

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

**SCOTT AIR FORCE BASE INSTRUCTION 31-218**

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**Security**

**SCOTT AIR FORCE BASE MOTOR  
VEHICLE TRAFFIC SUPERVISION**

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This instruction implements AFI31-218\_IP, *Motor Vehicle Traffic Supervision*, and conforms to the Illinois Vehicle Code (IVC) while making provisions for the needs of traffic supervision peculiar to this installation. The provisions apply to all persons within the limits of Scott AFB to include, but not limited to, military personnel, civilian employee, family members, visitors, and Department of Defense (DoD) contractors. This supplement is applicable to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

**SUMMARY OF CHANGES**

This interim changes the reviewer of minor traffic violation rebuttal packages from the 375th Mission Support Group Deputy Commander (MSG/CD) to the 375 MSG Commander (CC); changes the 375th Air Mobility Wing Commander (AMW/CC) delegation of authority to reinstate driving privileges from the 375 MSG/CD to the 375 MSG/CC; changes the requirement to submit a written request for limited driving privileges from the 375 MSG/CD to the 375

MSG/CC; changes the requirement to submit a written request for the use of specialty vehicles from the 375 MSG/CD to the 375 MSG/CC; and defines in detail traffic law obedience and exceptions for emergency response vehicles. A margin bar (|) indicates newly revised material.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** The Scott AFB Vehicle Traffic Code is hereby established and applies to all vehicles and vehicle operators within the geographical limits of Scott AFB, Illinois. Non-uniform law and ordinances are a source of inconvenience and hazard to motorists and pedestrians, which contribute to traffic snarls, accidents, and congestion; increase the administrative burdens of government agencies, and even more important raise serious barriers to mobility and commerce. In recognition of these problems and in the National Committee on Uniform Traffic Laws and Ordinances, there should be one comprehensive traffic law that does not conflict, duplicate, nor cover any matter adequately encompassed in a state vehicle code provision. Certain exclusions to the foregoing policy are necessary to be included in this instruction for compliance with current military directives, and where necessary, to lend local emphasis for safety and efficient highway travel. However, any revision of this instruction must include thorough consideration of all existing rules, directives, and command policy to the degree that essential functions are properly synchronized and reflect reasonableness and uniformity where possible. Other traffic ordinance, new or revised, enacted by the State of Illinois that is not specifically cited will be effective on the date of enactment or publication as provided by the State of Illinois. The invalidity of any provision of this instruction shall not affect the validity of the remainder of this instruction. Nothing in this instruction shall be construed to conflict with existing military directives. Where conflict exists, military directives will govern.

#### **1.2. Responsibilities.**

1.2.1. The 375th Air Mobility Wing Commander (375 AMW/CC) will establish and manage the local installation traffic supervision program on Scott AFB.

1.2.2. The Commander, 375th Security Forces Squadron (375 SFS/CC), is the OPR for implementation of directives necessary to enforce the provisions of the Scott AFB Traffic Code and implement temporary or experimental directives to cover emergencies/special conditions. The 375 SFS/CC is the principal advisor to the installation commander concerning safe movement of motor vehicles and personnel on the installation. The directing, regulating, and controlling of traffic, and enforcing installation rules pertaining to traffic control are the responsibility of the staff assigned to the 375 SFS.

1.2.3. The installation safety officer will make recommendations concerning the operation of motor vehicles, review highway construction plans, and make safety inputs as required; advice on remedial measures required to eliminate safety hazards.

1.2.4. The Base Civil Engineer (BCE) is directed to appoint an individual with supporting staff from the 375th Civil Engineer Squadron (CES) to serve as the Scott AFB Traffic Engineer. The traffic engineer will report directly to the BCE. This individual will exercise the power and duties with respect to traffic as provided in this instruction and this supplement. The duty of the traffic engineer is to determine the installation, proper timing, and maintenance of traffic control devices; conduct engineering analysis of traffic accidents and devise remedial measures; conduct engineering investigation of traffic conditions; plan the operation of traffic on the streets and highways of Scott AFB; coordinate with the 375

SFS/CC, Chief of Safety, and the 375th Mission Support Group Commander (375 MSG/CC) in developing ways and means to improve traffic conditions; and carry out the additional powers and duties imposed by this instruction. The installation traffic engineer may test traffic-control devices under the actual conditions of traffic. The traffic engineer shall ensure that proper traffic-control devices are installed temporarily during work and maintenance of roadways to ensure safe and efficient movement of traffic.

1.2.5. The base vehicle operations officer will establish programs concerning the management, administration, and operation of all military vehicles assigned to Scott AFB; conduct accident investigation inquires concerning military vehicles and process reports in accordance with this instruction; designate and seek approval from the Scott Traffic Safety Advisory Board for auxiliary parking for government vehicles (GOV).

1.2.6. Unit commanders will promote a vigorous education program, making available sufficient copies of the *Illinois Rules of the Road* and the *Illinois Bicycle Rules of the Road* for personnel of their respective areas. The specific individual's responsibilities outlined in this instruction will be emphasized.

**1.3. Delegation of Authority.** The 375 AMW/CC has delegated the establishment and management of the local installation traffic supervision program on Scott AFB to the 375 MSG/CC. The 375 MSG/CC chairs the Scott Traffic Safety Advisory Board.

1.3.1. Rebuttal of minor traffic violations is delegated to the commander 375 SFS for action. In the event that the violator requests further appeals, the 375 MSG/CC will review the rebuttal package and make a final determination as to the disposition of the citation/points assessed.

## Chapter 2

### DRIVING PRIVILEGES

#### **2.1. Proof of valid registration or ownership of the vehicle will be carried in the vehicle while on Scott AFB.**

2.1.1. Proof of valid and current vehicle insurance. The State of Illinois does not require the possession of proof of insurance; however, the installation commander has determined all vehicle operators will carry documentation showing proof of current insurance while operating a vehicle on Scott AFB.

#### **2.2. Stopping and Inspecting Personnel or Vehicles.** Security forces have the authority to stop vehicles on Scott AFB under the following conditions approved by the installation commander.

2.2.1. Under AFI 31-101, *Integrated Defense (FOUO)*, the Air Mobility Command (AMC) and the Scott AFB Supplements, along with other local commands and policies approved by the 375 AMW/CC.

2.2.2. Searches and traffic stops are authorized by security forces on Scott AFB if there is reasonable belief there is a suspicion of criminal activity or it is necessary to enforce traffic laws and regulations as outlined in this instruction and the IVC.

#### **2.3. Suspension or Revocation of Driving Privileges.** The installation commander may suspend or revoke installation-driving privileges and POV registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations. **Note:** If applicable, personnel whose driving privileges are suspended, all vehicles in the family will have their DD Forms 2220, *DOD Registered Vehicle Decal*, removed as well. When someone is caught driving in violation of his/her base driving suspension/revocation, the installation commander will issue an additional 2-year suspension/revocation. Additionally, they will be issued a written warning stating the next violation may result in permanent revocation of on-base driving privileges.

2.3.1. The privilege of driving a POV on Scott AFB can be administratively suspended IAW this instruction by either the 375 AMW/CC or his/her designee. The 375 AMW/CC has the authority to suspend an individual's driving privileges for serious violations or when previous measures fail to improve the driver's performance. The 375 AMW/CC may suspend one's driving privileges for up to 12 months under the following conditions:

2.3.1.1. Individuals continually violating parking standards approved by the installation commander as outlined in this instruction.

2.3.1.2. Habitually continues to violate other nonmoving standards and policies as contained in this instruction.

2.3.1.3. Operating a motor vehicle on Scott AFB with a blood alcohol content (BAC) or breath alcohol content (BrAC) of 0.08 percent by volume or higher.

2.3.1.4. If the individual who is operating the vehicle is under the legal drinking age of 21 with a BAC or BrAC lower than the IVC standard of 0.08 but still registers as having alcohol in their system.

2.3.1.5. Failure to maintain insurance on a vehicle that is operated on Scott AFB will result in a 6-month suspension of on-base driving privileges against the vehicle operator.

2.3.1.6. When nonjudicial punishment, conviction, or civilian or military administrative action has been taken for intoxicated driving. Persons convicted of a second civilian or military intoxicated driving offense, the 375 AMW/CC may revoke driving privileges for 25 years.

2.3.1.7. Revocation of base driving privileges for 1 year also applies when military members, DoD Contractors, or non-DoD affiliated civilians are charged with driving under the influence off base.

2.3.1.8. A law enforcement official who is certified through the Illinois State Police must conduct the test if a breath machine is used. An authorized medical authority will conduct all blood tests.

2.3.1.9. Operating a motor vehicle with a BAC or BrAC of 0.08 percent by volume or higher is in violation of IVC.

**2.4. The 375 AMW/CC may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority, provided their civilian state driver's license is still valid.**

2.4.1. Reinstatement of driving privileges (on base only) for any person whose civilian driver's license is under suspension or revocation by a state authority will only be granted when absolutely necessary. **Note:** This option applies only to the exclusive military jurisdiction side of Scott AFB for requests in which there are extreme hardships and there are no other workable alternatives.

2.4.2. The 375 AMW/CC has delegated to the 375 MSG/CC the authority to reinstate driving privileges to individuals whose privileges have been revoked, suspended, and/or restricted, under the condition that the individual's driving credentials are still valid.

2.4.3. An individual whose base driving privileges have been suspended or revoked may apply, in writing, to the 375 MSG/CC, through his/her unit commander and security forces for a specific limited privilege. The letter must include the reason for the limited privilege and length of period requested. The unit commander and security forces may concur or non-concur, but they must forward the package to the 375 MSG/CC for action. If approved, the authority granting the privilege will include in the approval letter the route of travel authorized to and from destination/parking area and the action to be taken for violation of limited privilege restrictions.

2.4.4. Personnel receiving limited privileges must report to the Visitor Control Center (VCC) to be issued a colored temporary pass, for the period stipulated in their letter authorizing limited privileges or parking authority only. Temporary passes will not be issued beyond a 1-year period. Revocations for periods greater than 1 year must have the temporary pass reissued upon expiration. Authorizations for limited privileges must be in the possession of the operator when driving.

2.4.5. Personnel who have had their on-base privileges revoked/suspended and have de-registered their privately owned vehicle may obtain a temporary vehicle pass that is colored orange for use by their family members or relatives for the purpose of transporting the

revoked/suspended individual to and from the place of employment and other base activities. The temporary pass will not be issued beyond a 1-year period. The temporary pass will be reissued upon expiration, in cases of a revocation/suspension lasting longer than 1 year.

2.4.6. When a period of revocation/suspension has terminated and the individual has been removed from the Drivers Revocation/Suspension List, he/she may register their vehicle by reporting to the VCC to obtain base registration on a permanent basis.

2.4.7. When state authorities suspend or revoke an individual's license, the individual's installation GOV and POV driving privileges will suspended or revoked.

2.4.8. On Scott AFB, the licensing authority of the state where a license is issued will be notified when revoking a person's installation driving privileges (for a period of 1 year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC Test.

### Chapter 3

#### MOTOR VEHICLE REGISTRATION

**3.1. Driver and Vehicle Requirements.** All registration requirement systems for POVs on Scott AFB will include the requirements listed below. All drivers registering motorcycles on base must comply with the requirements stated in AFI 91-207, *The US Air Force Traffic Safety Program*, and the AMC Supplement. Drivers must have the following information available upon request from security forces members or individuals performing duties as a security forces augmentee. The 375 AMW/CC may set other policies or standards.

3.1.1. Scott AFB no longer requires vehicles to be registered to enter the installation. Individuals who are authorized to register their vehicles may do so on a voluntary basis.

3.1.2. All drivers will have a valid certificate of state registration in their vehicles at all times while on Scott AFB.

3.1.2.1. Vehicles on Scott AFB will display a current state registration tag for the state in which the vehicle is registered. Current registration and tags must be in effect as required by the state in which the vehicle is registered. **Note:** States that require displaying front and rear license plates are required to properly display both license plates to comply with applicable state laws.

3.1.2.2. Failure to comply with state registration requirements will result in termination of the installation vehicle registration, and the driver will not be allowed to drive on the installation until the vehicle is legally registered.

3.1.3.1. Minimum Limits of Liability Coverage:

3.1.3.1.1. No person shall be allowed to operate a motor vehicle at Scott AFB who has not obtained liability insurance coverage for said motor vehicle in an amount no lower than the following limits (IVC 7-203, 7-204):

3.1.3.1.2. Personal liability—bodily injury to or death of any one person in an accident--\$20,000.

3.1.3.1.3. Personal liability—bodily injury to or death of two or more persons in an accident--\$40,000.

3.1.3.1.4. Property damage liability—injury to or destruction of property of others in an accident--\$15,000.

3.1.3.1.5. All personnel who operate their vehicles at Scott AFB are required to obtain, at minimum, the liability insurance coverage described above. This liability insurance will be maintained by the owner of the vehicle anytime the vehicle is operated on Scott AFB. Military personnel who violate this requirement are subject to punitive action under the Uniform Code of Military Justice (UCMJ) and/or 6-months suspension of on-base driving privileges.

3.1.4. Upon issuance of DD Form 2220, the registered owner assumes all liabilities of lost or misplaced forms. The registered owner has the responsibility to immediately report the loss,

theft, or misplacing of any DD Forms 2220 to the 375 SFS Base Defense Operations Center (BDOC), 375 SFS Pass and Registration Section, and their respective squadron.

3.1.5. Scott AFB will honor DD Forms 2220 from other military installations or DoD organizations provided the vehicle is entering on a temporary basis. All permanently assigned DoD military and civilian personnel have the option to register their vehicles preferably within 3 duty days of arrival to Scott AFB.

3.1.6. Rental vehicles being used for official business will be treated as a GOV provided the driver maintains a copy of their orders and the rental agreement.

**3.2. Motorcycles, Motor Scooters, and Mopeds.** In the event a motorcycle owner desires to register a motorcycle on the installation, additional requirements for motorcycle registration are required:

3.2.1. Proof of Motorcycle Safety Foundation (MSF) course. Report to the VCC with an MSF Card and other required documentation for motorcycle registration.

3.2.2. Motorcyclist must pass a MSF course to ride on base. The only exception is riding on base to take the MSF course.

**3.3. Vehicle Pass.** The requirement to receive a vehicle pass on Scott AFB has been removed. AF Forms 75, *Visitor/Vehicle Pass*, for vehicles will no longer be issued. Visitors will still receive the visitor portion of the pass.

**3.4. Specifications for DD Form 2220.**

3.4.1. The DD Form 2220 may be used to register vehicles on Scott AFB. The use of the DD Form 2220 is not mandatory on Scott AFB but may be issued upon the request of any member who meets the criteria for issuance. If used, the form will be removed from the vehicle when registration expires or driving privileges have been terminated.

3.4.2. The installation nametag is used to identify the installation where the vehicle is registered and placed under DD Form 2220. These are color-coded to identify the rank of the vehicle owner.

3.4.2.1. Officer–blue background with white letters.

3.4.2.2. Noncommissioned Officer–gold background with black letters.

3.4.2.3. Airman/Junior Enlisted–red background with white letters.

3.4.2.4. Civilian–green background with white letters.

3.4.2.5. Contractor–white background with black letters.

3.4.3. Decals must be permanently centered at the top of the windshield or the bottom left-hand corner of the windshield.

**3.5. Transfer, Termination, or Denial of Registration.** Vehicle registration will be denied under the following conditions:

3.5.1. The driver's base driving privileges have been suspended or revoked. However, the individual may request to have their vehicle reregistered after the suspension or revocation period is over.

3.5.2. The owner of the registered vehicle sells or disposes of the vehicle and the new owner wishes to keep the registration the same. This action applies only if the new owner meets the requirements for registration. Both must report to the 375 SFS Pass and Registration Section to transfer the DD Form 2220.

3.5.3. If authorized by the gaining installation commander, an individual may keep the same registration during a permanent change of station, but will have to obtain a new installation tab.

**3.6. Specified Consent to Impoundment.** All individuals wishing to drive on Scott AFB must consent to the installation vehicle impoundment policy.

**3.7. Specialty Vehicle Usage.** Vehicles such as segways or other vehicle types not previously covered can only be utilized with the approval of the wing safety office and written permission by the 375 MSG/CC.

## Chapter 4

### TRAFFIC PLANNING AND CODES

**4.1. Traffic Planning.** Scott Traffic Safety Board will develop a Traffic Circulation Plan that will provide the safest and most efficient use of all primary and secondary roads on Scott AFB to include the use of installation gates. Local and state agencies will be consulted to ensure the plan is compatible with surrounding communities.

4.1.1. Authority to Install Traffic-Control Devices. The base traffic engineer will install official traffic-control devices when, and as required, under the traffic code of Scott AFB to make the provisions of this instruction effective, and will place and maintain additional official traffic-control devices as deemed necessary to regulate, warn or guide traffic, under this instruction or the state vehicle code. (IVC 11-303).

4.1.2. No person shall install any traffic-control device, to include signs or markings depicting reserved or regulate parking, without the approval of the traffic engineer (IVC 11-310).

4.1.2.1. Manual and Specifications for Traffic-Control Devices. All traffic-control signs, signals, and devices shall conform to the manual on Uniform Traffic-Control Devices for Streets and Highways, U.S. Department of Transportation, and Federal Highway Administration. All signs and signals required herein for a particular purpose shall be uniform as to the type and location throughout Scott AFB. All traffic-control devices erected and not inconsistent with the provisions of state law or this instruction shall be official traffic-control devices. (IVC 11-301).

4.1.3. Obedience to Official Traffic-Control Devices to include pedestrian flashing cross walk signs. The driver of any vehicle will obey the instruction of any official traffic-control device installed IAW the provisions of this instruction, unless otherwise directed by a firefighter at or in proximity of a fire or security forces personnel directing traffic, subject to the exception granted to a driver of an authorized emergency vehicle. (IVC 11-305a).

4.1.4. When Official Traffic-Control Devices are required for enforcement purposes. No provisions of this instruction where official traffic-control devices are required will be enforced against an alleged violator, if at the time and place of the alleged violation, an official device is not in proper position and sufficiently legible to be seen by an observant person. (IVC 11-305c).

4.1.5. Official Traffic-Control Devices—Presumption of legality:

4.1.6. Whenever official traffic-control devices are placed in a position approximately conforming to the requirements of this instruction, these devices will be presumed to have been so placed by the official act of a lawful authority, unless the contrary shall be established by competent evidence. (IVC 11-305d).

4.1.7. Official traffic-control devices placed pursuant to the provisions of this instruction and purport to conform to the lawful requirements pertaining to these devices will be presumed to comply with the requirements of this instruction, unless the contrary is established by competent evidence. (IVC 11-305e).

4.1.8. Authority to establish play, parade, and ceremony streets. With concurrence of the 375 MSG/CC, the base traffic engineer shall have the authority to declare any street or part thereof, as a play, parade or ceremony street, and place appropriate signs or devices in the roadway indicating and helping to protect this authority.

4.1.9. Authority to Designate Crosswalks. With concurrence of the 375 MSG/CC, the base traffic engineer is hereby authorized to designate and direct maintenance by appropriate devices, marks, and lines on the surface of the roadway and crosswalks at intersections that may cause particular danger to pedestrians crossing the roadway, and at other place, as they may deem necessary.

4.1.10. Traffic Lanes. The base traffic engineer is hereby authorized to mark traffic lanes on the roadway of any street or highway where a regular alignment of traffic is necessary.

4.1.11. Authority to Place Devices Altering Normal Course for Turns. The base traffic engineer is authorized to place official traffic-control devices within or adjacent to intersections indicating the course to be traveled by vehicles turning at these intersections. (IVC 11-303).

4.1.12. Authority to Place Restricted Turn Signs. The base traffic engineer is hereby authorized to determine those intersections where drivers of vehicles will not make a right, left or U-turn, and will place proper signs at these intersections. These turns may be prohibited between certain hours, in which event; the same will be plainly indicated on the sign or may be removed when turns are permitted. (IVC 11-304).

4.1.13. Authority to Restrict Direction of Movement on Streets during Certain Periods. The base traffic engineer is hereby authorized to determine and designate streets, parts of streets or specific lanes, which vehicular traffic shall proceed in one direction during one period, the opposite direction during another period of the day, and will place and maintain appropriate markings, signs, barriers or other devices, to give notice thereof. The base traffic engineer may erect signs temporarily designating lanes to be used by traffic moving in a particular direction, regardless of the centerline of the roadway. (IVC 11-304).

4.1.14. Authority to place signs, designating one-way streets and alleys. Whenever a one-way street or alley is designated, the base traffic engineer shall place and maintain signs giving notice thereof, and no directive shall be effective, unless signs are in place. Signs indicating the direction of lawful traffic movement shall be placed at every intersection where movement of traffic in the opposite direction is prohibited.

4.1.15. Through Streets and Highways Designated. The base traffic engineer will designate through streets and highways. (IVC 11-302a).

4.1.16. Signs Required at Through Streets. Whenever the street is designated and described as a through street, it is the duty of the base traffic engineer to place and maintain a stop sign. Based on an engineering and traffic investigation at any intersection, a yield sign is placed on every street intersecting a through street, unless traffic at the intersection is controlled at all times by traffic-control signals. However, at an intersection of two through streets, stop signs will be erected at the approaches of either street as determined by the base traffic engineer based on an engineering and traffic study. (IVC 11-302b).

4.1.17. Other Intersections Where Stop and Yield Is Required. The base traffic engineer is hereby authorized to determine and designate intersections where particular hazards exist and determine whether vehicles will stop at one or more entrances to any intersection, erect a stop sign at every place where a stop is required or whether vehicles will yield the right of way to vehicles on a different street at an intersection, and erect a yield sign at every place where required. (IVC 11-302).

4.1.18. Authority to establish bus stops. In conjunction with recommendations of the base transportation officer, authority is vested in the base traffic engineer to designate bus stops at locations, in such number as may be necessary, and of the greatest benefit and convenience to the public. Bus stops shall be designated by appropriate signs. The final determination in the creation of a bus stop lies with Bi-State Development Agency, who runs the Metro Bus Line. They have coordination on this activity, and may actually deny the creation of a new bus stop unless an economically advantageous situation exists.

4.1.19. Designated crosswalks. The base traffic engineer will designate crosswalks and numbers at locations as may be necessary to the benefit, safety, and convenience to the public. Appropriate signs or markings shall designate crosswalks when applicable, intersections are considered authorized unmarked crosswalks.

4.1.20. Signs or markings indicating angle parking.

4.1.20.1. The base traffic engineer determines what streets angle parking shall be permitted and mark or sign streets to ensure that the roadway is of sufficient width to permit angle parking without interference with the free movement of traffic.

4.1.20.2. Angle parking shall not be indicated nor permitted at any place where passing traffic would thereby be caused or required to drive upon the left side of the roadway.

4.1.20.3. The base traffic engineer is authorized to determine and designate roadways by official signs and markings, which require restriction due to size and load limitations and with the approval of the 375 MSG/CC, certain locations restricting public traffic.

4.1.21. Authority of security forces and fire department officials:

4.1.21.1. Security forces will enforce all street traffic laws of Scott AFB and state vehicle laws when applicable.

4.1.21.2. Security forces and personnel assigned to the 375 SFS are hereby authorized to direct traffic by voice, hand, or signal, in conformance with traffic laws. In the event of a fire, other emergencies or to safeguard pedestrians, SF may direct traffic as conditions may require, notwithstanding the provision of the traffic laws.

4.1.21.3. At the scene of a fire, officials of the fire department may direct or assist the SF in directing traffic in the immediate vicinity of the fire.

4.1.21.4. Required Obedience to the Traffic Code. It is unlawful for any person to perform an act forbidden or fail to perform an act required in this instruction.

4.1.21.5. Obedience to security forces and fire department officials. No person shall willfully fail or refuse to comply with a lawful order or direction of a SFS or fire department official.

**4.2. Installation Traffic Codes.** Violations of state traffic codes are applicable to base driving records when the offense is included in the state's criminal offense. This provision is covered under the authority of Title 18 United States Code 13 (USC). The DoDD 5525.4, *Enforcement of State Traffic Laws on Installations*, enforces the vehicular and pedestrian traffic laws of states where the traffic violations are not considered criminal offenses. Therefore, they cannot be assimilated under the USC 18. This provision is applicable to installations with having concurrent or exclusive jurisdiction. Under the provision in DoDD 5525.4, if found guilty, individuals can be fined up to \$50.00 or imprisoned for up to 30 days or both, for each violation.

4.2.1. Operation of Two-Wheeled Motor Vehicles:

4.2.1.1. No individual will set into operation on any roadway on Scott AFB a two-wheeled vehicle that is not registered for roadway operation by any state that the State of Illinois recognizes by law. Two-wheeled vehicles that are not registered under state law will not be operated at any location on Scott AFB, except that area when set aside for such operation by the 375 MSG/CC.

4.2.1.2. No motorcycle or motor driven cycle may be legally operated on a street or highway on Scott AFB unless the vehicle and driver comply with the following requirements: (Specifications for each item listed are contained in the IVC, AFI 91-207 and the AMC Supplement and this instruction.)

4.2.1.2.1. Headlights (turned on at all times while operating). (IVC 12-201).

4.2.1.2.2. License plate light. (IVC 12-201).

4.2.1.2.3. Taillight. (IVC 12-205).

4.2.1.2.4. Stoplight. (IVC 12-208).

4.2.1.2.5. Muffler. (IVC 12-602).

4.2.1.2.6. Brakes. (IVC 12-301).

4.2.1.2.7. Handlebars (not more than 15 inches above seat). (IVC 11-1403c).

4.2.1.2.8. Seats designed for the number of persons carried. (IVC 11-1403).

4.2.1.2.9. Handgrips for passengers in a sidecar. (IVC 11-1403).

4.2.1.2.10. Footrests for passengers. (IVC 11-1405).

4.2.1.2.11. Rearview mirror. (IVC 12-502).

4.2.1.2.12. Horn. (IVC 12-601).

4.2.1.2.13. DOT approved protective helmets for driver and passengers.

4.2.1.2.14. Shatter resistant wraparound sunglasses, goggles, or helmet face shield. Motorcycle windshield alone does constitute adequate eye protection.

4.2.1.2.15. Garment and Motorcycle visibility. Hard-soled shoes, long sleeved shirt or jacket, full-fingered gloves or mittens and long trousers will be worn by operators and passengers when in operation. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar and/or Cordura containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

4.2.1.2.16. Helmets, clothing, boots, and vehicles will not be decorated with adornments that will degrade the military image. This includes, but is not limited to, helmets patterned after foreign military units, patches, decals, buttons or pictures that are not conducive to good order and discipline.

4.2.1.3. The wearing of portable headphones, earphones or other listening devices while walking, skating, jogging, bicycle riding or operating any motor vehicle on the roads and streets of Scott AFB is prohibited. Use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and ability to determine the direction from which the sound is coming.

4.2.1.3.1. There are four exceptions to this rule:

4.2.1.3.1.1. Motorcycles with intercom systems.

4.2.1.3.1.2. A hands-free cell phone device that allows the driver of a motor vehicle to talk on their cell phone while keeping both hands on the wheel.

4.2.1.3.1.3. Security forces members using ear mikes with their portable radios.

4.2.1.3.1.4. Drivers of fire apparatus or other GOV equipped with an intercom system.

4.2.1.3.2. Individuals stopped may be cited for using any listening device while operating a motor vehicle with the exception for the four items listed in **paragraphs 4.2.3.3.1.1-4.2.3.3.1.4**

4.2.1.3.3. Individuals may be stopped and cited for using a cell phone without a hands-free device while operating a motor vehicle. This also includes texting while operating a motor vehicle.

4.2.1.3.3.1. This offense is considered a primary offense and as such acts as the only probable cause needed for a security forces member to initiate a traffic stop.

4.2.1.3.3.2. Active duty military members and reservists/guardsmen on active duty orders will receive a DD Form 1408, *Traffic Ticket, Armed Forces*, when stopped for this violation. The violator will be assessed three points against his/her base driving privileges.

4.2.1.3.3.3. All other personnel will receive a DD Form 1408 if stopped for this violation on Scott Drive or any Scott AFB property West of Scott Drive and be assessed three points against their base driving privileges. If stopped East of Scott Drive they will be issued a DD Form 1805, *United States District Court Violation Notice*, and be fined \$75 along with a \$25 processing fee.

4.2.2. The 375 MSG/CC determines which areas may be used for off-road vehicle operation.

4.2.2.1. When off-road areas have been set aside, it is unlawful to operate off-road vehicles outside the designated area. The boundary of areas set aside for off-road operation shall be identified by the installation of properly erected signs. No rules shall allow or infer provisions for the operation of any unregistered vehicle over base roadways or allow off-road operation during hours of darkness.

4.2.2.2. Off-road vehicle defined. Any motorized vehicle designated for or capable of cross-country travel on or immediately over land, water, snow, ice, marsh, swampland or other natural terrain is an off road vehicle (ORV). This includes, but is not limited to, automobiles, trucks, four-wheel drive or low-pressure tire vehicles, tracked vehicles, motorcycles and related two-wheeled vehicles, snowmobiles, amphibious machines, including airboats, ground-effect or air-cushion vehicles, recreational campers, and any other means of transportation deriving motive power from any source other than muscle. This includes vehicles exempt from installation registration according to this instruction. The ORV list excludes the following:

4.2.2.2.1. Any non-amphibious registered motorboat.

4.2.2.2.2. Any civil engineer vehicle performing authorized work or training-related tasks.

4.2.2.2.3. Any military fire, ambulance, or law enforcement vehicle when used for emergency purposes or other official business.

4.2.2.2.4. Self-propelled lawnmowers, snow blowers, garden, or lawn tractors, and golf carts, while being used for their designed purpose.

4.2.2.2.5. Any vehicle whose use is authorized by the Secretary of Defense, Secretary of the Air Force or other properly designated representatives, including the 375 MSG/CC for official use under a permit, lease, license or contract.

4.2.2.3. Prohibited ORV use. All land and water areas under Air Force control within the confines of Scott AFB are closed to off-road travel by ORVs. This includes all roadways and paved areas unless specifically approved by the MSG/CC.

4.2.2.4. Authorized ORV use. The limitations on off-road use of ORVs imposed by this instruction do not apply to official use.

4.2.2.5. ORV control. The ORVs designed for both on- and off-road use and intended for on-road use on Scott AFB must be registered as street vehicles according to this instruction to facilitate on-road use within the confines of Scott AFB, and must meet all safety requirements for on-road use. Military personnel who violate the provisions of this section of the instruction are subject to punitive action under the UCMJ.

**4.3. Low speed vehicles (LSV).** LSV are defined as motorized vehicles whose top speed is not greater than 25 mph.

4.3.1. LSV designed for and intended for use on Scott AFB roadways and paved surfaces must be equipped with the following:

4.3.1.1. Headlamps.

4.3.1.2. Front and rear turn signal lamps.

4.3.1.3. Tail lamps.

4.3.1.4. Stop lamps.

4.3.1.5. Exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.

4.3.1.6. Parking brake.

4.3.1.7. A windshield of AS-1 or AS-5 composition, that conforms to the American National Standards Institute "Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways."

4.3.1.8. Type 1 or Type 2 seat belt assembly installed at each designated seating position.

4.3.1.9. Roll bar.

**4.4. State speed laws applicable.** The state traffic laws regulating the speed of vehicles shall be applicable upon all streets within this installation, except as this instruction declares and determines upon the basis of an engineering and traffic investigation that certain speed directives shall be applicable upon specific streets or in certain areas, in which event it shall be unlawful for any person to drive a vehicle at a speed in excess of any speed, so declared in this ordinance when signals are in place giving notice thereof (IVC 11-602).

4.4.1. Speed limits established. Upon the basis of an engineering and traffic investigation, it is hereby determined that speed limits described below are declared to be the speed limits for Scott AFB, except as exempted under the provisions of [paragraph 4.2.1](#) of this instruction.

4.4.1.1. Thirty MPH—unless otherwise posted by appropriate signs.

4.4.1.2. Fifteen MPH—in all residential areas unless otherwise posted by appropriate signs.

4.4.1.3. Ten MPH—for tugs and tractors at any time, whether posted or not.

4.4.1.4. Ten MPH—while passing troop formations.

4.4.1.5. Ten MPH—in parking lots.

#### **4.5. Speed Restrictions:**

4.5.1. No person shall drive a vehicle on any public street at a speed that is greater than reasonable and proper, with regard to traffic conditions and the use of the street or may endanger the safety of any person or property. (IVC 11-601a).

4.5.2. No person shall drive a vehicle on any public street at a speed, which is greater than the applicable maximum speed limit established in this instruction. The fact that the speed of the vehicle does not exceed the applicable maximum speed limit does not relieve the driver from the duty to decrease speed when approaching and crossing an intersection, approaching and going around a curve, approaching a hill crest, traveling on any narrow or winding roadway or when special hazards exist with respect to pedestrians, traffic or by reason of weather or street conditions. Speed will be decreased, as necessary, to avoid colliding with a person or vehicle on or entering the street, in compliance with legal requirements and the duty of individuals to use care. (IVC 11-601a).

4.5.3. Minimum speed regulation. No person will drive a motor vehicle at a slow speed to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation of the vehicle or in compliance with law. (IVC 11-606a).

4.5.4. Obedience to no-turn signs. Whenever authorized signs are erected indicating that no right, left or U-turn is permitted, no driver of a vehicle shall disobey the direction of the sign. (IVC 11-305).

4.5.4.1. Limitations on turnaround. The driver of any vehicle will not turn the vehicle to proceed in the opposite direction on any street in a business district, housing or billeting area, and will not on any other street or highway, turn a vehicle, unless such movement can be made in safety and without interference with other traffic. (IVC 11-802).

4.5.5. Prohibition of leaving normal traffic arteries. No motor vehicle will leave the roadway to cross a parking lot, seeded area, alley, or other paved or non-paved surface, for the sole purpose of circumventing established traffic-control devices.

4.5.6. Non-motorized traffic subject to obey traffic regulations.

4.5.7. Personnel propelling a bicycle, tricycle, cart, or similar human-propelled vehicle on a roadway will be granted all of the rights, and they shall be subject to all of the duties applicable to the drivers of a motor vehicle imposed by this instruction. Furthermore, they must comply with the rules of the road portion of the state vehicle code, except those provisions that have no application. (IVC 11-1502).

4.5.8. Use of coasters, roller skates, in-line skates, and similar devices. No person will ride/operate roller skates, in-line skates or riding in or by means of any coaster, toy vehicle, or similar device on any roadway, street, parking lot, building entrance or other areas on Scott AFB. The above devices may be ridden/operated on the jogging trail away from roadways, on the sidewalks in housing, dormitory complexes, and any street or play area designated for this purpose (**Exception:** These devices may not be used on any rubberized section of the jogging track located on the East side of the installation). Buildings 1620, 1700, 1900, and 1980 parking lots are designated riding areas on the West side of the base (after duty hours and weekends only). Buildings 3600 and 5713 parking lots are designated riding areas on the East side of the base (after duty hours and weekends only). When crossing a street, persons will be subject to all of the rules that are applicable to pedestrians. The wearing of headphones or other listening devices while bicycling, jogging, skating, or walking near streets and roadways is prohibited.

4.5.9. All personnel riding bicycles, coasters, roller skates, in-line skates, and other similar devices on Scott AFB will wear an approved helmet. The American National Standards Institute or Snell Memorial Foundation must approve helmets.

#### **4.6. Authorized emergency vehicles:**

4.6.1. The driver of an authorized emergency vehicle responding to, but not returning from an emergency call or when in pursuit of an actual or suspected violator of the law may park, stand or exceed posted speed limits (no more than 10 MPH over posted speed limits), irrespective of the provisions of this instruction.

4.6.2. Traffic Law Obedience:

4.6.2.1. No person shall willfully refuse to comply with any lawful order or directive of anyone who has the authority to direct, control, or regulate traffic (e.g., security forces patrolman in the performance of official duties).

4.6.2.2. The operator of any vehicle or bicycle will obey all traffic control devices unless otherwise directed by a security forces patrolman and/or other authorized personnel in the performance of official duties.

4.6.2.3. Drivers of authorized emergency vehicles, while responding to an emergency may:

4.6.2.3.1. Park or stand irrespective to the provisions of this instruction, providing the vehicle is parked or standing as a result of emergency response and it does not create a safety hazard.

4.6.2.3.2. Proceed past a red signal or stop sign, but only after assuring the intersection is free of traffic and there is no danger to life or property.

4.6.2.3.3. **Note:** The exemptions granted to authorized emergency vehicles shall apply only when the operator of the vehicle, while in motion, displays at least one red or blue-lighted lamp, multicolor or appropriate light bars. The provisions of this section shall not relieve the operator of the emergency vehicle from the duty to drive with regard for the safety of all nor shall it protect the operator from the consequences of his/her reckless disregard for the safety of others. Emergency vehicles will not disregard any traffic control device when responding to exercise situations.

4.6.2.4. DELETED.

4.6.2.5. DELETED.

4.6.2.6. DELETED.

4.6.3. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from duty to park, stand or operate vehicles at a speed considered safe for existing road conditions (no more than 10 MPH over posted speed limits), with due regard for the safety of all persons. This provision does not protect the driver from the consequences of reckless disregard for the safety of others.

4.6.4. Flashing or inoperative traffic control devices. Flashing RED or inoperative: STOP, yield the right-of-way to traffic within the intersection or crosswalks and proceed when safe. Flashing YELLOW: Proceed with caution.

4.6.5. Play, parade, and ceremony streets. Whenever authorized signs are erected indicating a street or part thereof as a play, parade or ceremony street, no person shall drive a vehicle on that street or portion thereof, except drivers of vehicles having business and specifically authorized to enter or whose residence are within a closed area and have been specifically authorized to enter. The driver will then exercise caution in driving on the designated street or portion thereof.

4.6.6. One-way streets and alleys. On streets, parts of streets and in those alleys designated one-way, vehicular traffic will move only in the indicated direction when signs indicating the direction of traffic are erected and maintained at every intersection where movement in the opposite direction is prohibited. (IVC 11-708b).

4.6.7. Miscellaneous driving rules:

4.6.8. Boarding or alighting from vehicles. No person shall board or alight from any vehicle while the vehicle is in motion.

4.6.9. Unlawful riding. No one will ride on any vehicle, portion thereof not designated, or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of a duty.

4.6.10. Restrictions to capacity. No driver shall set any vehicle into motion when there are more passengers aboard the vehicle than specified in the manufacturer's guide.

4.6.11. Stop when traffic is obstructed. No driver will enter an intersection or a marked crosswalk, unless there is sufficient space on the other side of the intersection or crosswalk to accommodate the vehicle he or she is operating, without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic-control signal indication to precede.

4.6.12. Driving through a procession. No driver of a vehicle shall drive between the vehicles comprising an authorized procession while they are in motion and when vehicles are conspicuously designated as required in this instruction. This provision shall not apply at intersections where traffic is controlled by traffic-control signals or security forces personnel. A procession of vehicles shall be identified, as such, by the display of a pennant on each vehicle, vehicle lights turned on or procession shall be led by a vehicle bearing a warning beacon, with all following vehicles having lights turned on.

4.6.13. Permits required for parades, processions, or gatherings. No parade, procession or gathering containing 20 or more persons or five or more vehicles, except the Armed Forces of the United States, the military forces of a state, and the forces of civilian police and fire departments shall occupy, march, or proceed along any street, except IAW a written or verbal permit of the 375 MSG Commander and in the manner specified by the permit.

4.6.14. Vehicles approaching or entering intersections. When two vehicles approach or enter an intersection from different roadways at approximately the same time, the driver of the vehicle on the left must yield the right-of-way to the vehicle on the right. (IVC 11-901).

4.6.15. Unattended motor vehicles. No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and effectively setting the brakes. (IVC 11-1401).

#### **4.7. Bus stops.**

4.7.1. Bus operation. The operator of a bus shall not stop the bus at any place for the purpose of taking on or discharging passengers other than at a bus stop so designated as provided herein, except in the case of an emergency, while on special tour, on a special route or while operating on the flight line area.

4.7.2. Restrictions to stop, stand, or park at bus stops. No person shall stop, stand or park a vehicle, except an authorized carrier at a bus stop, so designated, as provided between the right curb and any stop, except for the operator of a passenger vehicle that requires to temporarily stop for the purpose of and while actually engaged in the discharge or the pickup of passengers.

#### **4.8. Pedestrians rights and duties.**

4.8.1. Crossing locations other than a crosswalk.

4.8.2. Every pedestrian crossing a roadway at any point, other than within a marked crosswalk or within an unmarked crosswalk at an intersection, will yield the right-of-way to all vehicles on the roadway. (IVC 11-1003a).

4.8.3. No pedestrian shall cross a roadway intersection diagonally, unless authorized by official traffic-control devices and when authorized by an official to cross diagonally,

pedestrians shall cross only IAW the official traffic-control devices pertaining to such crossing movements. (IVC 11-1003d).

4.8.4. Pedestrians obedience to traffic-control devices and traffic regulations. Pedestrians shall obey the instructions of any official traffic-control device specifically applicable to them, unless otherwise directed by security forces. (IVC 11-1001a).

#### **4.9. Prohibited walking:**

4.9.1. Where a sidewalk is provided and use is practicable, it shall be unlawful for any pedestrian to walk, run, or jog along and on an adjacent roadway. (IVC 11-1007a).

4.9.2. Where a sidewalk is not available, a pedestrian walking along and on a highway shall walk only on a shoulder, as far as practicable, from the edge of the roadway. (IVC 11-1007b).

4.9.3. Where neither a sidewalk nor a shoulder is available, a pedestrian walking along on a highway will walk as near as practicable to an outside edge of a roadway; if on a two-way roadway, a pedestrian shall walk on the left side of the roadway. (IVC 11-1007c).

4.9.4. No pedestrian shall walk on railroad tracks or roadbeds except for crossing and only after the pedestrian has ensured clearance of tracks.

4.9.5. Provisions of this instruction will not apply to any employee engaged in the necessary discharge of a duty relative to the general maintenance of roadways.

4.9.6. No pedestrian will suddenly leave a curb or other place of safety and walk or run in the path of a moving vehicle, which is so close to constitute an immediate hazard. Even while using a crosswalk, pedestrians will allow a moving vehicle enough time to slow down and stop. When using a crosswalk, pedestrians will wait until traffic yields and a crossing can be safely accomplished. Where applicable, pedestrians will activate flashing crosswalk signs prior to entering a crosswalk. (IVC 11-1002b).

#### **4.10. Obedience of pedestrians to railroad signals and construction barriers.**

4.10.1. No pedestrian shall enter or remain within an area designated as a construction area, when the area is properly designated by the installation of safety barriers. (IVC 11-1011).

4.10.2. No pedestrian shall pass through, over, around or under any crossing gate, barrier, or signal, at a railroad-grade crossing, when the gate or barrier is closed, being opened or closed, or when signal is in operation. At locations where automatic signals are not employed, pedestrians will stop, look in both directions, and cross the railroad bed only if the tracks are cleared in both directions. (IVC 11-1011).

#### **4.11. Drivers to exercise due care.**

4.11.1. Notwithstanding other provisions of this instruction, every driver of a vehicle will exercise due care to avoid colliding with a pedestrian on a roadway, will give warning by sounding the horn when necessary, and will exercise proper precaution in observing a child, confused or incapacitated person on a roadway (IVC 11-1003.1). The driver of a vehicle shall not enter into any properly designated crosswalk when a pedestrian is within or about to enter a crosswalk. (IVC 11-903).

4.11.2. Regulations for bicycles.

4.11.3. It is unlawful for any person riding a bicycle to do any forbidden act or fail to perform any act required by this section. (IVC 11-1501a).

4.11.4. The parent of any child and guardian of any ward shall not authorize or knowingly permit any child or ward to violate any of the provisions of this instruction. (IVC 11-1501b).

4.11.5. This instruction is applicable to bicycles, wherever a bicycle is operated on any highway or on any path set aside for the exclusive use of bicycles subject to those exceptions stated herein. (IVC 11-1502).

4.11.6. License not required. A license is not required for the operation of bicycles on Scott AFB; however, it is encouraged that owners record serial numbers for identification of bicycles. It is also encouraged that owner identification be attached to or otherwise engraved on bicycles to facilitate identification and reduce potential loss.

4.11.7. Parking. No person shall park a bicycle on a street other than on the roadway, against the curb or upon the sidewalk in a rack to support the bicycle, or against a building in such manner as to afford the least obstruction to pedestrian traffic.

4.11.8. Riding on sidewalks.

4.11.9. No person shall ride a bicycle on a sidewalk, within a business district, here defined as all areas excluding base housing.

4.11.10. Whenever a person is riding a bicycle on a sidewalk, the person shall yield the right-of-way to pedestrians and shall give audible signal before overtaking and passing the pedestrian.

4.11.11. IAW Illinois Rules of the Road for Bicyclist whenever a person is riding a bicycle on roadways, riders are required to travel in the same direction as motor vehicles and obey all traffic laws.

4.11.12. Low-speed electric and gas bicycles may not be driven on sidewalks. Low-speed electric and gas bicycles may only be driven on streets where the posted speed limit does not exceed 20 miles per hour.

4.11.13. Equipment. All bicycles will be equipped when operated, as required by IVC, Section 12-107 (IVC 11-1507). Minimum required operating equipment:

4.11.14. Brakes that are good enough to cause a tire to skid on dry, level, and clear pavement.

4.11.15. Additional required operating equipment while operating between official dusk to dawn hours:

4.11.16. A headlight that will cast a white light visible for at least 500 feet.

4.11.17. A clear reflex reflector mounted on the front of the bicycle and visible in front.

4.11.18. A red reflex reflector mounted on the rear of the bicycle and clearly visible in the rear.

4.11.19. Additional equipment required on new bicycles sold after 1 July 1973:

4.11.20. On each pedal, a reflector that can be seen from both the front and the rear of the bicycle for a distance of 200 feet after dark.

4.11.21. Side reflectors, front, and rear, visible at night in reflected light for a distance of 500 feet. The reflector to the rear of the center of the bicycle must be red; reflector to the front of the center must be amber or yellow.

4.11.22. Capacity. It is unlawful for any person to set a bicycle in motion when occupied by more persons for which the bicycle is designed. Exclusion is provided for properly installed carriers, designed, and used to transport infants as passengers. (IVC 11-1503).

4.11.23. Clinging to vehicles. No person riding on any bicycle, coaster, roller skates, sled or toy vehicle, shall attach the same or himself/herself to any motor vehicle upon a roadway. (IVC 11-504).

#### **4.12. Vehicle Equipment and Restrictions.**

4.12.1. According to Illinois law, no one may drive an unsafe vehicle that may endanger a person or property. It is the responsibility of the owner to keep his/her car in safe condition. Serious defects in vehicles identified by the IVC shall be grounds for removal of the vehicle from a roadway by direction of security forces until the specific defect is corrected. When defects of a minor nature are identified that may contribute to unsafe operation, the operator of the vehicle will be allowed 5 duty days to correct the defect prior to processing the citation. When an individual is cited for operating a defective vehicle, the patrol officer will inform the violator that he/she has 5 duty days to correct the discrepancy and show proof to security forces personnel assigned to the 375 SFS that the discrepancy has been corrected. The following items are required equipment by law. Specifications for each item are contained in the IVC (IVC 12101):

4.12.1.1. Brakes, all wheels. (IVC 12-301).

4.12.1.2. Horn. (IVC 12-601).

4.12.1.3. Muffler, no excessive noise, smoke, cutouts, or bypasses. (IVC 12-602).

4.12.1.4. Mirrors (rearview). (IVC 12-502).

4.12.1.5. Windshield and windows free of nontransparent materials. (IVC 12-503).

4.12.1.6. Wipers. (IVC 12-503).

4.12.1.7. Seat belts (1961 or later model vehicles). (IVC 12-603).

4.12.1.8. Headlights. (IVC 12-201).

4.12.1.9. Parking lights. (IVC 12-201).

4.12.1.10. Taillights. (IVC 12-205).

4.12.1.11. Stoplights. (IVC 12-208).

4.12.1.12. Turn signals. (IVC 12-208).

4.12.1.13. Back-up lights. (IVC 12-209).

4.12.1.14. License plate light. (IVC 12-201).

4.12.1.15. Bumpers-unlawful to alter suspension in excess of three inches. (IVC 12-608).

4.12.1.16. Studded tires are prohibited on Scott AFB. (IVC 12-401).

4.12.1.17. Safety belts are required to be worn by the driver and all passengers of a motor vehicle, except motorized two wheeled vehicles. Safety belts are required to be worn by the driver and all passengers of a GOV on or off the installation. (IVC 12-603.1).

4.12.1.17.1. Active duty, Guard or Reserve members, must wear a safety belt at all times when operating, or riding in a motor vehicle.

4.12.1.17.2. All motor vehicles made after 1966 must have a manufacturer-approved restraint system and must meet federal traffic safety standards.

4.12.1.17.3. Drivers operating motor vehicles with air bags must still wear a safety belt.

4.12.1.17.4. Child restraint systems are required pursuant to the Child Passenger Protection Act, paragraphs 1104 and 1104a. Children, four years of age or under and not exceeding 50 pounds, must be protected in a child safety restraint (provided by the parent) while being transported in a motor vehicle, except in cases of medical emergency.

4.12.1.18. Television receivers and video monitors are prohibited when visible to the driver (IVC 12-604). **Exception:** GPS devices and rear view camera monitors installed in newer model vehicles are authorized.

4.12.1.19. Use of radar detection devices is prohibited.

4.12.1.20. No sound amplification system will be operated with a volume level which can be heard outside the vehicle from 75 feet or more when the vehicle is being operated, unless to request assistance or warn of a hazardous situation. (IVC 12-611).

4.12.1.21. Cowl or fender lights are limited to two per vehicle; white or amber color is authorized. (IVC 12-209).

4.12.1.22. Running-board lights are limited to one on each side of the vehicle; white or amber color is authorized. (IVC 12-209).

4.12.1.23. Spotlights are limited to one per vehicle. (IVC 12-207).

4.12.1.24. Red lights, other than taillights, are permitted on security forces and emergency vehicles only. (IVC 12-215).

4.12.1.25. Flashing or moving lights are prohibited, except for turn or hazard lights. (IVC12212).

4.12.1.26. Projected loads extending over four feet from the rear of a vehicle require marking.

4.12.1.27. In order to preserve good order and discipline, the categories of vehicle decals and/or decorations listed below will not be allowed to be displayed on privately owned vehicles while on Scott AFB. Prohibited decals and/or decorations include those that:

4.12.1.27.1. Are disrespectful toward the Commander-in-Chief or are meant to embarrass or disparage the Commander-in-Chief

4.12.1.27.2. Contain drug paraphernalia or encourage use of illegal drugs

4.12.1.27.3. Are discriminatory based on age, color, race, gender, religion, or national origin

4.12.1.27.4. Encourage violation of the Uniform Code of Military Justice

4.12.1.27.5. Sexually vulgar or obscene

4.12.1.27.6. A suspected violation of this policy is not grounds to detain the suspected individual. Responding security forces members will obtain the vehicle operator's information and record what the item says/shows (photograph when possible). Information will be routed to 375 AMW/JA through 375 SFS/CC for final determination of on whether the items fall under the prohibited category. Upon verification that item(s) fall under the prohibited category, the 375 SFS/S5R will send notice to the vehicle operator via certified mail specifying the violation of this policy and inform the individual that the item is prohibited from being displayed on base.

4.12.2. Antique vehicles. A motor vehicle that is more than 25 years old or a bona fide replica thereof and is driven on the highways going only to and returning from an antique auto show or exhibition, for servicing or demonstration or a firefighting vehicle more than 20 years old, which is not used as firefighting equipment but is used only for the purpose of exhibition or demonstration. (IVC 1-102.1)

#### **4.13. Defects that require prompt repair or removal from Scott AFB:**

4.13.1. One or more bald tires, less than 2/32 tread over entire tire surface. (IVC 12-405).

4.13.2. One or more defective brakes. (IVC 12-301).

4.13.3. Loose steering, unsafe degree from stop to stop.

4.13.4. Holes in muffler or exhaust system.

4.13.5. Loose wheel.

4.13.6. Obstructed or shattered glass.

4.13.7. Accident damage that could result in injury to pedestrians, who may brush against the vehicle.

4.13.8. Fuel system leaks.

#### **4.14. Size, Load, and Travel Restrictions.**

4.14.1. Designated roadways by official signs and markings that require restriction due to size and load limitations. When signs or markings are erected or placed giving notice thereof, no person shall disobey the restriction stated on the signs.

4.14.2. Operation of vehicles on the flight Line. Scott AFB Instruction 13-201, *Airfield Operations and Air Traffic Control (ATC)*, covers the operation of vehicles on the flight line and adjacent areas. This instruction applies only to those subjects not specifically addressed in the aforementioned instruction and in the absence of specific guidance in this directive, which would apply to the operation of any vehicle.

#### **4.15. Towing of vehicles.**

4.15.1. Privately owned motor vehicles may be towed on Scott AFB subject to the following conditions (IVC 15-110):

4.15.2. The tow bar or other connection must be of sufficient strength to pull all the weight of the towed vehicle.

4.15.3. The tow bar or other connection will not exceed 15 feet from one vehicle to another.

4.15.4. "Vehicle In Tow" sign must be posted on the rear of the vehicle being towed.

4.15.5. If vehicles are being towed during the hours of darkness or low-visibility periods, the towed vehicle must be appropriately lighted.

**4.16. Dimming of vehicle headlights.** Vehicle headlights will be dimmed after dark (placed in low beam configuration) upon entering the installation through base entrance gates. Vehicle headlights will be dimmed when the driver is close enough to the gate to safely approach and stop. Parking lights will be used when approaching within 50 feet of the gate guard, except for situations where daytime running lights are installed and cannot be overridden.

**4.17. Training Requirements.** Where and when possible, the 375 SFS will obtain local training from civilian authorities regarding the operational use of speed measuring devices, however this is not required to use speed-measuring devices on Scott AFB.

**4.18. Reporting.** The 375 SFS will accomplish detailed reports via AF Form 1315, *Accident Report*, for all major accidents. **Note:** Generally, a detailed accident investigation includes, but is not limited to, an accident field report, sketch or diagram, and an accident narrative.

4.18.1. A major traffic accident is defined as follows:

4.18.1.1. All accidents involving a fatality or personal injury, whether apparent or complaints of injury.

4.18.1.2. Accidents resulting in vehicle or property damage, either government or private, in excess of \$10,000.

4.18.1.3. Accidents causing the vehicle to be disabled.

4.18.1.4. Any accident that cannot be easily explained.

**4.19. Major Accident:** Anyone involved in a **MAJOR** traffic accident must report it immediately to BDOC. Reports must also be made to the BDOC if there is an off-base accident involving military property.

4.19.1. The driver of a vehicle described in this instruction, which is in any manner involved in a **MAJOR** vehicle accident, will report the accident to SF by the most expedient means available. (IVC 11-406)

4.19.2. No driver will depart the scene of a **MAJOR** vehicle accident in which he or she is involved, except if the person is removed or proceeds directly to a medical facility for treatment and renders a report of accident if physically capable, proceeds directly to a place for the purpose of rendering a report to security forces, and returns directly to the scene of the accident, when capable.

4.19.3. Persons who have witnessed a vehicle accident, whether involved or not, shall render reasonable assistance to any person requesting assistance or who is incapable of requesting assistance, and report the vehicle accident to security forces by the most expeditious means available.

4.19.4. Individuals who are involved in a minor vehicle accident (any vehicle accident that does not meet the qualifications listed in **paragraphs 4.5.2-4.5.2.3**) will exchange vehicle, driver, and insurance information and will be allowed to depart the scene without contacting security forces.

4.19.4.1. Per the Chief of Staff of the Air Force message dated 26 January 2007, security forces will respond to minor vehicle accidents only if it appears a conflict is taking place or if personnel refuse to exchange information.

4.19.5. When ownership of another vehicle or property is involved and the owner cannot be located or identified, the driver of the vehicle reporting the accident shall affix written advisory to the vehicle or property in sufficient context to identify the driver. (IVC 11-404)

4.19.6. Suspension and penalty for failure to report. Upon discovery that an accident has occurred and no report has been made as herein provided, or when an individual leaves the scene of a minor vehicle accident without exchanging information or leaving written notice to the other party involved in the minor vehicle accident, the 375 MSG/CC may suspend the on-base driving privileges of any person failing to report an accident, until such report has been made.

4.19.7. Parents or legal guardian responsible for minors. The parent or legal guardian, who is the primary household member, is responsible for minors while they are operating vehicles on Scott AFB and is required to ensure their obedience to rules prescribed in this instruction. Reports of violations will be processed IAW **Chapter 5** of this instruction. The 375 MSG/CC will review reports of willful misconduct by minors for adequacy of action.

4.19.8. The 375 SFS will respond to all major accidents on base unless other policies and procedures have been dictated. The 375 SFS will:

4.19.8.1. Identify witnesses and personnel involved in the accident.

4.19.8.2. Conduct a formal investigation.

4.19.8.3. The 375 SFS will use the information to determine the cause of the accident. If accidents become more frequent, analyze the location, condition, type of accident, and other factors in an attempt to isolate causes.

4.19.8.4. Law enforcement personnel on Scott AFB who prepare traffic investigation reports will report if safety restraints or air bags were deployed at the time of the accident.

#### **4.20. Parking Standards.**

4.20.1. Obedience to angle parking signs or markings. On those streets that have been signed or marked by the base traffic engineer for angle parking, no person shall park nor stand a vehicle, other than at the angle to the curb or edge of the roadway indicated by signs or markings.

4.20.2. Parking not to obstruct traffic. No person will park any vehicle along a roadway on Scott AFB, unless specifically designated by the base traffic engineer for parking (IVC 11-1303a). No person will park or stand, irrespective of this instruction, in such a manner as to restrict the safe flow of traffic. No person will park within 25 feet upon the approach of any

yield sign, stop sign, or traffic-control signal at the side of a roadway. No person will park against the flow of traffic as outlined in the base-parking plan. (IVC 11-1303.2d)

4.20.3. Unimproved surfaces. No person will park or stop any vehicle, except for those vehicles designed for off-road operation on any surface not improved for vehicle operation. The BCE for construction and delivery vehicles when determined may grant exclusions.

4.20.4. Parking in alleys. No person will park a vehicle in an alley or under conditions to leave available less than 10 feet of the width of the roadway for the free movement of vehicular traffic, and no person shall stop, stand, or park a vehicle within an alley in a position to block the driveway entrance to any abutting property.

4.20.5. Exceptions for emergencies. No person will stand, stop or park a vehicle along any roadway or unimproved surface during emergency breakdown or otherwise abandon a vehicle without prompt notification to security forces, attempting to make location safe, engaging flares or emergency flashers, and instituting prompt service or removal of vehicle. In no case, shall a vehicle described herein, be parked under this exclusion in excess of 2 hours.

4.20.6. Parking for specific purposes is prohibited. No person will park a vehicle on a roadway or parking lot for the following purposes:

4.20.7. Displaying a vehicle for sale. Vehicles advertised for sale may be parked in the parking area designated for sale of vehicles, located at the Southwest corner of the intersection of South Drive and Inner Drive, provided the owner has registered with the 375th Force Support Squadron Outdoor Recreation on a Scott AFB Form 12, *POV Resale Lot Permit*, and complied with all the registration requirements. Vehicles that are not properly registered and fail to comply with established procedures are subject to being towed at the owner's expense, and the owner will be issued a citation.

4.20.8. Washing, greasing, or repairing a vehicle, except repairs necessitated by an emergency.

4.20.9. Major repairs while on any roadway, parking lot or other locations not designated as a vehicle maintenance area. Major repair is identified as maintenance, other than tire change, minor mechanical adjustments to engine, safety equipment adjustment, or replacement, minor repair to exterior and interior of body, and sanitation.

4.20.10. Parking prohibited on narrow streets. No person will park a vehicle on any street when the width of the roadway does not exceed 20 feet or on one side of a street, when the width of the roadway does not exceed 30 feet.

4.20.11. No stopping, standing, or parking near hazardous or congested places, within fire zones, and near fire hydrants:

4.20.12. The base traffic engineer is hereby authorized to determine and designate by proper markings, areas not exceeding 100 feet in length where the stopping, standing, or parking of vehicles would create an especially hazardous condition, cause unusual delay to traffic, or hamper emergency-response personnel. A minimum of 15 feet either side of a fire hydrant will be restricted. (IVC 11-1303a).

4.20.13. When official markings are placed at hazardous or congested places, fire zones, and near fire hydrants, as authorized herein, no person shall stop, stand, or park a vehicle in any congested area.

4.20.14. Time-limit parking. The base traffic engineer is hereby authorized to erect signs or markings indicating time-limit parking at those locations where it has been determined that a valid need exists to maintain vehicle flow. When official signs or markings indicating time-limit parking have been placed or erected, no person will park or stand a vehicle in excess of the specified time limit.

4.20.15. Parking rules for recreation vehicles (RV) (e.g., motor homes, campers, all terrain vehicles (ATV), boats), and trailers (e.g., open or closed utility trailers, horse carriers, car carriers).

4.20.16. Permanently assigned personnel. Permanent RV parking is located on the East side of the base between Van Buren and Harrison Streets. This service requires a fee. Contact outdoor recreation, at (618) 256-2067 or DSN 576-2067, for more information.

4.20.16.1. Temporary duty or in-transit personnel. Temporary RV or moving vehicle parking (including trailers) is located on the East side of the base, across from Bldg 700 on South Drive. Register your vehicle with Outdoor Recreation. This parking is limited to a maximum of 15 days or the duration of the temporary duty (TDY).

4.20.17. Personnel may park their RV at the FAM camp after coordinating with outdoor recreation. This service requires a fee.

4.20.18. Exceptions. Parking in other locations (e.g., lodging, temporary lodging facility, or housing area) is allowed for no more than 24 hours for the purpose of servicing, loading or unloading, prior to or after use.

4.20.19. Parking Rules for RVs and/or Unattended Trailers in Parking Lots or Roadways: Unattended RVs and/or trailers will not be parked in a parking lot or roadway for more than 24 hours for the purpose of servicing, loading, or unloading.

4.20.20. Vehicles (automobiles, RVs, trailers, etc.) which are "For Sale" or the contents of which are "For Sale" will be parked in designated privately owned vehicle (POV) resale locations (i.e., outdoor recreation POV Resale Lot). Exception: Vehicles "For Sale" may be used as a daily mode of transportation to and from a workplace, but will not remain unattended for more than 24 hours. At no time will trailers for sale or with contents for sale be left unattended on Scott AFB unless properly registered with outdoor recreation and properly located on the POV resale lot.

4.20.21. 1 (Added) All vehicles are prohibited from parking in hash marked areas of streets or parking lots unless approval is granted in writing by the appropriate facility manager or commander. **Note:** SFS personnel must be aware of this approval in order to prevent citations being authored in error.

4.20.22. Parking, stopping or standing on the left side of the roadway is prohibited. No person will park, stop, or position a vehicle on the left side of the roadway, so that the vehicle faces oncoming traffic. Exceptions are provided on one-way streets, if not otherwise restricted, and for commercial or military vehicles when the loading or unloading of cargo cannot otherwise be discharged and necessitates positioning as well.

4.20.23. Shiloh Housing parking. In Shiloh Housing, parking is permitted only on the side of the street with a sidewalk. The streets in this area are too narrow to permit parking on both sides.

4.20.24. Stopping for loading or unloading only.

4.20.25. Authority to designate curb-loading zones. The base traffic engineer is hereby authorized to determine the location of passenger and freight curb-loading zones, will place the appropriate signs or markings indicating the same, and starting hours when the provisions of this section are applicable. Included are all means of common, commercial, or military vehicle carriers.

4.20.26. Standing in passenger and freight curb-loading zones. No person shall stop, stand, or park a vehicle for any purpose or period of time, other than for the expeditious loading and unloading of a passenger and freight, in any place marked as a passenger or freight loading zone, and during hours when the directives applicable to such curb-loading zone are in effect.

4.20.27. On-street loading. No person will park or stand, irrespective of this instruction, on any roadway for the purpose of loading or unloading to restrict the safe flow of traffic, block a fire hydrant, intersection or a driveway, without expressed approval of the resident.

4.20.28. Parking rules for tractor-trailers. Applies to those vehicles without on-base deliveries, but operated by personnel with base-access credentials (retirees, dependents, reservists, etc.). Tractor-trailers are not allowed to remain on base. Semis (tractor-trailers without trailers) can park only on base at the overflow area behind the Regions Bank, adjacent to the base theater (parking lot on the front side of the theater).

#### **4.21. Long-term parking rules.**

4.21.1. Long term parking is available for active duty personnel who are assigned to Scott AFB. Retirees and reservists not on active duty may be permitted to use long-term parking on a case-by-case, space-available basis.

4.21.2. Long-term parking is primarily for extended leave and TDY, not to exceed 190 days. Exceptions may be made on a case-by-case basis.

4.21.3. All users of long-term parking must register their vehicles with the SF VCC, Mon-Fri, 0800-1800. (**Exception:** Headquarters AMC Inspector General Personnel are excluded from this provision.) A copy of the leave form, TDY orders, proof of ownership or power of attorney, must accompany the owner upon registration. Passes must be returned to VCC upon termination of the parking TDY.

4.21.4. All vehicles must display current state or base registration, be properly insured, and in running condition. Violators will be towed at the owner's expense.

4.21.5. Location of long-term parking is on the Hangar Road across from Fire Station 1 parking lot.

#### **4.22. Parking at the VCC.**

4.22.1. The VCC parking lot is only intended to be used by those personnel who have official business to conduct at the VCC.

4.22.2. If an individual is not authorized to bring a vehicle on the installation for any reason they will not be permitted to leave their vehicle in the VCC parking lot.

4.22.3. Any vehicle which is left in the VCC parking lot while the occupants are not conducting official business inside the VCC (i.e., the vehicle was not allowed on the installation and the occupants were picked up at the VCC) is subject to towing at the owner's expense.

#### 4.23. Authority to designate:

4.23.1. The 375 AMW/CC has the authority to designate specific locations as reserved for respective personnel, units, or categories, permanently or for specific time periods.

4.23.2. Requests for Designation. When a determination has been made by a person or unit that a need exists for reserved parking, the person or unit shall prepare written justification, to include: why reserved parking is needed, a sketch of the area showing requested spaces and all previously authorized reserved parking spaces, a summary of the justification for the current authorizations, and a certificate of compliance that the request is IAW the criteria contained in this instruction for reserved parking. If other units or organizations use the parking lot or area where reserved parking is requested, the justification must include written coordination with all users of the parking lot or area. Forward the request to the 375 SFS/CC, the 375 AMW/CC, and the 375 CES Commanders, IN TURN.

4.23.3. Designation and restriction to park. When the 375 MSG/CC has designated specific locations as reserved and official signs or the base traffic engineer has placed markings, no person will stand, stop, park, or block entrance to the location with a vehicle, unless specifically authorized by the individual or unit for which the reserved parking is designated. **Exception:** Emergency vehicles on emergency response.

4.23.4. Requests for marking and maintenance. When approved by the 375 MSG/CC, the person or unit for whom the reserved parking is approved will initiate appropriate requests to the base traffic engineer for marking the reserved locations, and they will request all ongoing maintenance to ensure that the specific locations are adequately maintained to provide warning of restriction to motorists.

4.23.5. Priorities and description of reserved parking by type:

4.23.5.1. Priority #1, GOVs:

4.23.5.1.1. Vehicles assigned as auxiliary or sub pools, as defined in AFI 24-301, *Vehicle Operations*.

4.23.5.1.2. Vehicles authorized by directives and assigned to specific key individuals. Reserved parking is restricted to the individual's prime duty location, with the exception of vehicles assigned to the Commander AMC, United States Transportation Command (USTRANSCOM) Commander, Deputy CC AMC, Deputy CC USTRANSCOM, Air Force Network Integration Center Commander, general officers, 375 AMW Commander, and the 375 MSG Commander. The 375 MSG/CC may determine and designate supplemental requirements or locations.

4.23.5.2. Priority #2, General support mission vehicles. These are GOVs used for short-term visits, courier, cargo delivery, etc. Reserved parking locations in this category will be identified on an individual-request basis, with requests generated by the unit

possessing the vehicle. Whenever 375 AMW/PA photographers must use their POV in performance of official photographic functions on Scott AFB and when a sign is displayed in the vehicle identifying them as "USAF Photographer on Official Government Business", they are authorized to park their POVs in areas reserved for "Official Government Vehicle."

4.23.5.3. Priority #3, POVs whose operators are disabled or handicapped. Permanent handicap/disability personnel must acquire a valid state issued handicapped decal, license plate, or rearview mirror tag.

4.23.5.3.1. Temporary disability:

4.23.5.3.2. Persons requesting handicap-parking privileges due to a temporary disability, e.g., broken leg, sprained ankle, etc., must be approved by the 375th Medical Group (MDG) Commander or designated representative.

4.23.5.4. Priority #4. Customer service and visitor parking:

4.23.5.4.1. At the request of a unit, the 375 MSG/CC will review customer service and visitor parking areas for approval.

4.23.5.4.2. All customer service and visitor parking will be "time limited".

4.23.5.5. Priority #5. Other POVs:

4.23.5.5.1. Persons occupying key positions within the headquarters and 375 AMW on Scott AFB. Groups and below are not authorized, unless approved by the base traffic engineer.

4.23.5.5.2. General Officers.

4.23.6. Non-duty hour policy. Reserved parking will be effective 24 hours per day, 7 days a week, except in common-use areas (commissary, base exchange, or handicapped parking, etc.) applicable during normal operating hours of the facility involved.

4.23.7. DELETED.

4.23.7.1. DELETED.

4.23.7.2. DELETED.

4.23.7.3. DELETED.

4.23.7.4. DELETED.

4.23.7.5. DELETED.

4.23.8. Enforcement of Reserved Parking. All reserved parking assigned to specific units will be enforced under the unit's Parking Warden Program. It is the responsibility of each unit to maintain a constant enforcement program as a continuance of their written justification for reserved parking. Non-enforcement of reserved parking by a specific unit shall be cause for reevaluation by the 375 MSG/CC of the unit's reserved parking requirements. Unit commanders will designate, in writing, personnel assigned parking warden duties and sign a Scott AFB Form 25, *Signature Card*, authorizing each warden to sign DD Form 1408. This form will be forwarded to the 375 SFS, Noncommissioned Officer in Charge of Police Services for approval. The Scott AFB Form 25 will be kept on file for

verification purposes. Unit-designated parking wardens are only authorized to issue DD Forms 1408 for illegal parking violations in their area of responsibility. All other violations will be handled through the BDOC.

4.23.9. Special reserved parking. When determined by the base traffic engineer and approved by 375 MSG/CC that special reserved parking will be set aside temporarily for special functions or permanently for specific vehicles, and the specific area is appropriately signed or marked, then restriction to parking is as reflected in [paragraph 4.25.3](#) of this instruction.

4.23.10. Master parking plan. When permanent reserved parking is established, the base traffic engineer shall maintain a record of all approvals, include the information on a master plan, and provide a copy of the master plan to the 375 SFS/CC.

4.23.10.1. Specific designated areas where decals are required. Commanders may authorize the use of vehicle identification such as decals or vehicle parking permits to indicate authorization to park in certain areas. Signage may be placed identifying reserved parking for permit holders when applicable. Command structure areas are designated as reserved for vehicles bearing appropriate decal or placard issued and controlled by units having designated responsibility. Parking shall be restricted as prescribed by posted signs and will be on a first-come, first-served basis by those authorized appropriate decals or parking permits. Exceptions to the first-come, first-served basis are specifically approved and posted individual spaces under unit reserved parking.

#### **4.24. Management of unit reserved parking.**

4.24.1. The total number of unit reserved parking spaces includes all GOV, loading zones, designated key personnel, disabled, handicapped, carpools, and spaces required for customer and visitor servicing.

4.24.2. Each unit will prepare initial requests for their total reserved vehicle parking requirements in one package. Each category will be listed independently and category totals added together for total required spaces.

4.24.3. Additional requests for reserved parking will be processed when practical or to meet mission requirements.

4.24.4. The unit will maintain records of requests, approvals, and assignment of spaces.

4.24.5. Parking facilities refer to exterior parking spaces, parking lots, and passenger loading zones.

4.24.6. When parking areas are provided, they will have handicapped parking spaces located as close as practical to the shortest accessible path of travel to each building, adjacent street, or sidewalk served by that parking area. Any exception will be furnished to the base traffic engineer and ultimate approval recommended to the 375 MSG/CC.

4.24.7. Parking spaces specifically reserved for people who use wheelchairs or walking aids shall be at least 12 feet by six inches wide. Where two adjacent spaces are planned and the vehicle going in forward or reverse can gain entry, the width of both spaces, plus access aisle, will be a minimum of 20 feet by six inches, with access aisle located between the two spaces. If entry can be gained only by going in forward, each space reserved for a disabled

driver shall have an access aisle. The access will be at least four feet by six inches wide and preferably level, but may have a slope for drainage. The surface will be firm and spaces will be located at the end of parking lots where possible.

4.24.8. The number of parking spaces planned for disabled drivers on Scott AFB will be a minimum of two percent for a lot of 1-400 spaces or two spaces, whichever is greater. Lots consisting of 401 spaces and above, the number of reserved spaces shall be a minimum of eight spaces, plus one percent of the total spaces provided above 401. Facility managers will submit requests for handicapped parking IAW this instruction.

4.24.9. Curb ramps required around the parking area will be provided by the BCE to the accessible route of travel and be a minimum width of three feet measured across the useable surface of the ramp. The ramps must be designed to direct people into the crossing.

**4.25. Documentation of Violation.** The DD Form 1408 and DD Form 1805 will be used on Scott AFB to cite violators. While DD Form 1408 is used to cite active duty military, and DD Form 1805 is used to cite civilians, the 375 SFS/CC will determine who is authorized to write citations and what training requirements must be completed in order to cite violators.

4.25.1. Civilians, to include civilian employees and dependents of active duty personnel, who commit a moving violation on the exclusive Federal jurisdiction portion of Scott AFB (the area East of Scott Drive) will be cited on DD Form 1805 for either payment of a fine or trial by the United States Federal Magistrate, as applicable. The violator will be notified by summons of the court appearance time, date, and location.

**4.26. Standards and Procedures for Processing Intoxicated Drivers. Note:** Citations and reports for active duty military members and civilians apprehended for driving under the influence of intoxicants (DUI/DWI) will be processed IAW this instruction and IVC 11-501.1.

4.26.1. Only those personnel who have been certified by the Illinois State Police are allowed to conduct breath analysis test on Scott AFB.

4.26.2. It is presumed that an individual with a BAC of 0.05 percent or less is not under the influence of alcohol, but can still show signs of impairment.

4.26.3. When the individual's BAC is 0.05 to 0.08 percent, the driver is considered to be impaired. This standard, along with other competent evidence, will be used in determining if the individual was under the influence of alcohol. Base driving privileges will be suspended for a period no less than one-year. **Note:** The 0.08 threshold delineating impaired from intoxicated will be used when assimilating the State of IVC

4.26.4. If the percentage is 0.08 or more *OR* if tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Base driving privileges will be suspended according to [paragraph 2.27.3](#) of this instruction.

4.26.5. If an individual is under the age of 21 or is operating a school bus a measurement over 0.00 is considered to be driving under the influence of intoxicants.

4.26.6. If an individual is driving a commercial vehicle which requires a commercial driver's license (i.e., an 18-wheeler) a measurement of 0.04 or higher is considered to be driving under the influence of intoxicants.

**4.27. Legalities in Processing DUI.**

4.27.1. Before using the machine, test the calibration in accordance with manufacturer's instructions and state or local procedure before administering the test. If for any reason the test indicate the device is not working properly the test will not be performed. **Note:** The 375 SFS does not calibrate any of the breath analysis devices used to test BrAC on Scott AFB. The devices complete a self-test to determine if they are operational or not. Preventive maintenance is conducted by the Illinois State Police. If for any reason the device is non-operational it must be sent back to the manufacturer for repair.

4.27.2. The person was lawfully stopped on the installation while in control or driving a motor vehicle. **Note:** The Voluntary Breath and/or Bodily Fluid Test can be administered to determine the presence of alcohol in the breath or bodily fluid of minors suspected of underage consumption.

4.27.3. Military suspects will be advised of the Implied Consent Warning IAW this instruction. Civilian suspects will be advised of the Implied Consent Warning IAW the IVC 11-501.

4.27.4. If the suspect consents to take a breath alcohol test, a person certified and licensed by the State of Illinois to operate a breathalyzer or other approved equipment will administer the test. The results will be recorded on the Breathalyzer Test Record or other applicable breathalyzer forms.

**4.28. Off-Installation Traffic Activities.**

4.28.1. Security forces investigate traffic accidents on base and incidents of interest to local authorities. The 375 SFS personnel may respond to traffic activities beyond the confines of Scott AFB when the situation dictates, such as life-saving measures, severe traffic congestion affecting the installation or other such instances. The exchanging of information with local authorities, receiving, processing, and securing of traffic-related incident reports requested from other investigative agencies will normally be approved via 375 SFS procedures.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** The AF Form 1315, *Accident Report* or local program will be used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic- point assessments involving military and civilian personnel, their family members, and other personnel operating motor vehicles on Scott AFB.

5.1.1. Suspension/Revocation of Driving Privileges. (See [Attachment 7](#) of this instruction.)

5.1.2. Point assessment for moving violations. (See [Attachment 8](#) of this instruction.)

**5.2. Traffic Citation Rebuttal Procedures.** The action authority for traffic citations is delegated to the unit commander of the alleged offender. The unit commander will annotate action taken, if any, on the traffic citation. This policy does not restrict first sergeants from performing and signing for action taken on the traffic citations of enlisted members of the unit who choose not to rebut the citation. Members who rebut citations will prepare a written statement detailing the circumstances surrounding the issuance of the citation and why he/she believes the violation should be dismissed. If the unit commander agrees, the commander will forward information to the security forces, reports, and analysis section. Reports and analysis personnel will obtain a written statement from the patrol person issuing the citation and forward the information to the 375 SFS/CC. If the 375 SFS/CC feels the citation was in error, the process will end there. However, if the 375 SFS/CC feels the citation should stand, all information will be forwarded to the installation military magistrate, who will in turn, determine the guilt or innocence. The magistrate will be the final authority.

**5.3. Non-moving Violations.** The provisions listed below apply to citations issued by security forces via DD Form 1805, DD Form 1408, and DD Forms 1408 issued by parking wardens. Non-moving citations issued outside the jurisdiction of Scott AFB are not considered under the accumulative provision listed below. When the operator is unidentified, the registered owner will be cited for the nonmoving violation, unless a written statement is provided within 5 workdays from the date of the citation by the registered owner that another individual was operating the motor vehicle and concurrence of that individual is reflected on the written statement. In this case, the 375 SFS/CC will evaluate the citation and cite the responsible individual. For GOVs, the responsible identified operator will be cited under this paragraph. The following mandatory administrative actions, in addition to any appropriate disciplinary action by the respective commander, will be taken when persons subject to this instruction have accumulated the number of nonmoving violations indicated during a 12-month period.

5.3.1. Third nonmoving violation: Suspended from driving on base for 30 days.

5.3.2. Fourth nonmoving violation: Suspended from driving on base for 6 months.

5.3.3. Fifth nonmoving violation: Suspended from driving on base indefinitely.

5.3.4. First handicap violation: Warning letter sent to the individual concerned.

5.3.5. Second handicap violation: 60-day suspension of on-base driving privileges.

5.3.6. Third handicap violation: 1-year suspension of on-base driving privileges.

5.3.7. It is the responsibility of the vehicle operator to ensure all occupants are using seat belts and/or child restraint devices. Failure to use seat belts and/or child restraints while the vehicle is in motion will result in the following actions against the vehicle operator:

5.3.7.1. First offense: Mandatory counseling by assigned unit.

5.3.7.2. Second offense: 30-day suspension of on-base driving privileges.

5.3.7.3. Third offense: 6-month suspension of on-base driving privileges.

5.3.7.4. Fourth offense: 1-year revocation of on-base driving privileges.

5.3.7.5. Security force units has developed local procedures to develop a Parking Warden program. Parking Wardens must be delegated by individual unit commanders, in writing, for participation in the program. SFAR/S5SC will obtain a letter with the current monitors and maintain the letter on file. The letter should specify a minimum of one primary and alternate in the grade of E-5 or above. Parking Wardens are the commander's representative to issue citations for parking violations in areas under the control of their commander. Wardens will issue parking tickets via DD Form 1408.

5.3.7.6. Parking wardens will be trained by security forces personnel on the correct way to complete DD Forms 1408. The main difference between a DD Form 1408 issued by a security forces member and one issued by a parking warden is the special instructions on the back of the pink copy that directs the violator to contact the parking warden who issued the ticket instead of SFS/S5R. It is important that parking wardens include how or where they can be reached by the violators. When contacted by the violator, the parking warden will fill in any missing data in sections 1-10. Tickets that are incomplete, over 30-days old or were written by personnel not designated as parking wardens will not be processed and will be returned to the unit with no action taken by security forces.

5.3.8. Vehicle operators are prohibited from using cellular phones while operating a motor vehicle without the use of a hands-free device. This stipulation includes text messaging which is defined as any action involving reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Failure to comply with this rule while driving will result in the following actions against the vehicle operator:

5.3.8.1. First offense: Mandatory counseling by assigned unit.

5.3.8.2. Second offense: 30-day suspension of on-base driving privileges.

5.3.8.3. Third offense: 6-month suspension of on-base driving privileges.

5.3.8.4. Fourth offense: 1-year revocation of on-base driving privileges.

**5.4. Moving Violations.** The following actions will be taken on the accumulation of identified number of points:

5.4.1. Accumulation of six to 11 Traffic Points. An advisory email will be forwarded with read receipt to the individual through his/her unit first sergeant. The unit commander or civilian supervisor will counsel the individual on the penalties that could be imposed on them.

5.4.2. Accumulation of 12 or more traffic points. When 12 or more traffic points are accumulated within 12 months (1 continuous year), the person's driving privileges will be suspended for a period of 6 months.

5.4.3. Accumulation of 18 or more traffic points. When 18 or more traffic points are accumulated within 24 months (2 continuous years), the person's driving privileges will be suspended for a period of 1 year.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. Abandoned Vehicles.** A POV is deemed abandoned if left unattended for a period of 5 days. **Note:** If a vehicle is in the long-term parking lot with the appropriate security forces paperwork displayed in the windshield it is not considered abandoned UNLESS it is 10 or more duty days after the owner was supposed to have returned and the owner has not made contact with security forces to request an extension.

6.1.1. Once the vehicle has been identified as abandoned, DD Form 1408 will be issued. The pink copy will be affixed to the vehicle. If after 72 hours, the vehicle has not moved or the owner/operator has not contacted a law enforcement official, a DD Form 2504, *Abandoned Vehicle Notice*, will be placed in the protective plastic, along with DD Form 1408. An additional 72 hours will be given to the owner/operator to remove the vehicle or correct the violation. The instructions listed on DD Form 2504 must include contacting SF Investigations who is the focal point for abandoned vehicles. The original and second copy of the DD Form 2504, the yellow and white copy of the DD Form 1408, along with a Law Enforcement Agencies Data System printout, will be given to Investigations for further processing.

6.1.2. Removal. Investigations will accomplish a DD Form 2505, *Abandoned Vehicle Removal authorization*, and a DD Form 2506, *Vehicle Impoundment Report*. A final attempt to contact the owner will be made via certified mail. If the certified mail is returned, the on-call tow company will be contacted and arrangements for the tow will be made.

6.1.3. If the owner is identified after his/her vehicle is towed, that owner will be responsible for the necessary expenditures to the tow company in order to retrieve his/her vehicle.

6.1.4. If the current location of a POV hinders safety, mission requirements, or tow-away zone, and must be relocated without delay, make all feasible attempts to locate the owner/operator of the vehicle. If contact cannot be made, the 375th Logistics Readiness Squadron or a commercial towing company will be contacted to tow the vehicle to a specified location. All costs for the towing and any damage caused to the vehicle will be incurred by the owner of the vehicle.

LAURA L. LENDERMAN, Colonel, USAF  
Commander

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

DoDD 5525.4, *Enforcement of State Traffic Laws on Installations*, 31 October 86  
AFI 24-301, *Vehicle Operations*, 1 November 2008  
AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009  
AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011  
SCOTTAFBI 13-201, *Airfield Operations and Air Traffic Control (ATC)*, 22 September 2010

***Prescribed Forms***

None

***Adopted Forms***

DD Form 1408, *Traffic Ticket, Armed Forces*, 1 December 1987  
DD Form 1805, *United States District Court Violation Notice*, 1 July 2005  
DD Forms 2220, *DOD Registered Vehicle Decal*, 1 May 2004  
DD Form 2504, *Abandoned Vehicle Notice*, 1 May 2000  
DD Form 2505, *Abandoned Vehicle Removal authorization*, 1 May 2000  
DD Form 2506, *Vehicle Impoundment Report*, 1 May 2000  
AF Forms 75, *Visitor/Vehicle Pass*, 1 June 2002  
AF Form 1315, *Accident Report*, 1 July 1994  
Scott AFB Form 12, *POV Resale Lot Permit*, 7 October 2002  
Scott AFB Form 25, *Signature Card*, 7 October 2002

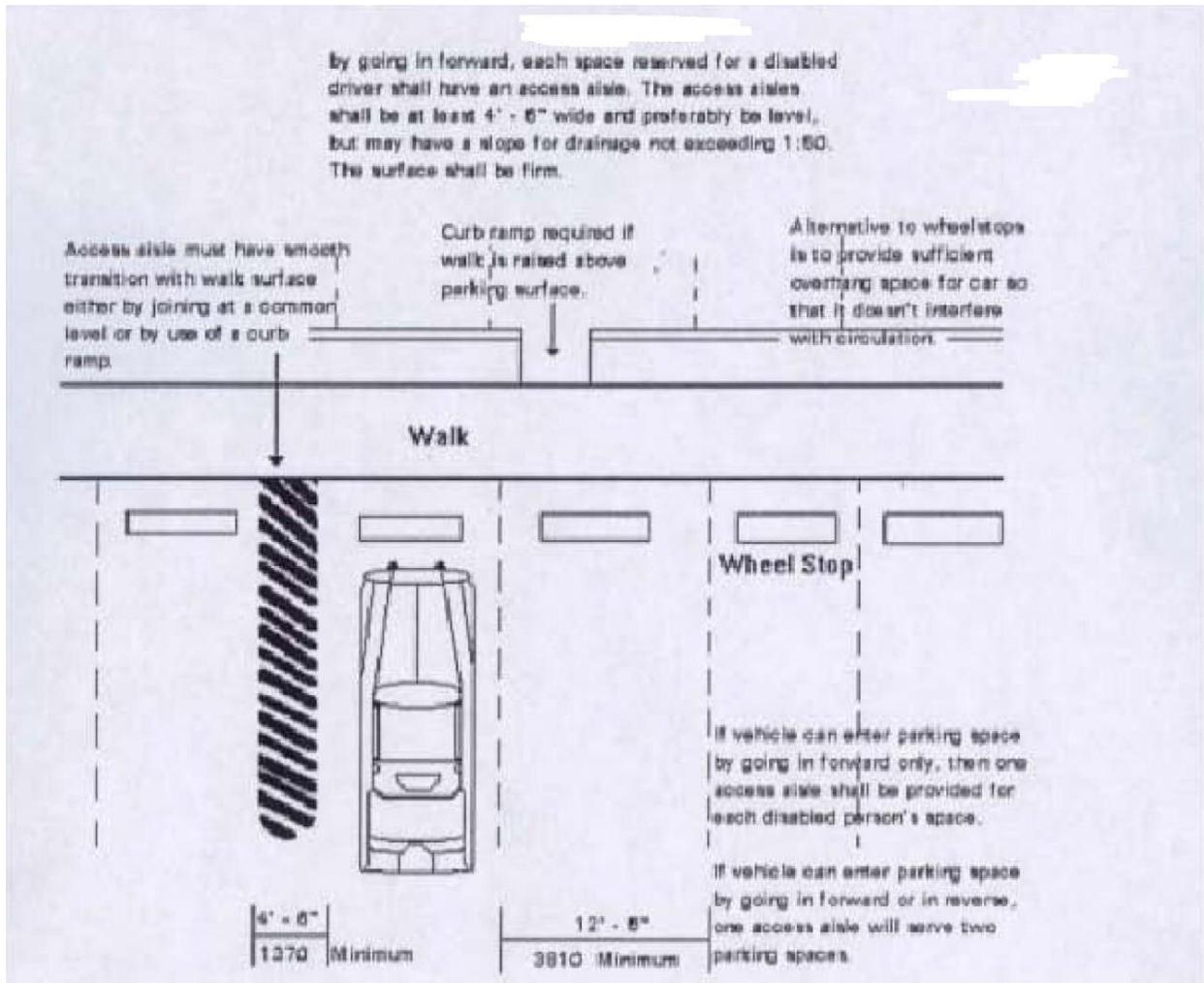
***Abbreviations and Acronyms***

**AFNIC**—Air Force Network Integration Center  
**AMC**—Air Mobility Command  
**AMW**—Airlift Mobility Wing  
**BAC**—Blood Alcohol Content  
**BCE**—Base Civil Engineer  
**BDOC**—Base Defense Operations Center  
**BrAC**—Breath Alcohol Content  
**CD**—Deputy Commander  
**CES**—Civil Engineer Squadron  
**CC**—Commander

**DUI**—Driving Under the Influence  
**DWI**—Driving While Intoxicated  
**GOV**—Government Owned Vehicle  
**GPS**—Global Positioning Satellite  
**IVC**—Illinois Vehicle Code  
**JA**—Judge Advocate  
**MDG**—Medical Group  
**MSF**—Motorcycle Safety Foundation  
**MSG**—Mission Support Group  
**NAF**—Nonappropriated Funds  
**OPR**—Office of Primary Responsibility  
**PA**—Public Affairs  
**POV**—Privately Owned Vehicle  
**RV**—Recreational Vehicle  
**SFS**—Security Forces Squadron  
**UCMJ**—Uniform Code of Military Justice  
**USC**—United States Code  
**USTRANSCOM**—United States Transportation Command  
**VCC**—Vehicle Control Center

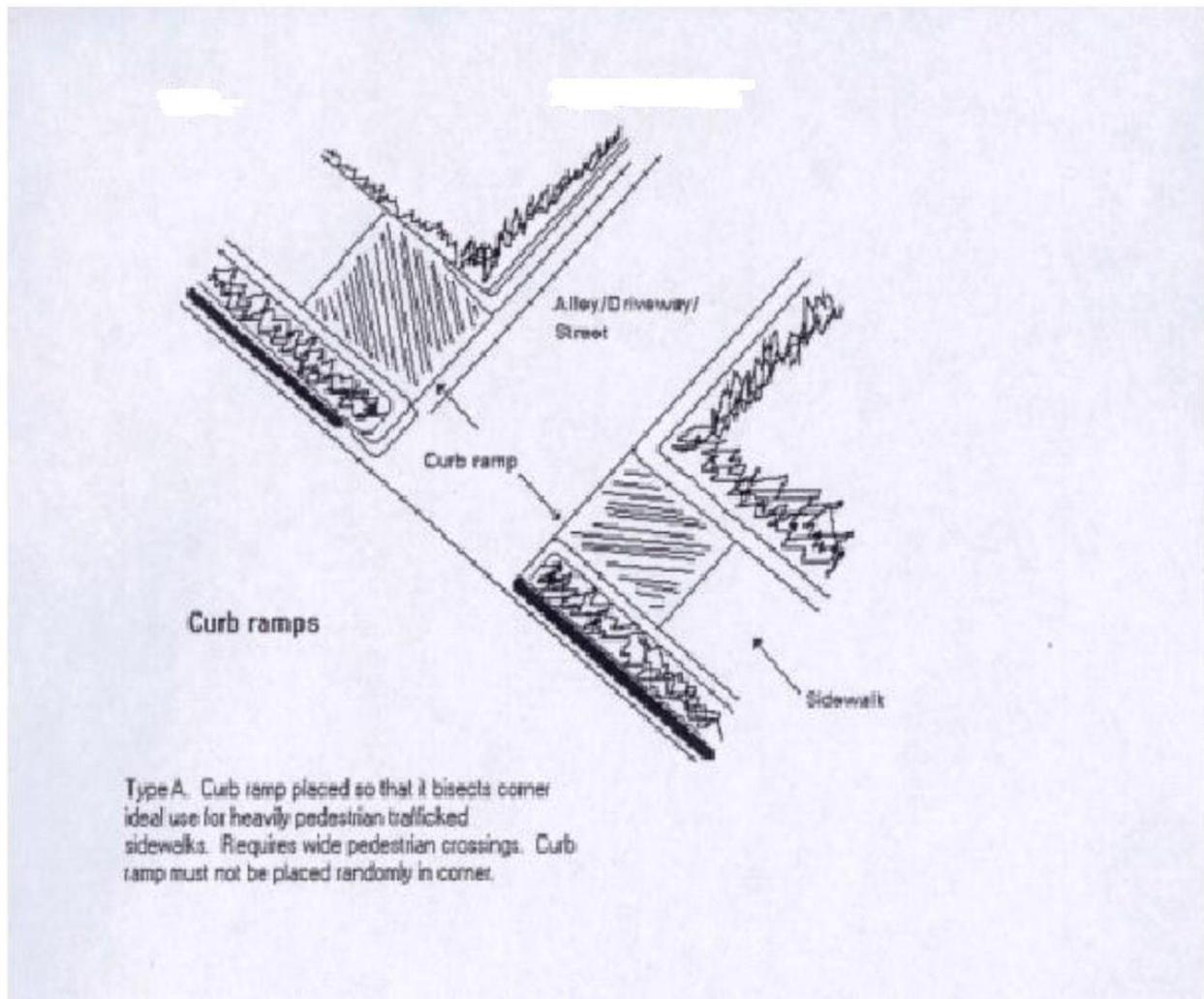
Attachment 2

HANDICAP PARKING SPACES CRITERIA



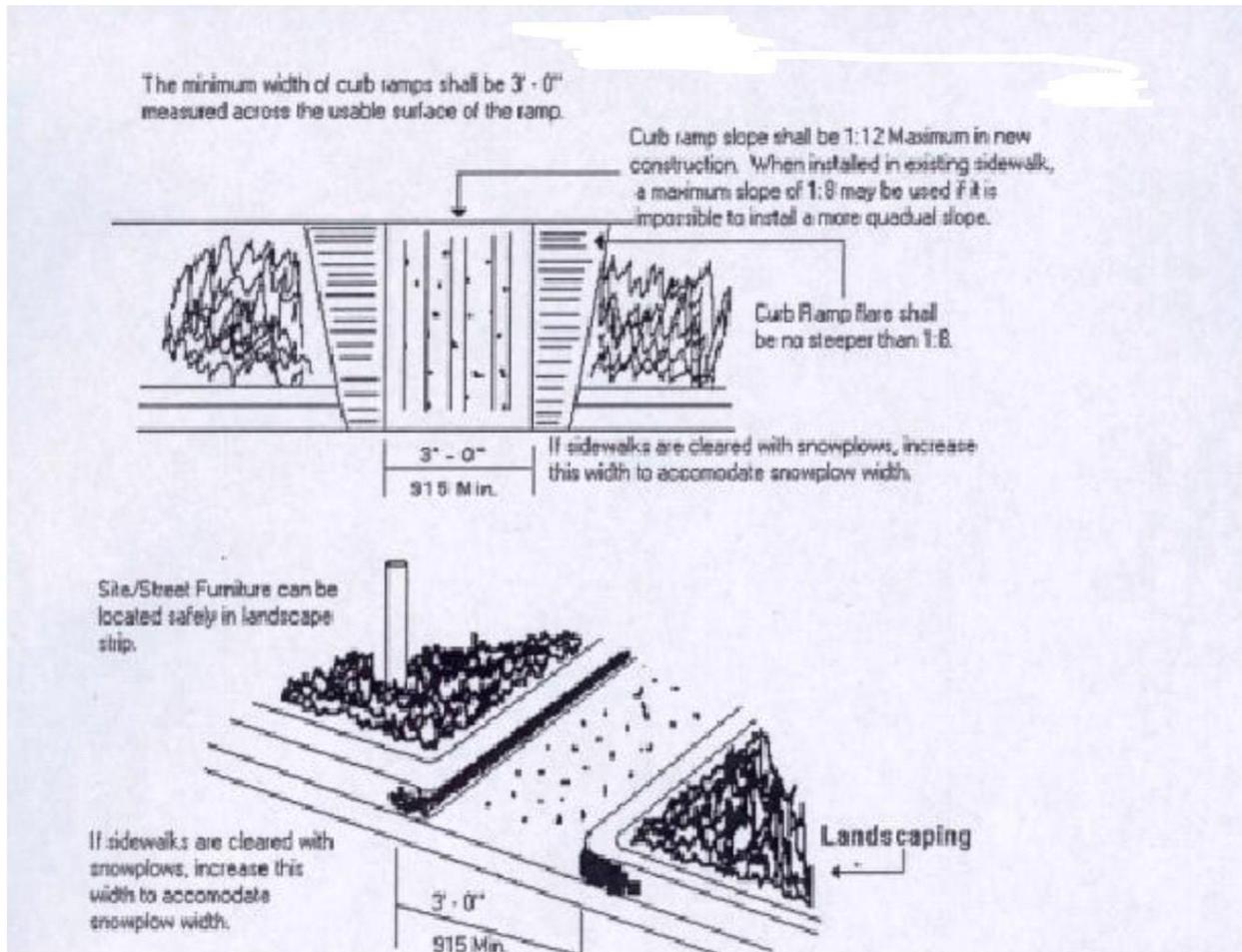
Attachment 3

CURB RAMPS AT ALLEY AND DRIVEWAY

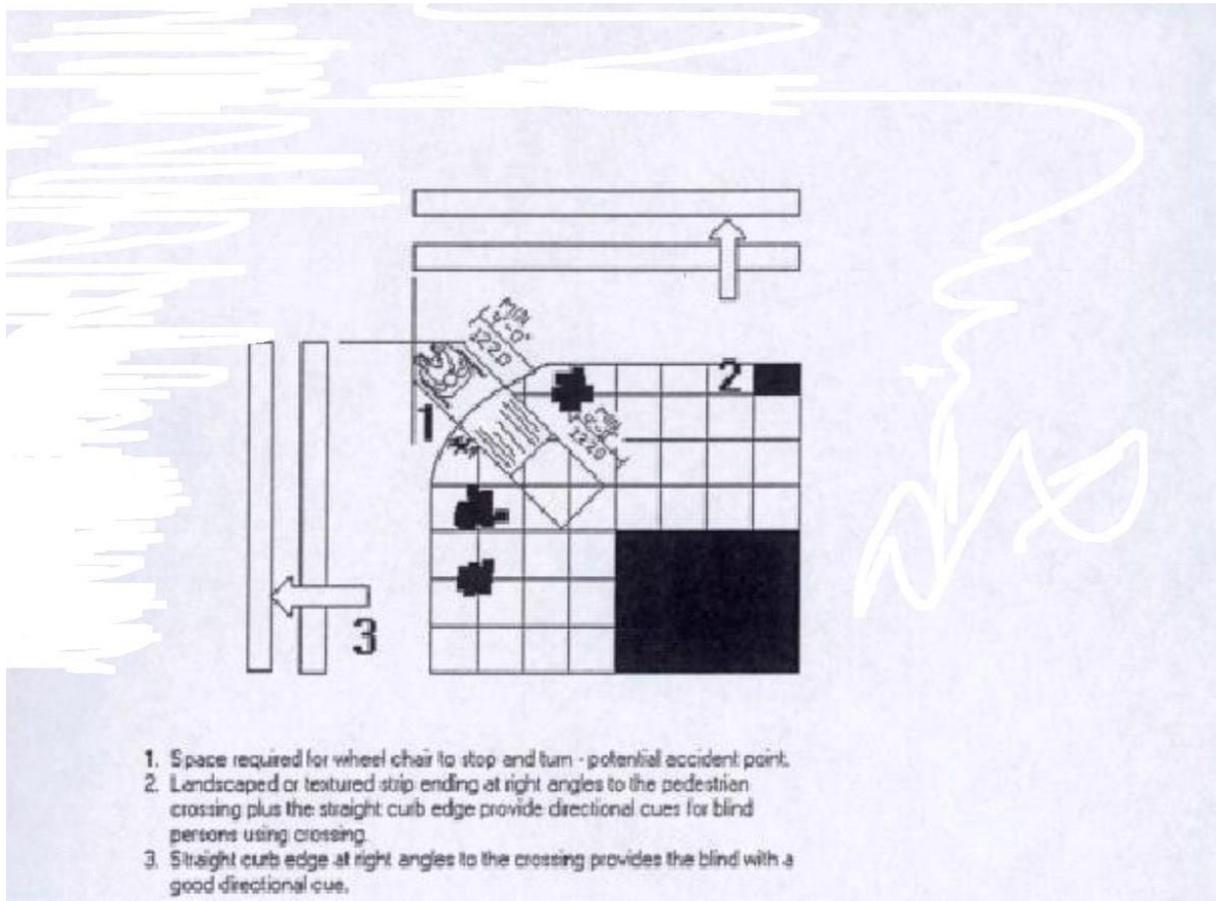


Attachment 4

CURB RAMPS AT STREET



Attachment 5  
CURB RAMPS AT INTER



## Attachment 6

## SUSPENSION/REVOCAION OF DRIVING PRIVILEGES

**Table A6.1. Suspension/Revocation Of Driving Privileges Schedule.**

**Assessment: 1.** Two-year revocation is mandatory on determination of facts by the Installation Commander.

**Violation:** Driving while driver's license or installation driving privileges are under suspension or revocation.

**Assessment: 2.** One-year revocation is mandatory on determination of facts by the Installation Commander.

**Violation:** Refusal to submit to or failure to complete chemical tests (implied consent).

**Assessment: 3.** One-year revocation is mandatory on conviction.

**Violation: (Listed below.)**

1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.
2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.08% or greater. **Note:** Where state or local authorities use a more stringent standard Air Force units will assimilate the more stringent standard.
3. 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.
4. Use of a motor vehicle in the commission of a felony.
5. Fleeing the scene of an accident involving death or personal injury (hit and run).
6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.
7. Unauthorized use of a motor vehicle belonging to another individual, when the act does not amount to a felony.

**Assessment: 4.** Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.

**Violation:**

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.
2. Commission of an offense in another state, which, if committed on the installation, would establish grounds for suspension or revocation.
3. Permitting an unlawful or fraudulent use of an official driver's license.
4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.

6. Excessive parking and other non-moving violations as covered under **paragraph 2.5.1.1.1.** of this instruction.

**Notes:**

1. When imposing a suspension or revocation because of an off-installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of state or host nation driving privileges. This effective date can be retroactive.
2. No points are assessed solely for revocation or suspension actions. Except for implied consent violations, base revocations on a conviction by a civilian court, military court-martial, and nonjudicial punishment under Article 15 of the UCMJ or a separate hearing as otherwise addressed in this instruction. If revocation for implied consent is combined with another revocation, such as 1 year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). Apply the Installation Commander's policy systematically and not on a case-by-case basis.

**Attachment 7****POINT ASSESSMENT FOR MOVING VIOLATIONS****Table A7.1. Point Assessment For Moving Violations Schedule.****Violation Points assessed:**

1. Reckless driving (willful and wanton disregard for the safety of persons or property) (6 points).
2. Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle (6 points).
3. Fleeing the scene (hit-and-run); property damage only (6 points).
4. Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.08 percent or lesser amount when assimilating a local, state, or host nation standard) (6 points).
5. Speed contests (6 points).
6. Speed too fast for conditions (2 points).
7. Speed too slow, causing potential safety hazard (2 points).

**Note:** When two or more violations are committed on a single occasion, assess the points for the offense having the greater value.

## Attachment 8

## POINT SYSTEM PROCEDURES

**Table A8.1. Point System Assessment.**

1. Failure of operator or occupants to use available restraint system devices while moving (operator assessed points) (4 points).
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 the child does not exceed 50 pounds). See **Note 1**.
3. One to 10 miles per hour over the posted speed limit (3 points).
4. Over 10 but not more than 15 miles per hour above the posted speed limit (4 points).
5. Over 15 but not more than 20 miles per hour above the posted speed limit 5 points).
6. Over 20 miles per hour above the posted speed limit (6 points).
7. Following too close (4 points).
8. Failure to yield the right of way to emergency vehicle (4 points).
9. Failure to stop for school bus or school-crossing signals (4 points).
10. Failure to obey traffic signals or traffic 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; denying entry; or requiring direction of traffic (4 points).
11. Improper passing (4 points).
12. Failure to yield (no official sign involved) (4 points).
13. Improper turning movements (no official sign involved) (3 points).
14. Wearing of headphones/earphones while driving motor vehicles (two or more wheels) (3 points).
15. Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine (3 points).
16. Improper overtaking (3 points).
17. Other moving violations (involving driver behavior only) (3 points).
18. Operating an unsafe vehicle (2 points). See **Note 2**.
19. Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on installations) (3 points).
20. Driver involved in an accident is deemed responsible (only added to points assessed for specific violations) (1 point).

**Notes:**

1. Applies to no use or improper use of a child restraint device (i.e., car seat, infant carrier, booster seat, belt/strap modification) when required by manufacturer etc. Assess four points when no restraint system of any kind is used.
2. Use this measure 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).