

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE  
INSTRUCTION 31-116**

**6 JUNE 2013**

**Security**



**MOTOR VEHICLE TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction serves as the Motor Vehicle Traffic Operating Instruction for 6 AMW and tenant units. This instruction complies information from AFI 31-218(I) and AFMAN 31-116 to establish the rules of the road for MacDill AFB and its personnel. It implements policy for AFI 31-218(I), *Motor Vehicle Traffic Supervision*, AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, Air Force Police Directive 31-1, *Integrated Defense* and AFI 31-207, *USAF Traffic Safety Program*, Army Regulation 190-5. Assigns responsibilities and establishes procedures for motor vehicle traffic supervision and parking on MacDill AFB. Includes, but not limited to, granting, suspending, revoking privileges to operate privately owned vehicles (POV); and traffic supervision and governs the MacDill AFB parking program. This operating instruction identifies local traffic enforcement procedures particular to MacDill AFB. This instruction applies to Air Force, Reserve, Guard and active duty military and reserves on orders of any other branch of the service, DoD Civilians, non-affiliated Civilians, Guests, Contractors and any other individuals residing, working, or visiting on MacDill Air Force Base (AFB) not previously mentioned. Failure to comply with this instruction is punitive in nature and chargeable under Article 92 of the UCMJ, for military personnel. All non military personnel will be charged through the Magistrate Court System. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 Forms 847 from the field through the appropriate functional chain of command.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) 8013, Secretary of the Air Force; Department of Defense (DoD) Directive 7730.47, Defense Incident Based Reporting System (DIBRS); AFI 31-203, *Security Forces Management Information System*; 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims Rights and Restitution Act of 1990; and Executive Order (E.O.) 9397 (SSN). System of records notice F031 AF SF B applies.

**SUMMARY OF CHANGES**

This document changes the title of AFI 31-204\_6 AMWSUP1 to MacDill Operating Instruction 31-116. It contains major revisions and must be thoroughly reviewed, some items changed concern the suspension/revocation of installation driving privileges, traffic points system, removal of parking policy to point system and the operation of motorcycles on the installation. This Operating Instruction supersedes AFI 31-204, 6 AMW Supplement 1, 03 January 2011, and is applicable to all persons who operate motor vehicles and their passengers on MacDill AFB regardless of DoD Component/Branch of Service, Duty Status/Active/Reserve, or military affiliation; Civilian Employee, Contractor, Family Member, or guest. Refer to AFI 31-281(I), *Motor Vehicle Traffic Supervision* and AF Manual 31-116, *Air Force Motor Vehicle Traffic Supervision* for information not covered in this Operating Instruction.

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## Chapter 1

### INTRODUCTION

**1.1. Purpose.** To implement policy, assign responsibility, and establish procedures for motor vehicle traffic supervision on MacDill AFB. This instruction provides local procedures to implement the directives found in AFI 31-218\_IP, *Military Police Motor Traffic Supervision*, AFMAN 31-116 *Motor Traffic Supervision* and AFI 91-207, *The US Air Force Traffic Safety Program*. In accordance with the supplement directive in AFI 31-218\_IP, this MacDill instruction supplements AFMAN 31-116 to establish an effective traffic supervision program, IAW AFM 31-116. AFI 31-218\_IP, AFMAN 31-116 and this MacDill Operating Instruction must be used in concert to implement the MacDill AFB *Vehicle Traffic Supervision Program* in its entirety.

**1.2. Delegation of Authority.** The 6th Mission Support Group, Commander (6 MSG/CC), is designated by the 6 AMW/CC as authorized to sign Preliminary Suspension of Driving Privileges letters and Suspension/Revocation of Driving Privileges letters under the authority of AFI 31-218, paragraph 2-4. The 6th Mission Support Group, Deputy Commander (6 MSG/CD), is designated by the 6 AMW/CC as the Traffic Violations Review Authority (TVRA) and will act under authority of AFI 31-218, paragraph 2-4 and paragraph 2-6. The Commander, 6th Security Forces Squadron, (6 SFS/CC), 6 SFS Operations (6 SFS/S3), 6 SFS Reports and Analysis (6 SFS/S5R), and the 6th Air Mobility Wing, Judge Advocate (6 AMW/JA), will act as advisors to the TVRA. The TVRA will consult with his or her advisors as needed to review traffic violation appeals.

**1.3. General.** This instruction specifically adopts selected portions of the Florida State Statutes (FSS). Although not restated in full in this instruction, provisions of the FSS pertaining to motor vehicle and pedestrian traffic laws, which are not addressed herein, are expressly adopted and made applicable to MacDill AFB.

1.3.1. Criminal violations of the FSS are assimilated by the installation under Title 18, United States Code, Section 13, (18 U.S.C. 13), DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*. Violations of FSSs may result in prosecution before the U.S. Magistrate or Federal District Court for civilian offenders.

**1.4. Responsibilities.** The 6 MSG/CD is designated the chairperson for the Traffic Safety Board and authority for traffic supervision programs. The 6 SFS/S3 & 6 SFS Police Services (6 SFS/S5L), 6th Civil Engineer Squadron, Engineering Flight (6 CES/CEC), 6 AMW/JA, and Ground Safety (6 AMW/SEG) will act as advisors for the traffic supervision programs.

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Operating a motor vehicle on MacDill AFB is a privilege, not a right.** The use of a valid state, international, or foreign driver's license is acceptable for operating a privately owned motor vehicle on MacDill AFB. Anyone who operates a vehicle on MacDill AFB impliedly consents to provide a sample of their blood, breath or urine for testing if suspected of driving while impaired by alcohol or drugs. All personnel operating a vehicle on MacDill AFB will ensure their vehicle is properly ensured, registered and in safe operating condition. They also agree to comply with all traffic rules of the installation.

**2.2. Inspections of vehicles at MacDill AFB entry gates and restricted areas are conducted in accordance with command policy and force protection measures to insure the health and safety of military personnel, protect military property, and secure national security interests.** Individuals entering the installation are deemed to have impliedly consented to compliance with applicable regulations and rules governing MacDill AFB, including but not limited to consent to random vehicle inspections, as directed by the commander, 6 AMW/CC. If an individual refuses to submit to an inspection of his or her vehicle, the following actions will be completed:

2.2.1. If the owner/operator is civilian, ask him/her for identification and advise the vehicleoperator they cannot enter the base unless the vehicle is examined. If they refuse to have the vehicle examined, advise the operator/owner failure to submit to a Base Entry Point Check (BEPC) will result in revocation of base driving privileges, base barment actions, or both. If the owner/operator still refuses, Security Forces personnel will conduct a visual inspection of the exterior of the vehicle to ensure there is no overt risk to safety or security. If evidence of criminal activity is detected in plain sight during an inspection, Security Forces personnel will alert Security Forces chain of command and promptly consult the on-call 6 AMW/JA for further guidance. If the operator attempts to enter the installation, deny entry. If the BEPC is for outbound vehicles and the operator refuses the inspection the same procedures apply. The operator will be detained and further guidance will be requested through the 6 SFS chain of command and the on-call 6 AMW/JA.

2.2.2. Any individual, in the grade of 0-6 and below, to include foreign officers assigned to the Combatant Command, who refuses to have their vehicle inspected will be issued a revocation of installation driving privileges letter for a minimum period of one (1) year. Any individual in the grade of 0-7 and above, their DoD civilian counterparts (SES category and up), and the dependents of these individuals will not have vehicles under their control inspected.

2.2.3. Handle vehicles under the control of a military member in the same manner. Military members can be lawfully ordered through the base commander to submit to the inspection, however, if the owner or operator still refuses an inspection, they will be charged with Article 92 of the Uniform Code of Military Justice (UCMJ), *Failure to Obey Order or Regulation*.

2.2.4. Despite the military member's refusal, the vehicle will be inspected and does not require a search warrant as the inspection is not a probable cause search. If during the

inspection contraband is found, immediately stop the inspection, secure the contraband and vehicle, and apprehend or detain all persons involved.

2.2.4.1. Advise suspects of their rights and attempt to obtain consent to search from the owner/operator. If the individual continuously refuses to have his/her vehicle inspected, the Base Defense Operations Center (BDOC) will contact the on-call Staff Judge Advocate (SJA) to determine if enough probable cause exists to obtain authority to search and seize from the military magistrate.

### **2.3. Suspension or Revocation of Driving Privileges.**

2.3.1. The Traffic Violations Review Authority (TVRA) has the authority to suspend, revoke, or restrict the privilege of operating a motor vehicle/vessel on MacDill AFB. This authority was delegated by the 6 AMW Commander to the 6 MSG/CD. The office of the 6 MSG/CC is designated as the signing official for letters of Suspension/Revocation of Driving Privileges and Preliminary Revocation of Driving Privileges for Driving Under the influence.

2.3.2. An individual whose driving privileges have been revoked or suspended by the TVRA or by state authorities will have his/her privilege to operate a government owned motor vehicle (GOV) revoked or suspended in the same manner and for the same duration as imposed by the TVRA or state authorities. If an individual is discovered operating their privately owned vehicle (POV) while their state license is suspended/revoked, on-duty Security Forces personnel will issue immediate notices of suspension of base driving privileges. Personnel apprehended or detained for impaired/intoxicated driving on or off base will have their on base driving privileges **immediately** suspended/revoked for a period of one year pending resolution of the incident. IAW AFI 31-218 2-6.a., a “reasonable time period” to request an administrative hearing once a notice of suspension of base driving privileges has been issued is 14 calendar days. This suspension takes effect at the time of the vehicle stop. *Note: If the individual stopped does not have an affiliation with MacDill AFB or any other DoD installation they will still be issued the suspension/revocation of base driving privilege letter but they will not have the right to an Administrative Hearing. These cases will be settled through the Magistrate Court System.* If an individual is requesting limited driving privileges for a 30 day suspension resulting from the accumulation of traffic points or another incident not related to DUI/BUI or a suspended/revoked license, the suspension will not take effect until after the TVRA has reviewed the case and made a decision to the individuals appeal.

**2.4. Violators apprehended on MacDill AFB for driving under the influence (DUI/0.08 BAC)** will be immediately issued a Final Notice of Revocation of Driving Privileges letter for refusal to submit to a chemical test, conviction of intoxicated driving charge, or serious motor vehicle accident which is detrimental to public safety or good order and discipline. IAW AFI 31-218 2-6.a., a “reasonable time period” to request an administrative hearing once a notice of revocation of base driving privileges has been issued, is 14 calendar days. This suspension takes effect at the time of the vehicle stop. Individuals determined to have a blood alcohol content of 0.05 or greater but less than 0.08 will be cited for Driving While Impaired and six (6) points annotated on their MacDill AFB Drivers record in SFMIS and their drivers license suspended for six months. To be considered impaired it must be supported with other competent evidence such as the completed DD Form 1920 reflecting all the Field Sobriety Exercise results, Horizontal Gaze Nystagmus results and patrolman’s supporting statement. If operator is determined to be

impaired they can either contact someone to remove their vehicle or it will be towed off the installation.

2.4.1. 6 SFS/S5R will forward all DUI/BUI cases to the installation TVRA and 6 AMW/JA within 3 duty days after all evidence has been gathered and the report completed for review.

2.4.2. 6 SFS/S3L will provide 6 LRS/OR&L the suspension/revocation listing monthly. This information will be tracked in OLVIMS on an as needed basis and members will be notified in writing by 6 LRS/OR&L through their unit commander of notice to return their AF Form 2293 to 6 LRS/OR&L.

**2.5. For situations where the violator is arrested off base for DUI or Boating Under the Influence (BUI), individuals will be immediately notified through their First Sergeant or Commander to report to 6 SFS/S5R to acknowledge and receive a Notice of Revocation of Driving Privileges letter.**

**2.6. All appeals of suspensions, revocation actions or request for administrative hearings will be submitted to 6 SFS/S5R for review, and forwarded through 6 SFS/CC and 6 AMW/JA to the TVRA for consideration/action.** 6 SFS/CC ensures all information is included in the proposed request, and makes a recommendation as to the proposed outcome. 6 AMW/JA will review the case and make legal recommendations to the TVRA. Military individuals will be notified through their First Sergeant or Commander to report to 6 SFS/S5R to acknowledge the decision of the TVRA and receive a copy of the decision. Civilian members will be notified to report to 6 SFS/S5R to acknowledge the decision of the TVRA. If they will not respond to 6 SFS/S5R to acknowledge the decision then the decision will be forwarded to them via certified mail. If granted limited privileges, they must keep this letter on them when operating a POV or GOV.

2.6.1. The 6 AMW/JA and TVRA will conduct a review of the case file within 14 days of final assembly of evidence.

2.6.2. Written requests must be submitted to 6 SFS/S5R to request hearings with the TVRA to vacate the suspension, pending investigation or resolution of the incident, within 14 days of notice.

2.6.3. If a hearing is requested, the suspension of driving privileges for DUI/BUI or driving on a suspended/revoked state license will remain in effect until a final decision has been made by the TVRA. If a decision has not been made within 30 days of the hearing date, full driving privileges will be restored until a final decision has been made by the TVRA.

2.6.4. If a hearing is requested, a date and time convenient to all parties will be coordinated through 6 SFS/S5R. This administrative hearing will take place in the 6 MSG Conference Room. Parties present will consist of the 6 MSG/CD, 6 AMW/JA, 6 SFS/S5R and the person requesting the administrative hearing as well as a personal representative if they choose. If the individual requesting the administrative hearing is a military member they can be represented by the Area Defense Counsel or at their own expense by civilian counsel. Civilian individuals may be represented by civilian counsel at their own expense. The decision of the TVRA is final. The individual requesting the administrative hearing will be notified by the 6 SFS/S5R office as to the results. The individual requesting the hearing will be asked to report to the 6 SFS/S5R in Bldg 203, Rm 257 to acknowledge the results of the TVRA. If the individual is military then they will be notified through their unit

Commander/First Sergeant to report to 6 SFS/S5R. If the individual is civilian they will be notified through the contact information provided in the request letter. If they cannot be reached either by telephone or in person, the written results of the TVRA will be forwarded to the individual via certified mail.

**2.7. Operating a motor vehicle/vessel with blood alcohol content (BAC) of 0.08 or higher is in violation of Florida law.** Individuals determined to have a blood alcohol content of 0.05 but less than 0.08 may be cited as Driving while Impaired under AFI 31-218 chapter 5-3 table 5-2. For a driver to be considered Impaired, it must be supported with other competent evidence such as the completed DD Form 1920 reflecting all the Field Sobriety Exercise results, Horizontal Gaze Nystagmus results, and officers and offenders statements. *Note: Each civilian offender who officers determine probable cause exists for citing offenders for "Impaired Driving" will be charged for Impaired Driving under FSS 316.193 Driving Under the Influence on a USDVN 1805 citation.*

**2.8. The TVRA has the authority to grant or deny a request for restricted or limited driving privileges.** To request restricted or limited driving privileges, the suspended driver must submit a written request (Attachment 5) endorsed by his or her commander, to 6 SFS/S5R through 6 SFS/CC to the TVRA.

2.8.1. Requests for restricted or limited driving privileges should include a full description of the hardship or mission impact that is incurred by not being able to drive, the steps the individual has taken to ensure the situation does not happen again, what areas on MacDill AFB driving is requested, and the route of travel to get to these areas from the base entry point. Mission impact must be in the area of "go/no go" meaning without this individual being able to drive the mission can not be completed. Prior to any limited privileges being granted the individual requesting the limited privileges must show they have been issued a valid drivers license.

2.8.2. Prior to being granted limited driving privileges resulting from a DUI, the requestor must provide notices of completion from the 6th Medical Group ADAPT course, and completion of Driver Improvement and rehabilitation Course, from 6 AMW/Safety Office. If this was civil arrest for DUI, then the appropriate civilian drug and alcohol education course completion is required.

2.8.3. If restricted or limited driving privileges are granted and the individual is subsequently involved in a chargeable accident or moving violation, restricted or limited driving privileges shall be withdrawn. This is done in addition to any further suspension or revocation action taken for the offense that occurred.

2.8.4. Individuals granted limited driving privileges will still be annotated as suspended in SFMIS/DBIDS. Individual is responsible for maintaining the letter authorizing their limited privileges from the TVRA while operating any vehicle on the installation. Letter must be presented to the officer conducting the vehicle stop at the time of the stop.

2.8.4.1. Once a suspension/revocation is completed, driving privileges are automatically restored in SFMIS. Operators must contact 6 SFS/S5R to be removed from DBIDS.

2.8.5. Individuals newly assigned who are discovered to have had their driving privileges suspended from their previous base/command, will have their driving privileges suspended on MacDill AFB. Their SFMIS printout will be forwarded to the gaining unit First

Sergeant/Commander and they will be instructed to have the individual report to 6 SFS/S5R to sign their Suspension/Revocation of driving privileges letter for MacDill AFB.

**2.9. Upon receipt of PCS orders** , a military member's driving record will be automatically transmitted in the Security Forces Management System (SFMIS) to the gaining installation CSF to be coordinated with the applicable gaining commander for appropriate staff action if derogatory information exists. If the military member has an active file, a copy will also be mailed to the gaining installation. Driving records received on inbound military personnel will be reviewed by 6 SFS/S5R for derogatory information and, if nothing is identified, the record will be acknowledged as received in SFMIS with no further action. If derogatory information is received in the forwarded driving record, a copy of the record will be promptly provided by 6 SFS/S5R to the member's gaining commander for appropriate staff action and the records will be acknowledged as received in SFMIS. The S5R office has been included on the installation Virtual Military Personnel Flight (MPF) out-processing checklist for Air Force Personnel. Civilian Personnel must also out-process through S5R. All agencies not utilizing Virtual MPF must add S5R to their unit out-processing checklists.

### Chapter 3

#### MOTOR VEHICLE REGISTRATION.

**3.1. Contractor personnel requiring access to the installation for more than five days** will provide a letter to the 6 SFS/S3GDV stating the full name and aliases of contractor, driver's license numbers, Social Security Numbers, dates of birth, projected date of arrival, and the contracting agency and number to be annotated on the AF Form 75. The duration of AF Form 75 will not exceed one year.

**3.2. Organizations or personnel that sponsor groups of contractors or non-contractor individuals onto the installation for an organized function** (i.e., wedding, golf tournament, etc.), not to exceed three days, will submit a letter of sponsorship to 6 SFS/S3GDV at least three days prior to the event. Letters must contain names of visitors and driver's license numbers.

**3.3. Rental vehicles authorized in official Temporary Duty (TDY) Orders are considered Government vehicles during the the duration of the individual's TDY.**

**3.4. Registered vehicles cannot be parked at the same location for 72 hours or more.** Abandoned vehicles are defined as any partially dismantled, non-operable, wrecked, junked, or derelict motor vehicle parked for more than 3 days on a public street, roadway, or public parking area, (i.e., Base Exchange, commissary, hobby shop, dormitories, or base housing, etc.), or any vehicle for which the owner cannot be identified or has permanently departed the immediate vicinity of MacDill AFB. These vehicles will be considered abandoned by the owner until determined otherwise. The vehicle will be issued a AF Form 1408, after 72 hours the vehicle will be issued an abandoned vehicle notice/DD Form 2504. Suspected abandoned vehicles will be forwarded to S2; S2 will conduct a Vehicle Identification Number (VIN) search for the owner of the vehicle, a certified letter will be sent to owners last known address stating their vehicle is suspected abandoned. If a reply isn't received by 10 duty days after noticed was sent, the vehicle will be removed from the installation at the owner's expense.

## Chapter 4

### TRAFFIC PLANNING AND CODES

**4.1. Drivers entering MacDill AFB during the hours of darkness are required to use their parking lights or daytime running lights when approaching MacDill AFB entrance gates.** Motorcycles, motor scooters, and motorized bicycles that do not have parking lights or daytime running lights will use their low beam headlights when approaching entrance gates.

4.1.1. . Headlights will be turned on when the motorcycle, motor scooters and motorized bicycles is in motion.

4.1.2. A rear view mirror will be attached to both sides of the motorcycle handlebar.

4.1.3. Motorcycle Operator/Passenger Safety Equipment. Any operator or passenger of a motorcycle or motor-driven cycle shall at all times wear a ANSI/DOT/SNELL approved protective helmet on their head in an appropriate manner safely secured. (Helmets must be properly worn and fastened and meet standards of the Snell Memorial Foundation, the American National Standards Institute, or the Department of Transportation.) Operator and any passenger must wear impact resistant goggles, wrap around glasses, or a full-face shield on their helmet meeting the requirements of ANSI/DOT/SNELL. Tinted eye protection will not be worn during the hours of darkness. During daylight hours the outer most garment must be a brightly colored (stands out) full sleeved garment. A reflective outer garment will be worn during limited visibility, (fog, rain, etc...) and while operating the motorcycle during hours of darkness, (dusk till daylight). A flightline reflective belt does not constitute a reflective upper outer garment. A reflective style belt will be worn on any backpack type object worn over the brightly colored or reflective outer most garment, unless the backpack is brightly colored and constructed of reflective properties. Brightly colored means colors such as those used in traffic control, (neon orange, yellow, green etc). Black and white are not considered brightly colored garments. Long sleeved, brightly colored shirt/jacket, full-fingered non slip type gloves, long trousers, and sturdy footwear providing ankle support such as durable leather or ballistic-type athletic shoes (over the ankle leather sneakers), are required. Soft pliable footwear such as canvas sneakers, sandals, shower clogs, etc., are not authorized. It is the inherent responsibility of the operator to ensure his or her passengers are wearing all appropriate safety equipment and thus if a passenger were to be in violation of this paragraph the operator would be issued the citation and the points assessed would be against same. ***Note: Battle Dress Uniforms of any DoD Component whether Woodland or Desert or any other uniform combination and Flight Suits of any DoD Component are not considered brightly colored.***

4.1.4. Persons riding on a motorcycle will ride on permanently affixed regular/standard motorcycle seats. No more than one passenger will be carried on any motorcycle or scooter with passenger accommodations. Passengers are not allowed on mopeds.

4.1.5. All motorcycles will be equipped with a functional front brake and fender.

4.1.6. Any motorcycle operated with a passenger shall be equipped with a permanent seat and footrests for such passengers. Foot pegs or floor boards will be used by the operator and passenger.

4.1.7. Motorcycles will not be operated more than two abreast in a single lane of traffic. Contractors operating motorcycles on Air Force installations must be licensed and must comply with all installation safety requirements, except training.

4.1.8. The use of headphones while operating a motorcycle, and motor-driven cycle is unauthorized. Motorcycle helmet intercom systems and a single ear piece Bluetooth/GPS system are authorized to be used.

**4.2. No person will be transported in or on a vehicle while in a standing position, except in buses where suitable handholds are provided.** When riding in the cargo compartment/truck bed of a pickup truck, personnel will be seated on the floor and not the wheel well or up against the tailgate, fasten their seatbelt (if installed), and remain seated until the vehicle is properly parked or stopped. The number of personnel riding in a passenger car, station wagon, carry-all, or cab of a truck shall not exceed the number prescribed for the said vehicle or the number of seatbelts installed. Seatbelts will be used at all times by all passengers when a GOV or privately owned vehicle (POV) is in motion. *Note: Owners of those vehicles manufactured prior to 1968 without seatbelts will have seatbelts installed for their own safety if they are to be driven on MacDill AFB.*

4.2.1. Use of the child safety seats consistent with state, territory, or host nation laws. If there are no state, or territory, or host nation law all children under 4 years of age regardless of weight of or less than 60 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 60 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

4.2.2. Riding on the outside of vehicles is permitted only when specific authorization is noted in USAF Instructions or Technical Orders (Fire Dept., etc.).

**4.3. Off-road vehicles (dirt bikes, ATVs, golf carts, etc. )** are not authorized to be driven on base either off road or on the pavement unless they are government or GSA vehicles. These vehicles must be stored or parked in an authorized area and do not require base registration decals; however, vehicle owners must maintain current state vehicle registration and insurance.

4.3.1. Operators of government ATVs must attend an approved ATV training course prior to operating the vehicle on the installation. All riders must wear all protective gear as required IAW AFI 91-207, Chapter 3..

4.3.2. Government ATVs must be driven on the hard surface unless contingencies or increased security measures dictate off-road use.

4.3.3. ATVs must be restricted to a maximum speed of 25 mph.

4.3.4. ATVs must not be operated within 50 feet of any flammable/combustible operation of storage facility.

**4.4. When towing vehicles only use tow accessories as specified by the vehicle manufacturer.**

**4.5. All vehicles carrying a load that exceeds the end of the vehicle by more than one-half the length of the permanent bed or cargo-carrying structure of the vehicle must have a red flag attached to the end of the load.**

**4.6. Driving on an unpaved area is permissible only under conditions where leaving the paved surface is necessary to avoid obstructions on the road or when directed by Security Forces personnel.**

**4.7. No vehicle will be operated with only its parking lights illuminated during the hours of darkness, except when at or approaching the entrance gates.**

**4.8. Emergency vehicles will not be operated in any manner that endangers personnel or property.** Emergency vehicles have the right of way when using emergency equipment (lights/sirens). For the purpose of this supplement, the term "Emergency Vehicle" applies only when these vehicles are responding to an emergency or exercise with appropriate emergency devices in use.

**4.9. Bicycles, Roller Blades, Scooters, and Other Manually Operated Vehicles.**

4.9.1. Operators of these devices must wear an approved helmet. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.

4.9.2. Operators will not wear headphones, ear phones, earplugs, or any other listening device which impairs hearing while operating a manually operated vehicle. Operators will not use cell phones/text messaging devices while in motion. The only exception to this rule is the wearing of hands-free cell phone devices.

4.9.3. Operators are prohibited from holding on to other vehicles in motion. Allowing animals to pull users of these devices on the street or sidewalk presents a safety hazard and is prohibited.

4.9.4. These devices will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

4.9.5. During hours of darkness, bicycles will be equipped with and use working headlights and taillights/approved reflectors.

4.9.6. Organizational bicycles (government owned) are permitted on the aircraft parking aprons. Privately owned bicycles are prohibited from the flight line area. **Note:** All bicycles are prohibited from taxiways and runways.

4.9.7. Any individual operating a bicycle under the power of a electric or gas motor but not classified as a Moped will not operate the vehicle on any sidewalk. They will operate on the right-hand shoulder of the roadway. Operators will wear an approved bicycle helmet and reflective vest when bicycle is powered by the motor.

4.9.8. Roller-blading, skate boarding, and other similar devices are permitted only on the jogging path and sidewalk in base housing. Also, in addition to an approved helmet, operators of the types of devices must wear protective knee and elbow pads. Skate board, scooters and any other similar device powered by a motor are not authorized on the roadways of MacDill AFB.

#### 4.10. Pedestrians.

4.10.1. Pedestrians/Joggers will not run any roadways during peak traffic periods. Peak traffic hours are defined as 0630-0800, 1100-1300, and 1530-1700, Monday through Friday. Pedestrians/Joggers will use the jogging path, sidewalk, or grass areas directly parallel to them when walking/jogging during this time period. Pedestrians/Joggers will not run or walk on the flight line without clearance through the 6th Operations Support Squadron, Airfield Operations. Pedestrians/Joggers walking/running during the hours of darkness will wear reflective vest/belts or approved reflective PT uniform and only run in well lighted areas or on approved jogging paths.

4.10.2. Pedestrians/Joggers will use crosswalks, if available, when crossing streets. Pedestrians have the right-of-way when in marked crosswalks. **Note: Pedestrians must stop; look both ways to ensure traffic has stopped prior to entering the crosswalk.**

4.10.3. Pedestrians/Joggers will not walk or jog on any vehicle roadway during peak traffic hours or while wearing headphones. Headphones may be worn on the jogging path, but will be removed when crossing any roadway or street. **Note: Joggers may utilize headphones during 5K/base morale running events when using the jogging path and not on the roadways/streets.**

#### 4.11. Speed Limits.

4.11.1. The basic speed limit on MacDill AFB is 25 mph unless otherwise posted.

4.11.2. The maximum speed limit in parking lots is 5 mph.

4.11.3. The maximum speed limit while backing is 5 mph.

4.11.4. The maximum speed limit in the Base Housing areas is 15 mph.

4.11.5. The maximum speed limit in the Hangar Loop Industrial Complex area is 25 mph.

4.11.6. Speed limits for special purpose vehicles operating on the aircraft parking ramp and hangar area are specified in MACDI 13-213, *Vehicle Operations on the Airfield*. The speed restrictions are enforceable under provisions of that instruction.

4.11.7. The authority for emergency vehicles to exceed the posted speed limit during actual emergency situations rests with owning units. At no time will speeds exceed 10 mph over posted speed limits. **Note: No vehicle will exceed the speed limit during routine exercise situations, other than 8010 exercises as outlined in 6 AMW 8010 Alert and Standby Force Procedures Plan.**

4.11.8. The speed limit for all vehicles entering/exiting the installation is 5 miles per hour within 50 feet of the gates, unless otherwise posted.

#### 4.12. Accidents.

4.12.1. All accidents will be reported to the BDOC. The driver of a vehicle involved in any accident shall, if physically and mentally capable, immediately report such accident to the BDOC. When the driver of such a vehicle is physically and/or mentally incapable of giving an immediate report as required and there is another occupant in the vehicle capable of reporting the accident, then he or she shall be responsible for notifying the BDOC. **Note: Individuals involved in a government vehicle accident determined to be at fault will be**

***required to attend a government approved drivers improvement course or approved civilian equivalent. Failure to do so will result in the loss of their on base driving privileges. Classes will be coordinated/approved and conducted through the 6 AMW Safety Office.***

4.12.1.1. Anyone initially arriving at an accident scene before any Emergency Response Units should stop and render aid to any injured person and notify the Security Forces.

4.12.1.2. The BDOC will dispatch appropriate Security Forces units to accomplish accident investigative and traffic control if needed. Minor vehicle accidents, when feasible, vehicle drivers will be asked to report to the BDOC to accomplish required paperwork. A blotter entry will be accomplished to 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, license number(s), a brief summary of any damage, and circumstances behind the cause of the accident. Minor vehicle accidents will be recorded on Standard Form 840. If the drivers of the vehicles wish to make a written statement, the AF Form 1168 will be used.

4.12.1.3. The driver of a vehicle involved in an accident resulting in injury or death to any person or damage to any vehicle shall immediately stop the vehicle at the scene of the accident and notify the BDOC. The driver will remain at the scene of the accident until all requirements of the accident investigation have been satisfied and Security Forces have released all individuals involved.

4.12.1.4. Accidents involving a GOV, the user of the vehicle must turn in the vehicle to the 6 LRS Vehicle Management Flight for inspection, opening of work orders to repair the vehicle and return it to a safe and serviceable condition. Failure to do so can result in the finding of a vehicle abuse incident.

4.12.2. Major vehicle accidents are defined as:

4.12.2.1. Disabling damage to a POV/GOV requiring towing.

4.12.2.2. Accidents that are difficult to explain (i.e., no correlation between damage and accident, chain-of-events, arson suspected, fraudulent claim anticipated, etc.).

4.12.2.3. Any bodily injury or death. For accidents involving severe bodily injury or death, tests of drivers blood, breathe, or other bodily fluids will be conducted to confirm if alcohol played a contributing factor in the accident.

4.12.2.3.1. Medical authorities, (Hillsborough County Coroner Office), will examine the bodies of those persons killed in a motor vehicle accident to include drivers, passengers, and pedestrians subject to military jurisdiction. They will also examine the bodies of dependents, who are 16 years of age or older, if the sponsors give their consent. Tests for the presence and concentration of alcohol or other drugs in the person's blood, bodily fluids, or tissues will be made as soon as possible and where practical within 8 hours of death. The test results will be included in the medical reports.

4.12.2.3.2. As provided by law and medical conditions permitting, a blood or breath sample will be obtained from any surviving operator whose vehicle is involved in a fatal accident.

4.12.2.3.3. Individuals requesting a private test of their blood, breathe or urines to determine if they are under the influence of alcohol or blood will do so at their own expense immediately without delay. The 6th Medical Group will only test willing volunteers or military personnel. Tests by off base medical facilities must be an accepted test by the State of Florida.

4.12.2.4. Major vehicle accidents will be fully investigated by Security Forces personnel and reported on AF Form 1315, *Accident Report*.

4.12.2.5. Accidents that exceed \$10,000 in damages will be investigated as major traffic accidents.

4.12.2.6. When a GOV is involved in either a minor or major vehicle accident, the GOV will be listed as vehicle number 1 on the SF Form 840 or AF Form 1315. Accidents involving POV's, the vehicle determined to be at fault will be listed as vehicle 1 on the SF Form 840 or AF Form 1315.

4.12.2.7. All drivers need to report their accidents to their supervisor to complete a 6 AMW Mishap Worksheet or equivalent.

4.12.2.8. Operators of a GOV involved in an accident will undergo mandatory testing of their blood, breathe or urine to determine if the operator was under the influence of drugs and or alcohol.

#### **4.13. Hit and Run Incidents.**

4.13.1. A hit and run incident is when an individual reports a vehicle striking another vehicle which they witnessed and the vehicle departs the scene. If an individual reports a hit and run involving their parked vehicle, evidence must be present to support their claim of hit and run occurring on the installation such as obvious debris field of broken glass, paint, pieces of the vehicle, etc. Accomplish an AF Form 3545, *Damage to Private Property* for accidents reported as a hit and run where a suspect/subject is not identified. If an individual is reporting damage to their vehicle but the damage does not correlate with another vehicle striking the vehicle or damage consist of scratches or dents caused by another vehicles door opening (door dings), then accomplish an AF Form 3545 report as *Damage to Private Property*.

#### **4.14. Parking.**

4.14.1. Parking is authorized only in areas clearly laid out or marked off on paved areas by paint, barriers, cones, signs, and/or at the direction of Security Forces personnel. Parking in non-designated spaces, including seeded areas, must be coordinated with 6 CES and approved by the Wing Commander (6 AMW/CC). Concrete markers will be used to identify the parking areas in approved seeded areas. Parking on unpaved areas is not authorized except during designated special events and when approved by 6 AMW/CC. All vehicles will be parked where the vehicles legally registered state license plate is visible from the roadway.

4.14.2. Parallel parking is prohibited on any curbs in any approved parking areas on MacDill AFB to include any Combatant Command parking areas unless properly marked, i.e. white lines marked to indicate a parking space. All approved parallel curb parking will be parallel to the direction of traffic flow and only when there is a painted parking space on the

pavement, with the exception of base housing where parking is in accordance with base housing regulations.

4.14.3. Parking is prohibited:

4.14.3.1. Within 15 feet of a fire hydrant, except by emergency vehicles performing official duties.

4.14.3.2. In a reserved space of another.

4.14.3.3. In a handicapped space without a handicapped permit issued to said person or without an authorized person present.

4.14.3.4. In areas painted with diagonal lines. Exception: Motorcycles only.

4.14.3.5. In front of a garage or cubicle unless it is assigned to the vehicle operator.

4.14.3.6. Backed in to any parking place, (except emergency response vehicles).

4.14.4. Two-wheeled motor vehicles may park in a designated parking area as well as the "White Striped/No Parking Areas" at the end of parking lanes so as not to impede the flow of traffic unless the area is marked as "No Parking". Four-wheeled vehicles will not park in these spaces.

4.14.5. Vehicle Boots: The 6th SFS will be responsible for the application of vehicle boots in cases of parking violations. Members must receive training prior to implementing any vehicle boot device issued by 6 SFS/Supply Section. Mandatory training will be conducted by NCOIC, Police Services in conjunction with scheduled monthly flight training until all 6 SFS members are trained, and will be held on an annual basis (unless otherwise directed).

4.14.5.1. The use of the vehicle boot is warranted for situations that could possibly disturb traffic flow or cause inability for mission essential personnel to conduct life saving procedures.

4.14.5.2. The use of the vehicle boot is warranted for situations that could possibly disturb traffic flow or cause inability for mission essential personnel to conduct life saving procedures

4.14.5.3. Other violations warranting the use of a vehicle boot include expired vehicle registration over 30 days, parking in unauthorized or undesignated parking areas, i.e. unpaved areas and areas not designated for parking.

4.14.5.4. When utilizing vehicle boots, all vehicles booted for parking violations will be marked with a highly visible, designated sign placed on the vehicle stating that a vehicle boot has been applied. The signs must also state the reporting instructions for individuals to request removal of the vehicle boot.

4.14.5.5. When personnel report to BDOC they will provide all information not supplied by FCIC/NCIC and DAVIDS to complete issued parking citations.

4.14.6. Recreational vehicles (RV) (defined as boats, jet skis, trailers regardless of size, unlicensed vehicle or vehicle license expired, 2/3/4 wheeled off-road vehicles (except properly base registered off-road only vehicles), campers, un-mounted campers/camper shells (for pickup trucks), motor-homes of all sizes, trucks other than pickups, and any vehicle that is inoperable or "awaiting restoration") are to be parked in the RV parking area

in FAM Camp or on SOCCENT road, and will not be parked on streets in base housing, dormitory, and lodging parking lots except as follows:

4.14.6.1. When properly registered on base and used as a primary vehicle by the owner, motor homes, campers, and trucks, (other than pick-ups), may be parked in the housing area for immediate packing and unpacking after a leave/PCS period.

4.14.6.2. Personnel will park their oversized vehicles or trailers that are not attached to their vehicles in the temporary parking lot located on the south side of Marina Bay Drive between the Combat Arms Training Range and the Outdoor Recreation Pavilion Area.

4.14.6.3. The RV lot is for recreational vehicles only. Boxed or loose items must be kept inside the vehicle and not on the ground.

4.14.6.4. Military personnel living in family housing and the Fam Camp Park must remove their vehicles from the RV lot prior to final housing inspection. Military personnel residing in the dormitory must contact 6 FSS/FSCO (Outdoor Recreation) and arrange removal of their vehicle prior to out-processing.

4.14.7. The TVRA is the approval authority for reserved parking requests. All reserved parking spaces are approved by the TVRA after coordination with his or her advisors for the traffic supervision program. Designated reserved signs will be maintained by 6 CES/CEO. Reserved parking spaces will only be provided by 6 CES and must meet strict base standards. **Exception:** United States Special Operations Command (USSOCOM) and United States Central Command (USCENTCOM) establish procedures for requesting, approving, marking, and controlling reserved parking areas around their facilities.

4.14.7.1. Reserved parking spaces will be authorized at the respective duty locations for the following: Unit commanders; first sergeants; Wing Command Chief; Group Executive Support Noncommissioned Officer (NCO); officers and civilian personnel of equal rank who hold a two-letter office symbol; the senior E-9 of an organization; official government vehicles; units wishing to provide recognition to outstanding performers may designate spaces for (SNCO, NCO and Airman/Civilian of the Quarter), or other award winners (these designated parking spaces may be obtained by re-designating a previously designated space through coordination with the 6 CES; handicapped personnel who are qualified for and have affixed to their vehicle the handicapped decal; and carpools). The following procedures apply for control and marking:

4.14.7.1.1. Personnel requesting reserved parking spaces will submit requests to 6 CES/CEO utilizing a AF Form 332, *Base Civil Engineer Work Request*, requesting a bumper block marked with the word "RESERVED". Upon request approval, the 6 CES/CEO will fabricate and install the sign. Reserved spaces will only be provided by 6 CES and must meet base standards.

4.14.8. Units, sections, and agencies may reserve "Off-Street" parking spaces for loading as necessary to their operation; however, these zones will not impede the flow of traffic. Loading zones shall be clearly marked with yellow diagonal lines on pavement or by signs stating, "No Parking/Loading Zone." Organizations will coordinate with 6 SFS/S5L and 6 CES/CEC prior to marking the area.

4.14.9. Units, sections, or agencies will not (except as authorized herein) reserve or otherwise prohibit parking in any authorized or designated parking space.

4.14.10. Reserved parking spaces are not transferable. When an organization moves to a new location, requests for reserved parking spaces must be resubmitted as prescribed above, and existing signs and/or markings removed.

4.14.11. During visits by higher headquarters, temporary signs may be posted with the following terminology: "Reserved for Inspector," or "Inspector ral," or other similar terminology.

#### **4.15. Installation Parking Warden Program.**

4.15.1. The 6 SFS/S3GL, 828-4156, will manage the Installation Parking Warden Program. The Unit Commander, Director, or Agency Chief, exercising jurisdiction over a particular facility or building, will recommend parking wardens for the building/facility to the 6 SFS/S3GL. Appointment letters will identify the name, grade, building, organization, and duty phone of the individual appointed by the Chief, Security Forces. Prior to a Unit Commander appointing civilians whether DoD or contractor as a parking warden ensure duties are covered under the scope of their contract or duty requirements.

4.15.2. A listing of a unit's parking wardens will be provided and maintained by 6 SFS/S3GL. The parking warden list will be updated annually or whenever a parking warden has departed the organization or no longer performs parking warden duties, and forwarded to 6 SFS/S5L. Parking Wardens will arrange training through the Security Forces Police Services Section and will follow the same ticket writing procedures as the Security Forces. Parking Wardens will issue the DD Form 1408 to all violators.

4.15.3. 6 SFS/S3GL will ensure Parking Wardens are trained on the installation parking rules and instructions and how to write parking tickets (DD Form 1408, *Armed Forces Traffic Ticket*).

#### **4.16. Parking Warden Duties**

4.16.1. Parking Wardens will maintain a listing of reserved parking spaces assigned to their building/facility and of people authorized to use the reserved parking. Handicap, government vehicle, and mission parking are reserved but are not assigned to any specific person or vehicle.

4.16.2. Parking Wardens will enforce compliance with these parking rules and instructions by writing parking tickets and/or calling Security Forces to report a vehicle for towing according to this instruction. Parking Wardens will cite all parking violations based on this MacDill Operating Instruction. Internal Operating Instructions may be used as a secondary enforcement policy. Parking Wardens will forward tickets (DD Form 1408) to 6 SFS/S5R for processing. Parking Wardens must annotate the back of the pink copy of the ticket with their contact information so the violator can report to their office to provide personal information. If after three duty days (72 hours) violators have not reported to them to complete the ticket, they will contact the Visitor Reception Facility at Dale Mabry Gate (828-4560 or 3809) and request the vehicle information be checked through NCIC to complete the ticket. Parking Wardens, after they have completed the ticket will forward the ticket to 6

SFS/S5R within 72 hours. 6 SFS/S5R will not accept incomplete tickets from Parking Wardens.

#### **4.17. Installation Tickets, DD Form 1408/USDCVN Form (1805).**

4.17.1. Active duty military, reserve, guard, individual mobilization augmentee (IMA) personnel on active duty orders, civilian employees operating GOVs, assigned to MacDill AFB units, who commit traffic offenses on base will be issued a DD Form 1408. DD Forms 1408 will also be written to civilian personnel for violations covered by the MacDill AFB Traffic Code that are not covered by the Florida State Statute. All other civilian/dependent or contractor personnel not performing duties in an active duty capacity or assigned as permanent party on MacDill AFB and who are 18 years of age or older will be issued a DD Form 1805, *United States District Court Violation Notice*. USDCVN 1805 can be issued anywhere within the confines of MacDill AFB exercising exclusive jurisdiction.

4.17.2. Parking tickets will be issued on DD Form 1408 for active duty military personnel and members of the reserve and guard on orders, and all others/civilians will be issued a USDCVN Form 1805. (*Note: USDCVN 1805 will only be issued for parking violations if the violator is present*).

4.17.3. Unit/section commanders of ticketed personnel only sign the back of a DD Form 1408 during the ticket rebuttal process as outlined in AFMAN 31-201V7, paragraph 1.3. If personnel issued a DD Form 1408 do not initiate rebuttal procedures within 5 duty days of receiving the ticket, the ticket will be processed and a copy will be forwarded to unit/section commander via e-mail for their information only. When a DD Form 1408 is issued to dependents (under 18 years of age), it will be forwarded to their sponsor through their unit/section commander. 6 SFS/S5R will automatically assess points for all DD Forms 1408 not rebutted.

4.17.3.1. Upon receipt of a DD Form 1408 that will be rebutted, the commander/section commander of the individual involved, will endorse the DD Form 1408 for the infraction the violator wishes to rebut. If action taken by the commander/section commander cannot be completed by the suspense date, the commander/section commander will contact 6 SFS/S5R and request an extension.

4.17.3.2. An individual may rebut a DD Form 1408 by submitting a letter (Attachment 4) to his or her commander. If approved, the letter will be endorsed by the commander and forwarded to 6 SFS/CC through 6 SFS/S5R. The 6 SFS/CC will concur/non-concur, and forward the letter to the 6 AMW/JA, for a legal opinion then forwarded to the TVRA with recommendations for final determination.

4.17.4. When issuing a USDCVN Form 1805, patrolmen must enter the street address followed by the organization or unit of assignment (if employed on the installation) in the Street Address block. Administration & Reports will locally reproduce a copy of the USDCVN Form 1805 and forward it to the unit commander, first sergeant, or supervisor. Ensure contact telephone numbers are included.

4.17.4.1. Individuals who receive a USDCVN Form 1805 on MacDill AFB will have traffic points assessed against their base driving record and have the option of paying the fine or attending Magistrate Court. USDCVN Form 1805 can only be appealed before the Magistrate Court. Points are not forwarded to the Department of Motor Vehicles of

the individual. There is no option of attending an approved Traffic Safety/Improvement course for violators through the Central Violations Bureau to have points removed or instead of paying a fine as indicated on the back of the yellow copy of the USDVN 1805.

4.17.4.2. Offenses written for individuals found not guilty in Magistrate Court will receive corresponding action within SFMIS and no points or penalties will be levied against their driving record.

#### **4.18. Intoxicated Drivers.**

4.18.1. It is unlawful for any person in a vehicle, motorized or other, operated on MacDill AFB to have an open container of an alcoholic beverage in his or her possession.

4.18.2. A person who is charged with intoxicated driving is one who has a blood-alcohol level of 0.08 grams or more of alcohol per 100 milliliters of blood, or 0.08 grams or more of alcohol per 210 liters of breath.

4.18.2.1. A person is impaired when that person has a blood-alcohol level between 0.05 and 0.79 grams of alcohol per 100 milliliters of blood, or between 0.05 and 0.79 grams of alcohol per 210 liters of breath.

4.18.2.2. If an active duty military member is detained on MacDill AFB for suspected Driving Under the Influence (DUI), refuses a chemical test of breath, blood, urine, or any combination thereof, after an AF Form 1176, *Authority to Search and Seize*, has been authorized, the individual will be charged under UCMJ Article 92 for failure to obey a lawful order. Investigating Security Forces personnel will accomplish the appropriate documentation to substantiate the DUI, i.e., DD Form 1920, *Alcohol Incident Report*, AF Form 1168, *Statement of Suspect/Witness/Complaint*, and an AF Form 3545, *Incident Report*. Civilians are not subject to our search and seizure laws governed by the UCMJ; therefore, if they should refuse a chemical test of their breath, a DD Form 1920 and AF Form 3545 will be accomplished and the individual issued a DD Form 1805.

4.18.2.3. Active duty personnel and civilians apprehended for DUI will be processed using AF Form 3545. Commanders will take appropriate action based upon evidence presented in the AF Form 3545, DD Form 1920, and AF Form 1168 and USDCVN 1805.

4.18.2.4. Use of the non-portable (FDLE approved) breath-testing device is the primary means by which chemical tests will be conducted for blood alcohol levels at MacDill AFB. Breath testing will be conducted by individuals who are state certified. If the 6 SFS non-portable (FDLE approved) breath-testing device is not available then contact with the Hillsborough County Sheriff Office. If the Hillsborough County Sheriff Office non-portable breath testing device is to be used, the individuals will be transported from the scene to the testing station. Extraction of blood or bodily fluids will be used as a secondary method or in the absence of any approved breath-testing methods for military personnel or personnel covered under the UCMJ.

#### **4.19. Off/On-Installation Traffic Activities.**

4.19.1. If a local agency requests information regarding an on-base accident or incident of interest to that local authority, they may receive all information pertaining to the incident with the exception of Privacy Act information. The local agency will make the request through 6 SFS/S5R. Any reports or accidents that Security Forces receive from local

agencies will be filed through SFMIS and given a case file number in order to be filed appropriately.

4.19.2. Traffic rules applicable to the operation and control of motor vehicles on MacDill AFB are outlined in the Florida State Motor Vehicle Code and the MacDill Air Force Base Traffic Rules and Regulations

4.19.2.1. The following rules and regulations shall govern the operation of motor vehicles, bicycles, and traffic control within the jurisdictional limits of MacDill AFB. In cases not specifically covered by this supplement, that portion of the Florida State Motor Vehicle Code that covers the traffic violation shall apply by assimilation as provided by Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*. All vehicle operators shall comply with these rules.

4.19.2.2. AFI 31-218 and AFMAN 31-116, as supplemented, and the Florida Motor Vehicle Code are directive in nature and prescribe a uniform traffic code. It is applicable to all military personnel and civilians who are assigned/attached to, employed/residing on, visiting and/or entering MacDill AFB. Violators will be dealt with in accordance with AFI 31-218, as supplemented, AFI 91-207, *The US Air Force Traffic Safety Program*, MACDI 13-213, *Airfield Driving*, Federal Statutes, and/or the Uniform Code of Military Justice.

#### **4.20. Miscellaneous**

4.20.1. The owner of a motor vehicle will be the subject in all vehicle complaints where the operator of said vehicle cannot be determined.

4.20.2. Erection, removal, destruction, or tampering with any traffic sign, signal, or device is prohibited without the prior approval of 6 SFS/CC and the installation traffic engineer. Unresolved differences will be brought before the Traffic Safety Board chaired by the TVRA.

4.20.3. No person shall throw or leave litter, garbage, debris of an accident, or refuse on or about a roadway, parking lot, or any other area, except in designated receptacles. Those observed littering shall be cited, and military members may be subject to punitive action under the UCMJ. Civilians could be barred from base and/or issued USDCVN Form 1805.

4.20.4. The owner of a vehicle having broken or defective equipment can be issued a DD Form 1408 or USDCVN Form 1805 with instructions to repair the vehicle. If a DD Form 1408 is issued the individual has 72 hours to complete the repairs and report to the BDOC in building 203 to show the repairs have been completed. If the equipment has been corrected, it will be annotated on the traffic ticket and forwarded to 6 SFS/S5R for information and no points will be annotated on their MacDill AFB record. If the defect is not corrected, the ticket will be processed. Fix-it-tickets should only be given on a DD Form 1408. If the individual is issued a USDCVN 1805, they do not have to report to BDOC to show the repair. Two points will be annotated on their MacDill AFB record and the fine will be imposed.

4.20.5. On base, no person will drive any vehicle in any race, speed competition or contest, drag or acceleration contest, test of physical endurance, exhibition of speed or acceleration,

or participate in any such race, competition, contest, test, or exhibition unless the event is authorized by 6 MSG/CC.

4.20.6. The Installation Traffic Engineer, Traffic Safety Coordinating Group (TSCG), Traffic Safety Board (TSB) or Security Forces may direct the use of official traffic control devices (i.e., electronic or traffic control points) to be placed that would change the normal flow of traffic temporarily or for special events. When such devices are in place, no motor vehicle operator will operate a vehicle other than directed by such devices.

4.20.7. **Traffic Complaints:** Personnel witnessing an individual violate a traffic law may file a traffic complaint with the BDOC or installation patrols. The traffic complaint will be forwarded to 6 SFS/5R and, if known, to the individual's commander. Three separate traffic complaints on the same individual from different complainants are grounds for a suspension of driving privileges. The TVRA will determine period of suspension.

4.20.8. **Long Term Parking:** Service members and civilian personnel with vehicles parked on base due to deployment or extended TDY for longer than 72 hours must comply with one of the following provisions. In all cases individuals must ensure their vehicle registration and insurance is up to date for the entire period of parking.

4.20.8.1. The 6 FSS/FSCO (Outdoor Recreation) maintains control of the installation Recreational Vehicle (RV Lot). This area is located on SOCCENT Road. Base personnel need to contact Out Door Recreation Department at 828-4982 to coordinate long term parking of RVs. A fee may be charged to use this location. Out Door Recreation is located in the FAM Camp area.

4.20.8.2. Deployed/TDY personnel residing in base housing or dormitories will park their vehicles at their resident or dormitory parking area. Deployed/TDY dormitory personnel who leave their vehicle in their assigned dormitory parking areas will fill out a MacDill AFB Long Term Parking Form (Attachment 6) and have it signed by their commander or First Sergeant acknowledging permission to leave their vehicle parked in the dormitory parking area of their assigned dormitory. Deployed/TDY members will place MacDill Long Term Parking Form (Attachment 6) clearly displayed on their vehicles dashboard in plain view or the vehicle will be towed at the owner's expense.

4.20.8.3. Deployed/TDY personnel may store vehicles in **their** unit's parking lot, or the base general storage parking lots with approval from their Commander or First Sergeant. Base general parking lots are located between Hillsborough Loop Drive and Hanger Loop Drive in front of building 295 and in the parking lot in front of building 297. Personnel will have their information filled out on a MacDill AFB Long Term Parking Form (Attachment 6) visibly displayed on the dashboard or the vehicle will be towed at the owner's expense.

4.20.8.4. Those organizations who per base policy are authorized to establish their own parking policies (USCENTCOM and USSOCOM) may establish internally designated long term parking areas and procedures.

**4.21. Bumper Stickers:** Any bumper sticker, decal, or other vehicle marking that offends good order and discipline or otherwise violates the Uniform Code of Military Justice or other applicable directives and regulations is prohibited. 6 SFS will handle issues dealing with this paragraph the same as a traffic complaint. The complaint will be taken, a blotter entry made and

the issue will be forwarded to the unit commander, first sergeant, or agency chief. Prior to completing enforcement actions, 6 AMW/JA will be notified and consulted with to ensure that the bumper sticker, decal, or other vehicle marking does in fact offend good order and discipline or violate the Uniform Code of Military Justice or other applicable directives or regulations.

4.21.1. Offensive or Obscene Materials: Any motor vehicle that displays or contains materials, writings, or decals fitting the definition of indecent or disparaging, will be denied entrance onto MacDill AFB and its associated properties. Indecent is defined as any material, writing, or decal which is grossly offensive to modesty, decency, or propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. Motor vehicle operators, who are willing to remove the material, will be allowed to proceed. Motor vehicle operators, who are not willing to remove the decal, will be denied access until the decal is removed. Before denying a vehicle entrance to MacDill AFB as a result of offensive or obscene materials, 6 AMW/JA will be notified and consulted with to ensure the denial of entry is legally permitted.

4.21.2. Political bumper stickers are allowed as long as they comply with 4.21.1. Political signs, banners or posters, not obviously considered to be a bumper sticker displayed on a private vehicle are unauthorized.

#### **4.22. Troop/Formation-Movement.**

4.22.1. Troop movements/formations will use the extreme right side of the roadway and move with the flow of traffic.

4.22.2. At intersections, road guards will be posted at least 25 yards prior to the formation reaching the intersection.

4.22.3. During daylight hours, only the outer most personnel are required to wear highly visible garments such as vest or jackets, to maintain formation visibility to traffic. During the hours of darkness or reduced visibility, a reflective vest or belt will be worn. A traffic wand may be used, however it does not replace requirement for reflective outer garment worn by all personnel.

4.22.4. Vehicles approaching a troop movement will reduce speed to 10 miles per hour (mph) and pass only on the command of the troop commander.

## Chapter 5

## DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. SFMIS will be used to record vehicle traffic accidents, moving and non-moving violations, and suspension or revocation actions for members of MacDill AFB.** SFMIS will be used to forward all traffic violations to gaining installation for personnel undergoing a permanent change of station. Detailed traffic violation breakdowns/rules can be found in Attachment 2 of this supplement.

**Table 5.1. Suspension/Revocation of Driving Privileges**

<b>Assessment 1: Two-year revocation is mandatory</b>
VIOLATION: Driving while driver's license or installation driving privileges are under suspension or revocation. A 2-year revocation is mandatory on determination of facts by installation commander.
<b>Assessment 2: One-year revocation is mandatory</b>
VIOLATION: Operating a vehicle with knowledge of the presence of marijuana or other illegal drugs in vehicle.
VIOLATION: Using a motor vehicle to transport stolen government or privately owned property.
VIOLATION: Accumulation of 12 points within 12 months.
VIOLATION: Accumulation of 18 points within 24 months.
VIOLATION: Refusal to submit to or failure to complete chemical tests (implied consent)
VIOLATION: Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DoD installations; violation of civil law off base). Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony. (1-year revocation is mandatory on conviction)
VIOLATION: Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation. Permitting an unlawful or fraudulent use of an official driver's license. Conviction of fleeing, or attempting to elude, a police officer. Conviction of racing on the highway. (Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.)
<b>Assessment 3: Suspension for a period of 30 days.</b>
VIOLATION: Accumulation of more than 9 points but less than 12 points within 12 months.
<b>Assessment 4: Nonmoving violations acquired within a 12 month period will result in the suspension of on-base driving privileges in accordance with the following criteria: (For this assessment, non-moving violations are limited to operating a motor vehicle with no proof of insurance.</b>
VIOLATION: First Offense: Action determined by squadron commander/first sergeant.
VIOLATION: Second Offense: Action determined by squadron commander/first sergeant.
VIOLATION: Third Offense: 60-day suspension by TVRA.
VIOLATION: Fourth Offense: 180-day suspension by TVRA. Fifth Offense: 1-year suspension by TVRA.

Suspension for a period of 6 months. VIOLATION: Convicted of impaired driving where the blood-alcohol level is between 0.05 and 0.79 grams of alcohol.
Suspension for a period of 6 months. VIOLATION: Notification of second Failure to Appear in court for violation(s) written on MacDill AFB.
Suspension for a period of 30 days. VIOLATION: Failure to maintain minimum motor vehicle insurance.
TRAFFIC COMPLAINTS: An on-base traffic complaint can result in suspension of on base driving privileges as determined by the TVRA. Three or more traffic complaints within a 12 month time period may result in a suspension of on base driving privileges. Time length to be determined by TVRA in relation to offense.

**5.2. The Traffic Point System.** Individuals cited for speeding within the 15 mile per hour zone between Bayshore Boulevard and Tampa Point Boulevard near the MacDill Child Development Center or in the Base housing area will have twice the number of points assessed for the violation. Monetary fines on USDCVN Form 1805 will remain the same. Patrolmen citing violators will annotate “double point violation” in the remarks section of the DD Form 1408/USDCVN Form 1805.

### 5.3. Point System Application.

5.3.1. The 6 SFS/CC has delegated the Chief, Plans and Program (6 SFS/S5), the authority to assess or void traffic points on DD Form 1408 and USDCVN Form 1805 issued to civilians and military dependents. The number of points assessed will be recorded on the individual's driving record within SFMIS. Suspensions or revocations will also be indicated.

5.3.2. An individual may rebut a DD Form 1408 by submitting a letter (Attachment 4) through his or her commander to 6 SFS/CC through 6 SFS/S5R. Patrolmen will annotate the back of the pink copy of the DD Form 1408 with rebuttal instructions. The patrolman issuing the ticket will write a statement detailing the traffic stop as to why the ticket was issued and the instruction given to the violator. Upon review by the 6 SFS/CC, the letter will be forwarded to the TVRA through the 6 AMW/JA with recommendations for final determination. Individuals requesting to rebut a USDCVN 1805 will do so through the Magistrate Court System.

**Table 5.2. Point Assessment for Traffic Violations**

Violation	Points Assessed
Reckless Driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)- property damage only.	6
Driving a vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Use of a cellular phone without the use of hands-free device.	3
Texting while operating a motor vehicle.	3
Use of portable headphones, earphones, or other listening devices except for hands-free cellular phones. (see note 4)	3

Speed Contests. (Drag Racing/Racing)	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system while moving (operator assessed points). (see note 4)	2
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds). (see note 4)	2
Reference paragraph 4.1.1.1., AFMAN 31-116. (see note 1).	
Speeding: One to 10 miles per hour over the posted speed limit. (see note 4)	3
Speeding: Over 10 but not more than 15 miles per hour above posted speed limit. (see note 4)	4
Speeding: Over 15 but not more than 20 miles per hour above posted speed limit. (see note 4)	5
Speeding: Over 20 miles per hour above the posted. (see note 4)	6
Following too close.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denuing entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Failure to yield to pedestrians in designated walkway/crosswalk. (see note 4)	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper Overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle. (see note 3).	2
Driver involved in accident is deemed responsible (only add points assessed for specific offenses).	1
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 4)	3
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to animal. (see note 5)	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. (see note 6),	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 7)	2
Improper Registration (expired or unregistered).	2
Operating a vehicle without a license. (see note 8)	3

<p>Notes:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.</li> <li>3. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).</li> <li>4. When violation occurs within an active school zone, add 1 point to point assessment.</li> <li>5. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. <b>Example:</b> 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.</li> <li>6. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.</li> <li>7. 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).</li> <li>8. When driver is discovered operating a vehicle with an expired license, vehicle will be moved to nearest parking area until a licensed driver can operate the vehicle.</li> <li>9. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.</li> </ol>	
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5.3.2.1. 6 SFS/CC will notify the appropriate unit commander when an individual has accumulated more than 6 points within 6 months.

5.3.2.2. 6 SFS/CC will notify personnel accumulating 9 points within a 12 month period by a warning letter indicating an automatic suspension for any subsequent moving violation during the 12 month period.

5.3.3. Unit commanders have the option to send military or DoD civilians to Course V, Drivers Improvement, if warranted. When an individual completes Course V, the 6 AMW/SE will notify 6 SFS/S5R of Course V completion.

5.3.4. If an individual accumulates more than 9 points within a 12 month period, 12 points within a 12 month period, or 18 points within a 24 month period their suspension takes affect the next duty day after they acknowledge the suspension. If the individual requests an administrative hearing with the TVRA, the suspension will take effect after a decision has been made by the TVRA and individual acknowledges the decision.

#### 5.4. Disposition of Driving Records.

5.4.1. When personnel PCS, driving records must be forwarded to the gaining installation. SFMIS will be used to forward driving records for United States Air Force Personnel to the gaining Security Forces office. For agencies without SFMIS capabilities, a copy will be sent to their servicing Security Forces, Provost Marshall or equivalent. All personnel out processing must clear S5R. The S5R office has been included on the installation Virtual

MPF Out-Processing checklist for Air Force Personnel. All sponsors of family members operating a vehicle on MacDill AFB must contact S5R with their family members information for a check of their driving records. Any violations will be mailed to the gaining installation. Other agencies not using Virtual MPF have added S5R to their unit Out-Processing checklists.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES/ABANDONED VEHICLES

**6.1. The Security Forces Impound Lot is designated the impoundment lot on MacDill AFB.** The Security Forces Operations section/S2 is the office of responsibility for procedures for impounding vehicles on MacDill AFB. Refer to AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision* for further information not covered in this section on impounding Privately Owned Vehicles/Abandoned Vehicles.

**6.2. The towing of one POV by another privately owned vehicle is permitted only with a tow bar.** It is recommended that a sign be placed in the rear window of the towed vehicle advising other drivers that the “Vehicle is Under Tow”.

**6.3. Any vehicle on MacDill AFB will be deemed to be abandoned** if it 1) is not in an operational condition; 2) fails to meet all base/state registration and insurance requirements; and/or 3) has been parked in the same location for a “Unreasonable periods” without approval of the Security Forces Operations Section. “Unreasonable periods” is defined as 72 hours or more. Abandoned vehicles are defined as any partially dismantled, non-operable, wrecked, junked, or derelict motor vehicle parked for more than 3 days on a public street, roadway, or public parking area, (i.e., Base Exchange, commissary, hobby shop, dormitories, or base housing, etc.), or any vehicle for which the owner cannot be identified or has permanently departed the immediate vicinity of MacDill AFB. These vehicles will be considered abandoned by the owner until determined otherwise. If a vehicle is deemed abandoned the vehicle will be removed from the installation at the owners expense.

**6.4. A vehicle that meets the above mentioned criteria will be cited by Security Forces personnel utilizing a DD Form 1408, and a DD Form 2504, *Abandoned Vehicle Notice*, simultaneously.**

**6.5. If the vehicle has not been removed within 72 hours, a DD Form 2506, *Vehicle Impoundment Report*, will be accomplished and an off-base towing company will be notified to remove the vehicle.** Upon arrival of the towing company, a blotter entry will be accomplished and the vehicle will be removed from the installation. The towing company is responsible for following Florida Statutes 715.07, *Vehicles Parked on Private Property; Towing*, and Florida Statutes 715.109, *Sale or Disposition of Abandoned Property*, to locate the owner and/or dispose of the vehicle. In the event a vehicle is determined by the 6 SFS/CC to be a hazard or force protection concern, it may be immediately removed from the installation using an off-base towing company.

**6.6. The registered owner of the vehicle is responsible to the towing company for any and all charges associated with the expense of towing the vehicle.**

SCOTT V. DeTHOMAS, Colonel, USAF  
Commander

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

6 AMW 8010 *Alert and Standby Force Procedures Plan*, 1 June 2005  
AFI 31-218, *Motor Traffic Supervision*, 22 May 2006  
AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004  
DODI 6055.4, *DoD Traffic Safety Program*, 20 April 2009  
Florida Motor Vehicle Code, 20 Oct 2009  
Florida Statutes 715.07, *Vehicles Parked on Private Property; Towing*, 20 Nov 2012  
Florida Statutes 715.109, *Sale or Disposition of Abandoned Property*, 30 Jan 2002  
MACDILLAFBI 13-213, *Airfield Driving*, 15 February 2008  
Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*, 1 Feb 2010  
UCMJ Article 111, *Drunken or Reckless Driving*, 14 Oct 2005  
UCMJ, Article 92, *Failure to Obey Order or Regulation*, 10 Dec 2012

***Forms Prescribed***

None

***Forms Adopted***

AF Form 1168, *Statement of Suspect/Witness/Complaint*  
AF Form 1176, *Authority to Search and Seize*  
AF Form 1315, *Accident Report*  
AF Form 332, *Base Civil Engineer Work Request*  
AF Form 3545, *Incident Report*  
AF Form 847, *Recommendation for Change of Publication*  
DD Form 1408, *Armed Forces Traffic Ticket*  
DD Form 2504, *Abandoned Vehicle Notice*  
DD Form 2506, *Vehicle Impoundment Report*  
USDCVN 1805, *Magistrate Violation Notice*.

***Abbreviations and Acronyms***

**6 AMW**—6th Air Mobility Wing

**6 CES**—6th Civil Engineer Squadron  
**6 LRS**—6th Logistics Readiness Squadron  
**6 MSG**—6th Mission Support Group  
**6 SFS**—6th Security Forces Squadron  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRIMS**—Air Force Records Information Management System  
**ANSI**—American National Standards Institute  
**ATV**—All-Terrain Vehicle  
**BDOC**—Base Defense Operations Center  
**BEPC**—Base Entry Point Check  
**BX**—Base Exchange  
**CC**—Commander  
**CD**—Deputy Commander  
**CEC**—Engineering Flight  
**DD/DoD**—Department of Defense  
**DIBRS**—Defense Incident Based Reporting System  
**DOC**—Department of Commerce  
**DOT**—Department of Transportation  
**DUI**—Driving Under the Influence  
**EO**—Executive Order  
**GSA**—General Services Administration  
**IMA**—Individual Mobilization Augmentee  
**JA**—Judge Advocate  
**MPF**—Military Personnel Flight  
**MPH**—Miles Per Hour  
**NCO**—Noncommissioned Officer  
**OJT**—On the Job Training  
**OPR**—Office of Primary Responsibility  
**RV**—Recreational Vehicle  
**S3G**—Security Operations Garrison

**S3**—Operations

**S5R**—Reports and Analysis

**SEG**—Ground Safety

**SFMIS**—Security Forces Management System

**SJA**—Staff Judge Advocate

**TDY**—Temporary Duty

**TSB**—Traffic Safety Board

**TSCG**—Traffic Safety Coordination Group

**TVRA**—Traffic Violations Review Authority

**UCMJ**—Uniform Code of Military Justice

**USCENTCOM**—United States Central Command

**USC**—United States Code

**USSOCOM**—United States Special Operations Command

**VIN**—Vehicle Identification Number

**VRF**—Visitor Reception Facility

## Attachment 2

### MACDILL AIR FORCE BASE TRAFFIC RULES AND REGULATIONS

**A2.1.** The following rules and regulations shall govern the operation of motor vehicles, bicycles, and traffic control within the jurisdictional limits of MacDill AFB. In cases not specifically covered by this supplement, that portion of the Florida State Motor Vehicle Code that covers the traffic violation shall apply by assimilation as provided by Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*. AFI 31-218, as supplemented, and the Florida Motor Vehicle Code are directive in nature and prescribe a uniform traffic code. It is applicable to all military personnel and civilians who are assigned/attached to, employed/residing on, visiting and/or entering MacDill AFB. Violators will be dealt with in accordance with AFI 31-218, as supplemented, AFI 91-207, *The US Air Force Traffic Safety Program*, MACDI 13-213, Airfield Driving, Federal Statutes, and/or the Uniform Code of Military Justice.

#### **A2.2. Vehicle Registration.**

A2.2.1. Registration Required In Vehicle. The operator of the vehicle must have the current state vehicle registration paperwork in their vehicle at all times while operating their privately owned vehicle on MacDill AFB. At this time MacDill AFB does not use/issue DD Form 2220 to register privately owned vehicles.

A2.2.2. Fictitious Display. Vehicle operators shall not display on or attach to the vehicle any fictitious state plate, DD Form 2220 or AF Form 75, nor shall any vehicle operator utilize a state plate, DD Form 2220 or AF Form 75, for any vehicle other than the one for which the documents were issued.

A2.2.3. Mandatory Insurance. Every person operating a **motor** vehicle must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of this insurance must be produced within 72 hours to the Base Defense Operations Center (BDOC), or 6 SFS/S5R. Failure to provide proof of insurance can result in suspension of installation driving privileges for 30 days. Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy, binder, or certificate of motor vehicle or automobile liability policy.

#### **A2.3. Driver's License.**

A2.3.1. Legible License to be Carried and Exhibited on Demand. Every military member, family member, DoD civilian, and US civilian contractor licensee shall have a legible and valid state driver's license in their immediate possession at all times when operating a motor vehicle and shall display the license upon demand by Security Forces. Further, all persons operating a GOV shall have a legible and valid AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, in their immediate possession or an active record on file with the 6th Logistics Readiness Squadron (6 LRS) Operator Records & Licensing Office (OR&L). Newcomers to MacDill AFB must appear at the 6 LRS OR&L Office and be activated before operating a GOV.

A2.3.2. Restricted License. No person shall operate a motor vehicle in any manner in violation of the restrictions imposed on a restricted license issued to him or her.

A2.3.3. Altered/Fraudulent License. No person shall knowingly display, cause, or permit to be displayed or have in his possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.

A2.3.4. Using Driver's License of Another. No person shall use the driver's license of another individual, nor shall any person lend his driver's license to any other person or knowingly permit the use thereof by another.

A2.3.5. Permit Unauthorized Minor to Drive. No person shall knowingly permit his child or ward or any person under the age of seventeen years to drive a motor vehicle when such person is not duly licensed or insured.

A2.3.6. Permit Unauthorized Person to Drive. No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and/or insured.

#### **A2.4. Vehicle Movement.**

A2.4.1. Passing. No vehicle shall pass another vehicle on MacDill AFB except on a one-way, two-lane street, or when the vehicle is impeding the normal flow of traffic.

A2.4.2. One Way Streets. Upon a roadway designated and signposted for one-way traffic, a vehicle shall be driven only in the direction of travel designated.

A2.4.3. Drive in One Lane/Unsafe Lane Change. A vehicle shall be driven within a single lane and shall not be moved from that lane until the driver has first ascertained that the movement can be made safely.

A2.4.4. Following Too Closely. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicles, traffic, and upon the weather and condition of the roadway.

A2.4.5. POV Usage on Other Than Paved Roads. No POV shall use a gravel or dirt road on MacDill AFB unless for official business.

A2.4.6. Off Road Vehicle (ORV) usage is prohibited on MacDill AFB. *Exception:* GOV ORV on official business.

A2.4.7. Driver Behavior/Inattentive Driving. No person shall drive in an unsafe manner or in a manner that creates an unsafe condition. An example of unsafe driver behavior might be the use of a cell phone or radio if its use causes the driver to swerve or lose situational awareness of his surroundings, failing to dim headlights to prevent blinding other drivers, road rage, or any inattentive action made by the driver which causes an accident. Used for incidents that do not meet the criteria of Reckless Driving.

A2.4.8. Inattentive Backing. All vehicle operators will ensure the area is clear of vehicles, pedestrians, and obstacles when backing a vehicle from any parking space, parking lot, roadway, or driveway. When there is limited line of sight, a spotter should be used.

#### **A2.5. Position To Make Turns.**

A2.5.1. Right Turn at Intersections/Roundabouts. The driver of a vehicle intending to turn right shall approach the turn in the extreme right-hand lane lawfully available to traffic

moving in the direction of travel of the vehicle. The driver shall make the turn to the correct lane immediately available for his direction of travel.

A2.5.2. Signal Before Turning. No person shall turn any vehicle without giving an appropriate signal by hand and arm or vehicle signaling device.

#### **A2.6. Speed.**

A2.6.1. The basic speed limit on MacDill AFB is 25 MPH unless otherwise posted.

A2.6.2. Reasonable and Prudent. A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual or potential hazards existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle, or other conveyance on the road.

A2.6.3. Excessive Speed. A person shall not exceed the posted speed limit. The speed limit on MacDill AFB is 25 MPH unless otherwise posted. Points will be annotated on the individuals MacDill AFB Drivers record accordingly

A2.6.3.1. 0 - 10 mph = 3 points

A2.6.3.2. 11 - 15 mph = 4 points

A2.6.3.3. 16 - 20 mph = 5 points

A2.6.3.4. Over 20 mph = 6 points

A2.6.4. Speed Not to Impede Traffic. No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.

A2.6.5. Racing. No person shall drive any vehicle in any race, speed competition, contest, drag race, acceleration contest, test of physical endurance, exhibition of speed or acceleration, or for the purpose of making a speed record on a street, and no person shall in any way participate in any such race, competition, contest, test, or exhibition as a starter, timer, scorekeeper, etc., for the event.

#### **A2.7. Serious Moving Violations.**

A2.7.1. Leaving the Scene of Accident (Death, Injury, Complaint of Injury, or Damage). The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop the vehicle at the scene, or as close as possible, and render/summon aid. The driver will provide his name, address, and registration number of the vehicle he is driving to the other driver. The driver will notify the BDOC at Commercial 813-828-3322 immediately.

A2.7.2. Leaving the Scene of Accident-Unattended Vehicle. The driver of a vehicle that collides with any unattended vehicle shall immediately stop and shall then attempt to locate and notify the operator or owner of the vehicle. The driver will provide his name, address, and registration number of the vehicle he is driving or will leave in a conspicuous place on the vehicle a written notice with the same information. The driver will notify the BDOC at Commercial 813-828-3322 immediately.

A2.7.3. Leaving the Scene of Accident-Fixture by Roadway. The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property will notify the BDOC immediately.

A2.7.4. Implied Consent to Test. Any person who operates a motor vehicle on MacDill AFB gives consent to a test or tests of his blood, breath, urine, or other bodily substance for the purpose of determining alcohol concentration or drug content if the person was driving or in actual physical control of a motor vehicle and suspected of being under the influence of intoxicating liquor or drugs. A refusal to submit to the test will result in an automatic suspension of driving privileges for 12 months to run in succession to any other suspension the individual receives.

A2.7.5. Driving Under the Influence (Liquor, Drug, Toxic Vapor or Combination Thereof). It is unlawful for any person to drive or be in actual physical control of any vehicle on MacDill AFB while under the influence of intoxicating liquor, any drug, a vapor releasing substance containing a toxic substance, or any combination thereof if the person has an alcohol concentration of 0.08 and higher, or while there is any drug or its metabolite in the person's body showing influence.

A2.7.6. Driving While Impaired (Liquor, Drug, Toxic Vapor or Combination Thereof). It is unlawful for any person to drive or be in actual physical control of any vehicle on MacDill AFB while impaired by liquor, any drug, a vapor releasing substance containing a toxic substance or any combination thereof if the person has an alcohol concentration of 0.05 to 0.08 or while there is any drug or its metabolite in the person's body showing impairment.

A2.7.7. Reckless Driving. No person will drive any vehicle with a culpable disregard of foreseeable consequences to others from the act or omission involved. Recklessness is not determined solely by reason of the happening of an injury, or the invasion of the rights of another, nor by proof alone of excessive speed or erratic operation, but all these factors may be admissible and relevant as bearing upon the ultimate question: whether, under all the circumstances, the operator's manner of operation or physical control of the vehicle was that heedless nature which made it actually or imminently dangerous to the occupants or the rights or safety of others. It is operating or physical control of the vehicle with such a high degree of negligence that if death were caused, the operator or individual in physical control would have committed involuntary manslaughter, at least.

A2.7.8. Underage Drinking and Driving. Persons under the age of twenty-one are not permitted to consume or be in possession of an alcoholic beverage at any time, nor will they drive or be in actual physical control of a motor vehicle if he/she has an alcohol concentration of 0.01 or above.

A2.7.9. Fleeing or Attempting to Elude Security Forces. Any person who operates a motor vehicle and willfully fails or refuses to bring the vehicle to a stop, or flees, or attempts to elude a pursuing Security Forces vehicle when given a visual or audible signal to bring the vehicle to a stop. A signal under this section that is given by a Security Forces member pursuing a vehicle may be by hand, voice, emergency light, or siren. The Security Forces member giving the signal must be on duty. If the Security Forces member is in a vehicle, the vehicle must be appropriately marked as a Security Forces vehicle.

**A2.8. Right of Way.**

A2.8.1. Car on Right-Open Intersection. When two vehicles enter or approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right of way to the vehicle on the right.

A2.8.2. Yield Right at T Intersection. When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right of way.

A2.8.3. Yield from Stop Sign. The driver of a vehicle shall stop in obedience to a stop sign and shall yield to vehicles within the intersection or approaching so closely as to constitute an immediate hazard.

A2.8.4. Yield from Driveway/Parking Lot. The driver of a vehicle about to enter a road from a driveway or parking lot shall yield the right of way to all closely approaching vehicles on the road.

A2.8.5. Yield to Emergency Vehicles. Upon the immediate approach of an authorized emergency vehicle equipped with at least one lighted lamp illuminated and exhibiting a red and/or blue light or lens, the driver of every vehicle shall yield right of way and immediately pull to the right hand edge or curb and stop until the emergency vehicle has passed.

A2.8.6. Following Fire Truck/500 feet. The driver of any vehicle other than on official business shall not follow closer than 500 feet of any fire apparatus responding to an alarm.

A2.8.7. Yield to Pedestrians. The driver of a vehicle shall yield to any pedestrian about to enter, entering, or in a marked crosswalk.

**A2.9. Traffic Control Devices.**

A2.9.1. Obedience to Security Forces Member. No person shall willfully fail or refuse to comply with any lawful order or direction of a Security Forces Member or other authorized person performing traffic control duties.

A2.9.2. Obedience to Traffic Control Device. The driver of any vehicle shall obey the instructions of any official traffic-control device, unless otherwise directed by a Security Forces member or yielding to an emergency vehicle.

**A2.10. Stops and Miscellaneous Violations.**

A2.10.1. Stop Sign/Line. Every driver of a vehicle approaching a stop sign shall stop before entering the crosswalk on the near side of the intersection or in the event there is no crosswalk, shall stop at a clearly marked stop line, but if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic.

A2.10.2. Yield Sign/Line. The driver of a vehicle approaching a yield sign or pavement marking shall in obedience to such sign or marking slow down to a speed reasonable for the existing conditions and shall yield the right of way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard. If a driver is involved in collision with a vehicle in the intersection after driving past a yield sign or marking without stopping, such collision shall be deemed prima facie evidence of his failure to yield right of way.

A2.10.3. Crossing Fire Hose. No vehicle shall be driven over any unprotected hose of the fire department when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the fire department official in command.

A2.10.4. Placing Hazardous Material on Roadway. No person shall throw or deposit upon any roadway any glass, nails, tacks, wire, cans, or any other substance likely to injure any person, animal, or vehicle.

A2.10.5. Driving Upon a Sidewalk. A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.

A2.10.6. Door as a Traffic Obstruction. A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

A2.10.7. Mechanical Raising and Lowering Devices. A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.

A2.10.8. Dumping Smoking Materials, Refuse, Garbage, or Debris on Road. No person shall dump, deposit, place, throw, or leave refuse, garbage, debris, filthy odoriferous objects, substances, smoking materials, or other trash upon or along a roadway. If the act is committed from a motor vehicle, the driver of the vehicle shall be presumed to be the offender.

A2.10.9. Wearing Headphones/Earphones. No motor vehicle operator will wear headphones, earphones, or other listening device while operating a motor vehicle which impedes hearing and detection of impending danger. The only exception to this rule is the use of hands-free communication equipment. Operators will use extreme cautionary measures and remain alert at all times, to minimize potential distractions.

A2.10.10. Open Alcoholic Beverage Containers. No open containers containing alcoholic beverages are allowed within the passenger compartment. This includes any liquor bottles in which the manufacturer's seal has been broken.

A2.10.11. Children Unattended in Vehicle. Children will not be left unattended in a motor vehicle under the age of 10.

A2.10.12. Pets Unattended in Vehicle. Pets will not be left unattended in motor vehicles unless adequate ventilation and water are supplied.

A2.10.13. Pets Off Leash. No pet will be left off leash within the vicinity of a traffic environment; pet owners must keep constant control of their pets to prevent any possible traffic hazard.

A2.10.14. Improper Vehicle Towing. Any vehicle being towed by another vehicle other than a wrecker must be occupied, shall be securely fastened to the other vehicle by a tow bar and must have emergency flashers operating.

A2.10.15. Excessive Sounding of Horn. No person shall sound their horn unless for essential warning.

A2.10.16. Use of RADAR Detection devices on MacDill AFB is strictly prohibited, (whether displayed or not).

A2.10.17. Excessively Loud Music. No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in the vehicle at a level where it may be heard at a distance of 50 feet. Music which includes profanity, disparaging terms or is offensive in nature is determined excessively loud if it can be heard outside the vehicle.

A2.10.18. Unauthorized Use of an Emergency Vehicle. No person shall operate a vehicle with emergency signaling devices (lights, sirens, etc.) when not responding to an emergency situation. In addition, no person shall operate a vehicle equipped with emergency signaling devices unless the vehicle is authorized as an emergency vehicle.

A2.10.19. Failure to Yield to Stopped Emergency Vehicles. All personnel operating a vehicle on the roadways of MacDill AFB, when approaching any emergency vehicle stopped on the roadways with their emergency lights operating will merge completely to next available lane to give sufficient room for emergency personnel to operate. If another lane is not available then operators must slow down to 20 mph under the posted speed limit and safely give emergency operators enough room as possible without leaving the roadway.

## **A2.11. Vehicle Equipment.**

A2.11.1. Child Passenger Restraint. Vehicle operators will use child safety seats consistent with state, territory, or host nation laws. If there are no state, or territory, or host nation law all children under 4 years of age regardless of weight of or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. A person shall not operate a motor vehicle on the road unless the child is properly secured in a child passenger restraint seat. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

A2.11.2. Seatbelts Required. All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer. Passengers are prohibited from riding in POV truck beds. Passengers are prohibited from riding in GOV truck beds, unless authorized as mission essential and on-base only. It is the inherent responsibility of the operator to ensure all passengers are in compliance with this paragraph and thus, if a passenger were to be in violation of this paragraph, the operator would be issued the citation and the points assessed would be against same. Seatbelts will be worn by all military Service members and Reserve Component members on active federal Service driving or riding in a POV/GOV whether on or off the installation. ***Note 2: Owners of those vehicles manufactured prior to 1968 without seatbelts will have seatbelts installed for their own safety if they are to be driven on MacDill AFB.***

A2.11.3. When Lights are Required. Every vehicle upon a road from dusk to dawn and at any other time, when there insufficient light to render clearly discernible persons and vehicles at a distance of 500 feet ahead, shall display lights or illuminating devices. Required on GOVs (encouraged on POVs) at all times when the vehicle is in motion or standing, but not parked.

A2.11.4. Headlights on Motor Vehicles. Every motor vehicle other than a motorcycle or motor driven cycle shall be equipped with at least two and no more than four headlights with at least one on each side of the front of the motor vehicle and white in color.

A2.11.5. Headlights Covers. Only clear transparent material/covers may be mounted in front of headlights, fog lamps, or auxiliary driving lamps.

A2.11.6. Taillights. Every motor vehicle, trailer, semi-trailer and pole trailer, and any other vehicle which is being drawn shall be equipped with two taillights mounted on the rear which when lighted shall emit a red light plainly visible from 1000 feet to the rear and stop lamps visible from 300 feet.

A2.11.7. License Plate Light. Every motor vehicle shall be equipped with either a taillight or a separate lamp which will illuminate, with only a white light, the rear number plate and render it clearly legible from a distance of 50 feet to the rear. It shall be wired to activate whenever the headlights are illuminated.

A2.11.8. Horn Required. Every motor vehicle when operated shall be equipped with a horn in good working order and capable of emitting sound audible under normal conditions from not less than 200 feet but no horn shall emit an unreasonably loud or harsh sound or whistle.

A2.11.9. Muffler Required. Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and no person shall use a muffler cut-out, bypass, or similar device. It will be adjusted to prevent the escape of excessive fumes or smoke.

A2.11.10. Mirror Required. Every motor vehicle which is so constructed or loaded as to obstruct the driver's view to the rear shall be equipped with a mirror so located as to reflect a view of the road for a distance of at least 200 feet to the rear.

A2.11.11. Windshield Wipers Required. The windshield on every motor vehicle (except motorcycles) shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield and will be maintained in good working order.

A2.11.12. Windshield Required. Every motor vehicle, other than a motorcycle or golf cart, shall be equipped with an adequate windshield.

A2.11.13. Unsafe Vehicles. No person shall drive or move on any road any motor vehicle and/or trailer unless the required equipment is in good working order and the vehicle is in such safe mechanical condition as not to endanger the driver, occupants, or any person upon the road.

## **A2.12. Motorcycles.**

A2.12.1. Rider and Passenger Seating. A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.

A2.12.2. Depriving a Motorcycle Full Use of Lane. All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles will not be operated more than two abreast

in a single lane of traffic however, motorcycles should be operated in a staggered line with a one second interval between motorcycles as taught by the Motorcycle Safety Foundation.

A2.12.3. Passing in Same Lane Occupied by Vehicle. The operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken.

A2.12.4. Motorcycle Between Lanes. A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.

A2.12.5. Muffler Required. A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut-out, bypass, or similar device.

A2.12.6. Motorcycle Operator/Passenger Safety Equipment. Any operator or passenger of a motorcycle or motor-driven cycle shall at all times wear a ANSI/DOT/SNELL approved protective helmet on their head in an appropriate manner safely secured. (Helmets must be properly worn and fastened and meet standards of the Snell Memorial Foundation, the American National Standards Institute, or the Department of Transportation.) Operator and any passenger must wear impact resistant goggles, wrap around glasses, or a full-face shield on their helmet meeting the requirements of ANSI/DOT/SNELL. Tinted eye protection will not be worn during the hours of darkness. During daylight hours the outer most garment must be a brightly colored (stands out) full sleeved garment. A reflective outer garment will be worn during limited visibility, (fog, rain, etc...) and while operating the motorcycle during hours of darkness, (dusk till daylight). A flightline reflective belt does not constitute a reflective upper outer garment. A reflective style belt will be worn on any backpack type object worn over the brightly colored/reflective outer most garment, unless the backpack is brightly colored and constructed of reflective properties. Brightly colored means colors such as those used in traffic control, (neon orange, yellow, green etc...). Black and white are not considered brightly colored garments. Long sleeved, brightly colored shirt/jacket, full-fingered gloves non slip type gloves, long trousers, and sturdy footwear providing ankle support are required. Soft pliable footwear such as sneakers, sandals, shower clogs, etc., are not authorized. It is the inherent responsibility of the operator to ensure his or her passengers are wearing all appropriate safety equipment and thus if a passenger were to be in violation of this paragraph the operator would be issued the citation and the points assessed would be against same. ***Note: Battle Dress Uniforms of any DoD Component whether Woodland or Desert or any other uniform combination and Flight Suits of any DoD Component are not considered brightly colored.***

A2.12.7. Motorcycle Equipment Required. A motorcycle and motor-driven cycle shall be equipped with a rearview mirror on each handlebar, seat, footrests for the operator, and at least one amber or white in color headlight. Any motorcycle operated with a passenger shall be equipped with seat, and footrests for such passengers.

A2.12.8. Lighted Lamps are Required. Motorcycles or motor driven cycles shall display illuminated headlights at all time the motorcycle is in motion.

A2.12.9. The use of headphones while operating a motorcycle, and motor-driven cycle is unauthorized. Motorcycle helmet intercom systems and a Bluetooth/GPS systems are authorized to be used.

**A2.13. Pedestrians.**

A2.13.1. Pedestrian in Crosswalk. When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that is impossible for the driver to yield.

A2.13.2. Passing Vehicle Stopped for Pedestrian. When 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 the stopped vehicle.

A2.13.3. Crossing at Other than Crosswalks (Yield to Vehicles). Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield right of way to all vehicles upon the roadway.

A2.13.4. Pedestrians on Roadways. Where sidewalks are provided, it shall be unlawful for any pedestrian to walk on the roadway. Where sidewalks are not provided, any pedestrian shall walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction. In cases where separation of pedestrian and motor vehicle traffic is not feasible, military personnel in uniform must wear reflective accessories during periods of reduced visibility (hours of darkness, inclement weather, etc.) as outlined in AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard (Part I)*. Personnel in civilian attire are encouraged to wear light-colored clothing or reflective accessories.

A2.13.5. Wearing Headphones/Using Cell Phones. The wearing of portable headphones, earphones, or other listening devices while jogging/running, bicycling or skating/skate boarding on roads and streets is prohibited. The use of hands-free phone equipment is allowed, but personnel must use caution because of the potential for distraction.

**A2.14. Bicycles.**

A2.14.1. Traffic Laws Apply to Persons Riding Bikes. Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as noted below.

A2.14.2. Riding on Bicycles. No person shall ride bicycle other than upon or astride a permanent and regular seat attached thereto.

A2.14.3. Clinging to Vehicles. No person riding upon any bicycle, coaster, roller skates, sled, or toy vehicle shall attach the same or himself to any moving vehicle.

A2.14.4. Riding on Roadways. A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the right hand curb or edge of the roadway, unless passing another bicycle, preparing for a left turn, or to avoid hazards.

A2.14.5. Carrying Articles. No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping both hands on the handlebars.

A2.14.6. Required Equipment on Bicycles. Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light, a lamp on the rear which shall emit a red light and a red reflector on the rear. Flashing lights and other reflectors may help you be seen but must not be used alone. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel stop on dry, level, clean pavement.

A2.14.7. Bicycle Rider Safety Equipment. All persons riding upon a bicycle, including those in child seats, will wear an Underwriters Laboratory-approved bicycle helmet when moving. Reflective vest or safety belt is required as outer wear at all times for government owned bicycles.

A2.14.8. Wearing Headphones/Using Cell Phones. No bicyclist will wear headphones, earphones, or other similar devices which impede hearing and detection of impending danger while riding in the traffic environment or any other area where contact with vehicular traffic may occur. The use of hands-free phone equipment is allowed, but bicyclists must use caution because of the potential for rider distraction.

A2.14.9. Bicyclist will operating a bike on the roadway will operate the bike on the right hand shoulder of the roadway. Bicycle operators will not ride two or more abreast for any reason unless passing or during a approved base sponsored event such as a bicycle race of some sort.

#### **A2.15. Parking Violations.**

A2.15.1. Stopping, standing or parking is prohibited:

A2.15.1.1. On a sidewalk.

A2.15.1.2. Blocking a driveway.

A2.15.1.3. Within an intersection.

A2.15.1.4. Prohibited by signs or pavement markings.

A2.15.1.5. Within 15' of a fire hydrant.

A2.15.1.6. On a crosswalk.

A2.15.1.7. Within 20' of a crosswalk within an intersection.

A2.15.1.8. On roadway side of any vehicle stopped or parked at the edge or curb of street.

A2.15.1.9. Parking so as to impede traffic or blocking another vehicle.

A2.15.1.10. Except for normal usage, vehicles for sale can only be parked in approved 6th Force Support Squadron (6 FSS) locations.

A2.15.1.11. Disabled/Handicapped parking by unauthorized vehicles.

A2.15.1.12. Non-Designated parking space.

A2.15.1.13. Straddling designated parking space.

A2.15.1.14. On a seeded or dirt packed area.

A2.15.1.15. Reserved parking space as listed/approved in Base Parking plan by unauthorized vehicles.

A2.15.1.16. Against the flow of traffic.

A2.15.1.17. Engine is running or keys are left in the ignition and vehicle is unoccupied by a licensed individual.

A2.15.1.18. For the purpose of major vehicle repairs unless parked in an area designated for this purpose.

A2.15.1.19. Any area not designated by an authorized parking space which is identified by two parallel white lines.

A2.15.1.20. No vehicle is allowed to be backed into a parking space where the legally licensed vehicle license plate cannot be seen from the roadway. (All emergency response vehicles are excluded).

## **A2.16. Skateboards, Roller Blades, Roller Skates, Motorized Scooters.**

A2.16.1. Prohibition and rules:

A2.16.1.1. Will not be used on roads when sidewalks are present and available.

A2.16.1.2. Will not interfere with or impede motor vehicle traffic.

A2.16.1.3. All personnel must properly wear an approved ANSI or Snell Memorial Foundation certified helmet while skating (including skateboarding, rollerblading, and roller-skating) or riding a kick-scooter on MacDill AFB. The chinstrap must be properly fastened under the chin while wearing the helmet. The wear of elbow and kneepads are required (wrist guards are encouraged) in installation skate parks. At other times, use of elbow pads, kneepads and wrist guards are optional but highly encouraged.

A2.16.1.4. Will not be used on roads between dusk and dawn.

A2.16.1.5. Will not engage in acrobatic or unsafe acts except in an area designated for this purpose and only under parental supervision.

A2.16.1.6. Will not be used in parking lots, during facility hours of operation, or when cars are operating in the immediate vicinity.

A2.16.1.7. Will not be used on major road arteries as defined in paragraph 5.3. of this instruction.

## **A2.17. Suspensions Resulting From Tickets Or Point Assessments.**

A2.17.1. Violation: 6 points within 6 months. Assessment: Warning letter/Commander Action.

A2.17.2. Violation: More than 9 points within 12 months. Assessment: 30 day suspension.

A2.17.3. Violation: 12 points with 12 months. Assessment: 1 year suspension.

A2.17.4. Violation: 18 points within 24 months. Assessment: 1-year suspension.

## **A2.18. Driver Distractions.**

A2.18.1. Vehicle operators on a DoD Installation and operators of Government owned vehicles will not use cell phones for talking or texting, unless the vehicle is safely parked or unless they are using a hand-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating a

motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Use of a cell phone while driving, (talking or texting) without a hands-free device will be considered a “primary offense”, meaning that violators will be able to be stopped solely for this offense, and assessed points as a moving violation. Vehicle Operators should note the potential for driver distractions such as eating and drinking, operating radios, CD players, global positioning equipment, and so on. Whenever possible this should only be done when the vehicle is safely parked.

**Attachment 3**

**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET –  
ACTIVE DUTY**

MEMORANDUM FOR 6 MSG/CD

FROM: SSgt Paul Smith  
Unit and Duty Phone

SUBJECT: Appeal of Armed Forces Traffic Ticket

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

PAUL SMITH, SSgt, USAF  
Duty Title

1st Ind, Unit Commander's Office Symbol

TO: 6 SFS/CC

Recommend this appeal be granted/denied.

Unit Commander's Signature Block

2nd Ind, Your COCOM Commandants Endorsement, (Only for members of USCENTCOM, SOCCENT, MARCENT, or USSOCOM). (If this applies)

Recommend this appeal be granted/denied.

Unit Commandant's Signature Block

**Attachment 4****SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET -  
CIVILIANS**

PAUL SMITH  
56B Bayshore Blvd  
MacDill AFB FL 33621

SUBJECT: Appeal of Armed Forces Traffic Ticket

6 SFS/CC  
7235 Bayshore Blvd.  
MacDill AFB FL 33621

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

PAUL SMITH

**Attachment 5**

**SAMPLE FORMAT FOR REQUEST FOR ADMINISTRATED HEARING/LIMITED OR REINSTATEMENT DRIVING PRIVILEGES**

MEMORANDUM FOR 6 SFS/CC FROM: Your Name, Rank, Organization

SUBJECT: Request for Administrative Hearing or Limited or Reinstatement of Driving Privileges

Use this paragraph to indicate your request i.e. Administrative Hearing Request, Limited Privileges Request or Reinstatement Request and present your justification for the request. For an Administrative Hearing Request, you would present facts to support not having your driving privileges suspended. Present facts to support your case/hardship. Cases must demonstrate **extreme hardship to support** a full reinstatement of driving privileges or limited driving privileges request. You must also detail your route of travel onto the base. Include completion of ADAPT/Course V (Safety)/Civilian Drug and Alcohol Education courses (if off base offense) and any court decisions if applicable.

Your Signature block, (include phone number)

1st Ind, Your Commander's Organization /Office Symbol

MEMORANDUM FOR 6 SFS/S5R

Recommend this request be approved/denied. Include any other supportive comments as applicable.

Unit Commander's Signature Block

2nd Ind, Your COCOM Commandants Endorsement, (If a member of USCENCOM, SOCCENT, MARCENT, USSOCOM). (If this Applies)

MEMORANDUM FOR 6 SFS/S5R Recommend this request be approved/denied.

Unit Commandant's Signature Block

## Attachment 6

## SAMPLE LETTER FOR LONG TERM PARKING



MacDill AFB Long Term Parking Form

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Unit: \_\_\_\_\_

First Sergeant Contact Info: \_\_\_\_\_

Date Storage Start: \_\_\_\_\_ Estimated Retrieval Date: \_\_\_\_\_

Contact Info of Key Holder

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Storage Location: \_\_\_\_\_ Approved By (Print): \_\_\_\_\_

Approving Commander Signature: \_\_\_\_\_

**(To be displayed on front dash where clearly visible)**