehicles from the duty to drive with due regard for the safety of all persons using the street nor will it protect them from the consequences of a reckless disregard for the safety of others. **Note:** Use of emergency lights and sirens does not guarantee the right of way. Personnel who use emergency lights and sirens must be aware of and prepared to react to vehicles and pedestrians who do not see them or disregard them.

A4.4.1. If operators fail to abide by these rules they will be issued a DD Form 1408, Armed Forces Traffic Ticket. Registration license plate numbers will be obtained and personnel will

be cited after their code response. All infractions involving volunteer firemen will be reported to the appropriate off base fire chiefs for additional actions.

A4.5. Overseas Driver Licenses: The State of Arkansas does not honor international drivers' licenses; therefore, international driver's licenses will not be honored on this installation. You will have 30 days to receive a current driver license from the state of Arkansas or a state of the driver's choice.

A4.6. Random Installation Entry/Exit Vehicle Checks (RIEVC). The 19 MSG/CCA office prepares the monthly RIEVC check sheet for signature by either the 19 AW/CV or 19 MSG/CC. This check sheet directs the on-duty Security Forces to conduct random, unannounced vehicle searches at the installation gates.

A4.7. Turning: The driver of a vehicle intending to change direction of travel will:

A4.7.1. Continuously signal intent to turn either left or right during the last 100 feet traveled by the vehicle before turning.

A4.7.2. U-turns are prohibited on the installation, except for SF patrols enforcing traffic laws and emergency response vehicles.

A4.8. Traffic Signals or Devices.

A4.8.1. No driver of a vehicle will utilize an emergency vehicle device (Kojak light, etc.) unless authorized by the DFC.

A4.8.2. All persons in traffic will comply with orders of police or other emergency response personnel acting in an official capacity.

A4.9. Stop Signs and Yield Signs.

A4.9.1. Except when directed to proceed by a police officer or traffic control signal, a driver approaching an intersection controlled by a stop signal will come to a complete stop before entering the intersection. If there is a crosswalk or stop line present, the driver will stop prior to the crosswalk or stop line. If there is no crosswalk or stop line, then the driver will stop at the point nearest the intersection where there is a view of approaching traffic on the intersecting roadway before entering the intersection.

A4.9.2. The driver of a vehicle approaching a yield sign will come to a complete stop if road conditions or other safety concerns are present.

A4.9.3. The driver of a vehicle entering or crossing a roadway from a private road, alley, fire lane, or driveway not marked by a stop or yield sign will yield the right-of-way to all approaching vehicles.

A4.10. Passing and Lane Usage.

A4.10.1. If passing another vehicle traveling in the same direction causes a driver to cross over the centerline, it is prohibited except under the following conditions.

A4.10.2. Passing slow moving, special purpose vehicles such as forklifts and golf carts is permitted if done safely and the driver stays within the posted speed limit.

A4.10.3. No driver will pass another where prohibited by official signs, double yellow line or solid white lines.

A4.10.4. No driver will pass another within 100 feet of or while in an intersection.

A4.10.5. No driver will pass a vehicle stopped to yield right-of-way to a pedestrian, regardless of the location.

A4.10.6. School Bus Passing. When a school bus stops and has its flashers operating, all vehicle operators approaching the bus from either direction will bring their vehicle to a full stop. If the school bus is receiving or discharging passengers, the operator of any motor vehicle will not start up or attempt to pass in either direction until the school bus has finished receiving or discharging its passengers and all flashing lights have been turned off.

A4.11. Following Too Closely. The driver of a vehicle will not follow another vehicle closer than is reasonable or prudent, or without due regard for the speed of such vehicle, traffic, and conditions of the roadway. Following distances vary with changes in weather and road conditions. The general rule for a safe following distance, under ideal conditions, is to allow one car length for every 10 mph you are traveling.

A4.12. Yield Right-of-Way.

A4.12.1. A vehicle, which is stopped or parked, will not be moved until it can be moved with reasonable safety.

A4.12.2. The driver of a vehicle approaching a 4-way stop must yield the right-of-way to a vehicle, which arrived before him/her. When two vehicles approach the 4-way stop at the same time, the driver to the right has the right-of-way.

A4.12.3. Preferential right-of-way at an intersection may be indicated by stop signs or yield signs. When stopped, a vehicle driver will yield to another vehicle which has entered the intersection or whose approach is close enough to constitute an immediate hazard.

A4.12.4. Drivers will yield to an authorized emergency vehicle displaying audible or visual signals by pulling to the right of the roadway and remaining stopped until the emergency vehicle has passed.

A4.12.5. Pedestrians have right-of-way in all crosswalks. Where traffic control signals are not in place or in operation, the driver of any vehicle will yield to pedestrians who are crossing the roadway within the marked crosswalk. Do not enter or pass through any portion of a crosswalk if a pedestrian is in any portion of the crosswalk.

A4.12.6. Drivers will yield while backing. Operators of all government vehicles should use spotters when available.

A4.12.6.1. On and around the flight line, ground guides (spotters) are required when wheeled vehicles are backed. However, the number of spotters used is determined by visibility restrictions (cargo, darkness, etc.). The horn will be sounded before any backing is done. Any backward movement will be done only when the movement can be done safely.

A4.13. Parking.

A4.13.1. When on a roadway, no person will stop, park, or leave a vehicle standing, whether attended or unattended on the main traveled part of the roadway, when it is practical to stop, park, or leave the vehicle off the roadway.

A4.13.2. No person will park a vehicle in a location other than a spot designated by a painted line.

A4.13.3. No person shall stop or park a vehicle in front of a public or private driveway, within an intersection, within 15 feet of a fire hydrant, on a crosswalk, within 20 feet of a crosswalk at an intersection, and within 30 feet upon the approach to any flashing beacon, stop sign, or traffic- control signal located at the side of a roadway.

A4.13.4. No person will stop or park a vehicle on a seeded area unless it is necessary to remove the vehicle from the main part of the roadway due to mechanical failure.

A4.13.5. Trailers of any type, recreational vehicles (RV), or boats may be parked in base housing driveways for a period not to exceed 24 hours for cleaning, packing, or moving. At no time will they be parked on base housing streets or any other parking lot. The RV lot is the only authorized storage areas for these vehicles. Personnel who are TDY to Little Rock Air Force Base will park their RV or boat in the RV parking lot. They will contact 19 FSS/Outdoor Recreation for proper storage. **Exception:** Personnel or visitors arriving during non-duty hours and staying in billeting will obtain a pass from billeting which will allow them to park any of the above mentioned items in the southwestern most corner of the parking lot across Arnold Dr. from the Temporary Lodging Facility/Bldg 952. This parking is temporary and will only be allowed for the duration of the pass issued by FSS. This pass will contain at a minimum the owners name and contact information and will be displayed in the windshield or other easily viewable location.

A4.13.6. Personnel parking on the street in the base family housing area must park on the side of the street opposite the sidewalk. Parking must be parallel and within 18 inches of the curb. There will be no on-street parking on the divided portion of the roadway on Texas and Arkansas Boulevards.

A4.13.7. There will be no on street parking of privately owned vehicles (POVs) on all streets north of Chief Williams Drive at any time.

A4.13.8. No POVs will park along Flight Line Drive at any time, except with the permission of Base Operations.

A4.13.9. No person will park in spaces reserved for the handicapped unless authorized.

A4.13.10. No person will park in a reserved parking space unless authorized by his or her position or rank.

A4.13.11. Each squadron commander is responsible for identifying visitor and military vehicle parking within their areas of authority.

A4.13.12. IAW the IDP, respective squadron commanders have responsibility for parking within a controlled area.

A4.13.13. Homemade signs or painted emblems will not be used; only signs approved by the 19 MSG/CC may be installed. All signs will be made by 19 CES.

A4.13.14. Base parking lots will not be used for through traffic.

A4.13.15. Except for shipments being delivered to or picked up on LRAFB, overnight parking of tractor-trailer rigs on LRAFB is prohibited. Authorized tractor-trailer rigs arriving

at LRAFB after normal duty hours will be allowed to park in the gravel parking lot adjacent to the recreational vehicle parking lot. All others will be cited.

A4.13.16. Parking against the flow of traffic: No vehicle operator will cross the on-coming lane of traffic to park in a parking area on base. Parking against the flow of traffic is defined as having the front of the vehicle facing the on-coming traffic when parked.

A4.14. Traffic Tickets.

A4.14.1. Three or more non-moving violations acquired within a 1 year period may result in the suspension of on-base driving privileges according to the following criteria.

A4.14.2. First and second offense will be handled by squadron commander/first sergeant.

A4.14.3. Subsequent offenses may be forwarded to 19 MSG/CC or 19 MSG/CD and may result in the suspension of on base driving privileges.

A4.14.4. All traffic tickets issued for unauthorized parking in handicap parking spaces will be forwarded to 19 MSG/CC or 19 MSG/CD and may result in the suspension of on-base driving privileges.

A4.15. Unattended Motor Vehicles: No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, and removing the key, or, when standing upon any perceptible grade, without effectively setting the brake and turning the front wheels to the curb or side of the highway. (ACTLM 27-51-1306)

A4.16. Abandoned vehicles: A vehicle will be considered abandoned when it is determined to be defective, inoperable, missing major parts, doesn't display state registration plates, or remains at the same location for a period of 5 or more days when the owner cannot be identified.

A4.16.1. Vehicles identified as abandoned can be seized and stored in the security forces impoundment lot until they are claimed by the owner or held and processed as outlined by DoD 4160.21.

A4.16.2. Prior to moving a vehicle to the impound lot, Security Forces will make every attempt to determine the status of the owner (TDY, leave, etc.).

A4.16.3. The DFC will coordinate with the 19 LRS for the removal of abandoned vehicles.

A4.17. Emergency Vehicles:

A4.17.1. The driver of any vehicle will not follow a responding emergency vehicle closer than 500 feet unless the vehicle is part of the emergency response. (ACTLM 27-51-902)

A4.17.2. No vehicle will be driven over an unprotected fire hose, or driven closer than one block to a fire response unit, at an emergency situation. (ACTLM 27-51-903)

A4.17.3. Drivers will yield to all emergency vehicles using emergency lights and audible signals. (ACTLM 27-51-901)

A4.18. Motorcycles, Dirt Bikes, and All Terrain Vehicles:

A4.18.1. Provisions and requirements for operation of motorcycles apply to active duty military personnel assigned to LRAFB at all times, both on/off duty and on/off station except as noted. All persons operating a motorcycle on LRAFB, active duty military personnel operating on-base or off-base, or DAF and NAF employees in a duty status (i.e. while

performing their official duties on or off the installation) will comply with AFI 91-207 and AMC supplement for helmet, eye, and clothing safety requirements. No passengers under 8 years of age are authorized on motorcycles.

A4.18.1.1. Anyone wishing to enter the base that does not meet the above safety requirements will be denied entry to the installation.

A4.18.2. All military personnel who operate a motorcycle on a roadway any time, on or off-duty and on or off military installations are required to attend or to have attended an approved motorcycle rider safety course (course IVA, MRC: RSS, BRC or course IVB, ERC). Military personnel are defined as "all US military personnel on active duty or Reserve status under the provisions of 10 U.S.C. (reference (m)). National Guard personnel under the provisions of 32 U.S.C. (reference (n)); Service Academy cadets; Reserve Officer Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to the DoD Components."

A4.18.2.1. All AF civilian personnel while in a duty status on official business, who operate a motorcycle on a roadway, and all operators of a government owned motorcycle, are required to attend and complete an approved motorcycle rider education course. AF civilian personnel duty status is defined for this training as an AF civilian that has the riding of a motorcycle in their position description. Riding a privately owned motorcycle as transportation to and from work or lunch isn't considered in a duty status.

A4.18.2.2. Air Force civilian personnel not in a duty status, non-military family members, military retirees, civilian visitors or contractors who operate a motorcycle while on an AF installation are encouraged, but not required, to attend an approved motorcycle rider safety course. Personnel who are exempted from attending an approved motorcycle rider safety course under this section may be required under additional sections to complete training.

A4.19. Motorized Bicycles – Mopeds, Electric Scooters and Gas Scooter:

A4.19.1. Definition. A motorized bicycle means every bicycle with an automatic transmission and a motor which does not displace in excess of fifty cubic centimeters (50cc). (ACTLM 27-20-101)

A4.19.2. Operators of motorized bicycles are subject to all rules of the road applicable to bicycles and motor vehicles, except licensing and registration requirements. Any person who wishes to operate a motorized bicycle upon a public street or highway must possess, on their person, a valid state driver's license or an Arkansas issued certificate to operate such vehicle. (ACTLM 27-20-111)

A4.19.2.1. The Department of Arkansas State Police is the issuing authority for all certificates to operate motorized bicycles. No child under the age of 10 will be certified or authorized to operate any motorized bicycle. (ACTLM 27-20-111)

A4.19.3. Required equipment. (ACTLM 27-20-110). All motorized bicycles used upon public streets must have the following equipment:

A4.19.3.1. At least one, but no more than two headlights. This headlight will emit, in the dark, a white light visible from a distance of at least 500 feet to the front.

A4.19.3.2. A red reflector on the rear, which shall be visible from a distance of 300 feet to the rear and a red lamp emitting a red light visible from a distance of 500 feet to the rear.

A4.19.3.3. Brakes, horn (not a bell, siren, or whistle), a muffler, handholds, and support for the passenger's feet when designed to carry more than one person unless it is equipped with a sidecar.

A4.19.4. Operation and/or manner of riding. (ACTLM 27-20-110)

A4.19.4.1. No person shall ride any motorized bicycle other than upon or astride (not standing) a permanent or regular attached seat.

A4.19.4.2. No more than two persons may ride a motorized bicycle at any single time.

A4.19.4.3. No person under 16 years of age may carry another person as a passenger upon a motor-driven cycle.

A4.19.5. No motorized bicycle will exceed posted speed limits or be operated at a speed greater than 30 mph at any time.

A4.20. Rules of the Road. Bicycles, Tricycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Joggers:

A4.20.1. Bicycle operators are subject to all rules of the road, except licensing and registration requirements. (ACTLM 27-49-111)

A4.20.2. Lamps on bicycles. For night operation, a bicycle will be equipped with a lamp on the front exhibiting a white light visible from a distance of at least 500 feet to the front and with a lamp on the rear exhibiting a red light visible from a distance of 500 feet to the rear; a red reflector meeting the requirements may be used in lieu of a rear light. (ACTLM 27-36-220)

A4.20.3. No person will use a tricycle, roller skates, roller blades, skateboards, or scooters after the hours of darkness on any sidewalk, street, or roadway.

A4.20.4. No person will operate a bicycle without a seat or saddle.

A4.20.5. No person will operate a bicycle with a passenger except when a seat is provided for such a passenger.

A4.20.6. Bicycle operators will ride in single file on the extreme right of the traffic lane and use bicycle paths when available. In addition, bicycle riders will wear a reflective outer garment at night or during periods of reduced visibility (this is defined as one-half (1/2) hour after sunset to one-half (1/2) hour before sunrise and at any other time when there is not sufficient light to render clearly discernible persons and vehicles on at a distance of five hundred feet (500 ft). Outer garment will be clearly visible and not covered. (**NOTE:** All personnel operating a bicycle on Little Rock AFB will wear an approved American National Standards Institute (ANSI) or Snell Memorial Foundation type protective bicycle helmet.)

A4.20.7. No person operating a bicycle, tricycle, roller skates, roller blades, skateboard, or scooter will hitch, attach to, or cling to a vehicle or other motorized conveyance for any reason.

A4.20.8. No person will operate powered and non-powered scooters, skateboards, roller skates, in-line skates, and other similar equipment not meeting DOT motor vehicle standards for public roadways in any public street, road, flight line ramp area, or drainage culvert (ditch) at any time. In addition, no person shall roller skate, roller blade, skateboard, or scooter on any handrails to any facility on Little Rock AFB. Further no person shall skateboard, roller blade, skate, or scooter on any government property, where the use of said property may/will result in damage to the property. **NOTE:** Skaters, skateboarders, roller bladers, and roller skaters are required to wear helmets and should wear protective clothing (elbow and knee pads and wrist guards) while skating on LRAFB.

A4.20.9. Joggers. All joggers will wear a reflective outer garment at night or during periods of reduced visibility. Outer garment will be clearly visible and not covered. All personnel who jog or run on base should follow the same rules of the road as a motorist but must face on-coming traffic. Each person will run single file against traffic and will stay off the roadway, by running or going on the shoulder side of the road. Persons will obey all traffic devices and will not obstruct the flow of traffic. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) is prohibited while walking, jogging, running or bicycling on roadways. Individuals may be cited for obstructing traffic flow or other traffic violations under this regulation. Joggers, walkers, and runners who stay on the sidewalks or on exercise paths may wear headsets or earphones. (DoDI 6055.4, Enclosure 3. 3c) Speeds will be reduced to 10 mph, when driving close to or passing joggers performing individual, squadron, group or wing level physical fitness training. Road guards or safety spotters will be utilized to safely control traffic for formation runs or group running events.

A4.21. Accidents or Accident Reporting:

A4.21.1. Driver's Duty. It is the driver's duty to give information and render aid and reasonable assistance to any person injured in the accident, including the transporting, or the making of arrangements for the transporting, of the person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that treatment is necessary or if transporting is requested by the injured person. (ACTLM 27-53-101/103).

A4.21.2. Resulting in injury or death will provide their name, address, vehicle registration number, produce an operator's license upon request, render reasonable assistance to an injured person, and notify security forces immediately. (ACTLM 27-53-102/104)

A4.21.3. With an unattended vehicle, will attempt to identify the owner or operator of the vehicle struck, or if failing to do so will leave a written notice in a conspicuous place and contact security forces immediately. (ACTLM 27-S3-102/104)

A4.21.4. Resulting in property damage only will notify the security forces immediately.

A4.21.5. Major Vehicle Accidents: A major vehicle accident is defined as any accident with the criteria as stated in AFI 31-218(I), paragraph 4-5. And AFMAN 31-116 paragraph 4.2.1. The installation commander has determined any accident with damages estimated at \$10,000 or higher on all property will be categorized as a major vehicle accident. This applies to both private and government property.

A4.21.6. Minor Vehicle Accidents: A minor vehicle accident is defined as not involving injury and/or there is only minor damage to all POVs and all vehicles can be safely and

normally driven from the scene. This applies to both private and government property. All minor vehicle accidents must be reported to the 19 SFS within 24 hours.

A4.21.7. Security Forces Response to Minor Vehicle Accidents: The security forces will respond to all on-base minor vehicle accidents, within their means and capabilities, as determined by the on-duty security forces flight chief, to accomplish the following:

A4.21.8. Protect personal property,

A4.21.9. Normalize traffic,

A4.21.10. Identify witnesses and personnel involved,

A4.21.11. Record accident information in the Security Forces blotter. This information will include the accident type, time and date, location, name(s) of vehicle operator(s), names of passengers, unit (or address when civilian not affiliated with military), vehicle description, and license number(s)/plate. Include a brief summary of any damage and the circumstances involved as well as any traffic citations issued.

A4.21.12. Drivers involved in a Minor Vehicle Accident not involving a Security Forces response will report to the Security Forces within 24 hours. Security Forces will record accident information in the Security Forces blotter.

A4.21.12.1. The information cannot be used in administrated or criminal action unless it was initially reported as a hit and run and the violator is the person submitting the report (AFI 31-218(I) paragraph 4-6.d.(2)).

A4.22. Drunk Driving:

A4.22.1. It is unlawful and punishable for a person who is under the influence of intoxicating liquor to drive or be in actual control of a vehicle. (ACTLM 5-65-103 and UCMJ Article 111)

A4.22.2. It is unlawful for a person who is a habitual user of, or under the influence of, a controlled substance, to drive a motor vehicle, motorcycle, motor-driven cycle, moped or bicycle. (ACTLM 5-65-102(1) and UCMJ Article 111)

A4.22.3. A person licensed by the State of Arkansas or a person who registers a vehicle has given implied consent to submit to a blood alcohol test or breath test. Refusal to submit to this test may result in a person's driving privileges being suspended. (ACTLM 5-65-202/205, AFI 31-218(I))

A4.22.4. For active members who are cited for driving while intoxicated or driving while impaired, whether on-base or off-base, on-base privileges to drive a privately-owned vehicle (POV) or a government-owned vehicle (GOV) will be automatically suspended based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, videotapes, written statements, field sobriety test results, or other evidence. The 19 MSG/CC or 19 MSG/CD will review the evidence to determine if it is reliable no later than three duty days following the incident.

A4.22.4.1. All persons apprehended for drunk driving are entitled to an administrative hearing prior to revocation. Hearings for intoxicated driving will be conducted. Members may request a hearing to receive limited driving or restoration of driving

privileges until adjudication/non-judicial proceedings based on extenuating circumstances. If a review of the evidence confirms the charge, the 19 MSG/CC, or 19 MSG/CD must revoke the member's driving privileges for a period of not less than 1 year. The date of the hearing confirming the charge is the effective date of the revocation. If the person does not request a hearing within the allotted time, the suspension becomes a permanent revocation effective immediately.

A4.22.4.2. If an active duty member with a revoked license requires the use of a GOV for his/her duties, the owning unit commander must apply for and receive authorization for restricted driving privileges from the 19 MSG/CC or 19 MSG/CD, prior to that member operating a GOV. The 19 MSG/CC, or 19 MSG/CD will determine if the request is appropriate and supporting documentation is available and his/her decision to apply for this authority must be determined only by mission requirements, not for the convenience of the unit or its members. **Note:** The group commander over the owning unit commander must coordinate on the request prior to forwarding it to the 19 MSG.

A4.22.4.3. Once the owning unit commander requests authorization for restricted driving privileges to operate a GOV, the 19 MSG/CC or 19 MSG/CD will conduct a review of the case. The 19 MSG/CC or 19 MSG/CD must also coordinate with JA to ensure the member's driver's license is not suspended by the issuing state. If the member's license is suspended, restricted driving privileges WILL NOT be granted unless and until the member has received written authority from the state licensing board.

A4.22.4.4. If the 19 MSG/CC or 19 MSG/CD approves the request the member is allowed to operate GOVs with the proposed limitations and restrictions. In the event of a non-concur, the wing commander is the final waiver authority. The 19 AW/CCC will provide input to the wing commander on enlisted non-concurs. Upon expiration of a member's POV base driving restrictions, GOV operating limitations and restrictions will also expire.

A4.22.5. Open alcoholic beverage container. Having open alcoholic beverages in your automobile while driving on-base is prohibited.

A4.23. Reckless Driving: A person who drives a vehicle with wanton disregard for the safety of persons or property is guilty of reckless driving. (ACTLM 27-50-308)

A4.24. Defective vehicles: No person will operate or move a motor vehicle on LRAFB unless the vehicle is in safe mechanical condition and does not endanger the driver, occupants, or persons on the highway. (ACTLM 27-37-101)

A4.24.1. A person observed driving a vehicle not in good working order will be issued a traffic citation for the offense.

A4.24.1.1. The individual will be instructed to contact the Security Forces Reports and Analysis (Suite 120, Building 1255) within 72 hours with the defect(s) repaired.

A4.24.1.2. If the defect(s) are not repaired within 72 hours, the ticket will be processed and forwarded to the individual's commander as a moving citation. The individual's driving record will then have points assessed.

A4.24.1.3. If the individual reports with the defect(s) repaired, the ticket will be marked as "corrected" and filed as a warning with no traffic points assessed.

A4.24.1.4. If vehicles need towing, a combination of two devices (draw bar, chain, rope, cable, or other connection) must be used, and each device shall be of sufficient strength to pull the weight of the towed vehicle. Towing material will not exceed 15 feet between towed and towing vehicles. When draw bars are not used, a white flag or cloth not less than 12 inches square must be attached to the center of one of the towing devices.

A4.25. Insurance Requirements: All motor vehicles will have appropriate motor vehicles insurance assimilating Arkansas State Law (ACTLM 27-22-104). All traffic tickets issued for no proof of valid insurance will be forwarded with a suspension package to the 19 MSG/CC or 19 MSG/CD after 14 days for the member to request a hearing. Driving without insurance may result in the suspension of on-base driving privileges.

A4.26. Motor Vehicle Lighting: Motor vehicles will have their lights in operation 1/2 hour before sunset and 1/2 hour after sunrise (ACTLM 27-36-204). Driving on LRAFB using only parking lights or fog lamps is prohibited.

A4.26.1. All motor vehicles, other than motorcycles or motor driven cycles, will be equipped with at least two headlamps with at least one on each side on the front of the vehicle. (ACTLM 27-36-207/8/9/14)

A4.26.2. Motorcycles and motor driven cycles will be equipped with at least one, and not more than two, headlamps on the front of the vehicle. (ACTLM 27-36-209) Headlights will be turned on while motorcycles are being operated IAW AFI 91-207.

A4.26.3. Multiple-Beam Road Lighting Equipment (Head Lights): Except as otherwise provided, the head lights or auxiliary driving lamp on motor vehicles other than motor cycles or motor driven cycles shall be so arranged that the driver may select at will between distributions of light projected to different elevations:

A4.26.3.1. There shall be an upper most distribution of light composite beam so aimed and of such intensity as to reveal persons and vehicles at a distance of at least 350 feet.

A4.26.3.2. There shall be a lower most distribution of light or composite beam so aimed and of such sufficient intensity as to reveal persons and vehicles at a distance of at least 100 feet.

A4.26.3.3. Any obstruction limiting the above requirements is prohibited.

A4.26.4. Tail Lights: All motor vehicles will be equipped with at least one tail lamp mounted on the rear, which when lit, will emit a red light plainly visible from a distance of 500 feet. Vehicles other than motorcycles or motor driven cycles manufactured or assembled after 1959 will be equipped with at least two tail lamps mounted on the rear. (ACTLM 27-36-215)

A4.26.5. License Lamp: Either a tail lamp or a separate lamp will illuminate the rear registration plate with a white light, and render it clearly legible from a distance of 50 feet to the rear. (ACTLM 27-36-215)

A4.27. Reflectors: Each new motor vehicle operated on a highway (other than a truck tractor) will carry on the rear, either as a part of the tail lamp or separately, two red reflectors, and all motorcycles, and motor driven cycles will carry at least one reflector. (ACTLM 27-36-215)

A4.28. Extended Load Marking: When the load on a vehicle extends to the rear four feet or more beyond the bed or body, a red light or red flag or lantern displayed at the extreme rear end of the load, plainly visible from at least 500 feet to the sides and rear. During the hours of darkness, the red flag used for display must be at least 16 inches square. (ACTLM 27-37-204)

A4.29. Emergency Parking: When a vehicle is parked or stopped on a roadway or adjacent shoulder, attended or unattended, during the hours of darkness, the vehicle will be equipped with one or more lamps which shows a white or amber light on the roadway side visible from a distance of 500 feet to the front of the vehicle and a red light visible at a distance of 500 feet to the rear. Headlamps lit on the parked vehicle will be depressed or dimmed. (ACTLM 27-36-206)

A4.30. Emergency Response Vehicles: All emergency response agencies, will install, maintain, and exhibit rotating or flashing emergency lights on all response vehicles.

A4.31. Mirrors: Motor vehicles will be equipped with a rear view mirror. Motor vehicles which are constructed or loaded and obstruct the driver's view to the rear from the driver's position will be equipped with a mirror located to give the driver a view of the highway for a distance of at least 200 feet to the rear of the vehicle.

A4.32. Visibility: No person will drive a motor vehicle with a sign, poster, or other nontransparent material on the front windshield other than a certificate or paper required to be on display by law, or DoD.

A4.33. Muffler: Motor vehicles will, at all times, be equipped with a factory installed muffler or one duplicating factory specifications, in good working order, and in constant operation to prevent excessive or unusual noise.

A4.34. Windshield Wipers: Windshields on motor vehicles, other than motorcycles or motor driven cycles, will be equipped with a device for cleaning rain, snow, or other moisture. At any time during inclement weather when windshield wipers are in use, headlights will also be utilized.

A4.35. No person will operate a motor vehicle when vision is obstructed by fog, ice, snow, or frost on the windshield, side windows, or rear windows.

A4.36. No person will operate a government or private motor vehicle, motorcycle, moped, motor scooter, motorized cycle, or bicycle on LRAFB with head phones, ear phones or other listening devices over their ears while the vehicle is in motion. Exception: Use of cell phones with hands-free devices or hands-free operating mode.

A4.37. Radar Detectors: Radar detectors will not be displayed or utilized on LRAFB.

A4.38. Cell Phones: All operators of privately owned vehicles and government vehicles will not use cell phones without a hands-free device or hands-free operating mode. DD Form 1408 will be issued for noncompliance, entered into SFMIS and four points will be assessed against the driving record. NOTE: Do not use cell phone in the gas pump area of the base gas station.

A4.39. Child Passenger Protection:

A4.39.1. Children under the age of 6 or weighing less than 60 pounds must be properly placed and secured in a child passenger restraint device that is in good working order. (ACTLM 27-34-104)

A4.39.1.1. The restraint must meet applicable federal motor vehicle safety standards in effect on the date of this regulation.

A4.39.1.2. Smoking is prohibited in any motor vehicle carrying a child who is under the age of 14. (ACTLM20-27-1903)

A4.39.2. Violations: The security forces will issue a separate traffic ticket for the offense. Unit commanders having jurisdiction may reduce first time violations when proof that an approved child passenger safety seat has been installed. The second and subsequent violations will result in two points being assessed against the violator's driving record.

A4.40. Rebuttal of DD Form 1408: The person cited must write a statement to include all facts and circumstances concerning reasons for rebuttal within 10 duty days from the date the ticket was issued. Unit commanders will review statements, recommend action by endorsing the violator's letter, and forward it to the 19 SFS Reports and Analysis section. Reports and Analysis will attempt to obtain a written statement from the patrol person issuing the ticket for inclusion into the rebuttal package. The DFC will recommend to the 19 MSG/CC or 19 MSG/CD the appropriate action to take. The DFC may void tickets that are technically incorrect or do not fully conform to the traffic code. The 19 MSG/CC or 19 MSG/CD will be the final approving authority and will forward the results to the Security Forces Squadron Reports and Analysis section. Reports and Analysis will notify the violator of the final decision and annotate appropriate records.

A4.41. Mandatory Wear of Seatbelts on DoD Installations: All operators of, and passengers in, privately owned vehicles and government vehicles will wear seatbelts on and off base and on and off duty while vehicles are in motion. The vehicle operator is responsible for ensuring all passengers are using seatbelts. Second non-compliance with restraint or safety device requirements will result in suspension for a period not less than 30 days but no greater than 6 months, at the discretion of the 19 MSG/CC or 19 MSG/CD. **Exception:** To be exempt from seatbelt wear, individuals must have a letter from a competent medical authority and have the letter in their possession .

A4.41.1. Each owner must have an approved seatbelt installed and in use before entry to the installation is granted. **Note:** Although many vehicles built prior to 1965 did not have seatbelts, after-market belts must be installed to operate these vehicles on LRAFB.

A4.42. No military or DoD Civilian worker is allowed to ride in the box/bed of a utility vehicle not intended for occupants, unless military necessity dictates otherwise.

A4.42.1. If necessary to ride in the box/bed, occupants will sit only on the floor (not the wheel well) with their backs against the cab or the sides of the bed (not against the tailgate) and will remain seated at all times while the vehicle is in motion.

A4.42.2. Personnel are not permitted to ride in the utility bed of a vehicle with unsecured cargo, which could cause injury due to movement.

A4.42.3. Contractors' vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried. Seat belts and anchorages meeting the requirements of 49 CFR Part 571 (Department of Transportation, Federal Motor Vehicle Safety Standards) shall be installed in all motor vehicles. (CFR 1910.601(b)(8), (9))

A4.43. The vehicle operator will ensure all occupants are properly seated and restraints are utilized, if available, prior to placing the vehicle in motion.

A4.44. Suspension or Revocation of Base Driving Privileges: The authority to perform installation commander duties as outlined in AFMAN 31-116 para 1.3, Air Force Vehicle Traffic Supervision, has been delegated to both 19 MSG/CC and 19 MSG/CD.

A4.44.1. Honoring Suspensions and Revocations. All suspensions and revocations forwarded to this installation by other military installations will be honored. Should compelling reasons or hardships occur affecting the revoked driver, the driver is directed to contact their individual first sergeant for guidance on obtaining limited driving privileges. Suspensions and revocations occurring on this installation will be forwarded to the gaining military installation via SFMIS or by sending all packages to the gaining DFC if SFMIS is not available.

A4.45. Volunteer Fire Fighters. All volunteer fire fighters must carry on their person, a current and valid form of credential. A credential is defined as an ID or letter issued by the county, or fire department agency they are serving. Volunteer fire department personnel must obey all traffic lights and speed limits. They are not authorized to use any emergency equipment (flashing red lights or sirens) while on base when responding.

A4.45.1. Once off the installation, volunteer fire fighters shall be allowed to use portable dash-mounted red rotating or flashing emergency lights on their privately owned automobiles when responding to a fire or other emergency IAW ACTLM 27-36-304.