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This publication implements and extends the guidance in AFI 31-115, *Law and Order Operations*, 18 August 2020, and AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Joint Base San Antonio (JBSA). This instruction applies to all personnel, civilian and military, assigned, attached, visiting or traversing Joint Base San Antonio by motor vehicle. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC. 8013, Secretary of the Air Force. System of Records Notice F031 AF SP O, *Documentation for Identification and Access Authority*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Submit waiver requests to guidance in this publication to the OPR. This publication may be supplemented at any level, but all supplements must be routed to the OPR of the publication for coordination prior to certification or approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Chapter 1—MANAGEMENT AND RESPONSIBILITIES.	4
1.1. Program Management.....	4
1.2. Responsibilities.....	4
1.3. Delegation of Authority.....	4
1.4. Traffic Violation Reports.....	4
Chapter 2—JOINT BASE SAN ANTONIO DRIVING PRIVILEGES.	5
2.1. Requirements for Driving Privileges.....	5
2.2. Suspension or Revocation of Driving Privileges.....	5
2.3. Drug and Alcohol Abuse Programs.....	8
Chapter 3—GENERAL JBSA TRAFFIC SUPERVISION PROVISIONS.	9
3.1. Implied Consent to Blood, Breath or Urine Tests.....	9
3.2. Document Presentation.....	9
3.3. Motorcycles, Motor Scooters, and Mopeds.....	9
3.4. Handicapped Person Identification/Disabled Veteran Identification.....	10
3.5. Off-Installation Traffic Enforcement.....	10
Chapter 4—JOINT BASE SAN ANTONIO TRAFFIC CODE ADMINISTRATION.	11
4.1. Conformity.....	11
4.2. Traffic Accident Investigation.....	12
4.3. Traffic Accident Investigation Reports:.....	12
4.4. JBSA Parking.....	12
4.5. JBSA Parking Warden Program.....	14
Chapter 5—DRIVING RECORDS.	15
5.1. Air Force Justice Information System (AFJIS).....	15
Table 5.1. Point Assessment for Non-Moving Violations (See Note 1).....	15
Chapter 6—JOINT BASE SAN ANTONIO TRAFFIC CODE.	17
6.1. Purpose.....	17
6.2. Policy.....	17
6.3. Licensed Vehicle Operators.....	17
6.4. Operating an Unsafe Vehicle.....	18
6.5. Motorcycle/Moped/All-Terrain Vehicle (ATV)/Off-Highway Vehicle (OHV) Operations.....	18
6.6. Operation of Motorized Bicycles (Pedacycles, Mopeds, etc.) and Equipment.....	18

6.7.	Bicycles and Segways.....	19
6.8.	Miscellaneous Modes of Transportation.....	20
6.9.	Speed Limits for JBSA (unless otherwise posted) are as follows:.....	20
6.10.	Rules of the Road for JBSA.....	20
6.11.	Backing.	22
6.12.	Traffic Cones/Stanchions/Barriers.....	22
6.13.	License Plates.	22
6.14.	Pedestrian Responsibilities.	22
6.15.	Noise.....	23
6.16.	Riding in Bed of Pick-up Trucks.	23
6.17.	Littering.	23
6.18.	Chasing Traffic Violators.	23
6.19.	Obscene/Provoking Markings.....	23
6.20.	Unprotected Fire Hose.....	23
6.21.	Parking.....	23
6.22.	Assimilation of the Texas Traffic Code.....	24
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		25
Attachment 2—SUSPENSION/REVOCAION NOTICE		28

Chapter 1

MANAGEMENT AND RESPONSIBILITIES.

1.1. Program Management. This instruction implements policy, installation traffic code, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on JBSA.

1.2. Responsibilities. The 502d Air Base Wing Commander (502 ABW/CC) or 502d Security Forces Group Commander (502 SFG/CC) (designee), can modify these policies and procedures when traffic operations necessitate special measures to meet mission unique requirements or to ensure public safety.

1.2.1. Traffic Planning. The 502d Civil Engineer Group (502 CEG) will develop and approve the Traffic Circulation Plan for all locations of JBSA. This will be accomplished through the administration of the three Traffic Safety Coordinating Groups (TSCGs) on JBSA-Fort Sam Houston (FSH), JBSA-Lackland (LAK), and JBSA-Randolph (RND).

1.2.1.1. Road signs and speed limits will conform to National Highway Traffic Safety Administration (NHTSA), the Manual on Uniform Traffic Control Devices for Streets and Highways and the Surface Deployment and Distribution Command's Transportation Engineering Agency (SDDCTEA) Pamphlet 55-17, *Better Military Traffic Engineering Revision*. The 502 CEG directs and conducts traffic control studies as needed, to ensure uniform and effective traffic planning, and will coordinate these studies with the 502 SFG depending upon the performed studies.

1.3. Delegation of Authority. The 502 SFG/CC is the installation commander's designee for all matters relating to traffic supervision on JBSA to include suspension or revocation of driving privileges. Security Forces Commanders (SFS/CCs) establish procedures to evaluate traffic violations and vehicle accidents. Resulting trends should be provided to the appropriate TSCG, safety office and/or law enforcement patrols.

1.4. Traffic Violation Reports. JBSA has primarily exclusive legislative jurisdiction and therefore may issue traffic violators the DD Form 1408, *Armed Forces Traffic Ticket* or a Central Violations Bureau (CVB), *United States District Court Violation Notice*.

Chapter 2

JOINT BASE SAN ANTONIO DRIVING PRIVILEGES.

2.1. Requirements for Driving Privileges. Persons on Temporary Duty (TDY) from outside the Continental United States (OCONUS) to any JBSA location may use their non-United States international driver's license supported by an authorized government issued Installation Access Credential or other acceptable form of identification as stipulated in JBSANANTONIOI 31-1131, *Installation Security*. Personnel newly assigned to JBSA will ensure they meet applicable state licensing requirements within 90 calendar days of reporting to their assignment.

2.1.1. All vehicles entering or exiting JBSA through installation access control points and/or controlled/restricted areas are subject to inspection and/or search. Written guidelines to stop, inspect and/or search motor vehicles are contained within the JBSA *Integrated Defense Plan, Volume 1*. Information on these procedures is restricted as Controlled Unclassified Information (CUI) and may not be released to the public.

2.1.2. The 502 ABW/CC delegates the development and execution of Installation Entry/Exit Vehicle Checks (IEVCs) to the 502 SFG/CC, upon annual review by the 502 Force Support Group (FSG), Judge Advocate (JA) office. IEVCs will be developed through use of a randomizing program reviewed and approved by the 502 FSG/JA and provided to each Security Forces Squadron for implementation. The purpose of these inspections are designed to prevent the introduction or removal of illegal material(s) and/or classified information from JBSA locations.

2.1.2.1. Failure to submit to or comply with JBSA IEVCs, command directed inspections may result in detainment, apprehension and/or debarment from JBSA. Additionally, persons refusing to submit to or comply with IEVCs will have their driving privileges suspended and/or revoked for a period of no less than one year. An immediate revocation/suspension letter will be issued (See [Attachment 2](#)).

2.2. Suspension or Revocation of Driving Privileges. The 502 SFG/CC has discretionary authority and may suspend or revoke installation driving privileges for lawful reasons both related to and/or unrelated to traffic violations and/or safe vehicle operations. Security Forces issues a pre-signed suspension/revocation letter on behalf of the 502 SFG/CC and this suspension letter automatically becomes a revocation upon adjudication.

2.2.1. The 502 SFG/CC may suspend habitual non-moving violators, zero points assessed, at his/her discretion.

2.2.2. Person(s) under the age of 21, who operate a motor vehicle on JBSA with a Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) level standard of .01 or higher will be subject to an automatic driving suspension.

2.2.2.1. Any individual who operates any vehicle on JBSA whose BAC limit is at or above .08 grams of alcohol per 100 milliliters of blood or who's BrAC is .08 grams of alcohol per 210 liters of breath will be subject to an automatic driving suspension.

2.2.2.2. The SFG/CC may impose multiple suspensions to run consecutively or concurrently.

2.2.3. For Commercial Driver's License (CDL) holders, meeting or exceeding .04% BAC will be subject to an automatic driving suspension IAW the Texas Transportation Code (TRC) Chapter 522.081(b)(4)(A).

2.2.4. In addition to guidelines noted in AFI 31-218(I), *Traffic Supervision*, paragraph 2-4, table 5-1, and paragraph 5-4f, the 502 SFG/CC can suspend/revoke for moving and non-moving violations as follows:

2.2.4.1. One year for driving or permitting the operation of an uninsured vehicle in violation of the vehicle code.

2.2.4.2. One year for accumulating 12 moving violation points within 12 consecutive months, or 18 moving violation points within 24 consecutive months.

2.2.4.3. Up to six (6) months if a driver continually violates installation parking regulations.

2.2.4.4. One year for persons refusing to submit to command-directed IEVCs.

2.2.5. The location Security Forces unit where the infraction took place, Reports and Administration follows procedures outlined within AFI 31-115, *Law and Order Operations* and uses the Air Force Justice Information System (AFJIS) to forward and receive pertinent records. Additionally, suspension/revocation actions will be entered into the Defense Biometrics Identification System (DBIDS).

2.2.5.1. Suspensions/Revocations will run consecutively and be affective throughout all JBSA locations and on all military installations.

2.2.6. Procedures for Suspension/Revocations. The Base Defense Operations Center (BDOC) and/or SF Patrols issue a pre-signed suspension/revocation letter on behalf of the 502 SFG/CC and this suspension letter automatically becomes a revocation upon adjudication.

2.2.6.1. Issue a pre-signed notice of suspension/revocation of base driving privileges to any individual apprehended or charged with an intoxicated driving offense on the installation prior to their release from the detaining/apprehending SFS unit. No less than one year from the date of the offense.

2.2.6.2. Issue a pre-signed notice of suspension/revocation letter of base driving privileges pending resolution of an intoxicated driving incident which involves active duty personnel, their family members, retired members of the military service, and DoD civilian personnel regardless of the geographic location of an intoxicated driving incident. No less than one year from the date of offense.

2.2.6.3. All military and DoD affiliated individuals will notify their first sergeant or commander/civilian leader within 24 hours when they do not meet state driver licensing requirements such as when an individual's driver's license is suspended.

2.2.6.4. Upon notification of an off-base incident involving a DoD civilian assigned to JBSA, the Security Forces unit receiving the information will provide the individual's unit commander or designee with the notice of suspension/revocation memorandum for issuance within five (5) duty days. The SFS will issue a notice of suspension/revocation of base driving privileges memorandum via certified mail upon notification from a credible source of an intoxicated driving offense by all other DoD affiliated civilians (e.g. military

family members and retired members of the military service) regardless of the geographic location of the offense. Suspension/revocation will be no less than one year from the date of the offense.

2.2.6.5. Issue a pre-signed notice of suspension/revocation of base driving privileges to military and DoD affiliated civilians identified in this instruction who refuse to complete a lawfully requested chemical test to determine BAC or BrAC for alcohol or other drugs regardless of geographic location of the incident. Suspension/revocation will be for no less than one year from the date of the offense.

2.2.6.6. Issue a pre-signed notice of suspension/revocation of base driving privileges to any individual on the installation who refuses to submit to a command-directed Installation Entry/Exit Vehicle Check (IEVC). Suspension/revocation will be for no less than one year from the date of offense.

2.2.6.7. Issue a pre-signed 30 day suspension/revocation of base driving privileges to any individual on the installation observed by Security Forces using a non-hands free cellular device while the motor vehicle under their control is traveling on JBSA roadways. Use of non-hands free cellular devices while operating a motor vehicle on base is prohibited. Vehicle operators using non-hands free cellular devices must exit the main roadway and bring their vehicle to a complete stop out of the flow of traffic before using the device. This policy extends to text messaging or "texting". Texting is defined as, "reading from or entering data into any handheld or other electronic devices," to include "e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval of electronic data communication."

2.2.6.8. Issue a pre-signed 15 day suspension of base driving privilege to any individual on the installation who is observed by Security Forces exceeding the posted speed limit between 10mph to 19mph. Issue a pre-signed 30 day suspension/revocation of base driving privileges to any individual on the installation who is observed by Security Forces exceeding the posted speed limit in excess of 20 miles per hour (mph).

2.2.6.9. Reinstatement of driving privileges for DoD persons suspended/revoked occurs the day after the suspension ends, provided no other violations occur during the suspension/revocation period. Prior to reinstatement, unit commanders/leaders will ensure all requirements have been satisfied by forwarding pertinent documentation to the appropriate SFS unit.

2.2.6.10. Restricted Driving Privileges or Probation. JBSA exercises exclusive jurisdiction and therefore may grant restricted driving privileges, probation, or reinstatement to any person whose civilian driver's license is under suspension or revocation by a state or federal licensing authority. Persons suspended/revoked may initiate requests for partial/restricted base driving privileges for assigned military personnel, their family members, assigned DoD civilian/contractors whose civilian driver's license is not under suspension or revocation by a state or federal agency, but whose base driving privileges are suspended/revoked. Forward all partial, restricted or reinstatement of base driving privileges written requests through the appropriate SFS unit Reports and Administration office, specifying circumstances surrounding the initial suspension/revocation action and reason(s) for consideration of granting partial, restricted or reinstatement of base driving privileges. The SFS Reports and Administration section will verify civilian licensing status

prior to forwarding requests to the 502 SFG/CC. Once the 502 SFG/CC adjudicates the request, results are forwarded to the requesting unit commander/retiree/civilian and the SFS Reports and Administration for further action, if applicable. The Reports and Administration section notifies retired military personnel of the 502 SFG/CC determination as appropriate. If the 502 SFG/CC authorizes restricted driving privileges, the operator will carry a copy of the "Restricted Driving Privileges Letter" and present it to Security Forces personnel upon request.

2.2.6.10.1. Individuals desiring to rebut or request a hearing (personal appearance) in response to a suspension/revocation must submit their request in writing to the 502 SFG/CC, through their commander (if applicable) and the Security Forces Reports and Administration section. The request must include a copy of all documents relevant to the incident and must be submitted so they are received by the 502 SFG/CC within 30 calendar days of suspension/revocation action. Hearings take place within 14 calendar days of the receipt of the hearing request. The Security Forces Reports and Administration section will give the individual additional instructions on how to submit the request, if the individual requests it.

2.2.6.10.2. Restoration of Driving Privileges on Acquittal. If a final disposition indicates a finding of "not guilty," charges are dismissed or reduced to an offense not amounting to intoxicated driving or where an equivalent determination is made in a non-judicial proceeding, the suspension of driving privileges for military and civilian personnel shall be restored.

2.2.6.11. JBSA unit commanders have discretionary authority to initiate a request to suspend an individual's authorization to operate a motor vehicle on the installation. The unit commander forwards the request for suspension duration and justification through the appropriate Security Forces Reports and Analysis section, the 502 FSG/JA (Staff Judge Advocate) to the 502 SFG/CC for consideration. Unit commander's recommended suspension duration may not be less than suspension/revocation assessments established within this instruction. Once the 502 SFG/CC adjudicates the request, the results are forwarded to the requesting unit commander and the appropriate Security Forces Reports and Analysis section for further action, if applicable. Administrative due process is the same as described in [paragraph 2.2.6.10.1](#).

2.3. Drug and Alcohol Abuse Programs. After coordination with the 502 Air Base Wing Staff Judge Advocate's (502 ABW/JA) office, unit commanders will direct drug and/or alcohol testing within 24hrs of suspected drug/alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing.

2.3.1. For reinstatement of driving privileges for persons suspended/revoked for drug/alcohol related offenses attendance of the 59th Medical Operations Squadron (59 MDOS) Substance Abuse Education Class is mandatory for all military members, their dependents and DoD or other employed civilians on JBSA. The 59 MDOS may substitute, on a case-by-case basis, comparable courses from other military services, or the state (e.g. Mothers Against Drunk Driving (MADD)), or other federal agencies.

Chapter 3

GENERAL JBSA TRAFFIC SUPERVISION PROVISIONS.

3.1. Implied Consent to Blood, Breath or Urine Tests. Texas Transportation Code (TRC), Title 7, Subtitle J., **Chapter 724**. Information on implied consent to blood, breath or urine tests will be provided to all newcomers during base in-processing.

3.1.1. Vehicles illegally parked on installation roadways or parking lots for an unreasonable period or other unlawful reason are subject to impoundment. An “unreasonable” period is, as it relates to a parked vehicle on JBSA, is determined by the installation commander or applicable authority. The vehicle will be considered abandoned after three days and may be impounded. Note: Exception to this policy involve students attending Technical Training or other military training schools or noted as being deployed. Security Forces will investigate circumstances before towing.

3.1.2. Information on implied consent and vehicle impoundment will be provided to all newcomers during base in-processing. Additionally, newcomers will be briefed about requirements of notifying local Department of Motor Vehicles (Texas Department of Public Safety [DPS]) for motor vehicles or criminal infractions involving motor vehicles.

3.2. Document Presentation. Vehicle operators on JBSA must present the following items when requested by Security Forces or other authorized installation personnel: state/international driver’s license, certificate of vehicle registration (affixed to the vehicle for Texas) and proof of insurance. Proof of insurance may be presented digitally to authorities via a wireless communication device. Adequate liability insurance coverage is required to enter, operate and/or park a vehicle on JBSA. The minimum of Texas Liability insurance coverages are:

3.2.1. \$30,000 bodily injury liability for one person in any one accident.

3.2.2. \$60,000 bodily injury liability for two or more persons on any one accident.

3.2.3. \$25,000 for damage to or destruction of property of others in any one accident.

3.3. Motorcycles, Motor Scooters, and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, as supplemented, for additional information and safety course requirements to operate motorcycles, motor scooters and mopeds on JBSA.

3.3.1. Autocycles. JBSA localized procedures for the safe operation of vehicles classified as “Autocycles” by the state of Texas legislature are vehicles designed to have, when propelled, not more than three (3) wheels on the ground, equipped with a steering wheel, with seating that does not require the operator to straddle or sit astride the seat. These vehicles are manufactured and certified to comply with federal safety requirements for a motorcycle, however for the purpose of “Texas Rules of the Road,” the autocycle is considered a motorcycle because the autocycle cannot meet the definition of a motor vehicle as required by federal statutes (e.g. airbags, crash ratings, enclosed, etc.). Autocycles are permitted to be operated on JBSA approved roadways under the following requirements:

3.3.1.1. Operators and passengers of vehicles classified as “autocycles” are required to wear Department of Transportation (DOT) approved/certified headgear while operating on JBSA roadways.

3.3.1.2. Operators and passengers are required to utilize safety restraint systems (seatbelts) if equipped.

3.3.1.3. Operators must possess a Class C Driver's License, IAW Texas Transportation Code (TRC) Chapter 521.085(b).

3.3.1.4. Passengers may only ride in the seat of an autocycle and an operator may not carry another person in an autocycle unless that person is at least 5 years of age IAW TRC 521.416.

3.3.1.5. DoD violators of the above provisions may be cited via DD Form 1408, *Armed Forces Traffic Ticket*, and civilians issued a Central Violations Bureau (CVB) stipulating a violation of TRC 661.002. Violators will be assessed three (3) points against their base driving privileges for the first offense.

3.4. Handicapped Person Identification/Disabled Veteran Identification. Local and state-issued handicap, disabled veteran, decals placards, signs, license plates will be honored on JBSA. NOTE: IAW TRC Chapter 504.201 *Persons With Disabilities*, Disabled Veterans are NOT authorized to park in designated Handicapped Parking areas without a handicapped symbol embossed on the license plate or by hanging a handicapped placard from the rearview mirror. To obtain these requirements disabled veterans must contact the DMV.

3.5. Off-Installation Traffic Enforcement. Security Forces are prohibited from conducting off-installation traffic enforcement. Security Forces patrols may leave the installation to conduct perimeter/fence line checks and to traverse between installation gates on roads to all JBSA locations.

Chapter 4

JOINT BASE SAN ANTONIO TRAFFIC CODE ADMINISTRATION.

4.1. Conformity. The JBSA Traffic Code conforms to the applicable Texas Transportation Code (TRC) statutes as required. Should conflicts occur the TRC will take precedence.

4.1.1. TRC Chapter 545.412 mandates a person may not operate a passenger vehicle transporting a child less than 8 years of age, unless the child is taller than four feet, nine inches, without the child being secured during the operation of the vehicle in a child passenger safety seat system according to the instructions of the manufacturer of the safety seat system. An approved child restraint system which is defined, by law, as an add-on child restraint system, a built-in child restraint system, a factory-installed built-in child restraint system, a rear facing child restraint system or a booster seat as defined in 49 Code of Federal Regulations (CFR), *Federal Motor Vehicle Safety*, Section 571.213. If stopped by law enforcement/Security Forces, the driver will provide the age and height of the child/children in the vehicle when asked. If it is determined by a physician that the use of such a child restraint system for the particular child would be impractical or dangerous because of factors as the child's weight, physical unfitness or medical conditions, the person transporting the child shall carry in the vehicle the signed statement by the physician to that effect.

4.1.2. Operators and passengers of all vehicles operated on JBSA will wear seatbelts in the manner designed by the manufacturer (e.g. wear seatbelts with shoulder strap(s)/belts over the shoulder, not under the arm). Vehicle operators are responsible for ensuring all vehicle occupants wear/utilize required restraint devices on JBSA IAW TRC Chapter 545.413. Vehicles manufactured during the model year 1968 and after must be equipped with lap belts and vehicles manufactured after 1970 must be equipped with shoulder and lap belts for the front seats IAW TRC 547.601. Vehicles manufactured during and before 1967 do not require seatbelts. If the owner elects to install a restraint system, the system must meet federal traffic safety standards.

4.1.3. Radar Detection Devices. IAW DoDI 6055.04, *DoD Motor Vehicle and Traffic Safety* radar or laser detection devices are not authorized for use while on JBSA. Radar and/or Laser speed detection jamming devices are also prohibited on JBSA.

4.1.4. Off-Highway Vehicle (OHV) Use. There are no approved areas on JBSA for recreational OHV use. Government owned OHVs may be utilized on the installation during contingencies, exercises, increased Force Protection Conditions (FPCONS), emergencies, and vehicle training when deemed necessary by the appropriate unit commander. Government OHVs may be operated on JBSA roadways provided the below standards are met:

- 4.1.4.1. At least one brake that can be operated by hand or foot.
- 4.1.4.2. Equipped with functional brake light.
- 4.1.4.3. At least one, but not more than two, headlights that shine at least 500 feet ahead.
- 4.1.4.4. At least one tail light visible for at least 500 feet to the rear.
- 4.1.4.5. At least one red rear reflector, if not part of the tail light.

4.1.4.6. Muffler in good working order and in constant operation. Muffler cutout, bypass or similar device is prohibited.

4.1.4.7. Appropriately equipped with seat and footrests for the operator.

4.1.4.8. Have an affixed and approved fuel tank cap.

4.2. Traffic Accident Investigation. Security Forces typically do not respond to minor vehicle accidents. On-duty Security Forces supervisory personnel will use alternative call-handling procedures for minor (non-disabling and non-injury). Exception: Security Forces will respond to all accidents involving Government Owned Vehicles (GOVs) and all accidents involving government owned property. Security Forces traffic investigators will respond to and investigate all Major Vehicle Accidents. Major Vehicle Accidents meet any of the following criteria:

4.2.1. Damage equal to or greater than \$10,000.

4.2.2. Any injury sustained as a result of the accident.

4.2.3. Disabling damage to vehicle(s) that prevents the vehicle from being safely moved and operated.

4.2.4. All other accidents are considered minor accidents.

4.3. Traffic Accident Investigation Reports: Minor vehicle accidents will be reported to the BDOC within 24 hours of the incident. Minor vehicle accidents will be recorded in the BDOC blotter at the time of the report. Major vehicle accidents will be reported immediately by the most expedient means possible (e.g. telephone, cell phone, etc.). BDOC will make vehicle accident notifications IAW established Security Forces notifications matrix, BDOC Quick Reaction Checklists, and/or other related instructions. Security Forces will not investigate accidents if it cannot be determined if the accident or damages occurred while the vehicle was on the installation.

4.3.1. All military members assigned to JBSA will report all off-base Major Vehicle Accidents or any accident that causes damage to government equipment to BDOC as soon as possible.

4.3.2. Off-base Major Vehicle Accident reports obtained by JBSA SFS units from civilian law enforcement agencies may be released to another base agency IAW secondary dissemination rules. All other base units or agencies may also request off-base Major Vehicle Accident civilian reports directly from the generating agency.

4.3.3. On-duty SFS units will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents if appropriate.

4.4. JBSA Parking. The 502 CEG authorizes base reserved parking for all of JBSA. Submit requests for additional reserved parking to the Traffic Engineer's office. The Traffic Safety Working Group (TSWG) will review all requests. If approved by the TSWG, the request will go to the ABW/CC for approval. Any additional approved reserved parking spaces will be identified by the 502 CEG in the JBSA Parking Instruction.

4.4.1. Assigned personnel departing for temporary duty (TDY) who will be leaving their vehicle parked on JBSA, either within the dormitory parking lots for dormitory residents or in approved parking spaces designated at their assigned unit, must be granted TDY parking approval. First Sergeants will ensure vehicles are insured and registered for the duration of the TDY. Upon verification of vehicle insurance/registration, First Sergeants will also ensure they annotate information and notify the appropriate location BDOC.

4.4.2. Personally owned recreational vehicles such as boats, campers, trailers, all-terrain vehicles (ATV) and motor homes are not authorized to be parked/stored on JBSA in non-designated storage areas. Recreational vehicles are permitted to be parked in designated RV storage lots which are maintained by the 802 Force Support Squadron (802 FSS). Additionally, recreational vehicles may be parked for a period not to exceed 48 hours, in residential/dormitory parking areas, only for the purpose of loading and unloading.

4.4.3. Privately Owned Vehicles (POVs) found to hinder safety, mission requirements or threatens installation force protection and must be relocated without delay, SFS will make all feasible attempts to locate the owner/operator of the vehicle. If contact cannot be made, the SFS/CC or higher authority may authorize the 502 Logistics Readiness Squadron (LRS) or a commercial towing service to tow the vehicle to an off-base location. Vehicles that create a safety hazard to the general public or threaten installation force protection or mission requirements may face immediate impoundment as determined by the SFS/CC or higher authority.

4.4.4. Abandoned is defined as giving up by leaving, ceasing to operate or surrendering one's claim or right to the vehicle in question.

4.4.5. Derelict vehicles are defined as those vehicles whose certificate of registration has expired and the registration and legal owner no longer reside at the address listed on the last certificate of registration with any Department of Motor Vehicle (DMV) agency; and/or whose major parts have been removed so as to render the vehicle inoperable and incapable of passing inspection as required under existing standards; and/or whose manufacturer's serial plates, vehicle identification number, license number plates or any other means of identification have been removed so as to nullify efforts to locate or identify the registered and legal owner; and/or whose registration and legal owner of records disclaims ownership or releases his/her right thereto.

4.4.6. Once a vehicle has been identified as abandoned or derelict, the DD Form 2504, *Impoundment Vehicle Notice*, will be placed on the vehicle considered to be abandoned. This action will be documented by an entry in the SFS Blotter. The owner will be allowed three (3) duty days from the date the vehicle is tagged to remove the vehicle or correct the violation before impoundment action is initiated. The instructions listed on the DD Form 2504 must include how to contact the SFS Base Defense Operations Center (BDOC) regarding the abandoned vehicle. The original copy of the DD Form 2504 will be forwarded to the SFS Reports and Administration office for record filing.

4.4.6.1. Security Forces personnel will accomplish a DD Form 2505, *Abandoned Vehicle Removal Authorization*, and a DD Form 2506, *Vehicle Impoundment Report*, as a record of the actions taken. A final attempt to contact the owner will be made via information contained within AFJIS and/or the National Crime Information Center (NCIC). If contact is not made the SFS will contact a local towing company to remove the abandoned vehicle.

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

4.4.6.3. JBSA SFS units will not establish impound lots to store vehicle deemed to be abandoned.

4.4.7. Search incident to impoundment based on criminal activity. Coordination with the 502 FSG/JA will occur before searching a vehicle being towed based on involvement in criminal activity. Search Authorizations will be obtained when required.

4.5. JBSA Parking Warden Program. Parking Warden programs assist with controlling facility parking on the installation.

4.5.1. The JBSA Parking Warden program will be administered by each Security Forces Squadron for the locations they service throughout JBSA. Unit participation in the program is voluntary. However, compliance with the program requirements by participating commanders, parking wardens, and vehicle operators is mandatory. Each participating unit commander/leader will appoint one primary and one alternate parking warden, E-5 (or civilian equivalent) or above, for the position. Once the appointment letter is accomplished, a copy will be forwarded to the respective SFS Reports and Administration office. The servicing SFS unit OPR will process completed parking warden tickets through the Air Force Justice Information System (AFJIS).

4.5.2. Appointed parking wardens must be trained by their servicing SFS OPR before DD Form 1408's will be issued. Parking wardens will only issue parking citations for parking lots identified as their area of responsibility. The pink copy of the ticket will be placed on the offending vehicle.

4.5.3. Upon contacting the violator, the parking warden will complete the white and yellow copies of the DD Form 1408 with the information provided by the violator. It is the responsibility of the parking warden to obtain all information required on the DD Form 1408. Parking wardens are not authorized access to law enforcement database information and security forces personnel are prohibited from accessing law enforcement databases to provide violator information to parking wardens.

4.5.4. Parking tickets issued by parking wardens must be provided to the servicing SFS OPR for processing no later than three (3) days from the time the violation was observed and the ticket was issued. Tickets received by the servicing SFS OPR after three (3) days from date of issue will not be processed.

Chapter 5

DRIVING RECORDS.

5.1. Air Force Justice Information System (AFJIS). Security forces will use the AFJIS system to record vehicle accidents, moving and non-moving violations, suspension or revocations actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on JBSA.

5.1.1. Use the appropriate labels within AFJIS to identify the type of incident.

Table 5.1. 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/tag. See Note #2.	3
Illegally parked in designated handicap area (no decal, disabled veteran (DV) plate, license or placard displayed).	3
Unattended vehicle (while running).	3
Abandoned vehicle.	3
Improper parking. See Note #3.	2
Improper registration (expired or unregistered).	2
<p>NOTES:</p> <p>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</p> <p>2. When a vehicle has 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” accessible, and handicap registrant has parked another vehicle class instead if the word “ONLY” is not present. Also includes DV plates without handicapped placard or plate.</p> <p>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).</p> <p>4. When an AFJIS, <i>Incident Report</i>, 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 in the ignition and accessible to children or where conditions are deemed hazardous by a reasonable person.</p>	

5.1.2. Individuals may request to appeal a traffic ticket (if applicable) within (10) duty days of receipt. Military members will make the request through their unit commander through the servicing SFS Reports and Administration Office to the 502 SFG/CC. Military members must indicate, in the written request, their justification why they believe the citation should be dismissed. DoD civilians will submit their request within (10) duty days of receipt through the servicing SFS Reports and Administration Office to the 502 SFG/CC.

5.1.2.1. The relevant SFS Commander will evaluate the circumstances surrounding the alleged violation, endorse the suspected violator's appeal with his/her findings and forward to the 502 SFG/CC within (5) calendar days of receiving the appeal.

5.1.2.2. The 502 SFG/CC is the final authority on traffic citation appeals. The results of the appeal review will be forwarded to the originating SFS Reports and Administration Office for required action.

5.1.3. Each location SFS/CC has the discretion to issue "fix-it" tickets to individuals for minor vehicle defect(s), no registration and/or proof of insurance but current in the Texas Law Enforcement Telecommunications System (TLETS), etc. A "fix-it" ticket is held by the Reports and Administration office for three (3) duty days giving the individual time to correct the violation. The individual will have three (3) duty days to fix the deficiency and provide proof to the appropriate SFS. If proof is provided within the three (3) duty days, the SFS annotates compliance and marks the citation as a warning (no points are accumulated for the warning).

5.1.4. Each SFS Reports and Administration office notifies the unit commanders on behalf of the SFS/CC when they initiate action to suspend driving privileges based on accumulated points. The SFS/CC adjudicates all suspension/revocation actions. The appeal/rebuttal process is described in [paragraph 2.2.6.10.1](#).

5.1.5. Each SFS Reports and Administration office will forward a copy of Individual History Records to include Suspension/Revocation Privileges to the SFS/CC at the gaining installation via AFJIS.

5.1.6. Persons whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified in writing through official channels. Revocations based on traffic violations or accumulated traffic points will be for no less than six (6) months.

Chapter 6

JOINT BASE SAN ANTONIO TRAFFIC CODE.

6.1. Purpose. The purpose of the JBSA Traffic Code is to ensure that all personnel who operate a government owned vehicle (GOV) or privately owned vehicle (POV) are aware of the rules for operating vehicles on the confines of JBSA. Additionally, some Texas State traffic codes are specified. Operators are responsible for obtaining further information regarding operating a vehicle off the confines of JBSA.

6.2. Policy. Driving on JBSA is a “privilege” extended by the 502 ABW/CC. Individuals given this privilege will meet the standards established in this instruction. This instruction applies to all persons operating a motor vehicle, bicycle or other human conveyance on JBSA.

6.3. Licensed Vehicle Operators. Active duty members may operate a motor vehicle with any valid U.S./international driver’s license, provided they meet all prerequisites for licensing in that state/country and the license is not suspended or revoked. All other personnel will be licensed IAW Texas Transportation Code **Chapter 521**. An AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, is required to operate special purpose GOVs. TDY personnel will comply with the requirements of this instruction.

6.3.1. Vehicles with expired vehicle registration will not enter, be operated on or parked on JBSA. Burden of proof is the responsibility of the vehicle owner and/or operator. If verified through NCIC, a citation issued for this offense will be issued as a “fix it” ticket. Operators will have 3 duty days to report to the issuing SFS unit and provide proof that their vehicle registration was valid and active at the time the citation was issued. Failure to do so will result in the citation being issued and (Non-moving, Expired Registration; **two points**) processed as a non-moving violation.

6.3.2. All JBSA POV operators will maintain insurance coverage IAW state law. Security Forces will cite operators of vehicles who cannot show proof of valid insurance. Vehicle operators must carry proof of valid insurance on their person or in the vehicle at all times while on JBSA, regardless of laws pertaining to their particular state of registration. The insurance card, in and of itself, is not proof of insurance if a motor vehicle check reveals otherwise (e.g. suspended/cancelled). Burden of proof is on the operator. Citations may be issued as a “fix it” ticket unless a motor vehicle check reveals otherwise (e.g. suspended/cancelled). Operators will have three (3) duty days to report to the issuing SFS unit and provide proof that their insurance was valid and active at the time the citation was issued. Failure to do so may result in a one year suspension of driving privileges. (Moving Violation, Driving without Insurance; **one year suspension**).

6.3.2.1. Anyone who displays or possesses a vehicle registration card, license plate, driver’s license or vehicle insurance card knowing it to be fictitious or to have been stolen, canceled, revoked, suspended or altered will lose JBSA base driving privileges for no less than one year. Active duty personnel may also face Uniform Code of Military Justice (UCMJ) action (Non-Moving Violation, Failure to Obey, AFJIS generated report, **one year suspension**).

6.4. Operating an Unsafe Vehicle. Do not operate, cause or permit operation of a motor vehicle if the vehicle creates a safety hazard (Moving Violation, Operating an Unsafe Vehicle; **two points**).

6.5. Motorcycle/Moped/All-Terrain Vehicle (ATV)/Off-Highway Vehicle (OHV) Operations.

6.5.1. All motorcycles are entitled to full use of a traffic lane. Do not drive a motor vehicle in such a manner as to deprive any motorcycle the use of a lane. Apply the following rules while operating a motorcycle on or off JBSA:

6.5.1.1. Do not pass in the same lane occupied by the vehicle being overtaken (Moving Violation, Improper Passing; **three points**).

6.5.1.2. Do not drive between lanes of traffic, or through rows of stopped vehicles (Moving Violation, Improper Passing; **four points**).

6.5.1.3. When more than one motorcycle is occupying a traffic lane they will drive in staggered formation and not abreast (Moving Violation, Failure to Obey; **three points**).

6.5.2. During daylight hours (sunrise to sunset), operators and passengers, military and civilians will wear long-sleeved shirt and/or jacket. This applies to both operator and passengers. Personal Protective Equipment (PPE) for motorcycle, motor scooter, moped and ATV operations will be worn by all personnel on JBSA and for operation by military personnel off of JBSA IAW AFI 91-207, *U.S. Air Force Traffic Safety Program* (Moving Violation, Failure to Obey Order; **three points**).

6.5.2.1. Hard soled shoes required. Tennis shoes, sneakers, open toed shoes of any kind Do Not meet any aspect of this requirement (Moving Violation, Failure to Obey; **three points**).

6.5.2.2. Military personnel, DoD Civilians and DoD Contractors operating motorcycles, motor scooters or mopeds on JBSA must complete a Motorcycle Safety Foundation (MSF) course that includes hands-on training and evaluation, Beginning riders will attend a three day course. All MSF courses must be approved by the Air Force Safety Center.

6.5.2.3. Military personnel assigned to JBSA must complete an approved MSF course before operating a motorcycle on or off the installation. Military personnel, DoD civilians and DoD contractors operating motorcycles, motor scooters or mopeds on JBSA must present an MSF course completion card, along with their military identification card when entering any Installation Access Control Point (IACP) on JBSA if requested.

6.5.2.4. Military personnel in uniform operating a motorcycle, motor scooters or mopeds will not wear jackets, vests, or “cuts” or apparel depicting any type of affiliation with a designated motorcycle club. This includes military clubs, veteran clubs, local or international clubs (Moving Violation, Fail to Obey; **three points**).

6.5.2.5. Personally owned ATVs, OHVs and Utility Vehicles (UTVs) are not to be operated within the confines of JBSA (Moving Violation; Fail to Obey; **three points**).

6.6. Operation of Motorized Bicycles (Pedacycles, Mopeds, etc.) and Equipment.

6.6.1. Persons operating a motorized (gas or electric) bicycle (pedacycle, moped, mini-motorcycle, etc.) on a road are subject to the same safety requirements as listed above. They

will ride as near to the right side of the road as practical, exercising due care when passing a standing vehicle or one proceeding in the same direction of travel. When stopping, executing a right or left turn, the operator will execute the following hand signals with the left hand:

6.6.1.1. Stopping. Left arm extended and bent downward (Moving Violation, Improper Turning Movements; **three points**).

6.6.1.2. Left turn. Left arm extended (Moving Violation, Improper Turning Movement; **three points**).

6.6.1.3. Right turn. Left arm extended and bent upward (Moving Violation, Improper Turning Movement; **three points**).

6.6.1.4. Electric and gas-powered skateboards, scooters and golf carts that have a platform for riders to stand on are not permitted on JBSA streets or sidewalks. Violators of this restriction will receive a traffic citation (Moving Violation, Fail to Obey; **three points**).

6.7. Bicycles and Segways. Anyone operating a bicycle or Segway on the roadways of JBSA is subject to the same laws and rules that apply to the operation of a motor vehicle, except those laws and rules that by nature do not apply.

6.7.1. Persons will be cited operating bicycles or Segways illegally via a DD Form 1408, *Armed Forces Traffic Ticket*. Assess points as applicable. This may include loss of driving and/or bicycling privileges on JBSA.

6.7.2. Bicyclists and Segway operators will have their headlights turned on if riding one hour before sunset to one hour after sunrise or during periods of reduced visibility and during inclement weather. Bicycles will have a lamp on front, which will emit a white light, visible from at least 500 feet to the front and a red reflector and tail light on the rear visible from at least 150 feet to the rear (Moving Violation; Fail to Obey; **three points**). NOTE: Unless equipped with lights identified within this paragraph, Segways will not be operated at night on JBSA (Moving Violation, Fail to Obey; **three points**).

6.7.3. Operators of bicycles and Segways must properly wear an approved (DoT), American National Standard Institute (ANSI), or Snell Memorial Foundation certified helmet (Moving Violation, Fail to Obey; **three points**).

6.7.4. Operators of bicycles and Segways must wear reflective vest or belt during hours of darkness, periods of reduced visibility, if bicycle or Segway are properly equipped with lighting identified in [paragraph 6.7.2](#) (Moving Violation, Fail to Obey; **three points**).

6.7.5. Bicycle and Segway operators will ride no more than two abreast. Persons riding two abreast will not impede the flow of traffic and upon approach of such traffic will ride single file (Moving Violation, Fail to Obey; **three points**).

6.7.6. Bicycle and Segway operators will ride to the extreme right side of the roadway and will use the shoulder whenever possible (Moving Violation, Fail to Obey; **three points**).

6.7.7. Bicycle or Segway racing on roadways is prohibited except for special occasions/events. Coordinate all special events involving this activity with the appropriate SFS unit 10 days prior to initiation. (Moving Violation, Fail to Obey; **three points**).

6.8. Miscellaneous Modes of Transportation.

6.8.1. Do not operate play wagons, carts, small two-wheel bicycles, tricycles, roller skates, rollerblades, scooters or any human powered vehicle on the travel portion of streets or thoroughfares used by motor vehicles (Moving Violation, Fail to Obey; **three points**).

6.8.2. Rollerblades, roller-skates, skateboards or scooters (non-powered) may be used in parking lots and on secondary roads during non-peak traffic hours (between 0700 and 1800, Monday through Friday). Secondary roads are roadways not normally heavily traveled where the speed limit does not exceed 15 miles per hour (mph). Persons using rollerblades, Roller-skates, skateboards or scooters will wear approved protective gear described in [paragraph 6.7.3](#) that are properly strapped, along with elbow pads, kneepads and gloves. Skaters must skate with the flow of traffic on roadways. During the hours of darkness, riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material (Moving Violation, Fail to Obey; **three points**).

6.8.3. Wearing portable headphones, earphones, cellular phones, iPods or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating or skateboarding on roadways is prohibited to all persons. Use of listening devices impairs the recognition of emergency signals, alarms, announcements, approaching vehicles, human speech and outside noise in general.

6.9. Speed Limits for JBSA (unless otherwise posted) are as follows:

6.9.1. Areas on base:

6.9.1.1. Main cantonment areas on base: 25 MPH

6.9.1.2. Parking Lots/parking areas: 10 MPH.

6.9.1.3. Approach/Departure at Installation Access Control Points (IACPs): 5 MPH.

6.9.1.4. EXCEPTIONS: Emergency vehicles responding to an emergency.

6.10. Rules of the Road for JBSA.

6.10.1. Emergency Vehicles. Drivers will use due care and caution in responding to emergencies and will use emergency lights/devices as appropriate (Moving Violation, **three points**).

6.10.2. Special Purpose Vehicles. Do not operate special purpose vehicles (forklifts, etc.) in excess of 15 MPH (Moving Violation, Speed too Fast for Conditions; **two points**).

6.10.3. Government vehicles. Government vehicles operating off base will not exceed the posted speed limits (Moving Violation, Reckless Driving; **six points**).

6.10.4. Do not pass another moving vehicle, except bicycles, mopeds or special purpose vehicles on JBSA unless in a passing area (broken yellow line) and only when safe to do so (Moving Violation, Improper Passing; **four points**).

6.10.5. Operators will not drive a vehicle on JBSA at such a slow rate of speed as to impede or block the normal flow of traffic, except when necessary for safe operations (Moving Violation, Speed Too Slow; **two points**).

6.10.6. Operators who drive a vehicle on JBSA in excess of 20 mph over the posted speed limit within the confines of JBSA, will be subject to an automatic 30 day suspension, effective at the time of the infraction. SFS will issue a pre-signed suspension notice at the time of the traffic stop (Moving Violation, Speed in Excess of 20 mph over; **30 day suspension**).

6.10.6.1. Operators who drive a vehicle on JBSA between 10 mph to 19 mph over the posted speed limit within the confines of JBSA, will be subject to an automatic 15 day suspension, effective at the time of the infraction. SFS will issue a pre-signed suspension notice at the time of the traffic stop (Moving Violation, Speed in Excess of 10 to 19 mph over; **15 day suspension**, 3 points).

6.10.7. Operators who use a non-hands free cellular device while operating a motor vehicle within the confines of JBSA will be subject to an automatic 30 suspension, effective at the time of the fraction. SFS will issue a pre-signed suspension notice at the time of the traffic stop (Moving Violation; Use of Non-Hands Free Cellular Device; **30 day suspension**).

6.10.8. Wrong Way on a One-Way Street. No person shall operate a vehicle in a direction contrary to the flow of traffic on a posted on-way street (Moving Violation, Failure to Obey Traffic Signals or Traffic Instructions of a Law 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; **four points**).

6.10.8.1. Persons operating motor vehicles within parking lots will follow the traffic flow directional arrows (Moving Violation, Failure to Obey Traffic Signals or Traffic Instructions of a Law 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; **four points**).

6.10.9. "U" Turns. "U" turns are authorized on JBSA when they can be accomplished without impeding other traffic. Exception: Emergency response vehicles responding to an emergency (Moving Violation, Improper Turning Movement; **three points**).

6.10.10. No Thoroughfare. No person shall drive their vehicle through an area marked for delivery vehicles only or marked as prohibiting thoroughfare (Moving Violation, Failure to Obey Traffic Signals or Traffic Instructions of a Law 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; **four points**).

6.10.11. Do not perform any major vehicle maintenance (e.g. transmission, engine repair or oil changes) in any parking lot or on any roadway located on JBSA (Non-Moving Violation, Fail to Obey; **three points**).

6.10.12. Unattended Vehicles. No person shall leave a GOV or a POV unattended with the engine running and doors unlocked for any period of time. Exception: On-duty emergency responders (Non-Moving Violation, Fail to Obey; **three points**).

6.10.13. Unattended Children/Animals. No child under the age of 12 or any animal will be left unattended in a motor vehicle for any amount of time no matter the temperature. Any person leaving a child/animal in a vehicle may be charged with Child Neglect/Abuse or animal cruelty (Non-Moving Violation, Child Neglect/Abuse or Animal Cruelty; **six points**, AFJIS Incident Report).

6.10.14. Military Formations. Military formations are defined as an organized body of personnel numbering at least ten individuals.

6.10.14.1. When approaching a military formation from the front, vehicle may pass the formation at a maximum speed of 10 mph (Moving Violation, Speed Too Fast for Conditions; **two points**).

6.10.14.2. When approaching a military formation from the rear, vehicle operators will sound the horn and wait for the road guards to recognize them. The vehicle will proceed around the formation in a prudent manner after recognition and direction from the formation leader and/or road guard(s) (Moving Violation, Improper Passing; **four points**).

6.10.15. Retreat. All vehicles will stop during the playing of Retreat and the National Anthem. Exception: Emergency response vehicles responding to an emergency (Moving Violation, Fail to Obey; **three points**).

6.11. Backing. All GOVs will have a ground guide (spotter) present during any operations. If alone, the operator will conduct an exterior visual check of the area where backing will occur before getting into the vehicle and backing up (Moving Violation, Other moving violation involving driver behavior; **three points**).

6.12. Traffic Cones/Stanchions/Barriers. Tampering or moving cones/stanchions/barriers placed by Security Forces or Civil Engineers is prohibited (Moving Violation, Fail to Obey...[according to offense that occurred]; **four points**).

6.13. License Plates. Owners/operators of vehicles will ensure license plates are securely fastened with bolts, screws or brackets to the rear (and front, IAW State of Registration requirements) bumper(s) or the manufactures designated location. String, tape or wire will not be used to secure license plates. Vehicles will not have any type of cover or decorative border around or on it that impedes viewing the plate number and/or registration decal. Operators having the rear license plate affixed to their vehicle as required but fail to affix the front plate (if required by the state of registration) will not be denied base access (Moving Violation, "Fix-it" Ticket and Fail to Obey; **two points**).

6.13.1. Immediately report lost/stolen license plates to the state of registration and the Base Defense Operations Center (BDOC).

6.14. Pedestrian Responsibilities.

6.14.1. Pedestrians are subject to and must abide by traffic laws and control signals. (Moving Violation, Fail to Obey; **three points**).

6.14.2. It is unlawful to walk along or upon a roadway where a sidewalk is available (Moving Violation, Fail to Obey; **three points**).

6.14.3. Pedestrians must use the shoulder of the road as far as practical from the roadway where a sidewalk is unavailable (Moving Violation, Fail to Obey; **three points**).

6.14.4. No games of sporting activities will be carried out on the road. Jogging and walking is allowed on roads against the flow of traffic (Moving Violation, Fail to Obey; **three points**).

6.14.5. No person shall suddenly walk or run into the path of a moving vehicle (Moving Violation, Fail to Obey; **three points**).

6.14.6. When provided, pedestrians must use crosswalks when crossing roads (Moving Violation, Fail to Obey; **three points**).

6.15. Noise. Excessively loud mufflers and sound systems constitute a safety hazard as they prevent operators from hearing emergency sirens and vehicle horns; therefore, no vehicle will operate with an excessively loud muffler or sound system. Motorcycles will have baffles in the exhaust pipes. Car stereos will not be played excessively loud on base. Excessively loud is considered to be heard or felt within 50 feet outside the vehicle. Any profane, gross, lewd or derogatory music heard from a vehicle, no matter the distance will also be enforced as noise pollution (Moving Violation, Other Moving Violation Involving Driver Behavior; **three points**).

6.16. Riding in Bed of Pick-up Trucks. Riding in the beds of GOV or POV pick-up trucks, covered or uncovered, is prohibited with the exception of responding/dispatched emergency vehicles on JBSA and unless the vehicle is equipped with occupant restraint devices in the bed (GOV designed as troop carriers that have factory installed seats/benches are exempt from occupant restraint requirements). Commanders will conduct a Risk Assessment (RA) IAW 90-802, *Risk Management*, before exceeding the availability of designated seating in Air Force passenger vehicles and develop procedures for safe operation (e.g. number of personnel, tailgates up, no cargo in bed, etc.) (Moving Violation, Fail to Obey; **three points**).

6.17. Littering. No person shall place, dispose, throw or permit to be disposed or scattered, any waste, refuse, litter, paper or foreign substance in or upon any road or street within JBSA. Note: Cigarette butts are included in this provision (Moving Violation, Littering; **two points**).

6.18. Chasing Traffic Violators. No person shall chase a traffic violator except on-duty Security Forces members operating Security Forces vehicles equipped with authorized emergency/safety equipment (Moving Violation, Other Moving Violation Involving Driver Behavior; **three points**).

6.19. Obscene/Provoking Markings. No motor vehicle operated upon the public roadways or streets of JBSA shall bear upon any part of such vehicle or its attachments any plate, sticker, card, tag, lettering, markings or pictures of an obscene, vulgar, racist or sexist nature (Moving Violation, "Fix-it" Ticket or Obscene Material; **three points**).

6.20. Unprotected Fire Hose. No personal shall drive or operate a motor vehicle across an unprotected fire hose if the hose is laid down on a street or driveway to be used at a fire or fire response. This does not apply if fire officials at the scene direct traffic to drive over the hose (Moving Violation, Other Violation Involving Driver Behavior; **three points**).

6.21. Parking. Unless otherwise noted all parking violations cited as non-moving violations, improper parking; **two points**.

6.21.1. Authorized areas. Parking is authorized only on paved surfaces that are marked with white lines specifically for parking. Exceptions: Authorized parking areas near or adjacent to buildings/facilities without grasses (e.g. gravel parking areas). Parking areas established during special events are authorized areas.

6.21.2. Parking is not authorized in areas identified below:

6.21.2.1. Parking across marked parking slots within a valid parking area.

6.21.2.2. Parking in such a manner as to obstruct the free access to or from an authorized parking area/slot.

- 6.21.2.3. Double parking.
- 6.21.2.4. Unauthorized parking in a reserved slot.
- 6.21.2.5. Parking in or along fire lanes.
- 6.21.2.6. Blocking driveways or walkways.
- 6.21.2.7. On seeded, grassy, dirt or rocky areas.
- 6.21.2.8. On the shoulder of a road, unless in an emergency.
- 6.21.2.9. Impeding the flow of traffic, except for the loading/unloading of passengers or cargo.
- 6.21.2.10. More than 18 inches from the curb.
- 6.21.2.11. Parking in any area not designated for parking.
- 6.21.2.12. Parking within 20 feet of fire hydrants.
- 6.21.2.13. Parking within 20 feet of an intersection.
- 6.21.2.14. Parking in the opposite direction of the traffic flow.
- 6.21.2.15. Parking within 5 feet of a dumpster.

6.22. Assimilation of the Texas Traffic Code. JBSA assimilates the Texas traffic code for general rules of the road not specifically covered within this Instruction. In cases where an infraction has occurred not covered within this instruction the Texas Traffic Code Violation Offense will be utilized. Points assessed for Texas Traffic Code offenses will adopt the **three point** standard assessed towards JBSA base driving privileges.

CAROLINE M. MILLER
Brigadier General, USAF
Commander, 502d Air Base Wing

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

AFI 31-115, *Law and Order Operations*, 17 August 2020

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 21 May 2006

AFI 91-207, *The US Air Force Traffic Safety Program*, 25 July 2019

AFI 31-101, *Integrated Defense (ID)*, 24 March 2020

AFI 31-118, *Security Forces Standards and Procedures*, 17 August 2020

DoDM5200.08V3_AFMAN31-101V3, *Installation Perimeter Access Control*, 26 February 2020

DoDI 6055.04, *DoD Motor Vehicle and Traffic Safety*, 27 August 2021

AR 190-5, *Motor Vehicle Traffic Supervision*, 22 May 2006

Texas Transportation Code, Title 6 & 7, *Roadways and Vehicles and Traffic*

Adopted Forms

DD Form 2504, *Abandon Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 1408, *Armed Forces Traffic Ticket*

Abbreviations and Acronyms

ABW—Air Base Wing

AFJIS—Air Force Justice Information System

ANSI—American National Standard Institute

ATV—All Terrain Vehicle

BAC—Blood Alcohol Content

BDOC—Base Defense Operations Center

BrAC—Breath Alcohol Content

CC—Commander

CDL—Commercial Driver's License

CEG—Civil Engineer Group

CFR—Code of Federal Regulations

CVB—Central Violations Bureau

DBIDS—Defense Biometrics Identification System

DMV—Department of Motor Vehicles

DoD—Department of Defense

DOT—Department of Transportation

DPS—Department of Public Safety

DV—Disabled Veteran

EA—Executive Agent

FPCONS—Force Protection Conditions

FSG—Force Support Group

FSH—Fort Sam Houston

FSS—Force Support Squadron

GOV—Government Owned Vehicle

IACP—Installation Access Control Point

IAW—In Accordance With

IEVC—Installation Entry/Exit Vehicle Check

JA—Judge Advocate

JBSA—Joint Base San Antonio

LAK—Lackland

LRS—Logistics Readiness Squadron

MADD—Mothers Against Drunk Driving

MDOS—Medical Operations Squadron

MPH—Miles Per Hour

MSF—Motorcycle Safety Foundation

NCIC—National Crime Information Center

NHTSA—National Highway Traffic Safety Administration

OCONUS—Outside the Continental United States

OHV—Off-Highway Vehicle

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RND—Randolph

SDDCTEA—Surface Deployment and Distribution Command's Transportation Engineering Agency

SFG—Security Forces Group

SFS—Security Forces Squadron

TDY—Temporary Duty

TLETS—Texas Law Enforcement Telecommunications System

TRC—Texas Transportation Code

TSCG—Traffic Safety Coordinating Group

TSWG—Traffic Safety Working Group

UCMJ—Uniform Code of Military Justice

UTV—Utility Vehicle

Attachment 2

SUSPENSION/REVOCAION NOTICE

Figure A2.1. Suspension/Revocation Notice.



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

Date _____

MEMORANDUM FOR _____

FROM: 502 SFG/CC
1 Washington Circle
JBSA-Randolph TX 78150

SUBJECT: Instant Driving Suspension

1. On _____, you were the subject of one or more of the following offenses:
 - a. Vehicle operators exceeding the speed limit by 10 to 19 mph in any JBSA location. (15 days)
 - b. Vehicle operators exceeding the speed limit by 20 mph or more in any JBSA location. (30 days)

2. In accordance with the authority delegated by the installation commander in "Memorandum for Joint Base San Antonio (JBSA) Personnel: JBSA Speed Enforcement Policy, dated 02 Jul 2024", I hereby order your driving privileges on Joint Base San Antonio, to include Fort Sam Houston, Lackland, Randolph, Camp Bullis, and all annexes and leaseback facilities to be immediately suspended for a period of _____. This also applies to any off-base operation of a government vehicle.

3. You have 14 calendar days from the date of this notice to submit a written request for reconsideration (a hearing may be permitted in certain cases) to determine if a compelling reason exists to restore your privileges pending resolution of your charge. Restricted driving privileges may be granted for mission requirements, unusual personal or family hardship, or when a delay of 90 days (not attributed to you) occurred in the disposition of your case. Your request must be made in writing and forwarded to the below Administration and Reports office of where your offense occurred:

JBSA-Fort Sam Houston 502 SFS Administration and Reports Office
2404 N. New Braunfels Ave.
JBSA-Fort Sam Houston, TX 78234

JBSA-Lackland 802 SFS Administration and Reports Office
2445 George Ave, STE 4
JBSA-Lackland, TX 78236

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925 Third Street West
JBSA-Randolph, TX 78150.

4. In accordance with AFI 31-218(I), paragraph 2-6, you have the right to present evidence and/or witnesses at the hearing. Military members also have the right to be represented by counsel, at their own expense. Department of Defense civilian employees have the right to have a personal representative present at the hearing, at their own expense.
5. Any determination made at the hearing is without prejudice to your rights or the rights of the government in subsequent criminal or administrative proceedings involving the same or related incident. All determinations will be based on the preponderance of evidence presented at the hearing.
6. A violation of any portion of this driving suspension notice may result in a revocation of your driving privileges for an additional two years.
7. You will acknowledge receipt of this driving suspension notice by signing the endorsement section below.

XXXXXXXXXX (Name), Colonel, USAF
Commander, 502d Security Forces Group

cc:
Individual
Installation Reports and Analysis Office

1st Ind, _____ (from) _____ (date)
(Print Name of Subject)

MEMORANDUM FOR 502 SFG/CC

1. I understand the following conditions apply to the suspension of my driving privileges:
 - a. I am not authorized to drive any vehicle on Joint Base San Antonio, to include Fort Sam Houston, Lackland, Randolph, or Camp Bullis, to include all annexes and leaseback facilities, or any other military installation, without prior approval from the suspension authority. If I am married, my spouse or other adult family member(s) retain their driving privileges.
 - b. Should I drive a privately owned vehicle on a military installation, or a government vehicle off installation without prior written approval from the suspension authority while on suspension,

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c. Should my home state and/or state in which the offense occurred suspend and/or revoke my license, I understand this also applies to Joint Base San Antonio, to include Fort Sam Houston, Lackland, Randolph, Camp Bullis, and all annexes and leaseback facilities.

2. I acknowledge receipt of this letter, at _____ hours, on _____ (date).

Signature, 1st Ind

My mailing address is _____

My phone number is _____

Figure A2.2. Suspension/Revocation Notice, Page 2.

3. You have 14 calendar days from the date of this notice to submit a written request for reconsideration (a hearing may be permitted in certain cases) to determine if a compelling reason exists to restore your privileges pending resolution of your charge. Restricted driving privileges may be granted for mission requirements, unusual personal or family hardship, or when a delay of 90 days (not attributed to you) occurred in the disposition of your case. Your request must be made in writing and forwarded to the below Administration and Reports office of where your offense occurred:

JBSA-Fort Sam Houston	502 SFS Administration and Reports Office 2404 N. New Braunfels Ave. JBSA-Fort Sam Houston, TX 78234
JBSA-Lackland	802 SFS Administration and Reports Office 2445 George Ave, STE 4 JBSA-Lackland, TX 78236
JBSA-Randolph	902 SFS Administration and Reports Office 925 Third Street West JBSA-Randolph, TX 78150.

4. In accordance with AFI 31-218(I), paragraph 2-6, you have the right to present evidence and/or witnesses at the hearing. Military members also have the right to be represented by counsel, at their own expense. Department of Defense civilian employees have the right to have a personal representative present at the hearing, at their own expense.

5. Any determination made at the hearing is without prejudice to your rights or the rights of the government in subsequent criminal or administrative proceedings involving the same or related incident. All determinations will be based on the preponderance of evidence presented at the hearing.

6. A violation of any portion of this driving revocation notice may result in a revocation of your driving privileges for an additional two years.

7. You will acknowledge receipt of this driving revocation notice by signing the endorsement section below.

JAMES H. MASONER, Colonel, USAF
Commander, 502d Security Forces Group

cc:
Individual
Installation Reports and Analysis Office

1st Ind. _____ (from) _____ (date)
(Print Name of Subject)

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Figure A2.3. Suspension/Revocation Notice, Page 3.

MEMORANDUM FOR 502 SFG/CC

1. I understand the following conditions apply to the revocation of my driving privileges:

a. I am not authorized to drive any vehicle on Joint Base San Antonio, to include Fort Sam Houston, Lackland, Randolph, or Camp Bullis, to include all annexes and leaseback facilities, or any other military installation, without prior approval from the revocation authority. If I am married, my spouse or other adult family member(s) retain their driving privileges.

b. Should I drive a privately owned vehicle on a military installation, or a government vehicle off installation without prior written approval from the revocation authority while on revocation, two additional years may be added to the original period imposed, and will run consecutively.

c. Prior to my driving privileges being reinstated, I am required to provide proof of completion of a remedial driving course (and substance abuse counseling, if revocation was due to substance abuse). If my license was suspended by a state authority, I am also required to provide proof the reinstatement requirements of the state where my license was suspended have been met.

d. Should my home state and/or state in which the offense occurred suspend and/or revoke my license, I understand this also applies to Joint Base San Antonio, to include Fort Sam Houston, Lackland, Randolph, Camp Bullis, and all annexes and leaseback facilities.

2. I acknowledge receipt of this letter, at _____ hours, on _____ (date).

Signature, 1st Ind

My mailing address is _____

My phone number is _____

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