

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**



**GRISSOM AIR RESERVE BASE  
INSTRUCTION 31-218**

**13 FEBRUARY 2023**

**SECURITY**

**MOTOR VEHICLE TRAFFIC  
SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 434 SFS/S3

Certified by: 434 MSG/CC  
(Col Gretchen M. Wiltse)

Supersedes: GRISSOMARBI31-218, 19 September 2012

Pages: 43

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This instruction implements Department of the Air Force Instruction (DAFI) 31-218, *Motor Vehicle Traffic Supervision*, 14 July 2017. It establishes procedures for the implementation, enforcement, adherence, and administrative actions covering all motor vehicle and traffic instructions relevant to Grissom Air Reserve Base (GARB), IN. Guidance found in this instruction, or the State of Indiana Vehicle Code (IVC), are enforceable on this installation. In cases where this instruction and the IVC are in conflict, the most restrictive procedure will have precedence on GARB. Violations of the IVC, DAFI 31-218, and this instruction will be disposed of in accordance with, the Uniform Code of Military Justice (UCMJ), Federal, or assimilated state law. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, dated 14 April 2022 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, dated 28 July 2021 and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed.

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## Chapter 1

### FUNCTIONAL RESPONSIBILITIES

**1.1. Defense Forces Commander (DFC):** Develops local traffic supervision guidance for all law enforcement programs and manages and coordinates Security Forces personnel and equipment for these programs. The DFC is the office of primary responsibility for this instruction.

**1.2. Security Forces Operations (S3O):**

1.2.1. Enforces all motor vehicle directives applicable to GARB.

1.2.2. Provides manning and resources necessary to control traffic supervision on the installation.

1.2.3. Requests formal school quotas for traffic investigation (percentage determined by S3), courses for certification on driving under the influence of drugs and/or alcohol, and radar certification.

**1.3. Security Forces Training & Resources (S3T):**

1.3.1. Orders and maintains current instructions, state, and federal directives pertaining to traffic.

1.3.2. Ensures personnel assigned to the unit are properly trained for traffic supervision enforcement.

**1.4. Security Forces Reports and Analysis (S3L):**

1.4.1. Provides updates to this instruction to S3O for posting.

1.4.2. Processes traffic tickets, citations, incident and accident reports, and other administrative matters pertaining to GARB or personnel assigned to the base.

1.4.3. Maintains, updates, and distributes the base revocation of driving privileges roster.

1.4.4. Creates a schedule for directed enforcement actions based upon trends.

## Chapter 2

### MOTOR VEHICLE REGISTRATION

**2.1. Vehicle Registration on GARB.** Temporary (less than 72 hours) registration will be made at the Main Gate during non-duty hours.

2.1.1. Contractor vehicles will be temporarily registered until completion date of the contract, but for no longer than one year. Any contract of less than one year duration will be issued a temporary registration, AF Form 75, *Visitor/Vehicle Pass*. This registration may be revoked for cause at any time.

2.1.2. Government (military, federal, or state) vehicles are not required to be registered or display decals/passes.

2.1.3. Organizations, contracting agencies, or individuals holding a function on base involving numerous non-base affiliates for whom they accept responsibility and control of each person, (e.g., retirement, picnic, meeting) must submit a Memorandum for Base Access to 434 SFS/S3OP for approval and authentication. Organizations, contracting agencies, or individuals having special functions in which the sponsor cannot vouch for, control, or accept responsibility of each attendee (e.g., job fairs, competition events, etc.) must submit a request through 434 MSG/CC for approval before routing to Security Forces for distribution. Letters must be submitted five duty days in advance.

2.1.4. Operators of commercial vehicles must produce a bill of lading that indicates the location or phone number of the agency or building to be visited.

2.1.5. Visitors to the installation for less than 30 days must have sponsors report to the Main Gate with the following information: sponsor and guest name, destination, POC phone number, and estimated time of arrival. Any passes issued for longer than 30 days must have written approval by the 434 MSG/CC (or designee).

2.1.6. In FPCON BRAVO and above, sponsors will be required to meet their guest at the gate to vouch for them.

**2.2. Prohibited Use of Driver's License or Registration.** It is unlawful for any person to:

2.2.1. Display or cause to be displayed or have in possession any canceled, revoked, suspended, fictitious, or fraudulently-altered registration card, base decal, temporary permit, flight line decal, or fraudulently-altered state driver's license/operators permit.

2.2.2. Lend their registration card, temporary pass, or indefinite base decal to any other person or knowingly permit the use thereof by any person, or upon any other vehicle than that which it is intended.

2.2.3. Lend or knowingly permit the use of their driver's license or permit by any other person.

**2.3. Requirements for driving privileges.** Driving a GOV or POV on military installations is a privilege granted by the installation commander. Persons who accept this privilege must:

2.3.1. Lawfully be licensed to operate motor vehicles in appropriate classifications and not be under suspension or revocation in any state.

2.3.2. Comply with laws and regulations governing motor vehicle operations on military installations.

2.3.3. Possess, while operating a motor vehicle, and produce on request by security forces personnel, the following:

2.3.3.1. Proof of current state vehicle registration.

2.3.3.2. A valid record of motor vehicle safety inspection, as required by the state or and valid proof of insurance if required.

2.3.3.3. Regulatory permits or other pertinent documents relative to shipping and transportation of special cargo.

2.3.3.4. Documents that establish identification and status of cargo or occupants, when appropriate.

2.3.3.5. Proof of valid insurance. Proof of insurance consists of an insurance card, or other documents issued by the insurance company, that has a policy effective date and an expiration date.

2.3.3.6. Operators of government motor vehicles must have proof of authorization to operate the vehicle, and must not consume alcohol eight hours prior to operating a GOV.

#### **2.4. Stopping and inspecting personnel or vehicles.**

2.4.1. GOVs may be stopped by Security Forces personnel on military installations based on the Installation Commander's policy.

2.4.2. Stops and inspections of vehicles at installation gates or entry points and in restricted areas will be directed by Installation Commander policy. Stops and inspections of POVs within the military installation, other than at restricted areas or at installation gates, are authorized only when there is a reasonable suspicion of criminal activity, or a violation of a traffic regulation, or based on applicable criteria within the Installation Commander's policy.

2.4.3. At the time of stop, the driver and occupants may be required to display all pertinent documents, including but not limited to:

2.4.3.1. DoD issued CAC for Armed Forces Personnel, civil service or contract employees.

2.4.3.2. Documents that establish the identity and status of civilians, for example: CAC; DD Form 1173, *United States Uniformed Services Identification and Privilege Card*; DA Form 1602, *Civilian Identification*; AF Form 354, *Civilian Identification Card*; base pass; or other identification.

2.4.3.3. Proper POV registration documents.

2.4.3.4. Authorization to operate a GOV, if applicable.

2.4.3.5. Drivers license.

2.4.3.6. Proof of insurance.

**2.5. Use of Registration Decals, Permits, and Tabs:**

2.5.1. Authorized contractors, civilians, and visitors to GARB will be issued an automated or handwritten AF Form 75, not to exceed one year. The AF Form 75 will be displayed on the interior lower left corner of the windshield and will be valid for that vehicle only.

2.5.2. When a vehicle with DOD registration is traded or sold to a person or agency, the individual selling or trading the vehicle must remove the DOD registration decal and promptly return it to Pass and Registration for termination of the vehicle's registration.

2.5.3. Personnel separating from the Air Force or DOD employment will remove entire set of decals from all vehicles registered on GARB, and turn them in to *Pass and Registration* for termination of base registration on or prior to their date of final out-processing.

2.5.4. In those instances where DoD registration decal or an AF Form 75 is found on an unauthorized vehicle, the registration decal or AF Form 75 will be removed and confiscated.

## Chapter 3

### RULES OF THE ROAD

#### 3.1. Motorcycles, Mopeds, and Motor-Driven Cycles.

3.1.1. Operation. A person operating a motor-driven cycle will only ride upon the permanent seat attached, feet will rest upon footrests of the cycle, and passengers will not be carried unless the cycle is designed for two or more people and footrests are also provided for the passengers. No passenger (human or animal) or cargo may ride or be carried in front of the operator. Headlights will be on at all times when in operation, and a rear view mirror will be attached to each side of the handlebars.

3.1.2. Safety Equipment. Cycle operators and passengers will use the following equipment any time a motor-driven cycle is placed in motion:

3.1.2.1. Helmets, properly worn and fastened under the chin, regardless of age. Helmets must meet federal standards imposed by Federal Motor Vehicle Safety Standard No. 218.

3.1.2.2. Over the ankle, hard-soled boots with low heels are required. Thongs, shower clogs, and like footwear are prohibited.

3.1.2.3. Eye protection must be shatter resistant, such as face shield, goggles, or safety glasses (normal prescription eyeglasses or sunglasses will not suffice unless they are shatter resistant).

3.1.2.4. Wear highly visible reflective material as a minimum: 30 square inches of reflective material, visible from the rider's front and back. A reflective vest or highly visible belt/sash (2" X 15" front and back) will meet this requirement.

3.1.2.5. Headlights will be turned on at all times.

3.1.2.6. Full-length trousers will be worn.

3.1.2.7. Full fingered gloves.

3.1.2.8. Motorcycles will be equipped with a functional rear view mirror.

3.1.2.9. Long sleeve shirt or jacket.

**3.2. Privately Owned Vehicles.** Will not be operated off paved roads at any time unless directed to do so by Security Forces personnel or in conjunction with an authorized event.

#### 3.3. Traffic Law Enforcement Principles.

3.3.1. Traffic laws and instructions are written and enforced to ensure a safe, orderly, and predictable flow of traffic. The Security Forces, under the supervision of the DFC, are responsible for the enforcement of all traffic laws and instructions on Grissom ARB. The DFC shall be responsible to affect efficient, cooperative liaison with civilian law enforcement in the local area.

3.3.2. It is unlawful to interfere with any Security Forces member while such Security Forces member is investigating accidents, traffic violations, or citing persons for such violations. All questions concerning investigations, traffic citations, or the conduct of Security Forces members shall be directed to the Security Forces S3/S3O.

3.3.3. Persons subject to UCMJ are subject to administrative action or trial by courts-martial for violations of the provisions of that manual and this or other instructions or directives pertaining to traffic.

3.3.4. Persons not subject to the UCMJ may be subject to administrative action or trial before the United States Magistrate for the violations of the provisions of this instruction and the laws of the State of Indiana.

3.3.5. The limits specified in this paragraph shall be the maximum allowable speeds, except for emergency vehicles responding to an emergency or when hazards dictate lower speeds. The operators of motor vehicles are subject to speed checks by Security Forces using radar or other approved speed measuring devices/methods. Speed limits are as follows:

3.3.5.1. Main Base Area: 30 Miles Per Hour (MPH) unless otherwise posted.

3.3.5.2. Parking Lots and Loading Areas: 10 MPH unless otherwise posted.

3.3.5.3. Designated Off-Road-Vehicle (ORV) Riding Areas: As indicated by area conditions and safety considerations, but no greater than the maximum speed permitted on roadways.

3.3.5.4. At no time will a non-roadway certified utility vehicle (e.g., "Mighty Mites" etc.) be operated at a speed greater than 25 MPH.

3.3.5.5. Airfield, flightline, taxiways, parking ramps, etc., see GARBI 13-202, *Base Flight Line Driving Instruction*.

3.3.6. On GARB, personnel will be issued a DD Form 1408, *Armed Forces Traffic Ticket* for traffic offenses or deferred to the Miami County Sheriffs for citing.

**3.4. Speed Measuring Devices.** Use of radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds are prohibited on DoD installations.

**3.5. General Rules for Stopping, Standing, or Parking.**

3.5.1. No parking in unpaved areas, unimproved areas or sidewalks on GARB, unless such areas have been specifically designated and properly marked for parking. Vehicles will not be parked on roads or next to a curb with the exception of the roadways adjacent to building 563, vehicles will be parked on roadways and will adhere to the flow of traffic.

3.5.2. When parking on a street where parallel parking is authorized, vehicles will be parked with the wheels of such vehicle parallel with and within 12 inches of the right-hand curb. The same rules apply to the left curb or the shoulder of the roadway on one-way streets.

3.5.3. Parking of Special Purpose and Recreational Vehicles will be in compliance with **Chapter 6, paragraph 6.5** of this instruction.

3.5.4. Handicapped spaces will be established as needed. These spaces will be marked in accordance with the DOT Manual on Uniform Traffic Control Devices.

3.5.5. Special Function Parking. The 434th ARW/CC designee may authorize parking in areas that are normally unauthorized for parking during special functions (e.g., Base Open House, etcetera).

3.5.6. Reserved Parking. 434 SFS will enforce all parking as stipulated in the base parking plan.

3.5.7. POVs displaying “For Sale” signs are not authorized to be left on base for more than 24 consecutive hours, vehicles left over 24 hours will be considered abandoned and are subject to towing unless registered in billeting.

3.5.8. Vehicles will not be parked on or obstruct sidewalks.

**3.6. Standards and Procedures for Processing Drunk Drivers.** As a minimum, installation Security Forces personnel will be trained to do the following:

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

3.6.2. Prepare DD Form 1920, *Alcohol Incident Report*.

3.6.3. Perform the three field tests of the improved sobriety testing techniques.

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

3.6.5. Understand the operation of presumptive breath-testing devices.

**3.7. Blood Alcohol Concentration Standards.** Administrative revocation of driving privileges and other enforcement measures will be applied uniformly to offenders driving under the influence of alcohol or drugs. When a person is tested under the implied consent provisions the results of the test will be evaluated as follows:

3.7.1. If the percentage of alcohol in the person’s blood, breath, or urine is less than 0.05 percent, presume the person is not under the influence of alcohol.

3.7.2. If the percentage is 0.05 but less than 0.08, presume the person may be impaired. This standard may be considered with other competent evidence in determining whether the person was under the influence of alcohol.

3.7.3. If the percentage is 0.08 or more, or if tests reflect the presence of illegal drugs, the person was driving while intoxicated.

3.7.4. Percentages in [paragraph 3.7](#) are percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood or 210 milliliters of breath. These presumptions will be considered with other evidence in determining intoxication.

**3.8. Detection, Apprehension, and Testing of Intoxicated Drivers.**

3.8.1. Security Forces Personnel usually detect drivers under the influence of alcohol or other drugs by observing unusual or abnormal driving behavior. Drivers showing such behavior will be stopped immediately. The cause of the unusual or abnormal driving behavior will be determined, and proper enforcement action will be taken.

3.8.2. When Security Forces Personnel reasonably conclude the individual driving or in control of the vehicle is impaired, field sobriety testing should be conducted on the individual. Results will be recorded on the DD Form 1920, however administering tests to complete the DD 1920 should not delay civilian law enforcements efforts.

3.8.3. BDOC will request assistance from Miami County Sheriff's Department or the Indiana State Police immediately upon being notified of suspicion of an intoxicated driver. The blotter entry will contain the time civilian law enforcement was notified who was notified and the time civilian law enforcement arrived on scene. The Security Forces Member will continue to monitor the driver and make sure that the driver doesn't place anything into their mouth. After civilian law enforcement arrives the Security Forces Member will brief the officer of their observations that led them to believe the driver was operating a motor vehicle while under the influence.

3.8.4. Civilian law enforcement will assume jurisdiction over the DUI Offence. The Security Forces Member will issue a DD Form 1408 for the probable cause offence that led to the traffic stop. A DD form 1408 will be issued, to the driver if the BAC exceeds limits. The Security Forces Member will also provide the civilian law enforcement agency with a completed AF Form 1168, *Statement of Suspect/Witness/Complainant* detailing the events that led them to believe that the driver was under the influence of alcohol or drugs.

### **3.9. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.**

3.9.1. Implied Consent to blood, breath, or urine test. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense, allegedly committed while driving or in physical control of a motor vehicle on GARB to determine the influence of intoxicants.

3.9.2. Tests may be administered only if the following conditions are met:

3.9.2.1. The person was lawfully stopped while driving, operating, or in actual physical control of a motor vehicle on the installation.

3.9.2.2. A request was made to the person to consent to the tests combined with a warning that failure to voluntarily submit to or complete a chemical test of bodily fluids or breath will result in the revocation of driving privileges.

3.9.2.3. As stated in paragraphs [3.9.1](#) and [3.9.2](#) above, law enforcement officials relying on implied consent will warn the person that driving privileges will be revoked if the person fails to voluntarily submit to or complete a requested chemical test. The person does not have the right to have an attorney present before stating whether he or she will submit to a test, or during the actual test. Installation commanders will prescribe the types of chemical tests to be used. Testing will follow policies and procedures. The results of chemical tests conducted under the implied consent provisions of this regulation may be used as evidence in courts-martial, non judicial proceedings under UCMJ, Article 15, administrative actions, and civilian courts.

3.9.2.4. Special rules exist for persons who have hemophilia, other blood-clotting disorders, or any medical or surgical disorder being treated with an anticoagulant. These persons may refuse blood extraction test without penalty. These persons will not be administered a blood extraction test to determine alcohol or other drug concentration or presence under this regulation. These persons may be given breath or urine tests, or both. If a person suspected of intoxicated driving refuses to submit to a chemical test, a test will not be administered except as specified in AFI 44-102, *Air Force Policy* on nonconsensual extraction of blood samples.

**3.10. Obscene Graphics or Disparaging Terms.** Vehicles will not be painted or marked with obscene or disparaging terms, words, figures, slogans, or bumper stickers, vehicles displaying offensive items will be denied entry.

**3.11. Emergency Vehicle Designations.**

- 3.11.1. Ambulances
- 3.11.2. Command Vehicles
- 3.11.3. Crash Response Vehicles
- 3.11.4. Disaster Preparedness Vehicles
- 3.11.5. Explosive Ordinance Vehicles
- 3.11.6. Fire Equipment Vehicles
- 3.11.7. Police Vehicles
- 3.11.8. Air Force Office of Special Investigation Vehicles
- 3.11.9. State and City Emergency Vehicles
- 3.11.10. Safety Vehicles
- 3.11.11. Hazmat Response Vehicles

**3.12. Emergency Vehicle Operator Rules.** Drivers of emergency vehicles will obey all traffic laws in emergency cases, such as emergency calls, fire response, and law enforcement pursuits. Emergency vehicle drivers must adhere to the following guidance:

- 3.12.1. Park in any location that does not cause a safety hazard.
- 3.12.2. Proceed past a red stop signal or sign, only after slowing down as necessary for safe operation.
- 3.12.3. Make unauthorized turns or change direction of movement provided the vehicle is under control and does not endanger life and property.
- 3.12.4. In emergency situations requiring any of those actions indicated above, the driver must sound an audible signal by siren or bell or display emergency lights as appropriate.
- 3.12.5. This code will not protect drivers of emergency vehicles from the consequences of recklessness or wanton disregard for the safety of others.
- 3.12.6. Owners or drivers of POVs are prohibited from using any light, siren, or bell that may create the appearance of an emergency vehicle on the installation with exception of volunteer firemen who will obey the posted speed limit.

**3.13. Traffic Review Procedures.** All rebuttals for traffic citations, requests for driving privileges, or for action IAW GARB traffic review procedures must be submitted in writing and must include the specific relief sought along with specific reasons and support. The appeal must be approved and endorsed by the unit commander prior to submitting the request to 434 SFS/S3L. If the unit commander does not concur in writing, the rebuttal process has ended.

- 3.13.1. Traffic Citation Rebuttals. Individuals issued DD Forms 1408, may contest the validity of the ticket by submitting a written rebuttal to their unit commander within five days

of receipt of the ticket. The unit commander will review the ticket and rebuttal and attach their recommendation with their approval prior to unit taking action. The rebuttal package will then be forwarded to S3L for review by the DFC. The issuing officer will prepare a statement for inclusion in the package and forward it to 434 MSG/CC for final determination. The unit will be advised on all rebuttal determinations.

3.13.2. Request for Citation Rebuttals. The 434 MSG/CC has the authority to convene administrative hearings for citation rebuttals.

**3.14. Accident Investigation.** All accidents involving damage to motor vehicles on GARB must be reported to BDOC at 688-3385 immediately and will be investigated as follows:

3.14.1. Accidents involving a GOV where there is in excess of \$2,500 damage, injury or fatality or the vehicle becomes inoperative will be investigated and have AF Form 1315, *Accident Report*, diagramming the accident scene and AF Form 3545, *Incident Report*

3.14.2. Accidents involving POV's that are unable to be operated or when there are injuries/fatalities must complete a written report to BDOC within 72 hours.

**3.15. Cell Phones.** Only true "hands-free" cell phones use is allowed while operating a vehicle on GARB. Texting with any device while driving is prohibited.

## Chapter 4

### ABANDONED / IMPOUNDED / PARKED VEHICLES

**4.1. Abandoned Vehicles.** No person shall abandon a vehicle on GARB. BDOC will process vehicles identified as abandoned. A vehicle is considered abandoned if it is known that the legal owner has departed the base by the way of PCS orders, separation or retirement; the vehicle has expired or missing base/state registration and attempts to identify the owner have met with negative results; if the owner doesn't respond; or if the vehicle otherwise appears to be abandoned. Procedures for impoundment of vehicles will be:

4.1.1. DD Form 2504, *Abandoned Vehicle Notice* will be conspicuously placed on POVs considered unattended. This action will be annotated in the *blotter*.

4.1.2. The owner will be allowed three days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If no owner has been identified or if the identified owner does not respond within 72 hours, it will be removed by a contract towing company and towed/impounded. A DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed and issued to the contractor by Security Forces.

4.1.3. Vehicle owners will be responsible for any cost incurred as a result of towing and impoundment. After a reasonable attempt to contact the owner, the following will also be subject to towing:

4.1.3.1. Vehicles disabled by accident and the owner is either unavailable or physically incapable of arranging to have the vehicle moved.

4.1.3.2. Vehicles parked in a position which blocks an emergency exit from any public place.

4.1.3.3. Vehicles parked unattended in a restricted or controlled area so that their presence is a security hazard or has an adverse impact on mission requirements.

4.1.3.4. Vehicles parked within 15 feet of a fire hydrant or fire station entrance.

4.1.3.5. Vehicles parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, blocking a driveway, double-parked, or illegally parked on a main thoroughfare.

### **4.2. Removal of Illegally Parked or Stopped Vehicles.**

4.2.1. All charges incurred from the impoundment or removal of a vehicle from the base which constitutes a hazard or obstruction to traffic, is determined to be abandoned or is otherwise unlawfully parked shall be paid by the owner of the vehicle.

4.2.2. Owners of vehicles that are disabled on the roadways or at an accident site must remove them within 24 hours or sooner if the vehicle presents a hazard. Vehicles not removed within 24 hours or sooner if necessary will be towed at the owner's expense.

**4.3. Towing of Motor Vehicles.** A vehicle towed on a roadway must be towed by a means of a tow bar not exceeding 15 feet. In addition to the tow bar, safety chains, cable, or equivalent device will be utilized to prevent the tow bar from dropping to the ground in the event of its failure.

**4.4. Handicapped Parking.**

4.4.1. If a vehicle is parked in a handicapped spot without proper license plate or hang tag BDOC will have a patrol issue a DD Form 1408, and attempt to locate the owner to move it. If the effort to find the owner and have the vehicle moved fails after a reasonable amount of time, S3O may authorize having the vehicle towed at the owner's expense.

4.4.2. If a vehicle authorized handicapped parking is being operated by a driver other than the person the handicapped parking tag was issued to, that driver will be directed to move the vehicle and issued a DD Form 1408.

4.4.3. Vehicles will only be parked in designated parking spaces. Vehicles will not be parked on roads or next to a curb with the exception of the roadways adjacent to building 563, vehicles will be parked adhering to the flow of traffic.

## Chapter 5

### VEHICLE EQUIPMENT

#### 5.1. Defective Vehicle Citations.

5.1.1. Anyone operating a vehicle, which does not comply with the requirements of this supplement or the Indiana Vehicle Code, may be cited for operating a defective vehicle and such citations may be marked "Proof of Compliance." Anyone so cited via DD Form 1408 may be given 48 hours to correct the defect and report to the BDOC, Building 430. If the defect is corrected within the prescribed time period, the BDOC controller shall reduce the citation to a warning. Defective vehicles may be denied access to the base.

5.1.2. Vehicles cited as being defective which are obviously too unsafe to be tolerated due to bald tires, jagged metal, or other protrusions which create an unreasonable risk of injury to pedestrians or property will not be operated on base until such defects are corrected.

5.1.3. For the purpose of this instruction, factory installed safety equipment, whether or not required by law, will be required to be maintained in proper working condition and used in the manner for which it was designed.

5.1.4. In all cases, the security forces person issuing a defective vehicle citation will indicate on the offender's copy of the citation the actions required of the offender.

## Chapter 6

### PEDESTRIANS, BICYCLES, AND OTHER RECREATIONAL VEHICLES

**6.1. Pedestrian Rights and Regulations.** Joggers are permitted to run on the roadway; however, they must run on the shoulder of the roadway and against traffic.

6.1.1. Joggers/pedestrians will not wear earphones/headphones with any type of radio/player device while jogging/walking on or near a roadway. (Exception: On trails off-road.)

6.1.2. No person shall stand in a roadway for the purpose of soliciting transportation, employment, or business from the occupant of a vehicle.

**6.2. Bicycles and Other Recreational Vehicles.** Military sponsors are responsible for the proper supervision of their family members and guests. They shall not authorize or knowingly permit any person to violate provisions contained herein.

**6.3. Cycling Rules.** Bicyclists are subject to the Indiana Vehicle Code and must obey all traffic control devices and rules that apply to vehicle operators. Additionally, bicyclists:

6.3.1. May not operate a bicycle on any sidewalk unless the bicyclist is a child and the bicycle is equipped with training wheels.

6.3.2. Must properly secure the bicycle if left unattended.

6.3.3. May not park in such a manner as to create obstruction to pedestrian or vehicle traffic.

6.3.4. Must, while operating a bicycle on a roadway, ride as near to the right of the roadway as possible, with the flow of traffic.

6.3.5. May not carry packages that interfere with safe operation (keeping both hands on the handlebars).

6.3.6. Will not carry more persons than the number for which the bicycle was designated and equipped.

6.3.7. Will not ride more than two abreast on any roadway or sidewalk.

6.3.8. Will not wear earphones/headphones with any type of radio/player device while riding.

6.3.9. Will yield the right-of-way to any motor vehicles.

6.3.10. Will not attach themselves to a bicycle, coaster, roller skates, sled, skateboard or other recreational device, or to any other vehicle upon the roadway.

6.3.11. Will not operate in such a manner as to impede the flow of motorized vehicles.

6.3.12. Will wear bicycle helmets while riding on base IAW AFI 91-207, *The US Air Force Traffic Safety Program*

**6.4. Bicycle Equipment Requirements:**

6.4.1. Permanently attached seat.

6.4.2. A brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

6.4.3. An audible signal device is desired, but not mandatory.

6.4.4. Be equipped with a headlight that emits a white light visible from at least 500 feet and a red reflector visible from 500 feet when directly in front of high beam headlights on a motor vehicle when riding at night. A red light visible from 500 feet to the rear may be used in addition to a red reflector.

#### **6.5. Recreational Vehicle Parking.**

6.5.1. All recreational type vehicles are to be stored in the base RV storage lot. Recreational vehicles are defined as motor homes, trailers, detached camper shells, and boats/trailers. RV owners may register their vehicles for storage at the RV Lot registration point located in 434 FSS/Services Flight, Outdoor Recreation Department, Building 471, GARB. RV parking on the street, in alleys, or off road areas is not permitted.

6.5.2. Citations will be issued to all RVs observed parked on the street or in parking lots in violation of the base motor vehicle instruction. RVs cited and not moved after 24 hours will be identified with an abandoned vehicle notice. Twenty-four hours after the issuance of the abandoned vehicle notice, the vehicle will be towed and impounded as abandoned property where storage and towing fees will be assessed to the owner.

## Chapter 7

### OFF-ROAD VEHICLES (ORV)

#### 7.1. Responsibilities:

7.1.1. Base Safety will coordinate the training for instructors to attend Specialty Vehicle Institute of America (SVIA) off road vehicle safety training for both All-Terrain Vehicles (ATVs) and ORVs. Base Safety will coordinate class times with instructors, Environmental Management, and unit personnel wishing to obtain training to ride military ORVs on base and provide classroom space and a riding area for training to take place.

7.1.2. Security Forces will enforce the Indiana laws and GARB regulations as they apply to the ORV program and ORV use on GARB. Security Forces will track all violations of these laws and regulations and will report violations as appropriate.

7.1.3. All organizations within this instruction will have responsibility to provide information on relevant documents referenced herein to each organization within this document.

7.1.4. All ORV users operating an ORV on GARB must comply with all base regulations and the IVC. ORV operators are required to respect the natural habitat (wet lands are off limits, see attached map attachment #5,) other traffic and other ORV operators.

#### 7.2. Requirements to Operate an ORV:

7.2.1. Prior to operating an ORV on GARB, all recreational ORV operators must satisfactorily complete an approved SVIA safety-training course, which will include environmental issues.

7.2.2. Prior to operating an ORV, an ORV operator must have in their possession a current SVIA safety training course card issued by the course instructor after the ORV rider has successfully completed the SVIA safety course.

7.2.3. ORV operators must be able to present SVIA safety training course card upon request by any security forces member to prove successful completion of the ORV and SVIA safety courses.

7.2.4. All ORV operators must wear a Department of Transportation (DOT) approved safety helmet with chinstrap fastened, goggles or a face shield to protect the eyes, and full fingered gloves any time the ATV is mounted.

7.2.5. All ORVs must be in good running condition and in compliance with IVC, e.g., must be equipped with spark resistors.

#### 7.3. General Rules for Operating an ORV:

7.3.1. ORV should be operated at safe speeds based on terrain, weather conditions, and proximity to base facilities or personnel.

7.3.2. ORV operators will always wear the proper safety equipment anytime their ORV is mounted.

7.3.3. When an ORV approaches an intersecting trail where the operator cannot see at least 100 feet in each direction to observe any cross traffic, the ORV should approach the intersection at a slower speed and with caution.

7.3.4. When an ORV approaches any personnel on foot, bicyclist, or runner, the ORV operator must slow his ORV to a safe speed (15 mph) within 200 feet of this person.

7.3.5. *Headlights* will be on at all times when in operation, and a rear view mirror will be attached to each side of the handlebars.

**7.4. Violations:**

7.4.1. Violations of DAFI 31-218 and the State of Indiana Vehicle Code, by an operator of an ORV, could result in the loss of driving privileges on GARB.

7.4.2. Violations will be handled through the Armed Forces Traffic Ticket and Points Assessment System. Points are also assessable on any violation issued by civilian authorities.

## Chapter 8

### VEHICLE MAINTENANCE

**8.1. Emergency repairs.** Emergency repairs may be made as needed and other minor maintenance such as replacing a lens cover or headlamp may be conducted in authorized parking areas as long as there are no safety hazards. Major repairs to include fluid changes on POVs may not be conducted any place on GARB. Vehicles requiring this type of maintenance or repair will be removed from the base by the owner as soon as practical, or towed by commercial wrecker service if required at the owner's expense. If the base security posture requires the removal or relocation of a vehicle, attempts to contact the owner will be made and documented in the blotter. POVs may not be left unattended while elevated on jacks or similar equipment at any time. Oil and other automotive fluids must be properly disposed of and will not be allowed to drain on the roadway or ground. Trash receptacles will not be used to dispose of these fluids.

**8.2. Broken Down or Inoperative Vehicles.** An inoperative vehicle will not be left unattended in a parking area, on the shoulder of any roadway, or in any other unauthorized area on GARB for more than 24 hours. In any case where a vehicle must be left unattended in the above situations, the owner will contact and brief the Security Forces BDOC at ext. 3385 and leave a note with their name, phone number, and explanation why the vehicle is unattended.

## Chapter 9

### SUSPENSION/REVOCAION OF DRIVING PRIVILEGES

**9.1. Driving Privileges:** The driving privileges of any individual operating a vehicle on the installation may be administratively suspended or revoked due to point accumulation or driver behavior. The Reports and Analysis Section (434 SFS/S3L) will initiate immediate suspension or revocation action as outlined in AFI 31-218 and this instruction. S3L will forward the preliminary suspension or revocation letter to 434 MSG/CC who will make the final determination. An administrative hearing may be held in accordance with AFI 31-218. Requests will be submitted to 434 SFS/S3L who will process the request and set up the hearing with the 434 MSG/CC for consideration.

9.1.1. Immediate suspension of installation driving privileges pending resolution of an intoxicated driving incident is authorized for active duty military personnel, family members, retired members of the military services, DOD civilian personnel, and others with installation driving privileges, regardless of the geographic location of the intoxicated driving incident. After a review of available information installation driving privileges will be immediately suspended pending resolution of the intoxicated driving incidents in the following circumstances:

9.1.1.1. Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs.

9.1.1.2. Operating a motor vehicle with a BAC of 0.08 percent by volume (0.08 grams per 100 milliliters) or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

9.1.1.3. Operating a GOV with a BAC of 0.02 percent by volume but less than 0.08 percent blood alcohol by volume.

9.1.1.4. On an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

9.1.2. Individuals on revocation will report to Pass and Registration to void their DD Form 2220, *Permanent Vehicle Registration Decal* removed if applicable.

9.1.3. A red bordered AF Form 75 will be issued to those individuals whose base driving privileges have been suspended or revoked.

### 9.2. Administrative Due Process for Suspensions and Revocations.

9.2.1. When considering suspending or revoking someone's driving privileges, notify that person in writing and tell them what action you are taking and the reason for it. Coordinate this notice with the base legal office.

9.2.2. Except for incidents outlined in [para 9.1.1](#) do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. Installation commanders determine when a suspension or revocation takes effect once making or attempting this written notice. Only in unusual circumstances should you make verbal notifications. Unless an application for a hearing is made within the prescribed period, suspension or revocation takes place on the prescribed date and time.

9.2.2.1. Installation commanders determine the time period for staying a suspension or revocation action after receiving a request for an administrative hearing. For offenses outlined in para 9.1.1.1 and 9.1.1.2, an installation commander will authorize an immediate preliminary suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

9.2.2.2. The 434 ARW/CC or their designee must conduct evidence reviews as soon as possible, but no later than three duty days following final assembly of evidence.

9.2.2.3. For active duty military personnel, send a written notice of preliminary suspension for intoxicated driving to their commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension for intoxicated driving either in person (preferred) or by certified mail. If the person is employed on the installation, send the notice to their commander or reasonable equivalent.

9.2.2.4. Advise the individual of the following in the preliminary suspension notification for intoxicated driving:

9.2.2.4.1. Suspension can be made a revocation under the authority of paragraph 2.5.2 of AFI 31-218.

9.2.2.4.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to the installation commander or designee).

9.2.2.4.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense) or assigned military counsel. Commanders determine the availability of specific (by name) military counsel requests.

9.2.2.4.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

9.2.2.4.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent.

9.2.2.4.6. Direction to sign the acknowledgment of receipt and to return the signed letter to the address shown in the letter.

9.2.2.4.7. Requested hearings must take place within a reasonable period which is determined by the installation commander. A preliminary suspension for intoxicated driving remains in effect until the installation commander makes a final decision. However, if no decision is made within 30 days of the preliminary suspension or revocation, restore full driving privileges until the accused is notified of the final hearing results.

**9.3. Hearings for intoxicated driving.** Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test for alcohol or other drug content of blood,

breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

9.3.1. For revocation actions under [paragraph 9.1.1](#) for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

9.3.2. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

9.3.3. You may place the notice that revocation is automatic in the suspension letter, or send a separate letter. Revocation is not effective until receipt of the written notice, or the showing that you made reasonable attempts to notify the individual.

9.3.4. Revocations cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

**9.4. Restricted Privileges.** The authority to grant restricted driving privileges to military and civilian personnel is delegated to the 434 MSG/CC. Restricted privileges will be granted only to alleviate an unusual and severe hardship.

## Chapter 10

### LEGAL ENTRY AND EXIT TO THE BASE

#### 10.1. Entry to GARB.

10.1.1. Entry to GARB shall be conducted according to AFI 31-101, *The Air Force Integrated Defense (FOUO)*; OPLAN 31-101 and *GARB Installation Defense Plan*.

10.1.2. No person is authorized to enter the installation except when directed to do so by the Security Forces Installation Entry Controller at one of the approved installation entry points. Exit of the installation is only permitted through designated points.

## Chapter 11

### ISSUANCE OF DD FORM 1408

**11.1. DD Form 1408 *Armed Force Traffic Ticket*.** DD Form 1408 *Armed Force Traffic Ticket* will be issued for violation of this instruction, AFI 31-218 or the IVC that occur on GARB or roads and parking lots under the jurisdiction of the 434 ARW.

**11.2. Citations.** All citations issued will contain the following instruction as part of the instructions to violator instructions “If you wish to rebut this citation report to Security Forces Administration and Reports Branch (SFAR/S3L), building 430, within 5 duty days. If you do not notify SFAR/S3L of rebuttal request, it is assumed you do not wish to rebut the citation. Please notify your Commander or First Sergeant within 24 hours or the next duty day”.

**11.3. Citations.** Citations issued for correctable offenses will include in the “You have received this citation for the violation of AFI 31-218 Chapter 2 failure to have a valid\_\_\_\_\_. You have 48 hours to report to the Base Defense Operation Center building 430 with proof of \_\_\_\_\_ and this citation will be cancelled.”

**11.4. Citations.** Citations issued for non-compliance with para [2.3.1.1](#), [2.3.1.3.1](#), or [2.3.1.3.5](#), will contain the following instruction to violator. “Do not operate a motor vehicle on GARB until you have contacted Security Forces at building 430 and have provided proof of you valid\_\_\_\_\_. Failure to comply with this instruction could result in administrative or legal action.

MATTHEW S. GARVELINK, Lt Col, USAF  
Commander

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

AFMAN 31-118, *Security Forces Standards and Procedures*, 18 August 2020  
AFMAN31-101V1, *Integrated Defense Planning*, 12 March 2020  
AFPD31-1, *Integrated Defense*, 21 June 2018  
DAFI 31-218, *Motor Vehicle Traffic Supervision*, 10 July 2017  
AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021  
DAFI 90-160, *Publications and Forms Management*, 14 April 2022  
OPLAN 31-101, *Grissom ARB Installation Security Plan*, 1 October 2016

***Adopted Forms***

AF Form 75, *Visitor/Vehicle Pass*  
DAF Form 847, *Recommendation for Change of Publication*  
DD Form 1173, *United States Uniformed Services Identification and Privilege Card*  
DD Form 1408, *Armed Forces Traffic Ticket*  
DD Form 1920, *Alcohol Incident Report*  
AF Form 1168, *Statement of Suspect/Witness/Complaint*  
AF Form 1315, *Traffic Accident Report*  
DD Form 2504, *Abandoned Vehicle Notice*  
DD Form 2505, *Abandoned Vehicle Form*

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**ATV**—All Terrain Vehicle  
**BAC**—Blood Alcohol Content  
**BDOC**—Base Defense Operation Center  
**CAC**—Common Access Card  
**DA**—Department of the Army  
**DAFI**—Department of the Air Force Instruction  
**DFC**—Defense Force Commander  
**DoD**—Department of Defense

**DOT**—Department of Transportation

**DUI**—Driving Under the Influence

**FOUO**—For Official Use Only

**FPCONS**—Force Protection Conditions

**GARB**—Grissom Air Reserve Base

**GOV**—Government Owned Vehicle

**IAW**—In Accordance With

**IVC**—Indiana Vehicle Code

**MSG**—Mission Support Group

**NHTSA**—National Highway Transportation Administration

**OF**—Optional Form

**OPR**—Office of Primary Responsibility

**ORV**—Off-road Vehicle

**POC**—Point of Contact

**PCS**—Permanent Change of Station

**POV**—Privately Owned Vehicle

**RV**—Recreational Vehicle

**SVIA**—Specialty Vehicle Institute of America

**UCMJ**—Uniform Code of Military Justice

**Attachment 2****GRISSOM PARKING PLAN**

**A2.1.** All vehicles parked on base are subject to inspection, citation and if required, towing off the installation for cause.

**A2.2.** Vehicles illegally parked and or left unattended (in any condition i.e. running, disabled, broken down, or abandoned) over 72 hours or less if deemed necessary will be removed from the installation at the owners expense.

**A2.3.** Reserved Parking spaces are limited to Commanders, First Sgts, GOVs and Handicapped. (This is not per union agreement)

**A2.4.** Each facility manager will arrange for the marking and recording of reserved spaces at their given facility. An AF Form 332, *Base Civil Engineer Work Request*, will be generated and coordination by Security Forces, Civil Engineers/SSI, and Wing Safety will be accomplished prior to marking.

**A2.5.** Security Forces S3L will assign numbers after proper coordination.

**A2.6.** Reserved Spaces will be limited to 10% of total spaces available in the parking area adjacent to the facility. Parking of handicapped and customers will be given primary attention before all other reserved spaces.

**A2.7.** No more than one Commander and First Sergeant space will be allowed at any one facility with the exception of building #596.

**A2.8.** All prior reserved spaces are subject to this guidance and may be redesigned or removed for cause.

### Attachment 3

#### GRISSOM ARB VEHICLE CODE

**A3.1. The rules and laws** contained in the Indiana Statutes annotated, Title #9, published by the State of Indiana, as revised and related to the operations of motor vehicles, shall have the same effect and force as if they were in this regulation in full, in so far as they are not contrary to the specific rules set elsewhere in this directive. In addition to the terms contained in AFI 31-218, AFI 91-207, the following terms extracted from the Indiana Statutes and Uniform Code of Military Justice are applicable to GARB.

A3.1.1. **Bicycle.** Every device propelled by human power upon which vehicle any person may ride, having two tandem wheels and either which is more than 14 inches in diameter.

A3.1.2. **Motorized Bicycle and Mopeds.** A bicycle with operable pedals which may be propelled by human power, by internal combustion engine, or by battery powered motor, or by those, rated by more than one and five tenths (1.5) brake horsepower and a cylinder capacity not exceeding 50 cubic centimeters, an automatic transmission, and a maximum design speed of no more than 25 miles per hour on a flat surface. **NOTE:** A motorized bicycle may not be operated by a person under the age of 15 years, and may not be operated on the interstate defense network of highways or sidewalks.

**A3.2. Crosswalks.** That part of a street at an intersection within the connections of lateral lines of the sidewalks or opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway. Any portion of the street at an intersection or elsewhere distinctively indicated for pedestrian crossing by lines or other markings on the surface. Vehicles will yield to pedestrians in crosswalks.

A3.2.1. **Highway/Street.** The entire width between the boundary lines of every way publicly maintained when and part thereof is open to the use of the public for the purpose of vehicular traffic.

A3.2.2. **Intersection.** The area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the roadways of two streets which join one another at right angles, or the area within which vehicles traveling upon different streets joining at another angle may come in conflict.

A3.2.3. **Standing, Stopping and Parking.** Means the standing of a vehicle, whether occupied or not, otherwise when temporarily for the purpose of and while actually engage, in loading or unloading merchandise or passengers.

A3.2.4. **Right-of-way.** The privilege of immediate use of the street. The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed, or proximity as to give use to danger of collision unless one grants precedence to the other.

A3.2.5. **Stop.** When required, means complete cessation of movement.

**A3.3. Driver Licensing:**

A3.3.1. No person shall drive a motor vehicle upon a public highway/street on GARB unless they have a valid driver's license issued by the State of Indiana, or any lawful state authority possessing an interstate licensing agreement with the State of Indiana.

A3.3.2. No person shall steer, or while within the passenger compartment of a vehicle, exercise any degree of physical control over a vehicle being towed by another vehicle upon a street on GARB unless the person has a valid driver's license for the type and class of vehicle being towed.

A3.3.3. All personnel operating government owned or leased general purpose vehicles must be in possession of a valid state driver's license and have in their possession a valid Air Force Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, annotated by GARB, for the type and class of vehicle being operated.

A3.3.4. Requirement for License Holders. Licenses are to be signed and carried on the person and displayed upon demand of the Security Forces. "Display" means the manual surrender of the license into the hands of the demanding Security Force personnel for inspection thereof.

A3.3.5. Every person licensed to operate a motor vehicle must write their payroll signature with pen and ink in the space provided for this purpose on the license issued to them immediately upon receipt of the license unless otherwise indicated on the license.

A3.3.6. Every person holding a driver's license issued by lawful state authority or military authority must have such license in their immediate possession at all times while driving or operating a motor vehicle and must display the license on demand of any Security Force officer. However, no person shall be convicted of violating the rule if within 48 hours of the time of apprehension/citation, they produce to the BDOC, Building #430, satisfactory evidence of a license issued to them which was valid at the time of apprehension/citation.

A3.3.7. It is unlawful for any person to commit any of the following actions:

A3.3.8. To display or cause to permit to be displayed, or to have in possession any license or permit knowing the same to be fictitious or to have been canceled, suspended/revoked, or altered.

A3.3.9. To lend to, or knowingly permit the use of, by one not entitled hereto, any license, or permit issued by competent authority.

A3.3.10. To display or represent as one's license or permit one not issued to the person so displaying the license or permit.

A3.3.11. For any person having any vehicle in their custody to cause or knowingly permit any minor under the age of 16 years to drive said motor vehicle upon the highways/streets unless such minor has a valid license or permit.

**A3.4. Registration Requirements:** Any motor vehicles, motorcycles, trucks, trailers, buses, school buses, and recreational vehicles with the exception of government owned or leased vehicles, operated on the installation must be registered with the Department of Motor Vehicles, State of Indiana, the owner's state of residence, or other authorized state authorities lawfully recognized as a licensing authority. Any vehicle that is not properly registered may not operate either under power or pushed along any GARB roadway, however vehicles may be towed by an authorized tow

company. Every owner, upon receipt of the registration card, must sign the form in ink. Every such registration card must be carried by the person driving or in control of such vehicles and must display it upon demand by a Security Force officer. However; no person shall be held responsible for this violation who, within 48 hours of the time of apprehension/citation, produces to the BDOC, Building #430, satisfactory evidence of registration issued which was valid at time of apprehension/citation. Vehicles displaying foreign plates must convert to state registration within 60 days after the vehicle has entered the U.S.

#### A3.4.1. Display of Registration Plates:

A3.4.1.1. Registration plates issued by a state must be attached to and conspicuously displayed upon the rear and, if applicable, upon the front of the vehicle to which the plates are assigned.

A3.4.1.2. Registration plates must be securely fastened, in a horizontal position, to the vehicle to which it is issued. Each plate must be in a position which allows clear visibility and does not obscure information. Plates must be free from foreign materials and in a condition to be clearly legible.

A3.4.1.3. Individuals must not display a plate on their vehicle which belongs to another vehicle or which is fictitious. Place cards bearing such phrases as "license applied for, in transit" or other like signs displayed in lieu of valid registration is prohibited.

A3.4.1.4. Renewal of State Registration. All personnel operating or using privately owned vehicles within the limits of GARB must maintain a current state registration as required by the laws applicable to the state in which said vehicle is registered.

**A3.5. Safety Belt Requirements:** All persons operating or riding in government or privately owned vehicles on GARB must wear the installed seatbelts. Children under 8 must use an approved car seat or booster seat restrained in accordance with Indiana State law. It is the driver's responsibility to ensure that safety belts are fastened while the vehicle is in motion. The following mandates also apply:

A3.5.1. All non-government vehicles must be equipped with original or better safety devices such as horn, rear view mirror, light (front and rear), safety belts for each occupant if originally installed on the vehicle when received from the factory. Tires must have 1/16 inch minimum tread, exhaust system, brakes, steering and wheel assembly and windshield wipers if there is a windshield. All safety belts (both lap and shoulder) must be maintained in their original condition and will be worn as intended by the manufacturer; that is, shoulder belts must be worn over the shoulder.

A3.5.2. All motor vehicles operated on GARB must have all safety belts that are installed in the vehicle in use anytime the vehicle is in motion. All motor vehicle passengers under two years of age must be restrained in a child restraint system, which meets applicable Indiana safety standards. Passengers between the ages of two and four must use an approved child restraint system or be securely fastened in a safety belt.

#### A3.5.3. Exemptions:

A3.5.3.1. The 434 ARW/CC may exempt specified types of motor vehicle or seating positions within a motor vehicle when compliance would be impractical, such as multi-purpose passenger vehicles, vans, tractors, buses, antique autos or special interest vehicles.

The transportation section will designate those specific types of GOV and seating positions in which passengers may ride without an installed safety belt. This list must be approved by the Installation Commander and be distributed to all Vehicle Control Officers and Unit Safety Representatives. An "antique auto" means a passenger car or truck that is 25 or more years old. A "special interest vehicle" means a motor vehicle of any age which has not been altered or modified from original specifications and because of its historic interest is being preserved by an auto hobbyist. To apply for a vehicle safety belt exemption, a letter must be submitted to the individual's commander through the unit additional duty safety representative. The request must then be routed through the 434 ARW Safety Division to the 434 ARW/CC for final approval. The letter must indicate a description of the vehicle, the owner's name and unit, and the reason for the exemption. If approved, a copy of the exemption shall be given to the owner of the vehicle to present upon demand of Security Forces or Safety personnel. The exemption must be kept with the vehicle at all times.

A3.5.3.2. Individual persons may be exempted from safety belt use requirements for valid medical reasons for a specific period of time. To document exceptions, individuals must have a letter from competent medical authority stating the condition for which the exemption is recommended. The individual must keep this letter with them at all times while operating or riding in a vehicle on GARB.

A3.5.4. Failure to wear Safety Belts. At Base Entry Control Gates, vehicle occupants/operators of incoming vehicles who are observed not wearing safety belts will be informed that the wearing of safety belts is mandatory. They shall be required to "buckle-up" or be denied access to the base. Operators/occupants of outgoing vehicles in which they are observed not wearing safety belts shall be issued a DD Form 1408, *Armed Forces Traffic Ticket*.

**A3.6. Obedience to Security Force Members.** Members of the 434 SFS are vested the authority to direct, control, regulate traffic and enforce the traffic rules of this regulation. No person shall willfully fail or refuse to comply with any lawful order or direction of any Security Force Member.

A3.6.1. Operation of emergency vehicles (Security Forces vehicles, fire trucks, ambulance and Alert Force vehicles responding to klaxon alerts):

A3.6.2. Emergency Vehicle Operators:

A3.6.2.1. The driver of an emergency vehicle responding to an on base emergency may not exceed the speed limit by more than 10 MPH unless they give due regard to the existent road conditions and hazards and not endanger life or property. This applies only to actual emergency conditions. During exercise situations, all traffic directives, including speed limits, must be observed by the vehicle operators.

A3.6.2.2. Must employ appropriate warning devices, including both siren and flashing light or rotating beacon to alert other vehicles and pedestrians of the approach of an emergency vehicle and to be prepared to yield the right-of-way.

A3.6.2.3. May not proceed through a stop sign unless they first slow and ensure it is safe to continue. Drivers of emergency vehicles may also disregard regulations governing direction of movement or turning in specified directions.

A3.6.2.4. The above does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of their disregard for the safety of others.

A3.6.2.5. Responses by alert crews to non-klaxon alerts are not considered an emergency; therefore, crews must abide by the speed limits and traffic rules established herein.

A3.6.2.6. When an Emergency Response vehicle or traffic cones or other control devices are positioned in such a manner to block traffic; it must be construed as a Security Force barricade in which entry/exit is unauthorized. The Security Force barricade is considered a traffic control device.

### **A3.7. Speed Limits:**

A3.7.1. No person shall drive a vehicle on a street at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. In every event, speed shall be so restricted as may be necessary to avoid colliding with any person, vehicle, or other conveyance on or near or entering a street in compliance with legal requirements.

A3.7.1.1. Speed limits on GARB are as follows: **30 MPH** unless otherwise posted in the cantonment/industrial area.

A3.7.1.1.1. **20 MPH** during inclement weather or as posted.

A3.7.1.1.2. **10 MPH** in parking lots.

A3.7.1.1.3. **5 MPH** when passing troop formations, or within 15 feet of a building.

A3.7.1.1.4. **15 MPH** on the flightline.

A3.7.1.1.5. **5 MPH** near aircraft.

A3.7.2. Yielding to Emergency Vehicles. Vehicle operators must yield the right-of-way to emergency and "alert" vehicles when these vehicles are responding. Operators must pull to the side of the road and come to a complete stop until the emergency vehicles have passed.

**A3.8. Operation of Recreation or Sport Vehicles:** The operation of vehicles used in sport or recreational activities such as go-carts, snowmobiles, miniature racing carts, ATV's, and mini-bikes upon the streets, sidewalks, and so forth is prohibited without written permission from the 434 ARW/CC. Protective equipment requirements for ATV operators on Air Force installations are identical to motorcycle requirements. Mandatory protective equipment is identified in [paragraph 7.2.4](#) of this instruction.

### **A3.9. Stopping, Standing, and Parking:**

A3.9.1. No person shall stop, stand, or park a vehicle in any of the following places:

A3.9.1.1. On a sidewalk

A3.9.1.2. In front of a public or private driveway

A3.9.1.3. Within an intersection

A3.9.1.4. Within 20 feet of a fire hydrant

A3.9.1.5. On a crosswalk

A3.9.1.6. Within 20 feet of a crosswalk located at an intersection

A3.9.1.7. Within 20 feet upon the approach of any stop sign, or traffic control signal located on the side of a roadway

A3.9.1.8. Within 20 feet of a building or dumpster, or in such a manner that would obstruct an entrance/exit of any building

A3.9.1.9. In a manner that would obstruct any sidewalk, gateway, or fire lane

A3.9.1.10. On any seeded area. "Seeded Area" meaning a portion of streets where grass is planted

A3.9.1.11. In any reserved area not designed for their use. Except for alert vehicle, at any place marked with red curbing or surface which designates "Alert Force Parking Only"

A3.9.1.12. Under covered picnic areas, awnings, buildings or anywhere not specifically designated for parking of such vehicles, i.e. motorcycles/moped

A3.9.1.13. On the roadway side of any vehicle stopped or parked at the edge or curb of a street (double parked)

A3.9.1.14. On a street facing the flow of traffic (left side of roadway)

A3.9.1.15. At any place where official signs prohibit parking

A3.9.1.16. Within 20 feet of an intersection

A3.9.1.17. On any two-way street or roadway, except as authorized below, parking on the street in the cantonment/industrial area of the installation is prohibited

A3.9.1.18. In excess of specified time limits within a designated area or space

A3.9.1.19. On those streets and parking areas which have not been signed or marked for parking no person shall park or stand a vehicle other than at the angle to the curb or edge of the roadway indicated by such signs or markings. Vehicles must be parked within such areas to be within the signs and marking not to take up more than one parking space per vehicle

A3.9.1.20. Emergency Response vehicles on emergency calls may park at any location regardless of restrictions listed in this instruction; however, vehicles must be parked in a manner that will not endanger property. Obstructions of traffic shall only be allowed when needed for traffic control

#### A3.9.2. Special Rules for Motorcycles (more than 50cc or 1.5 horsepower) and Mopeds:

A3.9.2.1. The provisions of the Indiana Statutes apply to the operation of motorcycles and mopeds on the streets of the installation.

A3.9.2.2. Motorcycles are entitled to full use of traffic lane. Motorcycles may operate two abreast in a single lane.

A3.9.2.3. No person shall operate a motorcycle or moped between lanes of traffic or between adjacent line or rows of vehicles.

#### A3.9.3. Operation of Bicycles:

A3.9.3.1. The provisions of the Indiana Statutes as it relates to the operation of bicycles upon streets apply equally to their operation upon the streets of the installation.

A3.9.3.2. Every person operating a bicycle upon a street must ride in single file as near to the right side of the street as practicable exercising due care when passing a standing vehicle or one proceeding in the same direction.

A3.9.3.3. Children under ten years of age may ride bicycles on the sidewalks, where available, on the main base. All other cyclists must operate on streets only.

A3.9.3.4. Equipment: All bicycles being operated upon the streets of the installation must be equipped with brakes, lamp on front and a red reflector on the rear as required by the Indiana Statutes Annotated. Audible signals are desirable, but not mandatory. Lamps are only needed for nighttime operations. Bicycles are subject to all traffic rules.

A3.9.3.5. A person riding a bicycle must ride only on an attached permanent seat.

A3.9.3.6. A bicycle shall carry only the number of people for which it was designed and equipped.

A3.9.3.7. A person operating a bicycle must always keep one hand on the handlebars.

A3.9.3.8. Individuals riding a bicycle shall not attach themselves or the bicycle to any vehicle upon a roadway.

A3.9.3.9. All persons riding bicycles on GARB must wear headgear.

A3.9.3.10. Every person who operates a bicycle on a street must obey all traffic laws.

#### A3.9.4. Proper Equipment on Vehicles:

A3.9.4.1. A vehicle must be equipped and maintained in functional/operational order with the same standard safety equipment equal to the original manufacturer design.

A3.9.4.2. A person shall not operate, move, or knowingly permit any vehicle owned or controlled by them to operate on any street on GARB when the vehicle is in an unsafe condition as to endanger life or property. The following vehicle safety standards apply:

A3.9.4.2.1. Tires must have visible tread over width and circumference within a minimum depth of 1/16th inch. They must not have cut or broken sidewall casings.

A3.9.4.2.2. Windshields must be clear, unobstructed, and without distortions.

A3.9.4.2.3. Operational horn which can be heard at a minimum distance of 200 feet.

A3.9.4.2.4. Operational lights which meet or exceed manufacturer's original specifications. Lights that can be seen at a minimum of 500 feet are required.

A3.9.4.2.5. An effective exhaust system to prevent excessive smoke or noise.

A3.9.4.2.6. Operational windshield wipers.

A3.9.4.2.7. Effective hand/foot parking brakes.

A3.9.4.2.8. The vehicle must not be dismembered in any fashion or have torn, jagged, or protruding body metal. The vehicle must have bumpers, which meet or exceed manufacturer's original specifications.

A3.9.4.2.9. Safety belts must be worn by all occupants while operating or riding in a GOV or POV while on base. Those personnel who are issued a DD Form 1408 for a moving violation will be identified as either wearing or not wearing safety belts as appropriate. This information then goes through normal channels to the Installation Commander for action. In accordance with Indiana State law, children four years old or younger are required to be in a child restraint regardless of on/off base.

### **A3.10. Pedestrians on Roadways.**

A3.10.1. Any pedestrian walking along a road shall, when practical, walk only on the left side of the roadway or its shoulder when sidewalks are not provided.

A3.10.1.1. Pedestrians shall not cross any roadway except at an intersection or marked sidewalk when they are available.

A3.10.1.2. Every pedestrian crossing a roadway at any point other than within a marked crosswalk must yield the right-of-way to all vehicles.

A3.10.1.3. Approved jogging routes can be obtained at the base gym. Joggers must comply with the same rules as applicable to pedestrians.

A3.10.2. Littering. Individuals shall not intentionally dump, leave or deposit any organic or inorganic materials on any roadway on GARB.

A3.10.3. Authorized Instruction Areas. There are no authorized areas on GARB where personnel may give instructions on the operation of a motor vehicle.

### **A3.11. Miscellaneous Rules:**

A3.11.1. The pushing of a vehicle by another vehicle is prohibited except when said vehicle is equipped with a special bumper designed for that purpose, for example, base motor pool wrecker, and privately owned wreckers. When necessary, a disabled vehicle may be towed by another vehicle using a tow bar, tow strap, or chain, not to exceed 15 feet in length.

A3.11.1.1. Vehicles will not be left running, nor will the keys to a vehicle be left in the ignition while the vehicle is unattended.

A3.11.1.2. Children ten years of age and under will not be left unattended in any vehicle on the installation.

A3.11.1.3. Animals will not be left unattended in any vehicle on the installation.

A3.11.1.4. Marching formations have the right-of-way over all but emergency vehicles. Road guards shall control motor vehicles for marching formations. Vehicles traveling in the same direction of the formation will not approach the formation closer than 50 feet and must not pass the formation until signaled to do so by personnel in charge. Vehicles going in the opposite direction of a formation may pass at speed not to exceed five miles per hour.

A3.11.1.5. Persons must not move vehicles until movement can be made with reasonable safety. Any movement of a motor vehicle shall be made in such a manner as to prevent spinning of wheels and throwing of gravel.

A3.11.1.6. Vehicles must not transport more passengers than the manufacturers design capacity.

A3.11.1.7. Emergency red/blue/amber lights must not be installed or used on any privately owned vehicles unless the owner has written approval from the Installation Commander, or unless they are authorized by the State of Indiana, for example, volunteer firemen and so forth.

A3.11.1.8. The wearing of stereo headsets, earphones, or any other item or device (except by the supervisor of flying, for hearing aids used to improve hearing and during engine run-up on the ramp) which would interfere with normal hearing of a motor vehicle or personnel walking along the edge of a roadway is prohibited. This rule also applies to pedestrians, joggers, motorcyclists and bicyclists.

A3.11.1.9. Limitation on Backing: The driver must not back the vehicle unless such vehicle operators driving vehicles with restricted vision must ensure a spotter, other than the driver, is used when backing the vehicle.

A3.11.1.10. Opening and Closing Vehicle Doors: No person shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so and can be done without interference with the movement of other traffic. Nor shall any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load and unload passengers.

A3.11.1.11. Driving upon Sidewalks: No person shall drive any vehicle upon a sidewalk.

A3.11.1.12. Self-performed major maintenance shall not be performed on motor vehicles in any parking lot. Major maintenance is defined as "any repair work beyond first echelon maintenance which would normally be accomplished at commercial maintenance or maintenance shops."

A3.11.1.13. Personnel entering through any gate must come to a complete stop unless otherwise directed by the Security Force Member. During hours of darkness, drivers must use their vehicle parking lights when entering the base entry gate.

A3.11.1.14. Possession of open container of alcoholic beverages in a motor vehicle is prohibited.

A3.11.1.15. All personnel operating a motor vehicle on GARB shall do so in a reasonable and prudent manner, maintaining positive control of said vehicle at all times.

A3.11.1.16. No vehicle shall start or accelerate from a stopped position in such a manner as to cause the vehicle tires to spin, squeal, throw gravel, or cause the vehicle to swerve erratically.

### **A3.12. Motor Vehicle Accidents:**

#### A3.12.1. Notification requirements.

A3.12.1.1. Persons involved in motor vehicle accidents occurring on the installation and involving GOV or property, fatal or non-fatal personal injury, or disabling property damage involving privately owned vehicles must immediately stop such vehicles at the scene of the accident or as close thereto as possible, and shall then return to and remain at the scene of the accident until arrival of security forces. Immediate notification must be made of all accidents to BDOC, Build #430, 688-3385.

A3.12.1.2. Persons involved in privately owned vehicle accidents on the installation and not involving personal injury or damage to government property and where vehicles can normally be driven away from the scene must immediately report the accident to BDOC.

A3.12.2. Accident Investigation and Reports.

A3.12.2.1. Detailed on-the-scene and follow-up investigation shall be conducted by Security Forces of all motor vehicle accidents having property damage in excess of \$2,500, fatal or not-fatal personal injury or disabling property damage involving privately owned or GOV. Investigating personnel shall accomplish a DD Form 1408, AF Form 1315, *Accident Report*, diagram of accident scene and AF Form 3545, *Incident Report*, as applicable.

A3.12.2.2. Operators of POV involved in accidents resulting in minor property damage, and where such vehicle can be normally and safely driven away from the scene shall within 72 hours of the accident, submit a written report as required to BDOC. Failure to submit a written report as required may result in suspension of on base driving privileges until compliance.

**Attachment 4****GARB POINT ASSESMENT FOR PARKING AND TRAFFIC VIOLATIONS**

**A4.1.** The following are point assessments in addition to AFI 31-218 (I) table 5-2.

A4.1.1. Violation: Use of cell phone while driving. Points assessed: 4 points, second offense in 12 months, 30 day suspension.

A4.1.2. Violation: Operating GOV while under the influence of alcohol greater than .02 BAC. Points assessed: 12 points and one year base driving revocation.

A4.1.3. Violation: Open container of alcohol in passenger compartment. Points assessed: 4 points.

A4.1.4. Violation: Parking on Sidewalk or with 20 feet from any door to a building. Points assessed: 3 points.

A4.1.5. Failure to report a motor vehicle accident within specified timelines. Points assessed: 3 points

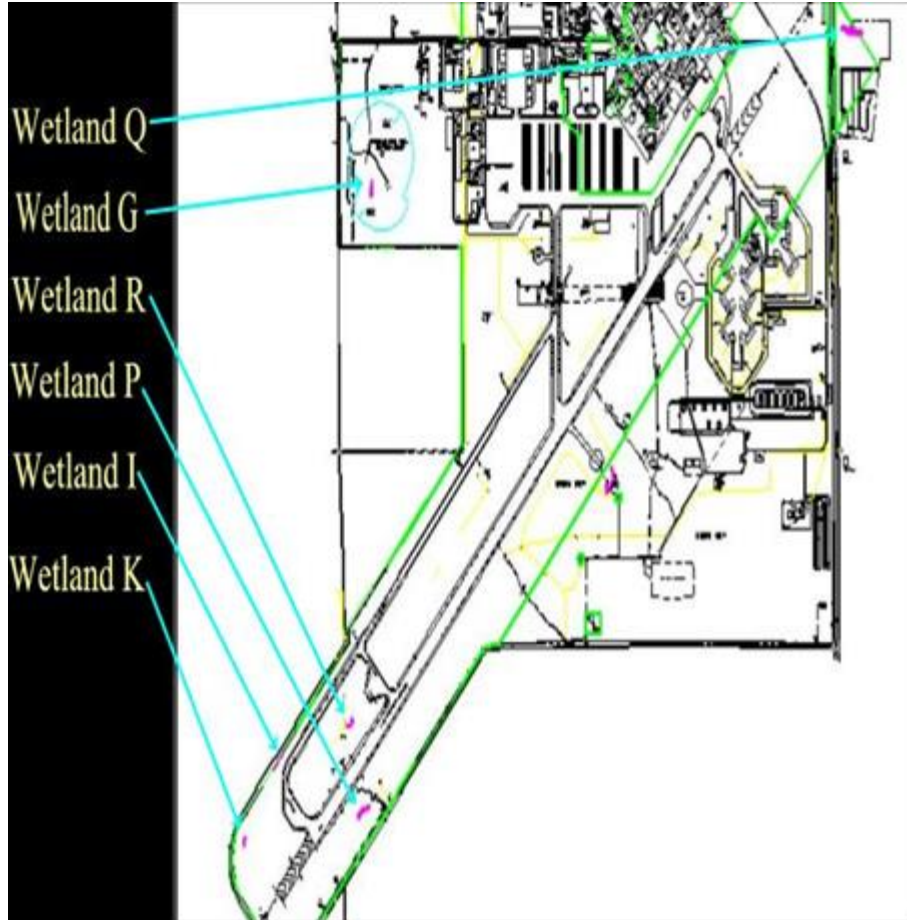
A4.1.6. Failure to wear proper safety equipment on a motorcycle or ATV. Points assessed: 2 points

A4.1.7. Failure to wear seatbelt, improper/no child safety restraint. Points assessed: 4 points, second offense in 12 months, 30 day suspension

Attachment 5

MAP OF OFF LIMITS AREAS (WETLANDS)

Figure A5.1. Map of Off Limits Areas (WETLANDS).



Attachment 6  
PARKING BUILDING 563

Figure A6.1. Parking Building 563.

