

**BY ORDER OF THE COMMANDER
501ST COMBAT SUPPORT WING**

**501ST COMBAT SUPPORT WING
INSTRUCTION 31-218**



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Security

INSTALLATION TRAFFIC CONTROL

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This operating instruction (OI) implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. Failure to comply with the provisions of this regulation may result in punishment under the UCMJ for US military personnel or disciplinary action under appropriate Civilian Personnel regulations for direct ministry hire civilian employees. The traffic laws set forth in the Road Traffic Act 1988, the Public Passenger Vehicles Act 1981 and Transport Act 1985, all issued with the Authority of Parliament, are hereby assimilated into this Installation Traffic Code. Additionally, this instruction assigns responsibilities and established procedures for motor vehicle traffic supervision for personnel assigned to or supported by the 501st Combat Support Wing. This includes, but is not limited to granting, suspending or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; and police traffic supervision of POVs, government owned vehicles (GOV), and all other road users. **Exception:** This instruction does not apply to personnel assigned to 426 Air Base Squadron (ABS) in Stavanger, Norway. This instruction is applicable in part to personnel assigned to 421 ABS at Royal Air Force (RAF) Menwith Hill.

Violations of this regulation will be handled in accordance with Air Force Instruction (AFI) 31-218, *Joint Motor Vehicle Traffic Supervision*, Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*, AFI 31-204 USAFE Supplement, *Air Force Motor Vehicle Traffic Supervision*, and the Uniform Code of Military Justice (UCMJ). Failure to observe

applicable provisions of this instruction, by military personnel, is a violation of Article 92, UCMJ. Ministry of Defense (MOD), Department of Defense (DoD) civilians, contractors, MOD employees, and dependents will be assessed points for traffic code violations which may result in administrative disciplinary actions up to and including loss of base driving privileges and possible installation barment.

This instruction is an integral part of AFI 31-218. It is applicable to all persons subject to the basic regulation. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the 501st Combat Support Wing publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.afirms.amc.af.mil>. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013, 44 USC 3101 and Executive Order (EO) 9397. The applicable Privacy Act SORN(s) FO31 AF SP K, Vehicle Administration Records (June 11, 1997, 62FR 31793) and FO31 AF SPL, Traffic Accident and Violation Reports (June 11, 1997, 62FR 31793) is available at <http://privacy.defense.gov/notices/usaf/>. The codes set forth in the Installation Traffic Code supplement the British Codes, while on installations under the purview of the 501st Combat Support Wing. In cases of conflict, the British Codes supersede this instruction.

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Chapter 1

RESPONSIBILITIES

1.1. 501 Combat Support Wing Commander (501 CSW/CC). The installation commander has overall responsibility for the installation traffic program. Driving suspension and revocation authority and traffic ticket rebuttal final decision authority is delegated to the 422 ABG/CC and 423 ABG/CC. This authority may be further delegated, but no lower than the ABG Deputy Commanders.

1.2. Air Base Group Commander (ABG/CC). The 501 CSW/CC has delegated driving suspension and revocation authority and traffic ticket rebuttal final decision authority to the 422 ABG/CC and the 423 ABG/CC. The ABG/CC should be the final administrative decision and appeal authority for all driving privilege actions and traffic ticket rebuttal matters. If delegated, the ABG Deputy Commander (ABG/CD) maintains the same authority or responsibility.

1.3. Air Base Group Deputy Commander (ABG/CD). The ABG/CD may perform driving suspension, revocation, and traffic rebuttals for the ABG/CC. The ABG/CD will chair the Traffic Safety Coordination Group (TSCG).

1.4. Wing Safety (501 CSW/SE). 501 CSW/SE will coordinate the TSCG. TSCG meetings will be held as needed, but no less than once per calendar year. Required members of the TSCG will include, at a minimum, SFS, CES, and transportation functions. 501 CSW/SE will:

1.4.1. Coordinate corrective actions for traffic safety hazards.

1.4.2. Ensure the development and implementation of a continuing program to promote the use of occupant restraint devices in both POVs and GOVs. 501 CSW/SE may be augmented by unit Safety Representatives and other personnel assigned safety responsibilities to conduct seat belt surveys or checks IAW AFI 91-202, *US Air Force Mishap Prevention Program*, and AFI 91-207, *US Air Force Traffic Safety Program*.

1.5. Defense Force Commander (DFC). The DFC will provide security and law enforcement personnel, equipment, training, and technical guidance. The DFC is responsible for coordinating all traffic circulation and parking requests. In addition, the DFC will:

1.5.1. Provide selective enforcement on high accident and infraction areas.

1.5.2. Provide SF perspective in traffic control studies.

1.5.3. Develop local traffic plan for base events and other local activities.

1.5.4. Notify appropriate personnel of any road hazards (e.g. excessive potholes, unauthorized road closures).

1.6. Security Forces (SFS) Plans and Programs (SFS/S5R). SFS/S5R is the focal point for administrative processing, coordinating, and record keeping for vehicle registrations, traffic citations, reports, suspensions, revocation, and barment actions. Primary responsibility for vehicle registrations and driver licensing will be the Security Forces Pass and Registration section (SFS/S5P). Primary responsibility for traffic ticket processing, point assessments, and driver suspension, or revocation action will be the Security Forces Reports and Analysis section (SFS/S5R). The Suspension, Revocation, and Barment (SRB) roster will be continually updated.

1.7. Civil Engineering Squadron (CES). Manage and maintain the Installation Parking Plan in accordance with AFI 31-218, *Motor Vehicle Traffic Supervision*, **Chapter 4**, and this instruction.

- 1.7.1. Prepare, coordinate, and monitor the traffic circulation and parking program.
- 1.7.2. Provide long-range base project plans for proper traffic planning.
- 1.7.3. Provide normal maintenance of streets and adjoining land.
- 1.7.4. Designated to chair the TSCG in absence of the ABG/CD.

1.8. Unit or Squadron Commanders and First Sergeants. Ensure all personnel know the requirements of this instruction. Commanders, First Sergeants, agency chiefs, or authorized section commanders must sign all traffic ticket actions. Take action upon notification of violations of this instruction. Include and promote safe driving and road use practices through the unit safety programs, commander calls, or any other opportunity which involves the chain of command.

1.9. Vehicle Owners/Operators. Vehicle owners will be responsible for compliance with this instructions, to include the immediate removal of vehicles involved in accidents or that present significant traffic safety hazards.

Chapter 2

DRIVING PRIVILEGES

2.1. Individual Licensing. All active duty military members, dependents, and DoD and contract civilians will attend the Course II/Local Conditions Course prior to being issued a USAFE Form 435, *Driving/Fuel Permit*, prescribed by 3AFI 51-701, *Control Procedures for the Supply of Tax-Free Gasoline and Diesel Fuel in the United Kingdom*. All active duty military members, dependents, DoD and contract civilians assigned to 501 CSW locations must obtain the USAFE Form 435 within 30 days upon arriving on station. Personnel will have a valid stateside, overseas command, host nation, or international driver's license prior to being issued a USAFE Form 435. If the license is in a language other than English and Pass and Registration personnel are unable to understand the expiration date and limitations, a court-approved translation must be provided at the driver's expense. Individuals must complete an USAFE Form 3 *Driver's License/vehicle registration application*, 1 June 1990, prescribed by AFI 31- 204_USAFESUP, and obtain a USAFE Form 435. Drivers must produce their USAFE Form 435 as their primary licensing identification when requested by military or civilian law enforcement personnel, host nation courts, or lawful requestors. NOTE: Entitled individuals in possession of a full British license are still required to attend the Course II/Local Conditions Course; however, they do not have to complete the test. Individuals who possess a full British License must still obtain a USAFE Form 435 prior to registering a POV on US operated military bases within the United Kingdom (UK).

2.1.1. TDY Personnel for a period greater than 30 days:

2.1.1.1. Are required to attend Course II/Local Conditions Course prior to operating a vehicle in the United Kingdom. NOTE: It is the gaining unit's responsibility to ensure all TDY personnel attend the briefing.

2.1.1.2. Must possess a valid (or military clause) stateside driver's license or valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.1.1.3. Must possess an AF Form 2293 or equivalent branch of military service Government Vehicle Driver's license to operate a GMV unless specified otherwise.

2.1.1.4. May operate POVs on and off installation for a period not to exceed the length of their TDY if items addressed in paragraph [2.1.1.1-2.1.1.2](#) are met.

2.1.2. TDY Personnel for a period of less than 30 days:

2.1.2.1. Must possess a valid (or military clause) stateside driver's license or a valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.1.2.2. May operate POVs on and off installation for a period not to exceed the length of their TDY if items addressed in [paragraph 2.1.2.1](#) are met.

2.2. Motorcycle and Moped Operator's Licensing. All military members who ride a motorcycle, motor scooters, or mopeds on or off-duty and AF civilian personnel who ride in duty status must complete an approved motorcycle safety course every three years. An individual with a valid stateside motorcycle driver's license who does not produce proof of a certified course will be required to attend the first available course through the safety office. A 3 AF Form 156/C&E 941, *Customs Form*, may be issued for the operation of the motorcycle, motor scooter or moped for the completion of the certified motorcycle safety course. Motorcycles must not be driven other than during an approved AF training class and to complete MOT/SVA for full British Registration, until all registration requirements are met. Individuals must report to SFS Pass and Registration Section to update the USAFE Form 435 and complete the permanent motorcycle registration. Motorcycle, motor scooter, or moped operators who do not possess either a valid stateside or International motorcycle driver's license with a valid motorcycle operator endorsement will be required to obtain a full British driver's license with—MOTORCYCLE annotated on it.

2.2.1. When a dependent of a sponsor is the operator of a motorcycle and the sponsor does not have a motorcycle endorsement, or if the sponsor's motorcycle endorsement card is expired, the sponsor will proceed to 501 CSW/JA and obtain an affidavit stating that the vehicle will not be driven by the sponsor in order to register the vehicle.

2.3. Implied Consent to Blood, Breath, or Urine Tests. By virtue of accepting a USAFE Form 435, the licensee gives consent to evidentiary tests for alcohol or other drug content of their blood, breath, or urine. Failure to do so can result in revocation of driving privileges for a minimum of 12 months, administrative punishment, judicial punishment, and/or use of the failure to consent in a court of law or administrative proceeding as evidence of impairment above the legal limit. A SFS representative will brief implied consent to blood, breath or urinalysis testing and vehicle impoundment/towing during the Newcomers Briefings.

2.4. Implied Consent to Vehicle Impoundment/Tow. As a condition for accepting driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if their POV is:

2.4.1. Parked for unreasonable periods. Unreasonable period is defined as in excess of three consecutive days. The only exception to this is cars parked in designated long term parking areas, the Services Used Car Sales Lot and areas approved by SFS/S5 on a case-by-case basis.

2.4.2. Interfering with traffic operations.

2.4.3. Creating a safety hazard.

2.4.4. Disabled by an accident or incident.

2.4.5. Left unattended in, or adjacent to, a restricted, controlled, or off-limits area.

2.4.6. Abandoned.

2.5. Suspension/Revocation of Driving Privileges. All administrative proceedings will be accomplished IAW AFI 31-218(I), paragraph 2-6.. For offenses other than intoxicated driving, an administrative hearing may be requested in writing to the ABG/CC or designee within 14 calendar days after a written notice has been received. Such application will stay the pending suspension or revocation for a period of 14 calendar days after the hearing until a decision is made by the ABG/CC or delegated official. All suspensions and revocations initiated by host nation authority will be honored for the duration of the suspension or revocation.

2.5.1. Suspensions are a temporary measure until full revocation is completed.

2.5.1.1. The ABG/CC or designee can suspend driving privileges for up to 12 months for serious violations, to include continuous violations of installation parking standards, or when lesser measures fail to improve a driver's performance. A minimum suspension of driving privileges will occur as follows:

2.5.1.1.1. Accumulation of three non-moving violations within a 12-month period. 3rd offense – 30 days, 6th offense – six months, and 9th offense – twelve months.

2.5.1.1.2. Parked in a reserved parking slot for disabled patrons. 1st offense: seven days, 2nd offense: 30 days, and 3rd offense: six months. Suspension will not be enforced prior to completion of a 10 duty day appeals process unless appeal is deferred.

2.5.1.1.3. Safety restraints (seatbelts) observed not being worn by the driver or occupants: 10 day suspension, or as directed by the ABG/CC, designee, or the DFC. Suspension will not be enforced prior to completion of a 10 duty day appeals process unless appeal is deferred.

2.5.1.1.4. Observed talking on a cell phone while operating a vehicle without utilizing a hands free device: 10 day suspension, or as directed by the ABG/CC, designee, or the DFC. Suspension will not be enforced prior to completion of a 10 duty day appeals process unless appeal is deferred.

2.5.1.1.5. On recommendation by the individual's unit commander to preserve public safety or good order and discipline.

2.5.1.1.6. Drivers who deliberately violate entry control procedures (i.e. failure to produce identification to the Installation Entry Controllers (IEC), not following direction of the entry controllers, etc.) will be cited and if found guilty, will have their on-base driving privileges revoked for a mandatory period of 30 days.

2.5.1.2. Preliminary Notice of Driving Suspension. On duty SF, with the approval of the designated DFC, may confiscate the USAFE Form 435 (forward to SFS/S5) and issue a preliminary notice of driving suspension. Preliminary suspension and confiscation of the USAFE Form 435 will occur when effecting an apprehension for DUI or receiving notification from civilian law enforcement authorities of a Drunk Driving arrest. Commanders and First Sergeants will ensure personnel arrested off base for Drunk Driving report to SF to be issued a preliminary notice of driving suspension within 24 hours of arrest. Personnel receiving an off-base driving suspension for non- alcohol offenses, such as being ticketed for driving over 100 mph or those ticketed for driving 30 mph over the posted speed limit, will immediately be issued a preliminary notice of driving suspension unless they can show that they were not the driver of the vehicle. NOTE: Any person being issued a preliminary driving suspension letter for offenses other than drinking and driving will have until 0000 hours on the date the suspension was issued to coordinate other means of travel.

2.5.1.2.1. If an individual's driving privileges are suspended or revoked, he/she must report to SFS/S5R to initiate suspension/appeals procedures and vehicle deregistration requirements and turn in the fuel ration card. Military members who reside on base must coordinate with SFS to have their vehicles parked for the duration of the suspension/revocation period.

2.5.1.2.2. Individuals have the right to request, in writing, a hearing before the ABG/CC or designee to determine if post driving privileges will be restored pending resolution of the charge (DUI offenses); such request must be made within 14 calendar days of the final notice of suspension. If a hearing is approved, it must take place within 14 calendar days of receipt of the request. The suspension for intoxicated driving will remain in effect until a decision has been made by the ABG/CC or designee, but will not exceed 14 calendar days after the hearing while awaiting the decision. If no decision has been made by that time, full driving privileges will be restored until such time as the accused is notified of a decision to continue the suspension.

2.5.2. Revocations.

2.5.2.1. The ABG/CC or designee will revoke driving privileges under the following circumstances:

2.5.2.1.1. When found guilty of driving under the influence of alcohol or a controlled substance, driving privileges will be revoked for a minimum of one year or for the period of revocation set by the host nation authority, whichever is greater.

2.5.2.1.2. Refusal to submit to a chemical test for the purpose of determining alcohol concentration or the presence of drugs; driving privileges will be revoked for a minimum of one year, or for the period of revocation set by the host nation authority, whichever is greater.

2.5.2.1.3. Operating a vehicle without insurance; driving privileges will be revoked for a minimum of six months, or for the period of revocation set by the host nation authority, whichever is greater.

2.5.2.1.4. Operating a vehicle recklessly or in a manner judged to be unsafe by the 501 CSW/CC or designee; driving privileges will be revoked for a minimum of one year.

2.6. Reinstatement of Driving Privileges. SFS/S5R will not automatically reinstate driving privileges. It is the responsibility of the individual to accomplish all required actions before a license will be issued:

2.6.1. Completion of Course V, Driver Improvement and Rehabilitation Course.

2.6.2. Collection of Memorandum from S5R allowing individuals to reclaim their licenses.

2.6.3. All US military convicted of intoxicated driving which cause driving privileges to be suspended or revoked must be referred to the Substance Abuse Office, Drug and Alcohol Control for evaluation. IAW AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014, individuals must receive an awareness education course before reinstatement of base driving privileges. A letter must be accomplished providing proof of completion of this course.

2.7. Government Driving Privileges. Requests to allow operation of a government vehicle during a period of suspension or revocation, unless the driver's license was suspended or revoked by higher authority, host nation authority or another installation commander, must be requested in writing by the unit commander to the ABG/CC or designee through SFS/S5.

2.8. Limited Driving Privileges. Limited driving privileges may be granted to individuals who incur substantial hardship as a result of a revocation of driving privileges unless the driver's license was suspended or revoked by higher authority, host nation authority or another installation commander. Granting of limited driving privileges is not automatic. Personnel requesting limited driving privileges must request so in writing and be endorsed by the unit commander. Forward requests to ABG/CC or designee through SFS/S5R.

2.8.1. The terms and limitations on a limited driving privilege will be specified in writing and provided to the individual concerned. Examples include: authorization to drive to and from place of employment or duty, or selected installation facilities such as hospital, commissary, and or other facilities). Persons found in violation of the restricted privilege are subject to revocation action.

2.8.2. If a person is found to be in violation of their limited driving privileges, the original revocation term in its entirety may be activated to commence from the date of the violation of the limited driving privilege. In addition, separate action may be initiated based on the commission of any traffic, criminal, or military offense that constitutes a revocation violation.

2.9. Appeals. Any appeal for decision in this instruction will be in writing to ABG/CC, or designee, through SFS/S5R. Appeals to driving suspensions will remain in effect until the appeal process has been completed per [paragraph 2.5.1.2.2](#).

2.10. Course V, Driver Improvement and Rehabilitation Course. This course is intended as a driver skill improvement and traffic offender rehabilitation course. Individuals requiring this course should contact the 501 CSW Safety Office. The course is designed for the following:

2.10.1. Military and Department of the Air Force and Non Appropriated Fund (NAF) employees/civilians whom the commander directs to attend to improve driving habits and knowledge. Personnel should complete this course only once.

2.10.2. Personnel who receive a DUI conviction or have accumulated six or more points on their license within a 12-month period on their state operators or endorsed USAFE Form 435.

2.10.3. Documentation of completion of this course will be updated in the MILMOD system for active duty personnel, and CPO or NAF will be notified for any civilians who attend this course.

Chapter 3

VEHICLE REGISTRATION/DRIVER RESPONSIBILITIES

3.1. Vehicle Registration Responsibilities. The DFC assumes overall control of the installation vehicle registration program. SFS/S5R is responsible for implementation and monitoring of the registration program. All personnel who live or work on the installation will register their vehicles IAW AFMAN 31-113_USAFESUP, *Installation Perimeter Access Control*, and AFI 31-218_IP at the SFS Pass and Registration. EXEMPTION: Personnel assigned to 421 ABS or 426 ABS will follow local procedures as established by owning base agencies.

3.2. Vehicle Registration Procedures. Personnel will register their vehicles at SFS Pass and Registration within three days of acquisition.

3.2.1. Documents required for permanent registration include: valid ID card, accurate V-5 or V-5C registration certificate, valid MOT certificate; if required, Customs & Excise forms (C & E Form 941 or C & E Form 388; if applicable), valid proof of British motor insurance certificate, stateside or foreign certificate to title or a current registration certificate, if applicable; and proof of assignment to or support from an installation under the purview of the 501 CSW (PCS orders, TDY orders, US contract with logistical support agreement, or letter of local employment as US component). A USAFE Form 435 is required for permanent registration. Otherwise, only a temporary registration based on a valid driver's license is issued for a period not longer than 90 days.

3.2.2. All personnel will maintain, at a minimum, valid liability coverage according to the requirements of the UK Road Traffic Act. The vehicle must meet all applicable mechanical and safety standards as outlined in the UK Ministry of Transport (MOT) test booklet. Personnel must be appropriately licensed to operate the vehicle concerned. No individual shall allow any other person to operate any POV unless the vehicle and proposed operator are properly insured. If an uninsured individual operates a vehicle, through ignorance or intention, both the vehicle operator and the vehicle owner may have their driving privileges revoked. Permitting an uninsured driver to operate a vehicle is a breach of the UK Road Traffic Act and is a criminal offense.

3.2.3. Personnel are limited to registering a total of two vehicles. Any additional vehicles requested to be added to the USAFE Form 435 require a waiver from the unit commander to include a reason why the individual needs to exceed the limit.

3.2.4. All personnel assigned to RAF Menwith Hill will be issued an installation-unique vehicle pass (MHS Vehicle Pass) showing the pass number and expiration date. The MHS Vehicle Pass must be displayed when the vehicle is on RAF Menwith Hill IAW with Menwith Hill Security Directive MHS/DIR-024.

3.2.4.1. No more than three vehicle passes shall be issued per sponsor. Personnel can request an exception to the policy. This must be done in writing to the Chief of Security, routed through the VRO office. See [Attachment 6](#) for Menwith Hill POV pass template.

3.3. Disabled Parking Permits. Personnel requesting a disabled parking permit must present a doctor's certificate verifying the individual's need for the pass to SFS/S5R. A temporary (not to exceed two years) permit can be issued on a case-by-case basis with a letter signed by the member's Squadron Commander. The letter must include the reason for and duration of the temporary parking permit. Violation or misuse of the disabled pass will result in loss of driving privileges for six months.

3.4. Registration Documents. Personnel are not required to maintain their vehicle registration documents (V-5 form, insurance cover note, and MOT certificate) inside their motor vehicles within the UK. The owner or operator must produce these documents within 72 hours of request by proper authorities, unit commander, First Sergeant, or SFS.

3.5. Vehicle De-Registration Procedures. Personnel must report in person to de-register their vehicle at Pass and Registration upon sale, transfer, vehicle or driver status change, entitlement change of the vehicle or owner, or Permanent Change of Station (PCS). Proof of disposition is required to de-register all vehicles registered to USAFE Form 435 holders. If a vehicle is not correctly sold or transferred, the registered owner as identified by SFS/S5P records will be responsible for any final disposition of taxes, legal obligations, or administrative requirements related to the vehicle. Both the seller and buyer must ensure all vehicle registration requirements are current, complete, and timely. Personnel acting on behalf of a registered owner must have valid power of attorney (POA) in hand specifically identifying vehicle registration/de-registration action.

3.6. Long Term Parking (Leave or TDY/Deployment). Personnel leaving a vehicle behind while on leave or TDY/Deployment must ensure the road tax is valid throughout the leave/TDY. Failure to license (keep the road tax valid) or declare a Statutory Off-Road Notification (SORN; see [paragraph 3.7](#)) is liable to be fined by the British government. Vehicles must be parked in an approved long term parking lot, accompanied with a letter from the SFS/S5P as outlined in [paragraph 3.6.2](#).

3.6.1. Approved Long Term Parking: On-base residence (off street), Auto Hobby Shop (at personal cost), or designated Long Term Parking Lot. The long term parking area on RAF Alconbury is adjacent to the 423 FSS/Auto Hobby Shop on California Street, along the perimeter fence line. The long term parking area on RAF Croughton is located adjacent to the lemon lot and south of the Base Chapel. Individuals are not authorized to park vehicle(s) in any public parking space for more than three consecutive days (i.e. billeting, BX, Commissary, on the street in housing, or any squadron/office parking lot).

3.6.2. Individuals must coordinate authorization in writing through SFS/S5P. The letter must contain the emergency point of contact (POC) who will have spare keys to the vehicle. Once approved, the letter must be visibly displayed in the front windshield of the vehicle. The vehicle must remain operational while parked. See [Attachment 5](#) for the approved letter coordinated through SFS/S5P. NOTE: The US Air Force and 501 CSW does not assume liability for damaged vehicles. Personnel are required to maintain liability insurance on such vehicles.

3.6.3. The emergency POC assumes the responsibility for monitoring and maintaining the vehicle. In the vehicle presents a safety hazard or concern to SF or ABG leadership, SFS will make a reasonable attempt to contact the owner or emergency POC. If the owner or emergency POC cannot be contacted, the vehicle will be considered abandoned and processed accordingly.

3.7. Statutory Off-Road Notification (SORN). If a vehicle will not be used or will not be kept on a public road while personnel are away, owners may declare the vehicle SORN and receive a refund for any full months they did not utilize a road taxed vehicle. See [Attachment 2](#) for further information.

3.8. Requirements for Motorcycle and ATV Operation. AFI 91-207, *U.S. Air Force Traffic Safety Program* prescribes the required training and personal protective equipment wear for all military personnel who operate a motorcycle on or off base and all personnel who operate a motorcycle on a U.S. Air Force installation. These requirements apply to both riders and passengers of any motorcycle, ATV, or three-wheeled vehicle operated on any 501 CSW bases.

3.8.1. Tactical Motorcycle and ATV Rider Protection. Commanders may authorize deviations on government-owned equipment when military mission tactics, techniques, and procedures conflict with AFI 91-207 requirements. A formal risk assessment IAW AFI 90- 802 will be accomplished, or if time critical, a real time risk assessment will be used to determine the most appropriate balance of mission and safety (i.e. wearing Kevlar helmet or omitting a reflective vest during tactical operations).

3.8.2. Passing in Same Lane Occupied by Vehicle. The operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken (“lane splitting”) on any 501 CSW bases.

Chapter 4

TRAFFIC PLAN

4.1. Traffic Circulation Control. This chapter provides a description of emergency, routine, and special traffic circulation control to ensure safe and efficient use of the roadways. It includes emergency, routine, and special traffic circulation control under all conditions according to operational priorities, equipment availability, physical characteristics of the base, and availability of manpower. The 422/423 CES, 422/423 SFS, 501 CSW/SE, and other concerned parties will participate in all road developments, work, and circulation plans.

4.2. Reserved Parking. Reserved parking requests will be submitted using an AF Form 332, *Base Civil Engineer Work Request*, with detailed justification and a diagram to the CES/CC. The work request will be routed through the TSCG for initial approval and then forwarded to the ABG/CC for final approval. Reserved parking spaces are limited and must not exceed 10 percent of the total base parking spaces. CES is responsible for knowing how many parking spaces and what types of spaces are available on the installation by facility number and/or location.

4.2.1. CES will maintain a current master listing of all authorized reserved parking spaces by building number and/or location, update the list when spaces are added or removed and provide SFS/S3O a copy of the most current reserved parking list.

4.3. Parking Restrictions:

4.3.1. Parking is permitted in designated parking areas only. Solid lines and or signs will mark authorized parking areas/slots. On streets and gravel areas, appropriate signs and pavement markings will be used.

4.3.1.1. Vehicles stopped or parked on a two-way roadway shall be so stopped or parked with the left hand wheels parallel to and within ten inches of the curb or edge of the roadway.

4.3.1.2. Vehicles stopped or parked upon a one-way roadway shall be so stopped or parked in the direction of authorized traffic movement, with its left/right hand wheels within ten inches of the curb or edge of the roadway.

4.3.2. No vehicle shall be parked unattended on the installation while on jacks, cement blocks, tire rims, etc.

4.3.3. No vehicle shall be parked in public parking areas after duty hours for the purpose of displaying the vehicle for sale, with the exception of designated resale lots.

4.3.3.1. Vehicles parked in resale lots without proper coordination will be ticketed for illegal parking and treated as abandoned vehicles if not moved within 72 hours. See [Chapter 6](#) for additional information.

4.3.4. Parking a vehicle in the same parking space for a period in excess of 72 hours, without obtaining prior permission from the SF Pass and Registration, will constitute illegal parking and identification as a possible abandoned vehicle.

4.3.5. Any vehicle in violation of installation parking rules for a period in excess of 72 hours, or deemed to present a potential threat, risk or public nuisance, may be impounded by order of the ABG/CC.

4.3.6. No person shall park a vehicle on the installation that is not properly registered with the SF Pass and Registration Section.

4.4. Normal Circulation Control.

4.4.1. RAF Molesworth:

4.4.1.1. RAF Molesworth Speed Limit: 25 mph, unless otherwise posted.

4.4.1.2. The primary access/egress for all vehicle traffic on RAF Molesworth is the main gate ("D" gate) from the B660. The "C" gate may be used as an additional access/egress point for mission essential traffic and contingency operations.

4.4.2. RAF Alconbury:

4.4.2.1. RAF Alconbury Speed Limit: 20 mph, unless otherwise posted. School Zones and Housing areas: 15 mph.

4.4.2.2. The primary private and commercial access/egress for vehicle traffic on RAF Alconbury is the main gate located along Ermine Street, formerly the Large Vehicle Inspection Site (LVIS) Gate. The alternate access/egress point is the old main gate (Gate 1) and the ABC gate (base housing, east) from Ermine Street.

4.4.2.3. 423 ABG Authorized GOV Travel Routes. The authorized routes for GOVs traveling between RAF Alconbury and RAF Molesworth are:

4.4.2.3.1. PRIMARY route is along the A14 to the RAF Molesworth/B660 exit. Vehicle operators may access via A141/A1123 or the A1.

4.4.2.3.2. ALTERNATE route is along North/Buckworth Roads and B660 through the town of Alconbury. Squadron Commanders must approve GOVs on the alternate route.

4.4.3. RAF Croughton:

4.4.3.1. RAF Croughton Speed Limit: 20 mph, unless otherwise posted. School Zones and Housing areas: 10 mph.

4.4.3.2. The primary access/egress for vehicle traffic on RAF Croughton is the main gate from B4031. Commercial vehicle access/egress for RAF Croughton is located on A43.

4.4.3.3. One-way traffic flow: Sheppard Road and Command Section Road.

4.4.4. RAF Fairford:

4.4.4.1. RAF Fairford Speed Limit: 25 mph, unless otherwise posted. Housing areas: 20 mph.

4.4.4.2. The primary access/egress for vehicle traffic on RAF Fairford is the main gate from Horcott Road.

4.4.5. RAF Welford. Speed Limit: 30 mph, unless otherwise posted.

4.4.6. RAF Barford St. John. Speed Limit: 20 mph, unless otherwise posted.

4.4.7. RAF Menwith Hill. Speed Limit: 15 mph, unless otherwise posted.

4.4.8. 501 CSW Parking lots/loading areas. Speed Limit: 10 mph, unless otherwise posted.

4.5. Adverse/Hazardous Road and Weather Conditions.

4.5.1. Fog Program. The United Kingdom experiences fog conditions all year long. Freezing fog is greatest from December through February. During these periods, when visibility falls below ¼ mile, the following procedures will be implemented:

4.5.1.1. Government vehicles will only conduct mission essential off-base travel.

4.5.1.2. When visibility falls below 1/10 of a mile, the following procedures will be implemented:

4.5.1.2.1. GOVs will not be permitted to depart the installation unless they are emergency response vehicles or mission essential as deemed by ABG/CCs.

4.5.1.2.2. The operation of a POV on-base will be discouraged by all supervisors.

4.5.1.2.3. Use of low beam headlamps and rear fog lights are mandatory during periods of decreased visibility.

4.5.2. Black Ice Procedures. The hazard of sheet ice on the roadways (commonly called “black ice”) is a serious problem occurring predominantly between 1900 and 0900 during the months of November through March (January/February are the most hazardous). The greatest hazard of this is the difficulty in detecting the presence of ice on the roadway. Off- base driving should be curtailed to the extent mission execution permits.

4.5.3. Road Conditions. The Base Civil Engineer will recommend road condition changes to the ABG/CC or designee. The following color conditions will be used to describe road conditions on and/or off the installation and duty reporting requirements due to inclement weather:

4.5.3.1. Condition Green: Normal conditions exist. Roads may have hazardous spots, therefore, exercise caution and good Operational Risk Management (ORM). There will be no delay in reporting for duty.

4.5.3.2. Condition Yellow: Road conditions may be hazardous due to slush, snow, ice patches, or decreased visibility. A delay of up to two hours for non-mission-essential personnel may be authorized by the ABG/CC or designee. Delayed reporting allows individuals to drive to work in daylight after the roads have received initial treatment.

4.5.3.3. Condition Red: Road conditions are extremely hazardous and/or visibility is very limited. Only mission-essential personnel are required to report for duty.

4.5.4. Procedures for Delay/Cancellations: ABG/CCs or designee will coordinate with DFCs and CES/CCs to determine if delayed reporting or Mission Essential Services Only (MESO) declaration is needed. The ABG/CC designee for RAFW will be the 420 MUNS/CC, who will consult with MGS and the 420 ABS/CE to determine if delayed reporting or MESO declaration is needed. The ABG/CC designee for RAFF will be the 420 ABS/CC or the 420 ABS/CL who will consult with MDP, deployed commanders (if any) and the 420 ABS/CE to determine if delayed reporting or MESO declaration is needed. The below sub paragraphs will be the actions/procedures for RAFC.

4.5.4.1. On-duty SF Flight Chief or designated representative will ensure:

- 4.5.4.1.1. Contact is made with the 100 ARW/CP to ascertain weather report and condition.
- 4.5.4.1.2. Law enforcement patrols check high volume morning traffic routes on base for severe road or weather conditions and report information to the ECC/BDOC no later than (NLT) 0400 daily. ECC should contact MDP and local civilian police to ascertain road conditions for the local area.
- 4.5.4.1.3. If weather or road conditions make driving hazardous and increase the likelihood of accidents (i.e., excessive fog, snow, ice), BDOC will notify the Interserve Help desk to request execution of the 422/423 ABG and the 420 ABS Snow and Ice Control Plan.
- 4.5.4.2. IDL will execute snow plans IAW established contracts. CE will determine priority routes for snow and ice removal of main roads and footpaths.
- 4.5.4.3. Upon the determination of delayed reporting or MESO by the ABG/CC:
 - 4.5.4.3.1. The ECC/BDOC will perform all applicable checklists/requirements, to include notifications to DoDEA school principles of school or bus delays.
 - 4.5.4.3.2. 501 CSW/Public Affairs will ensure all applicable base media reflect any changes to road conditions and reporting instructions. Additionally the 422/423 SFS will update their respective ABG leadership and push adverse weather notifications via ADHOC.
 - 4.5.4.3.3. Unit commanders/directors and agency chiefs will notify assigned personnel of delayed reporting. Units are responsible to determine who is considered Essential Service Personnel (ESP) to support MESO operations.
- 4.5.4.4. SF will verify road conditions throughout the day if the weather continues to deteriorate.

4.6. Special Event Contingencies. The planning, supervision, and direction of traffic control procedures required for such events as “open days,” bazaars, and base carnivals will be the responsibility of the DFC. Any agency or organization planning or hosting such an event must coordinate and obtain an approved traffic and crowd control plan from SFS at least 30 days prior to the event. If required by SFS, event organizers or sponsors must provide sufficient personnel to provide traffic control, crowd control, or serve as traffic wardens supervised by Security Forces to augment event safety and security. Assigned traffic control, crowd control, or traffic warden personnel must not be assigned installation visitor escort duties at the same time. Special event traffic plans will be coordinated through the TSCG prior to implementation.

4.7. Traffic Control Signs and Devices. Traffic control signs and devices must comply with British standards and regulations. SFS and 501 CSW/SE will be responsible for monitoring traffic control devices used on the installations. CES is responsible for the construction, procurement, and placement of required control devices based on the work orders submitted by SFS or Wing Safety. The 501 CSW/CC will be the approving authority for all major traffic projects and programs. Long-range base projects and plans will be identified and reviewed by the TSCG for proper traffic planning.

4.8. Traffic or Vehicle Accident Reporting. Anyone involved in an on-base or off-base vehicle accident must immediately report the incident to SFS.

4.9. Emergency Vehicle Operation. Authorized emergency vehicles are USAF or British MOD vehicles that are used to respond to fire, ambulance, or police activities. GOVs assigned to the CES Fire Departments and SFS are designated emergency vehicles and are permitted to affix/use emergency blue and/or red lights and sirens. Designated GOVs may only be operated as emergency vehicles when driven by trained emergency vehicle operators. Vehicles used for construction, roadway repair, towing, vehicle recovery, base safety, or any other vehicle in need of warning lights, may be equipped with yellow or amber warning lights. Vehicle operators using yellow or amber warning lights should be trained on basic road safety awareness, duties assigned, type, and use of vehicle. Other organizations may equip/operate emergency vehicles if engaged in fire, police, or lifesaving calls, after written coordination with Wing Safety and SF Operations, proper training IAW AFI 91-207, and approval of the 501 CSW/CC or designee.

4.10. Off-Road Vehicle Usage. Off-road vehicles are not authorized for personal use anywhere on installations under the control of the 501 CSW. Government-owned off-road vehicles are authorized for official business (security, site surveys, training, etc.) and may only be operated when driven by trained vehicle operators. Refer to AFI 91-207 for definitions of off-road vehicles/Government Owned Recreational Motor Vehicles and applicable safety requirements.

4.10.1. When using government all-terrain vehicles (ATVs) to tow equipment, operators must not exceed manufacturer's towing weight limits. ATVs should not be operated in locations where sparks or vehicle exhaust can create an explosive or fire hazard. Units will perform a risk assessment before authorizing the use of ATVs in traffic, industrial, pedestrian environments, flammable, or combustive areas. The unit commander will approve the risk assessment.

4.11. Sobriety Checkpoints. Upon coordination with 501 CSW/JA, the DFC is authorized to direct sobriety checkpoints at random locations, dates, and times.

4.11.1. When conducting sobriety checkpoint operations, SF patrolman will stop every vehicle passing through the checkpoint and conduct a pre-exit interview with the driver to determine the driver's suitability to safely and lawfully operate a motor vehicle. Any suspected violations detected during the sobriety check will be investigated. If probable cause of a violation is sufficiently determined, the checkpoint procedure is terminated and formal police incident investigation protocol will be followed. All SF sobriety checkpoints must be annotated in the SF blotter to identify date, start and end times, location, number of drivers checked, and results. Police incidents identified during a check will be annotated as a separate SF Blotter entry.

4.11.2. On-duty SF Flight Chief may cancel or curtail sobriety checkpoints due to safety considerations, adverse weather conditions, police incident investigation, or priority mission requirements.

4.12. Running/Jogging on Roadways.

4.12.1. RAF Croughton Restricted Jogging Route. Base personnel are restricted from running/jogging on Langley Avenue from Village Gate to the roundabout adjacent to the base chapel during the hours of 0700 to 1700 Monday through Friday due to the high volume of traffic. Joggers may utilize this route outside of established restricted times.

Chapter 5

INSTALLATION TRAFFIC CODE VIOLATIONS

5.1. Assessments. The table below outlines the traffic offenses for the installations under the purview of the 501st CSW. Additional violations for moving and non-moving violations are contained in AFI 31-218(I), Tables 5-1 and 5-2, and AFMAN 31-116, Table 5.1 and 5.2. NOTE: When two or more violations are committed on a single occasion, points may be assessed for each individual violation.

Table 5.1. Rules of the Road Violations – Points Assessments.

RULES OF THE ROAD VIOLATIONS – POINTS ASSESSMENTS			
NOTE: Points assessment are listed, and other offenses and/or infractions not listed can be found in AFMAN 31-116 and AFI 31-218 (I)			
Offense #	Offense Description	Summary of Offenses contained in description	Points Assessed
5.1.1.	Vehicle Registration		
5.1.1.1	Fake Number Plates	Vehicle operators shall not display on or attach to, the vehicle any fictitious number plate, nor shall they utilize a number plate for any other vehicle than the one the documents were issued for.	6 month Suspension
5.1.1.2	Mandatory Insurance	Every person operating a motor vehicle must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of this insurance must be produced within 72 hours of a request/demand from competent authority (Security Forces, commander, First Sergeant, etc.). Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy, binder or certificate of motor vehicle or automobile liability policy.	3
5.1.1.3	Mandatory Ministry of Transport (MOT)/Single Vehicle Assessment (SVA) test.	Vehicle operators shall ensure every vehicle has a current MOT or SVA test or is declared SORN.	3

5.1.2. Driver's License			
5.1.2.1	Legible Permit/License to be Carried and Exhibited on Demand	Every military, family, DOD civilian, and US civilian contractor member licensee shall have a legible & valid USAFE Form 435 in their immediate possession at all times when operating a motor vehicle & shall display the license upon demand by Security Forces. Further, all persons operating a GOV shall have a legible & valid AF Form 2293 in their immediate possession & shall produce the license upon demand by Security Forces.	1
5.1.2.2	Restricted License	No person shall operate a motor vehicle in any manner in violation of the restrictions imposed on a restricted license issued to him or her.	3
5.1.2.3	Altered/Fraudulent License	No person shall knowingly display, cause, or permit to be displayed or have in his possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.	3
5.1.2.4	Using Driver's License of Another	No person shall use the driver's license of another individual, nor shall any person lend his driver's license to any other person or knowingly permit the use thereof by another.	3
5.1.2.5	Permit Unauthorized Minor to Drive	No person shall knowingly permit his child or ward or any person under the age of seventeen years to drive a motor vehicle when such person is not duly licensed or insured.	3
5.1.2.6	Permit Unauthorized Person to Drive	No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and insured.	3
5.1.3. Vehicle Movement			
5.1.3.1.	POV Usage of Other Than Paved Roads	No POV shall use a gravel or dirt road on 501 CSW installations unless for official business.	1
5.1.3.2.	Off Road Vehicle (ORV) Usage	Prohibited on 501 CSW installations. Exception: GOV ORV on official business.	1

5.1.3.3.	Inattentive Backing	All vehicle operators will ensure the area is clear of vehicles, pedestrians, & obstacles when backing a vehicle from any parking space, parking lot, roadway, or driveway.	3
5.1.3.4.	Inattentive Driving	Anyone who drives a vehicle in an inattentive, neglectful, or indifferent manner which is characterized by lack of due caution, and who has endangered the safety of persons (including themselves) or property, may be found guilty of an offense. An example would be driving a vehicle at a speed that results in the loss of control of the vehicle.	3
5.1.4.	Position To Make Turns		
5.1.4.3.	U-turns	No vehicle shall make a U-turn while on a roadway.	3
5.1.5.	Right Of Way.		
5.1.5.1.	Following Fire Truck/500 feet	The driver of any vehicle other than on official business shall not follow closer than 500 feet of any fire apparatus responding to an alarm.	4
5.1.6.	Stops And Miscellaneous Violations.		
5.1.6.1.	Excessively Loud Music	No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in the vehicle at a level where it may be heard at a distance of 50 feet.	1
5.1.6.2.	Placing Hazardous Material on Roadway	No person shall throw or deposit upon any roadway any glass, nails, tacks, wire, cans, or any other substance likely to injure any person, animal, or vehicle.	2
5.1.6.3.	Door as a Traffic Obstruction	A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload	2
5.1.6.4.	Dumping Smoking Materials, Refuse, Rubbish, or Debris on Road	No person shall dump, deposit, place, throw, or leave refuse, rubbish, debris, filthy odoriferous objects, substances, smoking materials, or other trash upon or along a roadway. If the act is committed from a motor vehicle, the driver of the vehicle shall be	2

5.1.6.5.	Open Alcoholic Beverage Containers	No open containers containing alcoholic beverages are allowed within the passenger compartment. This includes any liquor bottles where the manufacturer's seal has been broken.	2
5.1.6.6.	Mechanical Raising and Lowering Devices	A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.	3
5.1.6.7.	Driving Upon a Sidewalk	A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.	3
5.1.6.8.	Crossing Fire Hose	No vehicle shall be driven over any unprotected hose of the fire department when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the fire department official in command.	3
5.1.7.	Vehicle Equipment.		
5.1.7.1.	Window Tint	Motor Vehicles first used before 1 April 1985 must allow at least 70 percent of visible light to be transmitted through the windshield and front side windows. Motor Vehicles first used after 1 April 1985 must allow at least 75 percent of visible light to be transmitted through the windshield and at least 70 percent to be transmitted through the front side windows.	2
5.1.8.	Motorcycles		
5.1.8.1.	Rider and Passenger to Have Seat	A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.	2
5.1.8.2.	Muffler Required	A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut- out, bypass, or similar device.	2
5.1.8.3.	Lighted Lamps are Required	Motorcycles or motor driven cycles shall display illuminated headlights at all time the motorcycle is in motion.	2

5.1.8.4.	Depriving a Motorcycle Full Use of Lane	All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles operated two abreast in a single lane is not authorized.	3
5.1.8.5.	Passing in Same Lane Occupied by Vehicle	The operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken	3
5.1.8.6.	Motorcycle Between Lanes	A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.	3
5.1.9.	Parking Violations		
5.1.9.1.	Within 15 feet of a fire hydrant		3
5.1.9.2.	Reserved parking space as listed/approved in Base Parking plan by unauthorized vehicles.		2
5.1.9.3.	On a crosswalk		3
5.1.9.4.	Within an intersection or roundabout		3
5.1.10.	Stopping, Standing, or Parking is Prohibited:		
5.1.10.1.	On a sidewalk.		3
5.1.10.2.	Blocking a driveway		3
5.1.10.3.	Prohibited by signs or pavement markings		3
5.1.10.4.	Within 20 feet of a crosswalk within an intersection		3
5.1.10.5.	Parking so as to impede traffic or blocking another vehicle.		3
5.1.10.6.	Non-Designated parking space.		2
5.1.10.7.	On a seeded or dirt packed area.		2
5.1.10.8.	Any area not designated by an authorized parking space which is identified by two parallel white lines or designated brick pattern. (The commissary is an example of designated parking using brick shading).		2
5.1.11.	Suspensions Resulting From Tickets, Point Assessments or Speed		
5.1.11.1.	Violation: 3 traffic tickets (parking included) within a 90-day period.		90-day uspensio
5.1.11.2.	Violation: 5 tickets (parking included) within 180-day period.		180- day suspe nsion
5.1.11.3.	Violation: 6 points within 180-day period		One Month Suspen sion
5.1.11.4.	Violation: 12 points with 1 year period		1 year suspe nsion

5.1.11.5.	Violation: 18 points within 18 months		2-year suspension
5.1.11.6.	Violation: Cited for double posted speed limit		6 month driving ban
5.1.11.7.	Violation: Cited for 99+mph		1 year driving ban
5.1.11.8.	Serious Motor Vehicle Incident	Commander determines revocation required to preserve public safety, good order or discipline of military personnel.	Minimum 1 year driving ban
5.1.12.	Miscellaneous		
5.1.12.1.	Driver Involved in Accident is Deemed Responsible	Only added to points assessed for specific offenses	1
5.1.12.2.	When Violation Occurs Within a School Zone	Added to points assessed for other offenses	1

Chapter 6

USED VEHICLE SALES LOT REGISTRATION PROCEDURES

6.1. General. Vehicle owners must abide by procedures, and requirements prior to placing a POV on the RAF Alconbury/Croughton resale lot. This supplement applies to POV owners assigned to these installations, tenant units and other USAF operated bases in the UK.

6.2. Location. The resale lot consists of the spaces in the parking lot adjacent to Commissary on RAF Alconbury and the parking lot south of the Base Chapel on RAF Croughton.

6.3. Required Documents: POV owners wishing to place their POV on the resale lot must bring the following documents to the Auto Skills Center:

6.3.1. Current 3 AF installation registration, V-5/V-5C, proof of ownership/POA allowing the POV to be sold.

6.3.2. Current road tax valid for the duration the vehicle will be on the lot.

6.3.3. Current MOT certificate for vehicles 3 years and older or Single Vehicle Approval (SVA) inspection form and Minister's Approval Certificate (MAC) for vehicles less than 3 years old.

6.3.4. Proof of current insurance.

6.3.5. Current base registration from SFS/S5P.

6.4. Procedures: Upon verification of the above requirements and payment of required fees, the applicant will be issued a slot or placed on the waiting list.

6.4.1. Applicants are only authorized to leave their vehicles in the resale lot for 30 days at a time after which a renewal must be obtained or the vehicle removed.

6.4.2. Vehicles must display their resale agreement at all times.

6.4.3. The owner must advise the Auto Hobby Center of the sale within three duty days.

6.5. Unregistered/Unauthorized Vehicles. Vehicles not registered with the Auto Skills Center are subject to being impounded by SF.

6.6. Limitations: All vehicles will be sold by the owner or the owner's agent. No seller will act as, or as agent for, a used car retailer. NOTE: Security of vehicles is the responsibility of the owner. All owners or POA holders who park their vehicles in the area bear the risk of theft and other losses and should have adequate insurance to protect their interests.

Chapter 7

IMPOUNDMENT OF VEHICLES

7.1. General. This chapter establishes procedures governing the impoundment and disposition of any unattended privately owned motor vehicles. It establishes liability on vehicle owners and operators to reimburse the United States Government for assessed towing and storage fees. It applies to all motor vehicles operated on the installation, owned or used by private individuals, regardless of their citizenship, nationality, or connection with the US Forces in the UK. All vehicles driven upon, parked, or left unused on installation roads or in parking areas must be registered and documented in compliance with this instruction and/or host nation laws. Vehicles that are unregistered, improperly registered, undocumented, pose a potential safety or security risk, or unlawful in any manner and parked on the public road can be towed and impounded.

7.1.1. MOD employees may have their vehicles impounded following the notification procedures in this instruction. The RAF Commander is to be informed of the circumstances and will take appropriate action.

7.1.2. The DFC is responsible for enforcing the provisions of vehicle impoundment.

7.1.3. The 501 CSW impoundment lots are located on California Street on RAF Alconbury, Bldg. 608 on RAF Molesworth, and the fenced area adjacent to Bldg. 138 on RAF Croughton. Keys will be maintained by the appointed SF Investigations (S2I).

7.2. Abandoned or Evidential Vehicle. An abandoned or evidential vehicle will meet at least one or more of the following requirements:

7.2.1. When suspected of being used in a crime or contains potential evidence of criminal activity.

7.2.2. When found unattended with obvious signs of disuse (i.e., flat tires, broken down, excessively dirty, etc.).

7.2.3. Disabled vehicles will be treated as abandoned vehicles when parked unattended on a street, roadway, or parking area in such a manner as to obstruct the flow of traffic, inconvenience other parking area users or facility patrons, pose a potential safety or security risk, disrupt snow removal or mission activities.

7.2.4. Vehicles parked within or near a controlled or restricted area that present a security compromise.

7.3. Procedures.

7.3.1. When SF deems a vehicle as disabled, attempt to contact the owner. If no contact can be made, it will be cited with a DD Form 1408, Armed Forces Traffic Ticket. The owner will be required to either remove the vehicle from the installation or initiate the corrective action needed to repair the vehicle. Corrective action must be accomplished within 3 days of the date the citation was issued. If the owner of the vehicle cannot be determined, the vehicle will be identified as suspected abandoned.

7.3.2. If a vehicle has been identified as suspected abandoned, it will:

7.3.2.1. Be cited using DD Form 2504, Abandoned Vehicle Notice.

- 7.3.2.1.1. The DD Form 2504 will be placed on the windshield or other conspicuous place.
 - 7.3.2.1.2. The owner will be allowed 3 days from the date the notice was placed on the vehicle before impoundment action is initiated.
 - 7.3.2.1.3. The issuing patrol must diligently attempt to identify and contact the vehicle owner before the DD Form 2504 is issued.
 - 7.3.2.1.4. If the vehicle owner cannot be identified, the DD Form 2504 will be forwarded to S2I.
- 7.3.3. The owner of an abandoned vehicle will be required to notify S2I and either remove such vehicle from the installation or initiate corrective action needed to remove the vehicle from its current location. Completion of corrective action, and notification to S2I, must be initiated within 3 days of the vehicle being cited with a DD Form 2504.
- 7.3.4. Before a vehicle is impounded, every reasonable effort will be made by the S2I to locate the owner.
- 7.3.5. Abandoned vehicles will be impounded if after 3 days of the date of the DD Form 2504 was issued, corrective action has not been taken or notification to S2I has not been made and the owner or legal representative cannot be contacted.
- 7.3.6. After a vehicle has been deemed abandoned and the owner cannot be identified, an investigator will contact SERCO to remove the vehicle and impound it. A civilian wrecker service will be contacted as a last resort with the approval of the DFC. A DD Form 2505, Abandoned Vehicle Removal Authorization, will be completed and kept on file at S2I. A copy of DD Form 2505 will be given to the SERCO representative if requested. If circumstances dictate, verbal authorization will be sufficient in cases where prompt removal is necessary (i.e., safety hazard, mission impairment). In those cases, the DD Form 2505 will be completed as soon after vehicle impoundment is feasible. S2I is only responsible for impounding vehicles identified as evidence or abandoned. SFS, SERCO, and CES personnel involved in the moving or impounding of abandoned or evidential vehicles are not responsible for any damage to vehicles being moved or impounded.
- 7.3.7. A DD Form 2506, Vehicle Impoundment Report, and an AF Form 52 will be completed when the vehicle is impounded. An inventory will be conducted by S2I, and any items of high value, or which may help identify the owner, may be removed for safekeeping as deemed necessary.
- 7.3.8. DD Form 2507, Notice of Vehicle Impoundment, will be forwarded by certified mail to the address of the last owner of the vehicle. Abandoned vehicles will be held in the impoundment lot for 60 days from the date notification was mailed to the last known owner. The failure of the owner to comply with the instructions on the DD Form 2507 will constitute a waiver of interest and will result in disposal of the vehicle.

7.4. Removal From Impound Lot. It will be the responsibility of the owners to remove their vehicles from the impoundment lot. Vehicles will not be operated on the installation until noted discrepancies are corrected and the vehicle is properly registered. The vehicle may be towed from the impound lot at owner's expense. Owners should contact S2I to make an appointment for their vehicle release. Vehicles will only be towed by SERCO or a private company, or with the use of an approved "T, I or A" frame tow bar. Vehicles will not be towed with any form of a strap.

7.5. Sale of Impounded Vehicle. Should an owner, once identified, elect to sell a vehicle while it is still in the impoundment lot, the current owner and purchaser must transfer the vehicle ownership at Pass and Registration. The new owner must provide this proof of transfer to S2I when claiming the vehicle.

7.6. Tax Free Vehicles. Tax-free vehicles identified as abandoned will be stored in the impoundment lot to insure custom regulations are not violated. If a tax-free vehicle is unclaimed after 60 days, it will be released according to standards set forth by DOD 4160.21M. Verification of "tax-free or "tax paid" status can be accomplished through Central Vehicle Registrar (CVR) at RAF Mildenhall. "Tax-free" vehicles whose owners are not contacted may be released by S2I. Once released, the registration, make and model must be sent to HM Customs Office notifying them of the scrapping of this vehicle.

WILLIAM H. KALE III, Colonel, USAF
Commander, 501st Combat Support Wing

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

AFPD 31-2, *Air Provost Operations*, 10 April 2009

AFI 31-120, *Security Forces Systems and Administration*

AFI 31-218, *Joint Motor Vehicle Traffic Supervision*

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

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision USAFESUP AFI 91-202, The US Air Force Mishap Prevention Program*

AFI 91-207, *The US Air Force Traffic Safety Program.*

501 CSW Supplement 1 to AFI 91-207, *The US Air Force Traffic Safety Program*

AFMAN 24-306, *Manual For The Wheeled Vehicle Operator*

DoD 4160.21M, *Defense Utilization and Disposal Manual*

USAFEI 31-209, *Control Of Concession Vehicles Within The United Kingdom*

Prescribed Forms

None

Adopted Forms

3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*

3AF Form 301, *Vehicle Transfer Request*

AF Form 3, *Hazard Abatement Plan*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for change of Publication*

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

DD Form 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*

DD Form 788, *Vehicle Shipping Document* DD Form 1408, *Armed Forces Traffic Ticket* DD Form 2504, *Abandoned Vehicle Notice*

HM Custom & Excise Form 941, *Request for Delivery of a Motor Vehicle Without Payment of Duty, VAT and Car Tax*

USAFE Form 435, *Driving/Fuel Permit* V5, *Vehicle Registration Document* V10, *Vehicle License Application*

V55/5, *Application for British Vehicle Registration*

V890, *SORN Declaration*

Abbreviations and Acronyms

ABG—Air Base Group
AF—Air Force
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
ANSI—American National Standards Institute
ATV—All Terrain Vehicles
CC—Commander
CD—Deputy Commander
CES—Civil Engineering Squadron
DFC—Defense Force Commander
DoD—Department of Defense
DoT—Department of Transportation
DUI—Driving Under the Influence
DV—Distinguished Visitor
DWI—Driving While Intoxicated
ECC—Emergency Control Center
GOV—Government Owned Vehicle
MDP—Ministry of Defence Police
MESO—Mission Essential Services Only
MOD—Ministry of Defence
MOT—Ministry of Transport
MPH—Miles Per Hour
MWR—Morale, Welfare and Recreation
POC—Point of Contact
OV—Privately Owned Vehicle
RAF—Royal Air Force
SE—Safety
SF—Security Forces
S2I—Security Forces Investigations
S5—Security Forces Plans and Programs
S3—Security Forces Operations

S5P—Security Forces Pass and Registration

S5R—Security Forces Reports and Analysis

SFMIS—Security Forces Management Information System

SRB—Suspension, Revocation and Barment

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice.

UK—United Kingdom

USAFE—United States Air Force Europe.

US—United States

VIP—Very Important Person

Attachment 2

STATUTORY OFF-ROAD NOTIFICATION (SORN).

A2.1. What is the intent of the SORN program? If leaving a vehicle behind while on leave or TDY/Deployed, it is individual responsibility to ensure that the road tax is kept valid throughout the leave/TDY or that the vehicle is declared SORN (Statutory Off-Road Notification). If the vehicle will not be used or kept on a public road while away, an individual can declare it SORN and get a refund for any full months unused on the road tax disc (Please see below link for guidance on road tax refunds). Deployers can declare a vehicle SORN by logging onto www.dvla.gov.uk/. Alternatively, deployers can go to a Post Office® or the Pass & Registration office and complete a SORN declaration which must be mailed to DVLA. When DVLA receives the SORN declaration, a SORN confirmation letter will be sent to the address currently held by DVLA for the vehicle and should arrive in the post within four (4) weeks. SORN declarations are valid for 12 months or until the vehicle is re-taxed. Personnel only need to make a SORN for a vehicle that had a license in force on or after 31 January 1998.

A2.2. How do I declare SORN?

A2.2.1. Personnel can declare SORN by:

A2.2.2. Filling in the relevant section of a renewal reminder form (V11) and taking it to a license issuing Post Office® branch. Do not post to DVLA Swansea.

A2.2.3. Filling in the relevant section of a reminder form V85/1(for Heavy Goods Vehicles) and taking or sending it to a DVLA Local Office. Do not post to DVLA Swansea.

A2.2.4. Calling 0870 240 0010, if an individual is the registered keeper. Please note it is only the person shown as the registered keeper on DVLA's records who can make a SORN declaration by telephone. Individuals can make a declaration from the 15th day of the month in which the license or SORN expires. DVLA is unable to accept backdated or multiple SORN declarations by telephone.

A2.2.5. Filling in Form V14 or V33 when applying for a refund and the vehicle is to remain in the individual's possession. Do not declare SORN if selling, scrapping, exporting or if the vehicle has been stolen. The V14 is available from a Post Office® branch, a DVLA Local Office, by calling 0870 240 0010. The V33 is available from a DVLA Local Office.

A2.2.6. Completing a SORN declaration form (V890) and sending it to DVLA. The V890 is available from a license issuing Post Office® branch, or by calling 0870 240 0010.

A2.2.7. There are special arrangements in place to cater for motorists who are abroad and may find it difficult to SORN their vehicles. If the vehicle is remaining in the United Kingdom and is not being used or kept on the public road, then it is possible to declare SORN eight weeks in advance. Applications should be made on Form V890 and accompanied by a letter of explanation detailing that the registered keeper is/will be out of the country on expiry of the current vehicle license/SORN declaration. The form and letter should be sent directly to DVLA, Swansea, SA99 1AR.

A2.3. What will happen if I do nothing?

A2.3.1. A vehicle keeper who does nothing on receipt of a V11 or V85/1 may be liable to prosecution as will a vehicle keeper who declares SORN, but is then found to be using the vehicle on the road. The address at which the vehicle is to be kept needs to be provided, only if the form requests it. SORN declarations are valid for 12 months and must be renewed, if the vehicle is kept off road for a further period. SORN can be renewed by completing the V11, V85/1 or if these are not available a V890 SORN form can be used.

A2.3.2. SORN ensures that those who evade paying road tax will be caught and reduces the overall tax burden on those who pay in full.

A2.3.3. If in possession or becoming the registered keeper of a vehicle, ensure that the vehicle is licensed or a SORN declaration has been made. If it is not, personnel could face a fine and further penalties. Under the system of Continuous Registration (CR), which commenced in January 2004, it is not necessary for a vehicle to be sighted on the public road, for an offence to have been committed. DVLA now has the authority to carry out enforcement action against the registered keeper directly from information held on the vehicle license records. The law allows 14 days from the date the license was due in which to re-license. SORN declarations are only required if the vehicle is going to be kept off road beyond this period. However, if the vehicle is used or kept on a public road it must maintain current road tax.

A2.3.4. The registered keeper of an unlicensed vehicle could be fined a large amount under British law, and will still have to re-register the vehicle and pay arrears. If the 422/423 SFS determines the vehicle is abandoned or personnel did not pay the necessary release and storage fees, the vehicle may be scrapped. The maximum penalty for making a false declaration by declaring SORN when the vehicle is actually used or kept on a public road is £5,000 and two years' imprisonment.

Attachment 3

BREATH/BLOOD/URINE ALCOHOL CONVERSION CHART

A3.1. The following is a conversion chart of British Microgram to US Milligram conversion chart. This chart is for reference in determining the US Standard blood alcohol content (BAC) from the British Standard by the civilian police. For British readings in excess of 138, multiply the number by .002286 to determine the BAC.

Table A3.1. Breath/Blood/Urine Alcohol Conversion Chart.

US STANDARD	UK BREATH (ug)	UK BLOOD (mg)	UK URINE
.080	35	80	107
.082	36	83	110
.084	37	85	113
.086	38	87	116
.088	39	90	119
.091	40	92	122
.093	41	94	125
.096	42	97	129
.098	43	99	132
.100	44	101	135
.102	45	103	138
.105	46	106	141
.107	47	108	144
.109	48	110	147
.111	49	113	150
.114	50	115	153
.116	51	117	156
.118	52	120	159
.121	53	122	162
.123	54	124	165
.125	55	126	168
.128	56	129	171
.130	57	131	174
.132	58	133	177
.134	59	136	181
.137	60	138	184
.139	61	140	187
.141	62	143	190
.144	63	145	193
.146	64	147	196
.148	65	149	199
.150	66	152	202
.153	67	154	205

.155	68	156	208
.157	69	159	211
.160	70	161	214
.162	71	163	217
.164	72	166	220
.166	73	168	223
.169	74	170	226
.171	75	172	230
.173	76	175	233
.176	77	178	236
.178	78	180	239

Attachment 4

SAMPLE LETTER FOR TRAFFIC TICKET (DD FORM 1408) REBUTTALS

Figure A4.1. Sample Letter for Traffic Ticket (DD FORM 1408) Rebuttals.

(Date)
<p>MEMORANDUM FOR 422/423 SFS/S5R 422/423 SFS/CC 501 CSW/JA 422/423 ABG/CD <u>IN TURN</u></p> <p>FROM: (Individual/Organization/Office Symbol) SUBJECT: Traffic Ticket (DD Form 1408) Action Rebuttal</p> <p><u>1. Time/Date/Location citation was issued. (NOTE: Traffic ticket rebuttals must be submitted to SFS/5R within 10 days of receipt of ticket.) “Not guilty” findings by a commander or rebuttals to “guilty” action by a commander action must be within 3 days of commander action date to SFS/5R. Describe all details and circumstances as to why you feel you were issued a citation.</u></p> <p><u>2. State the reason(s) you feel you should not have been issued a traffic ticket citation or why you feel you are “not guilty.” Include as much detail as possible in your rebuttal justification any reason the ticket or action was incorrect.</u></p> <p style="text-align: right;">(Citation Holder Signature block)</p> <p>1st Ind, (Citation Holder’s Commander / Agency Chief Office Symbol)</p> <p>MEMORANDUM FOR 422/423 SFS/CC</p> <p>Guilty / Not Guilty Comments:</p> <p>Commander / Agency Chief / Section Commander Signature block</p> <p>2nd Ind, 422/423 SFS/CC MEMORANDUM FOR 501 CSW/JA Support Guilty / Not Guilty Recommendation Comments:</p> <p style="text-align: right;">DFC Signature Block Chief, Security Forces</p>

3rd Ind, 501 CSW/JA

MEMORANDUM FOR 422/423 ABG/CD or CC

Support Guilty / Not Guilty Recommendation Comments:

501 CSW/JA Signature Block Staff Judge Advocate

4th Ind, 422/423 ABG/CD or CC MEMORANDUM FOR 422/423 SFS/S5R
Guilty / Not Guilty

Comments:

File as final action determination. Update SFMIS, as required.

ABG/CD or CC Signature Block Commander

Attachment 5

LONG TERM PARKING LETTER

A5.1. IAW 501 CSWI 31-218, *Installation Traffic Code*, vehicles requiring to be parked for periods longer than 3 days will parked at designated Long Term Parking lots. Owners are responsible for ensuring the vehicle is in compliance with all registration requirements. Failure to comply could result in the vehicle(s) being ticketed, considered abandoned and could lead to the vehicle(s) being towed and scrapped at the registered owner's expense.

A5.2. THIS MUST BE VISIBLY DISPLAYED IN THE FRONT WINDOW OF THE VEHICLE.

Table A5.1. Long Term Parking Letter.

Personal Info		
Rank / Name		
Organization		
Duty & Home Phone		
Vehicle Info		
Vehicle year		
Make and Model		
License #		
Color		
Damage to the vehicle		
Leave / TDY Info		
Expected Return Date		
Emergency Address		
Emergency Phone		
Point of Contact		
Rank / Name		
Organization		
Duty & Home Phone		
<i>I understand I am required to leave my keys with my designated point of contact. I am also am aware if my absence is extended I will contact Security Forces and give my new return date. Failure to do so could result in my vehicle being cited as an abandoned vehicle. I understand the US Government is not responsible for the security or safety of my vehicle.</i>		
Owner	Signature:	Date:
Point of Contact	Signature:	Date:
SFS/S5P	Signature:	Date:
E-7 or higher from Unit	Signature:	Date:
501 CSW LONG-TERM PARKING FORM		

Attachment 6

MENWITH HILL VEHICLE PASS REGISTRATION FORM

Figure A6.1. Menwith Hill Vehicle Pass Registration Form.

REGISTRATION OF PRIVATELY OWNED VEHICLES			
In application for registration of my vehicle, I ask permission to drive and park my vehicle on RAF Menwith Hill for official business.			
NAME IN FULL: _____			
SECTION:	(LAST	FIRST	M.I)
_____ (e.g. SUKO, SERVICES, MOD, ETC.)			
DUTY PHONE EXTENSION: _____			
HOME ADDRESS: _____			
<u>DETAILS OF VEHICLE</u>			
REGISTRATION NO: _____		YEAR OF MANUFACTURE _____	
MAKE: _____		MODEL: _____	
COLOR: _____		BODY STYLE: _____	
I declare that:	a) I am the registered owner or have official documentation authorizing me operate the vehicle. b) The vehicle is adequately insured and shall be maintained. c) The vehicle has a valid MOT (if required) and shall be kept current. d) Vehicle road tax is and will be kept current. e) I hold a valid driving license. f) I am aware that AFI 31-204, <i>Air Force Motor Vehicle Traffic Supervision</i> , 14 July 2000, or any applicable installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded. g) I will return this decal when it expires or I am no longer employed at this base. h) I will comply with all safety, speed, parking and other regulations as published in the Menwith Hill Regulations. i) Violation of above policies and this form could result in loss of driving privileges on the installation.		
SIGNATURE: _____			
NOTE: PARKING YOUR VEHICLE(S) AT RAF MENWITH HILL IS AT YOUR OWN RISK.			
FOR OFFICE USE ONLY			
DECAL NUMBER ISSUED: _____			
EXPIRY DATE: _____			
INITIALS OF ISSUING OFFICER: _____		DATE: _____	