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*Security
MOTOR VEHICLE TRAFFIC SUPERVISION*

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(Col Kathleen M. LaBahn)
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This supplement implements Air Force Instruction (AFI) 31-218(I), Air Force Motor Vehicle Traffic Supervision, dated 22 May 2006 and Air Force Instruction (AFI) 31-115, Law and Order Operations, 18 August 2020. This supplement assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Pittsburgh Air Reserve Station. It applies to personnel at all levels, including the Air Force Reserve, Air National Guard and civilians while on this installation, except where noted otherwise. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed in accordance with (IAW) the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. This Department of the Air Force Instruction (DAFI) may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AAIP the Air Force Departmental Publishing Office (AFDPO) for coordination prior to certification and approval. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, Publishing Processes and Procedures, for a description of the authorities associated with the tier.

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1. MOTOR VEHICLE ADMINISTRATION.

1.1. State registration. No person shall drive or operate any motor vehicle in which the registration of the motor vehicle has been cancelled, suspended, expired or revoked.

1.2. Driver's license. No person shall drive or operate any motor vehicle, unless the person possesses a valid state and/or government driver's license.

1.3. Proof of insurance. Every motor vehicle operated on the installation must be covered by financial responsibility. It is the driver's responsibility to furnish proof of insurance upon request.

1.4. Vehicle safety inspection. All persons operating a motor vehicle if required by the jurisdiction the vehicle is operated in will have a valid safety inspection, and emission test as required by state law.

1.5. Prohibited use of driver's license or registration. It is unlawful for any person to:

1.5.1. Display, cause, or permit to be displayed any cancelled, revoked, suspended, fictitious, or fraudulently altered state registration, base decal, temporary permit, or flight line permit.

1.5.2. Lend any item mentioned in paragraph 1.5.1 to another person, or knowingly permit the use thereof, by any other person.

2. RULES OF THE ROAD/PARKING.

2.1. Care required, speed limits and cell phones

2.1.1. The limits specified in this paragraph are the maximum allowable speeds. Except for emergency vehicles responding to an emergency or when hazards dictate lower speeds.

2.1.2. Twenty-five (25) mph, unless otherwise posted.

2.1.3. Fifteen (15) mph on traffic routes within 100 yards of the base gates, both entering and exiting the base.

2.1.4. Fifteen (15) mph on all streets within the Industrial area/complex.

2.1.5. Fifteen (15) mph on Aircraft Parking Ramps.

2.1.6. Ten (10) mph within parking lots.

2.1.7. Ten (10) mph for special purpose vehicles.

2.1.8. Five (5) mph within warehouse and loading areas or within close proximity to aircraft.

2.1.9. Five (5) mph when towing two or more maintenance stands/equipment.

2.1.10. During periods of inclement weather or darkness, the driver will reduce the speed of the vehicle to where they can safely operate the vehicle.

2.1.11. Cell phone use is prohibited while driving unless a hands free device is used. While operating a motor vehicle, the driver is not permitted to text or send an e-mail using a cell phone.

2.1.12. Direction of AFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards, para 24.13, Flightline Vehicle Operations will be followed. The Chief of Security Forces shall monitor flight line vehicle operations for compliance with this standard, DoD and Air Force directives and installation directives. Safe driving practices are the responsibility of all personnel who work and/or operate a vehicle on the flight line. Security Forces is responsible for enforcing safe and secure driving practices and procedures on the flight line. Only operators and vehicles designated by the wing commander or Airfield Manager, as prescribed in AFMAN 24- 306 and AFI 13-213, shall be granted access to the flight line.

3. (ADDED) FLIGHT LINE DRIVING.

3.1. The following vehicle traffic standards shall be observed when vehicles (including bicycles or tricycles) are operated on the flight line.

3.2. Speed limits. No vehicle shall be operated at a speed in excess of that which is reasonable and prudent for existing traffic, road and weather conditions. Emergency vehicles will not automatically assume the right of way. AFMAN 24-306 lists the following flight line speed limits: [Note: Vehicles responding to Red Balls (emergency flight line scenarios), exercises and precautionary landings are not authorized to exceed these limits.] Refer to AFI 21-101, Aircraft and Equipment Maintenance Management, para 11.6 for additional information on Red Balls.

3.3. General purpose vehicles – fifteen (15) mph.

3.4. Special purpose vehicles, i.e., tractors, tugs, forklifts, sweepers, etc. – ten (10) mph.

3.5. Vehicles in close proximity to aircraft (within 50 feet) – five (5) mph.

3.6. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to ten (10) mph maximum. Defer vehicle operation when possible and limit to mission essential.

3.7. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

3.8. “Follow Me” vehicles are permitted to exceed the normal fifteen (15) mph speed limit to accommodate aircraft taxiing speed.

3.9. During emergencies, all emergency response vehicles, i.e., aerospace rescue firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.

3.10. Aircraft, equipment and trailer towing. Limit towing speed to five (5) mph for all aircraft. When towing two or more maintenance stands the speed limit is ten (10) miles per hour. Likewise, the same speed limit will be adhered to when towing one stand or equipment with solid wheels and/or casters. Limit tow speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment to fifteen (15) mph. Refer to AFOSH STD 91-100, Chapter 6.4.2 for additional information on AGE. Up to four type B1, B4, B5 and similar small stands may be towed as two sets of two in tandem on a double hitch or two in tandem on a single hitch. Type B3, J7 and similar large stands shall be towed singly on a center mounted hitch. Four-wheeled units shall not be towed behind two-wheeled units. Large AGE, when towed in tandem, shall not block the driver’s vision of the last item being towed. Safety locking devices or cotter pins shall be used to secure pintle hooks and trailer hitches. Vehicle operators will not approach within 50 feet of an aircraft being towed.

3.11. Private Motor Vehicles (PMV). The operator shall possess a valid state driver’s license, an AF Form 483, with flight line endorsement and authorization (Flight line authorized pass) from the Airfield Manager. Airfield Management will ensure flight line training is provided to contractor personnel requiring flight line access. (Access is not authorized inside the restricted area.)

3.12. Motorcycles. Motorcycles, mopeds or scooters will not be operated on the flight line within the restricted area.

3.13. Bicycles and tricycles. Bicycle or tricycle operators shall know requirements in this chapter and local directives. Tricycles parked on the flight line will have a braking device engaged to prevent inadvertent movement. For night use, bicycles and tricycles shall be equipped with an operating headlight and reflectors or reflective tape. Bicycles and tricycles parked on the flight line at night shall be placed so they will not impede aircraft or traffic flow.

3.14. Other vehicles. Vehicles identified in AFI 91-207 include Government Vehicles Other (GVO), Low-Speed Vehicles (LSV) and Off-Road Vehicles (ORV). If authorized to operate on the flight line, electrical, gas or gasoline-powered GVO, LSV and ORVs will follow AFI 91-207 PPE and training requirements, and all rules established for general and special purpose vehicles. GVO, LSV and ORVs shall have forward and rear lamps if operated at night.

3.15. Entering or leaving flight line driving areas. All vehicles, except emergency and alert vehicles responding to an alert or emergency, shall stop prior to entering the flight line and accomplish a

FOD check. FOD Check signs shall be positioned at every entrance to ramp areas and flight line. This is a mandatory requirement. Note: This may be waived by the Installation Commander. Traffic lanes on aircraft parking ramps are normally to the right of the aircraft. Unless prevented by local procedures, traffic flow on aircraft parking ramps shall be parallel to the noses of parked aircraft with the driver's side toward the aircraft. Vehicles shall not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

3.16. Vehicle parking. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. A spotter shall be posted when backing a vehicle towards an aircraft. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. Unattended vehicles shall be parked with the driver's side facing the aircraft and so it will not interfere with aircraft being towed or taxied. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in park for automatic transmissions. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles. Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. Note: AGE towing vehicles may be placed in —neutral or park with parking brake set and engine left running during equipment hitching and unhitching operations. AGE towing vehicles must be turned off when the driver seat is vacated for any other purpose.

3.17. Wheeled AGE/maintenance equipment shall have brakes set, if available, or chocked.

3.18. Vehicles shall not be parked or driven less than 25 feet in front or 200 feet behind aircraft with running engines, unless prescribed in applicable aircraft handbooks. Vehicles parked next to aircraft shall be clear of wingtips and clearly visible to personnel in cockpit.

3.19. Passengers in vehicle. Passengers shall be limited to the designed seating capacity of the vehicle during routine operations. This includes pickup trucks and cargo vans with passenger seats as well as sedans, station-wagons and buses. When exigent circumstances or contingency requirements exceed the capability of available vehicles, commanders may through appropriate written and documented risk assessments and compliance with installation/host installation guidelines, determine the appropriate means of transportation for existing vehicles. Passengers shall use available seat belts when the vehicle is in motion. If deemed operationally necessary by the unit commander to ride in the bed of pickup trucks, occupants will sit only on the floor, not on wheel wells, with their backs against the cab and remain seated while vehicle is moving (see Note below). Passengers in vans will remain seated, keep their arms and legs within the vehicle body, and keep side doors closed while the van is moving. Passengers will not ride in doorways or sit on engine covers in metro vans/step vans. Door nets shall be used when transporting passengers with rear doors open. Panel van and metro vehicle (bread truck) sliding passenger doors may remain open while the vehicle is in motion if a cargo net is installed to restrain the passengers. Note: Personnel jumping or descending from the bed of pickup and stake bed trucks have caused a large number of injuries and the practice of riding in the bed of these type vehicles is highly discouraged. However, commanders should identify in writing vehicles approved for transporting personnel in the bed of pickup or stake bed vehicles.

3.20. Restricted visibility or night operations. Flashing or parking lights shall be used at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area. Refueling and explosive loaded (laden) vehicles shall not be operated when visibility is less than 300 feet unless directed by wing or installation commander. PMVs and flight line vehicles, except emergency and alert vehicles, shall not be operated on the flight line with visibility less than 100 feet. A walking guide with a flashing or luminescent wand shall be used during emergency movement of alert vehicles when visibility is under 50 feet. Vehicle operators shall ensure headlights do not point toward taxiing aircraft or towing operations to prevent blinding aircraft or tow vehicle operators.

3.21. Control tower signs. For units based at an Air Force installation, AFVA 11-240, Airport Signs and Markings (Figure 24.2), shall be displayed where maintenance and flight- related operations take place. Suitable locations include, but are not limited to, maintenance work areas, flight operations, flight line buildings frequented by ground and aircrew personnel, vehicles operated on Air Force airfields, etc. Refer to AFI 13-213, Airfield Driving, for additional guidance. AFVA 11-240 is available at <http://www.e-publishing.af.mil>. AFVA 13-221, Control Tower Light Signals (Figure 24.3), may be used in conjunction with AFVA 11-240. Units located at contingency or foreign airfields shall use the visual aid (FAA or USAF) that most clearly depicts the actual markings on the airfield. Vehicle operators will know and comply with the following signals:

3.22. Steady Green Light: —Clear to cross.

3.23. Steady Red Light: —STOP! Vehicle shall not be moved.

3.24. Flashing Red Light: —Clear active runway/taxiway.

3.25. Flashing White Light: —Return to starting point.

3.26. Red and green light: —General warning. Exercise extreme caution. Note: During alerts and emergency conditions, all non-essential personnel will withdraw to an appropriate location IAW installation guidelines, to include Airfield Management or their Work Control Center until the emergency is terminated. Contractor withdrawal due to alerts and emergency conditions shall be determined on a case-by-case basis by Airfield Management.

4. AUTHORIZED EMERGENCY VEHICLES.

4.1. When responding to an emergency or in pursuit of a violator of the law, drivers of any emergency vehicle may, provided they make use of audible or visual signals, rotating emergency red or blue lights, siren, bell, and/or whistle:

4.2. Park, regardless of the provisions of this chapter, provided they do not park in such a manner as to obstruct traffic or create a traffic hazard.

4.3. Proceed past a red light; stop light, stop signal, or stop sign, provided they do not endanger life or property.

4.4. Exceed the maximum speed limits by no more than twenty (20) mph provided they do not endanger life or property.

4.5. Use of audible or visual signals by a driver of an authorized emergency vehicle is prohibited except when responding to an emergency or when in pursuit of a violator of the law or during shift-change operability checks.

5. Stopping at Stop Signs, Yield Signs and Crosswalks.

5.1. Every stop sign and yield sign shall be erected as near as possible to the nearest line of the crosswalk on the near-side of the intersection, or if there is no crosswalk, then as near as practical to the nearest line of the intersecting roadway.

5.2. The driver of a vehicle approaching a yield sign will stop if required before entering the crosswalk, on the near side of the intersection.

5.3. The driver of a vehicle approaching a stop sign will make a complete stop at the clearly marked stop line painted on the roadway or if no stop line is visible, as close to the stop sign as to where traffic can be seen by the driver in all other directions before proceeding. At no time will the driver block a crosswalk while pedestrians are attempting to cross the street utilizing the crosswalk.

5.4. A complete stop is defined as the car has stopped to where the vehicle tires are not moving. Slowing down and proceeding through a stop sign is not a complete stop but a yield.

5.5. Pedestrians in a crosswalk have the right of way and all traffic will yield to them.

6. OPEN CONTAINERS.

6.1. No person shall consume any alcoholic beverages in any motor vehicle on this base. It is unlawful for the registered owner of any motor vehicle, or the driver if the registered owner is not present, to allow in a motor vehicle upon any roadway any bottle, can, or other receptacle containing any alcoholic beverages which has been opened or the seal broken unless such container is kept in the trunk of the vehicle. If the vehicle is not equipped with a trunk, it must be kept in some other area of the vehicle not normally occupied by the driver or passengers.

7. RESERVED/ASSIGNED PARKING SPACES.

7.1. (Added) Civilian/Military parking will be made available in various lots for Unit Commanders for parking their privately-owned vehicles. Approval of parking spaces is by letter to the Base Civil Engineer (BCE) and approved by the Wing Commander. Unless a hardened sign is placed by the BCE, or is a temporary 911 AW/CC approved parking (e.g., quarterly award winners, VIPs, inspectors, etc.), then the reserved parking spot is illegal and non-enforceable. Security Forces will be notified of all temporary approved parking spaces.

8. HANDICAPPED PARKING.

8.1. Spaces will be made available for handicapped persons in selected lots used by the general public and lots where handicapped personnel are working. Only vehicles with designated handicapped placards or license plates are authorized to utilize these spaces.

9. CART TYPE VEHICLES WITH THREE OR FOUR WHEELS.

9.1. Operators must use standard arm signals, if the vehicle is not equipped with signals, and observe all normal traffic rules when in traffic environments. Ensure vehicle is visible to traffic approaching from the rear.

10. OPERATING OFF-ROAD MOTOR VEHICLE [All-Terrain Vehicles (ATV), Utility Terrain Vehicles (UTV) or Off-Road Motorcycles.]

10.1. (Added) Off-Road vehicles not equipped with signals and mirrors will not be operated on this installation, unless authorized by 911AW/CC. Units possessing UTC required deployable off-road vehicles may conduct limited authorized training on the vehicles. ATV operators must have their certification in their possession. Operators must wear an approved protective helmet with full face shield, (combat helmet not authorized for training), or goggles, boots, full-fingered gloves, long sleeves down, long trousers and a contrasting vest or belt. A passenger on any ATV is prohibited. Passengers in UTVs are authorized providing the vehicle is equipped with sufficient safety devices and seats.

11. MOTORCYCLES. (AFI 91-207, USAF Traffic Safety Program)

11.1. All personnel driving a motorcycle must notify their unit Commander or supervisor. All vehicle code laws must be followed and in addition, all equipment required per AFI 91-207 section 3.6, will be worn while operating a motorcycle on the installation. A motorcycle safety course is also required for all Military active and reserve before driving a motorcycle on the installation. Air Force civilian personnel not in a duty status who are properly licensed to ride a motorcycle will also be required to prove that they have taken motorcycle training in order to operate a motorcycle on the installation. Riders with a valid motorcycle permit enrolled in the base motorcycle safety riding course are authorized to ride on base upon completion of the course.

12. BICYCLE.

12.1. Any person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practical, exercising due care when passing a standing vehicle or one proceeding in the same direction. Bicyclists are liable for all traffic laws and must wear required equipment as per AFI 91-207 section 3.7.

13. NON-GOVERNMENT VEHICLES.

13.1. (Added) 911 AW assigned personnel operating privately owned vehicles must produce proof of driver's license, vehicle registration and insurance upon demand. Visitors on an Entry Authorization List (EAL) will provide the same documents to the Entry Controller, if requested.

14. REMOVAL OF ILLEGALLY PARKED OR STOPPED VEHICLES:

14.1. When any Security Forces person finds a vehicle which appears to be abandoned upon a roadway or parking lot, the Security Forces person is authorized to have the vehicle impounded; Security Forces will also impound vehicles when properly directed by base leadership. Owners of privately owned vehicles will be responsible for towing/impound fees and/or charges indicated on the invoice.

14.2. Privately owned motor vehicles that are either parked illegally for unreasonable periods, parked for more than 72 hours in the same place (other than approved long term parking lots), interfering with military operations, creating a safety hazard, disabled by incident, or left unattended in a restricted or controlled area may be towed and impounded.

14.3. Vehicles will only be towed in extreme cases such as when a vehicle needs moved immediately but the owner is away and no keys are left, and/or by direction of Law Enforcement agencies such as US Secret Service or for vehicle code violations that require towing, and any other emergency not covered and will be towed at owner's expense.

15. LONG TERM PARKING.

15.1. (Added) Any individual who is deploying, going TDY or for any reason will need to leave their POV on base for more than three (3) days will be required to park their vehicle in the long term parking Lot. The long term parking lot is Parking Lot "G" located in the lower level parking area behind Building 206 (VOQ). If parking lot "G" is filled then parking lot "C" which is located on Carter St in front of Bldg #220 will be used. In the event that all long term lots are unavailable, the Chief, Security Forces (CSF) may authorize additional long term parking locations in coordination with the Base Civil Engineer (BCE) as needed. This information will be publicized to the base population as approved by the 911 AW/CC.

15.2. (Added) All personnel parking in long term parking will fill out a long term parking checklist (Attachment 5). This list will be available at the Security Forces Desk and on the Security Forces Sharepoint site and will assist SF personnel in determining who is authorized to move the vehicle in an emergency or whether any damage occurred while the owner is Deployed /TDY.

15.2.1. (Added) The 911 AW snow removal plan overrides any parking section in this manual during the time periods covered by the plan and will be adhered to.

16. UNATTENDED MOTOR VEHICLE.

16.1. (Added) It is unlawful for any person operating, or in charge of a motor vehicle, to leave it unattended without first stopping the engine, locking the ignition, removing the key and setting the parking brake. Also, when standing upon any grade, turn the front wheels toward the curb. Turn the front wheels away from the curb when parking uphill where there is no curb. When parking on the flight line, do not remove vehicle keys, but do chock the wheels.

17. RV AND TRAILER PARKING.

17.1. (Added) The 911 AW does not have a camping area nor does it have room for storage. RVs will be permitted to park in the northeast corner of lot "F", adjacent to the Bldg 111, only if the owner is staying in base lodging. The same requirement applies to trailers. If special circumstances require RVs or trailers to be parked for long periods of time (over 1 week), the Chief of Security Forces will be notified by the owner of the trailer/RV via BDOC. The Chief of Security Forces will then contact the MSG/CC for approval. The Wing/CC has final approval.

18. (Added) **PARKING VIOLATIONS.**

18.1. (a) General rule.—No person shall stop, park or stand any vehicle, whether attended or unattended, upon the roadway when it is practicable to stop, park or stand the vehicle off the roadway.

18.2. (b) Exception for disabled vehicles – The above does not apply to the driver of any vehicle which is disabled in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving the vehicle in that position.

18.3. (c) For the purpose of this instruction all parking spots and spaces are delineated by clearly marked solid lines (yellow or white) painted on the surface of the roadway. The only exceptions will be special purpose parking areas which will be identified with signage or parking officials during special events.

18.4. No person shall;

18.4.1. Interfere with military operations by not parking a vehicle in a designated parking area or space.

18.4.2. Create a safety hazard by not parking a vehicle in a designated parking area or space.

18.4.3. Stand or park, to include for the purpose of loading or unloading persons or property

18.4.3.1. (i) On a sidewalk.

18.4.3.2. (ii) Within an intersection.

18.4.3.3. (iii) On a crosswalk.

18.4.3.4. (iv) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.

18.4.3.5. (v) At any place where official signs prohibit stopping.

18.4.3.6. (vi) Within 15 feet of a fire hydrant.

18.4.3.7. (vii) Within 20 feet of a crosswalk at an intersection.

18.4.3.8. (viii) Within 30 feet upon the approach to any flashing signal, stop sign, yield sign or traffic-control signal located at the site of a roadway.

18.4.3.9. (ix) Where the vehicle would prevent the free movement of vehicle traffic.

18.4.3.10. (x) At any place where official signs prohibit stopping or standing.

19. **VEHICLE EQUIPMENT.**

19.1. Head lamps. The use of parking lights in lieu of headlights is prohibited except where directed at base entry or exit points. When conditions of reduced visibility exist (fog, heavy smog, smoke, etc...), regardless of the time of day, all vehicles will be operated with their head lamps on at all times while on this installation during these conditions.

20. **SEAT BELTS.**

20.1. Operators of government vehicles and privately owned vehicles with seat and shoulder belts will have seat belts fastened at all times while operating the vehicle. Operators will ensure all passengers fasten their seat belts before operating the vehicle.

20.1.1. Passengers and drivers in private motor vehicles which were equipped with seat and shoulder belts as original equipment must have their seat belts fastened at all times while operating or riding in the vehicle on this installation.

20.1.2. It is unlawful for any driver to operate any motor vehicle with a child under 4 years of age without providing and properly securing the child in a child safety seat restraint system. Children 4 to under 8 years of age must be secured in a proper child booster safety seat when riding in a motor vehicle. These seats must meet applicable federal motor vehicle safety standards.

21. ACCIDENT REPORTING.

21.1. Duties of a vehicle operator involved in an accident.

21.1.1. The driver of any vehicle involved in an accident shall immediately stop at the scene of the accident, or as close as possible, and shall remain at the scene of the accident until the requirements of this chapter have been fulfilled.

21.1.2. The driver of any vehicle involved in an accident with a vehicle driven or attended by a person shall notify Security Forces and give their name, grade, driver's license number, and the registration number and insurance information of the vehicle they are driving to the person who occupied the other vehicle. This information will also be recorded in the Security Forces accident report.

21.1.3. The driver of any vehicle that collides with any vehicle or property that is unattended shall immediately stop and attempt to locate and notify the operator or owner of such vehicle or property. They will then notify Security Forces.

22. ACCIDENT INVESTIGATION.

22.1. Vehicle accidents will be investigated by Security Forces in accordance with AFI 31-218 and AFI 31-115.

22.1.1. Vehicle accident reports, traffic citations given in connection with vehicle accidents, written statements of witnesses and investigating Security Forces/Police Officer, etc., are official Air Force records. If there is a question as to whether such reports may be released to requesting civilian agencies, private parties, insurance companies or claims adjusters, the Installation Staff Judge Advocate will be consulted prior to release.

22.1.2. Vehicle accidents involving Government property and/or injury to personnel will be reported to the Safety officer.

23. DRIVING UNDER THE INFLUENCE (DUI) PROCEDURES.

23.1 (Added) The 911 AW/CC Commander's intent is "(1) to save lives and prevent serious injury by reducing vulnerability to mass casualty incidents on the installation and off-base facilities when warranted; (2) to minimize mission degradation; and (3) to protect government property." In order to effectively meet this intent, procedures must be established to effectively deter and/or prosecute DUI/DWI offenses that occur on the 911 AW installation.

24. STANDARDS AND PROCEDURES FOR PROCESSING IMPAIRED DRIVERS.

24.1 (Added) Training of Security Forces personnel. As a minimum, 911 SFS personnel must be trained to meet the following standards in order to process DUI and/or DWI offenders:

24.1.1. Recognize signs of alcohol and other drug impairment in persons operating motor vehicles.

24.1.2. Prepare DD Form 1920 (Alcohol Incident Report).

24.1.3. Perform the National Highway and Traffic Safety Administration (NHTSA) Standardized Field Sobriety Tests (SFSTs) which consist of the Horizontal Gaze Nystagmus (HGN), Walk and Turn, and One Leg Stand.

24.1.4. (Added) When a certified Security Forces member is not available, the on-duty Shift Supervisor will request assistance from the Moon Township Police Department in Moon Township, Pennsylvania (MTPD) to administer the approved SFSTs.

24.1.5. (Added) The on-scene Security Forces member will document the results of the MTPD patrol officer for administrative proceedings.

24.1.6. Determine when a person appears intoxicated but is actually physically or mentally ill and requires prompt medical attention.

24.1.7. Understand the operation of breath-testing devices.

24.1.8. (Added) 911 SFS personnel will be certified to operate a portable breath testing device (PBT) to support probable cause for the violation.

25. BREATH AND BLOOD ALCOHOL CONCENTRATION STANDARDS. (BrAC/BAC)

25.1. (Added) The 911 AW will assimilate the PA Motor Vehicle Code, Title 75, Section 3802, Driving Under the Influence of Alcohol or Controlled Substance, as the standards for impairment as it applies to DUI/DWI offenses that occur on base.

25.2. An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.

25.3. An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the individual's blood or breath is at least 0.08% or greater within two hours after the individual has driven, operated or been in actual physical control of the movement of the vehicle.

25.4. An individual may not drive, operate or be in actual physical control of the movement of a vehicle under any of the following circumstances:

25.5. There is in the individual's blood any amount of a:

25.5.1. (Added) Schedule I controlled substance, as defined in the act of April 14, 1972 (P.L.233, No.64), also known as The Controlled Substance, Drug, Device and Cosmetic Act;

25.5.2. (Added) Schedule II or Schedule III controlled substance, as defined in The Controlled Substance, Drug, Device and Cosmetic Act, which has not been medically prescribed for the individual; or

25.5.3. (Added) Metabolite of a substance under subparagraphs 25.5.1 or 25.5.2.

25.5.4. The individual is under the influence of a drug or combination of drugs to a degree which impairs the individual's ability to safely drive, operate or be in actual physical control of the movement of the vehicle.

25.5.5. The individual is under the combined influence of alcohol and a drug or combination of drugs to a degree which impairs the individual's ability to safely drive, operate or be in actual physical control of the movement of the vehicle.

25.6. The individual is under the influence of a solvent or noxious substance.

25.6.1. (Added) Any individual suspected of being under the influence of a controlled substance as identified in subparagraphs 25.5.1 or 25.5.2 may not register a BrAC on a breath testing device, Portable Breath Tester (PBT). The totality of the circumstances surrounding the officer's suspicion must be adequately documented for Administrative disciplinary actions. For these circumstances, a Drug Recognition Expert (DRE) may be requested from the MTPD if available.

25.6.2. A minor may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the minor's blood or breath is 0.02% or higher within two hours after the minor has driven, operated or been in actual physical control of the movement of the vehicle.

25.6.3. (Added) Civilian and Traditional Reservists, who are not subject to Judicial Punishment as defined in Article 2, Persons Subject to this Chapter, of the UCMJ, operating a motor vehicle with a BrAC or BAC of .08 or higher will be processed for DUI/DWI and will be subject administrative sanctions as directed by the 911 AW/CC. Military members subject to Article 2 of the UCMJ will be charged with violation of Article 111/Drunken Operation of a Motor Vehicle in accordance with the UCMJ. Persons (civilian or military) thus charged will be subject to a one year revocation of driving privileges.

25.6.4. Any individual found to have alcohol in their system will not be permitted to operate a vehicle for a minimum of 8 hours or until the operator obtains a .00 BrAC. Operators suspected of

DUI/DWI who are not charged with the offenses based on the results of BrAC testing, but who do have detectable levels of alcohol in their system, will be released to their unit First Sergeant (or designee) for transport upon release by the SF patrolman.

26. DETECTION, APPREHENSION, AND TESTING OF INTOXICATED DRIVERS.

26.1. Security Forces members will request people to submit to evidentiary tests when they have reasonable grounds to believe they were:

26.2. Operating or attempting to operate a motor vehicle while under the influence of alcohol, drugs or both and were detained, apprehended or taken into custody for violating state statutes and this traffic code.

26.3. Involved in a traffic accident while operating a motor vehicle which resulted in property damage, personal injury or death and the investigating law enforcement officer has reasonable belief that alcohol, drugs or both were contributing factors to the accident.

26.4. (Added) In situations where a traffic accident results in personal injury or death, the on duty Security Forces supervisor will contact the MTPD to conduct SFSTs and other testing in the event that criminal charges may be filed for vehicular homicide, aggravated assault, or other applicable crimes.

27. VOLUNTARY BREATH TESTING BASED ON IMPLIED CONSENT.

27.1. The suspect will be asked to consent to a chemical test of breath in accordance with the Implied Consent Policy. The individual does not have the right to have an attorney present before deciding if they will or will not take the test.

27.2. Administer tests only when the following conditions are met:

27.3. The person was lawfully stopped while driving or while in physical control of a motor vehicle on the installation.

27.4. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.

27.5. A request was made of the person to consent and he or she was advised that failure to voluntarily submit to or complete a chemical test of breath may result in revocation of on-base driving privileges.

27.6. The driver will be advised that the results of chemical tests conducted under the implied consent provisions of this instruction can be used as evidence in courts-martial, non-judicial proceedings under Article 15 of the UCMJ or administrative action.

28. Chemical Testing Policies and Procedures.

28.1. Validity of chemical testing. Results of chemical testing are valid under this regulation only under the following circumstances:

28.1.1. Breath tests are administered by qualified personnel.

28.1.2. (Added) An evidential breath-testing device approved by the Commonwealth of Pennsylvania is used. For the purpose of administrative sanctions, the 911 AW/CC will accept the SFSTs accompanied with the BAC result from a PBT. Any violator who refuses to provide a PBT sample may still be subject to the same administrative sanctions as a person who tests at the highest rate BAC.

29. ADMINISTRATIVE ACTION.

29.1. (Added) Traffic Law Enforcement. Traffic laws and regulations are written and enforced to ensure a safe, orderly, predictable flow of traffic. The Security Forces, under the supervision of the Chief, Security Forces, are responsible for the enforcement of all traffic laws and regulations on this installation. The Chief, Security Forces shall have the responsibility to provide efficient,

cooperative, liaison with civilian law enforcement officials in the local area. Memorandum of Understanding (MOU) outlines the support that will be provided by the MTPD.

29.2. It shall be unlawful to interfere with any Security Forces person while such Security Forces person is investigating accidents and traffic violations or citing persons for such violations. All questions concerning investigations, traffic citations, or the conduct of any Security Forces personnel shall be directed to the Chief, Security Forces, Security Forces Operations Officer, or the Superintendent of Operations.

30. VEHICLE & MOVING VIOLATIONS.

30.1. (Added) When a violation results in the issuance of a traffic ticket or a written warning, Military members will be counseled by the unit commander. Violators will have 5 days to notify Police Services of their intent to rebut the citation.

31. INSTALLATION DRIVING PRIVILEGE SUSPENSIONS AND REVOCATIONS.

31.1. (Added) This installation will follow the administrative due process procedures for suspensions and revocations as outlined in Air Force Instruction 31-218(I), Motor Vehicle Traffic Supervision, para 2-6.

31.2. (Added) Notices of suspension as prescribed at Attachments 2 and 3 will be issued in accordance with AFI 31-218(I), Chapter 2, by the 911 Airlift Wing Mission Support Group Commander, via Police Services.

31.3. (Added) If requested, an initial administrative hearing will be held before the Wing Commander within 10 calendar days of the date the affected person's request.

31.4. (Added) Appeals or requests for consideration in accordance with AFI 31-218(I), para 2-6(b)(3) must be submitted in writing to the Installation Commander (via Police Services) by the affected person within 14 calendar days of the date the individual was notified of the suspension or revocation.

31.5. (Added) Personnel who are suspended by the Mission Support Group Commander are not permitted to drive a vehicle owned by them or any other person or entity onto the base. Until the suspension is over, they are hereby ordered to park off base. Note: the Visitor Center is on base and is not a parking option.

31.6. (Added) All personnel who have had their base driving privileges revoked will be identified by having their DBIDS profile flagged. Sentries at the main gate will be alerted electronically via the DBIDS ID scanning device that the individual is suspended/revoked. The period of suspension will expire automatically on the date prescribed in the Notification of Suspension letter, provided all applicable member's/employee's reinstatement requirements have been met. A check of the person's state driving privileges status will be conducted prior to removing the warning flag from their DBIDS profile.

31.7. Driving in violation of a suspension or revocation imposed under this AFI supplement without requesting restricted driving privileges will result in the original period of suspension or revocation being increased by 2 years, IAW AFI 31-218, para 2-12a.

31.8. (Added) Personnel assigned to the 911AW who are found attempting to drive onto the base and their driving privileges are under suspension or revocation by their state's department of motor vehicles will be cited via DD Form 1408. Additionally, Moon Township Police will be summoned to issue the violator a citation under PA C. S. 75 § 1543 §§ (A). A 2-year revocation of base driving privileges is mandatory on determination of facts by the Wing Commander or designated representative, IAW AFI 31-218, Table 5-1.

BEGIN SIGNATURE

JOHN F. ROBINSON, Colonel, USAF

Commander, 911th Airlift Wing

END SIGNATURE

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 90-160, Publications and Forms Management, 14 Apr 2022

AFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards, 11 Dec 2018

AFMAN 24-306, Operation of Air Force Government Motor Vehicles, 30 Apr 2020

AFI 31-213, Airfield Driving, 04 Feb 2020

AFI 21-101, Aircraft and Equipment Maintenance Management, 16 Jan 2020

AFVA 11-240, USAF Airport Signs and Markings, 15 Apr 2017

AFVA 13-221, Control Tower Light Signals, 11 May 2018

AFI 31-218(I), Armed Forces Motor Vehicle Traffic Supervision, 14 Jul 2017

AFI 91-207, USAF Traffic Safety Program, 26 Jul 2019

AFI 31-115, Law and Order Operations, 18 Aug 2020

Adopted Forms

AF Form 75, Visitor/Vehicle Pass, 1 Jun 2002

DD Form 1408, Armed Forces Traffic Ticket, Dec 1987

AF Form 847, Recommendation for Change of Publication, 22 Sep 2009

Attachment 2
NOTIFICATION OF SUSPENSION
(DUI RELATED)

XX XXXXX 2021

MEMORANDUM FOR XXXXXXXXXXXXXXX

FROM: 911 AW/MSG

SUBJECT: Notification of Suspension of Base Driving Privileges

1. Pursuant to AFI 31-218, para. 2-4(a)(3), you are hereby notified that effective immediately, your driving privileges on this installation are suspended.
2. The length of your suspension will be dependent upon the disposition of your current civilian criminal charges. Your suspension may be converted to a revocation pursuant to AFI 31-218, para 2-4b.
3. Until such time as your suspension is lifted, you will not operate or park any motor vehicle on the installation. Be advised that the Visitor Center parking lot is considered to be part of the base and is not an authorized location for parking. You must park off base.
4. Your CAC card will be flagged through DBIDS as a suspended driver. Upon completion of your period of suspension, you will be notified by 911 SFS.
5. If you desire to appeal this preliminary suspension, you may request a hearing to appeal or request mitigation of this suspension with 911 AW/CC. You may request your hearing by sending a written memorandum within 14 calendar days of receipt of this notice to 911 AW/CC. [MILITARY: You may be represented at the hearing by an Area Defense Counsel or counsel at your own expense. CIVILIAN: You have the right to have a personal representative present at the administrative hearing in accordance with applicable laws and regulations.] During the hearing you will be allowed to present evidence and witnesses. If you do not timely request a hearing with 911 AW/CC, your suspension shall become final 14 calendar days after your receipt of this letter.

KATHLEEN M. LABAHN, Col, USAF
Commander,

cc:

1. SFS Reports and Analysis Branch
2. 911 AW/JA

Attachments

1. [Evidence]

1st Ind. XXXXXXXXX, RANK, Notification of Suspension of Base Driving Privileges

MEMORANDUM FOR 911 MSG/CC

This is to certify that I, the undersigned, have received the forgoing order in writing and have read and fully understand the same.

Received and signed the _____ day of _____, 20 ____.

XXXXXX XXXXX, RANK, USAF

1st Ind. XXXXXXXXX, RANK, Notification of Suspension of Base Driving Privileges

MEMORANDUM FOR 911 MSG/CC

This is to certify that I, the undersigned, have received the forgoing order in writing and have read and fully understand the same.

Received and signed the _____ day of _____, 20 ____.

XXXXXX XXXXX, RANK, USAF

Attachment 4

NOTIFICATION OF APPEAL HEARING DECISION

NOTIFICATION OF APPEAL HEARING DECISION

DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

(DATE)

MEMORANDUM FOR

FROM: 911 MSG/CC

SUBJECT: Notification of Appeal Hearing Decision

1. Upon review of the evidence presented to me on _____, I hereby uphold/rescind any applicable suspension/revocation of Base driving privileges.

2. Guidance if suspension is upheld:

a. Your suspension will expire at 0001 (12:01 AM) on _____, _____ days from the date when you received this notice.

b. Until such time as your suspension is lifted, you will not operate or park any motor vehicle on the installation. Be advised that the Visitor Center parking lot is considered to be part of the base and is not an authorized location for suspended parking. You must park off base if you still retain state driving privileges.

c. Your CAC card will be flagged in DBIDS as a suspended driver. Upon completion of your period of suspension, your supervisor will be notified by Police Services. Until you are notified by your supervisor that your driving privileges have been restored, you will not park or drive on this installation.

3. Guidance if suspension/revocation is rescinded:

a. Effective _____ you are hereby authorized to operate and park any legally registered vehicle on this installation.

BRIAN M. BAILEY, Col, USAF
Commander

cc: SFS Reports and Analysis Branch

1st Ind. (Member/Employee), Notification of Suspension of Base Driving Privileges

MEMORANDUM FOR 911 AW/CC

This is to certify that I, the undersigned, have received the forgoing order in writing and have read and fully understand the same.

Received and signed the _____ day of _____, 20 ____.

(Member/Employee)
Unit

Member's supervisor name and phone number:

Attachment 5

911 AIRLIFT WING LONG TERM PARKING WORKSHEET

911th Airlift Wing Long Term Parking MFR

Prior to taking your vehicle to the designated Long Term Parking area, please provide the information below. Notification must be made to SFS BDOC at (412) 474-8250. Stand-by until an SF member is available to inspect your vehicle. If your vehicle is parking in Long Term Parking without being registered with SFS, the vehicle could be towed at the owner's expense.

Today's Date: _____ Projected Return Date: _____

Name: _____

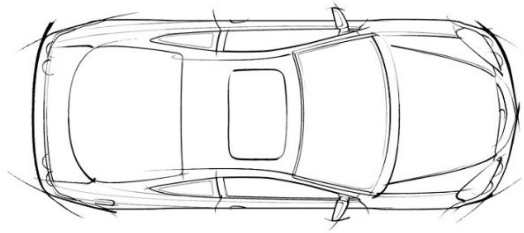
Home Address: _____

Unit: _____ Contact Number: _____

Vehicle Make/Model/Color: _____ Plate #/State: _____

Spare Key/Emergency Contact: _____ Number: _____

Damage/Marking on Vehicle: _____



Mark the location of any damage on the diagram.

Parking Area: _____ Special Instructions: _____

SF Member Name (printed): _____ SF Signature: _____

Vehicle Owner Signature: _____

LONG TERM PARKING RECEIPT (PLEASE LEAVE RECEIPT ON DASH IN CAR)

Owner's Name: _____

Projected Return Date: _____

Emergency Contact Name/Number: _____

SF Member Name (printed): _____

Attachment 6

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

AFI 31-218, CHAPTER 5, TABLE 5.1/5.2

Violation: Driving while driver's license or installation driving privileges are under suspension or revocation.
Consequence: A 2-year revocation is mandatory on determination of facts by installation commander.

Violation: Refusal to submit to or failure to complete chemical tests (implied consent).
Consequence: A 1-year revocation is mandatory on determination of facts by installation commander.

Violation: Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DOD installations; violation of civil law off post). Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.
Consequence: A 1-year revocation is mandatory on conviction.

Violation: Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation. Permitting an unlawful or fraudulent use of an official driver's license. Conviction of fleeing, or attempting to elude, a police officer. Conviction of racing on the highway.
Consequence: Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.

Violation: Receiving a second 1-year suspension or revocation of driving privileges within 5 years.
Consequence: Loss of OF 346 for minimum of 6 months is discretionary.

Notes:

- 1 When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of civil conviction, or the date that State or host nation driving privileges are suspended or revoked. This effective date can be retroactive.
- 2 No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civilian court or courts-martial, non-judicial punishment under UCMJ, Art. 15, or a separate hearing as addressed in this regulation. 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). The installation commander's policy should be applied systematically and not on a case-by-case basis.

The traffic point system

The traffic point system provides a uniform administrative device to impartially judge driving performance of Service. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of an installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

Point system application

- a. The Services are required to use the point system and procedures prescribed herein without change.
- b. The point system in table 5-2 is also applicable all operators of U.S. Government motor vehicles, on or off Federal property.
- c. Points will be assessed when the person is found to have committed a violation and the finding is by either the unit commander, civilian supervisor, a military or civilian court.

Table 5-2 Point assessment for moving traffic violations

| Violation | Points Assessed |
|---|-----------------|
| Reckless driving (willful and wanton disregard for the safety of persons or property). | 6 |
| Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle. | 6 |
| Fleeing the scene (hit and run)-property damage only. | 6 |
| Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent). | 6 |
| Speed contests. | 6 |

Table 5–2 Point assessment for moving traffic violations (continued)

| Violation | Points Assessed |
|--|------------------------|
| Speed too fast for conditions. | 2 |
| Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard. | 2 |
| Failure of operator or occupants to use available restraint system devices while moving (operator assessed 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 child does not exceed 45 pounds). | 2 |
| One to 10 miles per hour over posted speed limit. | 3 |
| Over 10 but not more than 15 miles per hour above posted speed limit. | 4 |
| Over 15 but not more than 20 miles per hour above posted speed limit. | 5 |
| Over 20 miles per hour above posted speed limit. | 6 |
| Following too close. | 4 |
| Failure to yield right of way to emergency vehicle. | 4 |
| Failure to stop for school bus or school–crossing signals. | 4 |
| Failure to obey traffic signals or 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 |
| Improper passing. | 4 |
| Failure to yield (no official sign involved). | 4 |
| Improper turning movements (no official sign involved). | 3 |
| Wearing of headphones/earphones while driving motor vehicles (two or more wheels). Cell phone use while operating a vehicle. See note 3. | 3 |
| Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four–wheel vehicle powered by a motorcycle–like engine. | 3 |
| Improper overtaking. | 3 |
| Other moving violations (involving driver behavior only). | 3 |
| Operating an unsafe vehicle (see note 2). | 2 |
| Driver involved in accident is deemed responsible (only added to points assessed for specific offenses). | 1 |

Notes:

1 When two or more violations are committed on a single occasion, points may be assessed for each individual violation.

2 This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).

3. Installation Commanders may suspend driving privileges for 1st and subsequent offense.

(Added) Point Assessment for Non-Moving Violations (See note 1).

| Violation | Points Assessed |
|---|------------------------|
| Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4. | 6 |
| Improper Registration (fraudulent tags). | 4 |
| Misuse of handicap decal. See note #2. | 3 |
| Illegally parked in designated handicap area (no decal, license or placard displayed). | 3 |

(Added) Point Assessment for Non-Moving Violations (continued)

| Violation | Points Assessed |
|--|-----------------|
| Unattended Vehicle (while running). | 3 |
| Abandoned Vehicle. | 3 |
| Improper Parking. See note #3. | 2 |
| Improper Registration (expired or unregistered). | 2 |

NOTES:

1. When two or more violations are committed on a single occasion, points may be assessed for each violation.
2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.
3. When designated in local parking plan (e.g., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).
4. When an AF Form 3545 is also accomplished. Revocation of driving privileges for one year is considered by the commander. **Example:** If children or animals were left in dangerous conditions in vehicle, e.g., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.
5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.