

**BY ORDER OF THE COMMANDER  
MARCH AIR RESERVE BASE**

**MARCH AIR RESERVE BASE  
INSTRUCTION 31-116**



**10 AUGUST 2023**

**Security**

**MARCH AIR RESERVE BASE TRAFFIC  
CODE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It sets forth guidance related to the inter-service publication DAFI 31-218, *Motor Vehicle Supervision* and is consistent with AFI 91-207, *U.S. Air Force Traffic Safety Program*, DAFI 13-213, *Airfield Driving*, DAFI 31-115, *Law and Order Operations*, and DAFI 31-118, *Security Forces Standards and Procedures*. This instruction is consistent with and conforms to the California (CA) Vehicle Code (CVC). When a conflict between the CVC, DAFI 31-218, and this instruction exists, DAFI 31-218 and this instruction will take precedence. This instruction and DAFI 31-218 collectively constitute the March Air Reserve Base (MARB) Base Traffic Code. The terms “drive,” “operate,” and their derivatives are synonymous and interchangeable for the purposes of this instruction. This instruction is directive in nature, and the terms “must,” “shall,” and “will” indicate mandatory actions. All supervisors will ensure that their personnel review this publication. This instruction applies to all land areas under the jurisdiction of the MARB Installation Commander (452 AMW/CC) and applies to all individuals at all levels—both military and civilian—who require access to or operate a vehicle on MARB, including Air Force Reserve and Air National Guard (ANG) personnel. It assigns responsibilities and establishes the uniform rules governing the supervision and control of motor vehicle traffic on MARB consistent with requirements prescribed in DAFI 31-218. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); administration of driver performance records; police traffic supervision; vehicle registration and driver license requirements; operation of emergency vehicles; speed limits; traffic signs; rules of the road; driver distractions; vehicle restraint systems; policies and procedures for the towing and impoundment of POVs; operation of motorcycles, mopeds, all-terrain vehicles and off-highway vehicles; parking and storage of recreational

vehicles; and miscellaneous rules. Failure to obey this instruction constitutes a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. Furthermore, administrative actions such as letters of counseling, admonition, or reprimand may be issued for failure to comply with this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and/or maintenance of information protected by Title 5 United States Code (USC) § 552a, *The Privacy Act* of 1974. The authorities to collect or maintain the records prescribed in the publication are Title 10 USC § 8013, *Secretary of the Air Force*; Title 18 USC § 922 note, *Brady Handgun Violence Prevention Act*; Title 28 USC § 534 note, *Uniform Federal Crime Reporting Act*; Title 42 USC § 10601 et seq, *Crime Victims Fund*; Title 18 USC § 922(d)(9), *Unlawful Acts (Lautenberg Amendment)*; Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended; DoDI 7730.47, *Defense Incident-Based Reporting System (DIBRS)*; DAFI 31-115, *Law and Order Operations*; and DAFI 31-118, *Security Forces Standards and Procedures*. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle supervision on MARB. This March Air Reserve Base Instruction (MARCHARBI) provides additional MARB-specific guidance to complement guidance found in DAFI 31-218, *Motor Vehicle Supervision*, and it conforms and is consistent with the CVC. The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through a reduction of factors that contribute to accidents.

**1.2. Application.** This instruction, DAFI 31-218, and the CVC applies to all pedestrians, cyclists, skateboarders, roller-skaters/roller-bladers, in-line skaters, and personnel operating Privately Owned Vehicles (POVs), Commercial Vehicles (CVs), Government Motor Vehicles (GMVs), two, three, and four-wheeled open vehicles with a motorcycle-type engine, motorcycles, motorized scooters, motorized mopeds, and motorized bicycles on MARB, unless otherwise stated in this instruction. Security Forces (SF) members, Department of Air Force (DAF) Civilian Police Officers/Guards, or individuals performing duties as SF augmentees, hereafter referred to as “SF,” may take or direct action in accordance with this instruction and DAFI 31-218. This instruction and DAFI 31-218 collectively constitute the MARB Traffic Code.

### 1.3. Responsibilities.

1.3.1. Installation Commander (452 AMW/CC). The 452 AMW/CC establishes and manages the installation traffic supervision program, regulates the movement of traffic and personnel on the installation, establishes the MARB Traffic Code consistent with the provisions of DAFI 31-218, and has the authority to revoke, suspend, reinstate, grant, or deny base driving privileges.

1.3.1.1. The 452 AMW/CC is the final rebuttal appeal authority for all appeals or requests for reconsideration pertaining to suspension and revocation decisions per this instruction. No further appeal or request for reconsideration will be accepted.

1.3.2. Mission Support Group Commander (452 MSG/CC) or Mission Support Group Deputy Commander (452 MSG/CD). The 452 MSG/CC or 452 MSG/CD is responsible for conducting administrative due process hearings for installation driving privilege suspensions and revocations.

1.3.3. Defense Force Commander (452 SFS/CC/DFC). The DFC is the 452 AMW/CC’s principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating and controlling traffic, and enforcing installation rules pertaining to traffic control. DFCs assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns. The DFC have the responsibility to provide efficient and cooperative liaison with civilian law enforcement officials in the local area.

1.3.4. Staff Judge Advocate (452 AMW/JA). The 452 AMW/JA advises the 452 AMW/CC, 452 MSG/CC, or 452 MSG/CD on due process appeals and/or hearings for suspension/revocation of base driving privileges. The 452 AMW/JA will coordinate on all suspension/revocation packages involving the following circumstances: when an individual requests an administrative hearing, when an individual requests the remainder of their

suspension/revocation be waived, or when an individual requests an appeal or request for reconsideration.

1.3.5. All unit commanders, directors, and agency chiefs, including tenant and associated units, will ensure their personnel adhere to the provisions of this instruction and will initiate disciplinary action when appropriate for military and civilian personnel as directed by the Uniform Code of Military Justice (UCMJ), Department of Defense (DoD) instructions, Department of the Air Force (DAF) instructions, federal laws, and state laws.

1.3.6. Sponsors will ensure that their guests comply with this instruction.

1.3.7. All persons described in **paragraph 1.2** of this instruction will be familiar with and will comply with this instruction. Operating a motor vehicle on the installation is a privilege granted by the 452 AMW/CC. Any person accepting this privilege must comply with this MARB Traffic Code, the CVC, and DAFI 31-218.

**1.4. Traffic Enforcement.** The 452d Security Forces Squadron (452 SFS), under the supervision of the DFC, is responsible for the enforcement of all traffic laws and regulations on MARB. It is unlawful to interfere with any SF member while said SF member is investigating accidents and traffic violations or citing persons for such violations. All questions concerning investigations, traffic citations, or the conduct of any SF personnel shall be directed to the DFC, 452 SFS/S3, or 452 SFS/S3O.

1.4.1. 452 SFS personnel are authorized to issue the DD FM 1408, *Armed Forces Traffic Ticket* for violations of the MARB Traffic Code. MARB has proprietary jurisdiction and therefore SF personnel issue the DD FM 1408 for traffic and parking violations.

1.4.2. MARB resides within the municipal limits of the city of Moreno Valley, California. Therefore, the Riverside County Sheriff Department (RCSO) also has legal jurisdiction over installation roadways and may issue city traffic citations on MARB for violations of the CVC.

1.4.3. 452 SFS personnel are authorized to use RADAR, LIDAR, electronic, or mechanical speed measuring devices on all installation roadways to enforce the MARB installation traffic code.

## Chapter 2

### MOTOR VEHICLE ADMINISTRATION

**2.1. Installation-Affiliated Identification.** Upon request by SF personnel, the driver of a motor vehicle on the installation will produce a valid DoD/military identification card, a Defense Biometrics Identification System (DBIDS) card, a computer-generated pass or an AF FM 75, *Visitor/Vehicle Pass*, in addition to a valid state-issued driver license or identification card compliant with the REAL ID Act, passport, or alien registration card.

**2.2. State Registration.** No person shall operate a motor vehicle in which the state registration of the motor vehicle has been cancelled, suspended, expired or revoked. All motor vehicles must maintain current vehicle registration while being operated on MARB. Proof of registration must be maintained in the vehicle while on the installation and must be produced upon request by SF personnel. Additionally, all motor vehicles, if required by the jurisdiction the vehicle is registered in, will have a valid safety inspection and emission test as required by the relevant state's law.

**2.3. Driver License.** No person shall operate any motor vehicle on MARB unless the driver possesses, on his or her person, a valid, unexpired state and/or government driver license. Vehicle operators will produce their driver license upon request by SF personnel.

2.3.1. It is unlawful to operate a motorcycle, motorized scooter, motorized moped, or motorized bicycle without a valid driver license and/or applicable motorcycle endorsement, if required by the CVC based on the device being operated.

2.3.2. Prohibited Use of Driver License or Registration. It is unlawful for any person to:

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

2.3.2.2. Lend any driver license, proof of insurance, or any item mentioned in the preceding paragraph of this instruction to another person or knowingly permit the use thereof by any other person.

**2.4. Proof of Insurance.** Every motor vehicle operated on the installation must be covered by financial responsibility. It is the driver's responsibility to furnish proof of insurance upon request by SF personnel. This proof may be in written or electronic form.

**2.5. Stopping and Inspecting Personnel or Vehicles.** 452 SFS personnel have the authority to stop, inspect, search, and impound motor vehicles at Installation Access Control Points (IACPs) and restricted areas to ensure the safety and security of all personnel and resources. Some reasons for conducting these activities may include, but are not limited to, increased Force Protection Condition (FPCON), Installation Entry/Exit Vehicle Checks (IEVC), Commercial Vehicle Inspections (CVI), Random Anti-terrorism Measures (RAM), and when there is probable cause to search pursuant to alleged criminal activity.

2.5.1. A civilian, military retiree, or non-active status military member who refuses to submit to an inbound inspection of his or her vehicle will be denied base access, may have their installation driving privileges revoked/suspended, and/or may be debarred from the installation.

2.5.2. A military member in active status who refuses to submit to an inbound inspection of his or her vehicle is in violation of a lawful order/regulation issued by the 452 AMW/CC and may be apprehended by SF and charged under Article 92 of the UCMJ. In addition, these personnel will be denied base access, may have their base driving privileges revoked/suspended, and/or may be debarred from the installation.

**2.6. Implied Consent.** Any person operating a motor vehicle on MARB is considered to have consented to evidential tests for alcohol or drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for an alcohol or drug related traffic offense while driving or in physical control of a motor vehicle on MARB to determine the influence of intoxicants.

2.6.1. Refusal to submit to or failure to complete a chemical test will result in a one (1) year revocation of installation driving privileges upon determination of facts by the 452 AMW/CC.

**2.7. Traffic/Parking Violation Complaints.** SF personnel will take enforcement action in response to moving traffic violation complaints if the totality of the evidence supports the complaint. For complaints involving non-moving parking violations, SF personnel may take enforcement action if the vehicle in question is still illegally parked when they arrive to investigate the complaint.

**2.8. Traffic Violation Reports.** Except as otherwise set forth herein, the DD FM 1408, *Armed Forces Traffic Ticket*, SF case management system of record incident report, the AF FM 3545, *Incident Report*, the AF FM 1315, *Accident Report*, the AF FM 178, *Affidavit for Apprehension/Arrest*, and the DD FM 1920, *Alcohol Incident Report* are authorized methods of documenting violations of this MARB Traffic Code based on the nature of the offense and the discretion of the 452 SFS. Violators from other installations will be identified and their infractions forwarded to the appropriate agency for action. The 452 SFS Reports and Analysis (452 SFS/S5R) section is responsible for the administration and distribution of information concerning traffic violations.

2.8.1. Traffic and parking violations of this MARB Traffic Code may result in the issuance of a DD FM 1408, *Armed Forces Traffic Ticket*, and correspondence sent to the registered owner of the vehicle indicating a warning notice or a point violation.

2.8.2. Command Action. 452 SFS/S5R will request command action by emailing a copy of the DD FM 1408 to the first sergeant, unit/section commander, or agency director (if civilian) of the violator or registered vehicle owner. First Sergeants or other personnel may complete the administrative process of the action; however, the ticket must be signed by the unit/squadron commander. The action taken will be annotated on the reverse side of the white (CO of violator) copy and returned to the 452 SFS/S5R section within fourteen (14) calendar days of receipt of the ticket. 452 SFS/S5R will update the points and command action in the SF case management system of record and dispose of the ticket in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

2.8.3. 452 SFS/S5R will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed by the 452 SFS/CC IAW the violation appeal procedures outlined below.

2.8.4. Proof of Compliance "Fix-it-Ticket." A proof of compliance "fix-it-ticket" may be issued to motorists to give them the opportunity to resolve an unsafe condition or vehicle defect

before the citation is processed by 452 SFS/S5R. Operators of unsafe/defective vehicles may continue to drive their vehicle after being cited depending on the severity of the unsafe condition or defect. If the citation involves both a non-correctable moving/non-moving violation and a correctable proof of compliance violation, one DD FM 1408 will be issued for the moving/non-moving violation and a second, correctable DD FM 1408 will also be issued. The moving/non-moving violation will be processed through 452 SFS/S5R and the proof of compliance "Fix-it-Ticket" will be placed at the 452 SFS Base Defense Operations Center (BDOC) until corrected or until the end of the stipulated correction period.

2.8.4.1. The correctable DD FM 1408 will be maintained on file at the BDOC for the duration of the stipulated correction period. Violators have until the end of the stipulated correction period as listed on the reverse of the pink (violator) copy to fix the unsafe condition or repair the defect. Violators will present their pink (violator) copy of the DD FM 1408 with evidence of the repairs to the 452 SFS BDOC Controller, and an SF patrol will be dispatched to inspect the vehicle to ensure corrective actions were completed. If the unsafe condition/vehicle defect was corrected, the inspecting patrolman will write "CORRECTED" and will print their name/rank and annotate the date corrected on the reverse of both the pink (violator) copy and the yellow (enforcement officer) copy of the DD FM 1408. The corrected DD FM 1408 will then be forwarded to 452 SFS/S5R. If evidence of the repair is not presented within the stipulated correction period, the uncorrected DD FM 1408 will be forwarded to 452 SFS/S5R for processing and point assessment against the violator's base driving record

2.8.5. Violation Appeal Procedures. Any individual receiving a DD FM 1408 who believes they have been unfairly or unlawfully cited may submit a rebuttal to contest the citation to the 452 SFS/CC, coordinated through the 452 SFS Reports and Analysis (452 SFS/S5R) section.

2.8.5.1. The violator/registered vehicle owner must submit a written rebuttal letter via email to the 452 SFS/S5R section. The violator/registered vehicle owner must obtain signature endorsement on the rebuttal letter from their first sergeant and unit commander prior to submitting the letter for coordination to 452 SFS/S5R. The letter must outline the nature of the rebuttal along with the facts and circumstances surrounding issuance of the ticket.

2.8.5.2. Rebuttal letters must be received by 452 SFS/S5R within fourteen (14) calendar days from the date the violator/registered vehicle owner received the ticket or was notified by their supervisor, first sergeant, or commander that they received the white (CO of violator) copy of the DD FM 1408.

2.8.5.3. 452 SFS/S5R will provide the 452 SFS/CC with a copy of the ticket, the rebuttal letter, and any counter-rebuttal statements from the issuing SF patrolman.

2.8.5.4. 452 SFS/CC will provide 452 SFS/S5R with a rebuttal decision letter regarding whether the citation was upheld, points were assessed, and suspension (if applicable) upheld. 452 SFS/S5R will annotate the disposition in the SF case management system of record and obtain command action if the ticket is upheld.

## Chapter 3

### RULES OF THE ROAD

#### 3.1. General Requirements.

3.1.1. Vehicles shall be driven on the right side of the road.

3.1.2. Vehicle operators will not back their vehicle into a traffic lane except when backing from a parking space or driveway, and the driver must have unobstructed vision in all directions when doing so.

3.1.3. Vehicle operators will not operate radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed on the installation as stipulated in DoDI 6055.4, *Department of Defense Traffic Safety Program*. Said devices will be turned off while operating the vehicle on MARB.

3.1.4. State license plates must be clearly visible at all times while on MARB. Vehicle operators are required to clear obstructions from license plates before entering the installation. The installation of a cover over a lawfully parked vehicle is exempted from this requirement.

3.1.5. Vehicle operators will not leave their vehicle on the main traveled portion of any roadway or street when experiencing a mechanical failure. Vehicle operators will use their emergency flashers or place warning signals/signs on the roadway to warn other motorists and will immediately move disabled vehicles from the roadway or stay with the disabled vehicle until it is removed from the roadway and no longer a hazard to other traffic.

3.1.6. Vehicles will not be driven on any sidewalk area except when entering or exiting a temporary or permanent driveway.

3.1.7. Vehicles will not be driven off paved roadways except when directed by SF, when necessary to perform mission specific tasks, or when necessary to permit loading or unloading of heavy cargo or equipment, provided these operations can be safely performed without damage to property.

3.1.8. Operators of Off-Highway Vehicles (OHVs), Low-Speed Vehicles (LSVs), or Government Vehicles Other (GVOs), including cart type vehicles with three or four wheels, will observe all normal traffic rules and requirements when operating their vehicles in traffic and pedestrian environments. Drivers of these slow-moving vehicles are required to drive as closely as practical to the right-hand edge of the roadway. **Note:** OHVs, LSVs, and GVOs are defined in AFI 91-207, *U.S. Air Force Traffic Safety Program*.

3.1.9. No bicycle, coaster, roller skates/blades, sled, skateboard, or similar non-vehicle equipment shall be attached to any other vehicle upon the roadway except as authorized for transport upon approved carriers.

3.1.10. Any major repairs to POVs, or any repairs requiring work under the vehicle, to include engine removal/replacement and any type of lubricant change, is prohibited from being conducted anywhere on the installation. Emergency repairs may be made as needed provided no safety hazard exists that increases the risk of injury or property damage.

3.1.11. A parent, legal guardian, caregiver, or other person responsible for a child who is 10 years of age or younger is prohibited from leaving the child alone inside a motor vehicle on the installation.

**3.2. Speed Limits.** All vehicles will be operated within existing speed limits on established roadways of the installation. The speed limits specified in this chapter apply to areas outside of the airfield and constitute maximum allowable speeds. In addition to the speed limits specified within this instruction, vehicle operators will comply with airfield-specific vehicle speed limits found in DAFI 13-213, *Airfield Driving*, and the MARB supplement to DAFI 13-213. Exempted from these maximum speeds are designated emergency vehicles responding to an emergency. Hazards including, but not limited to, inclement weather, reduced visibility, road obstructions, or accidents may require lower speeds. Speed contests between motor vehicles of any kind are prohibited unless approved by the 452 AMW/CC. SF enforces installation speed limits through the use of speed-measuring devices.

3.2.1. Twenty-five (25) mph, unless otherwise posted or stated herein.

3.2.2. Fifteen (15) mph along traffic routes within 100 yards of all Installation Access Control Points (IACPs)—both entering and exiting the installation. **Note:** all inbound drivers must come to a complete stop at all IACPs unless directed otherwise by the SF Installation Entry Controller.

3.2.3. Fifteen (15) mph on B Street between the B Street/Graeber Street and B Street/Q Street intersections.

3.2.4. Ten (10) mph for special purpose vehicles (e.g., tractors, tugs, forklifts, sweepers, etc.).

3.2.5. Ten (10) mph when nearing, passing, or meeting troop formations that are upon a roadway.

3.2.6. Five (5) mph within all parking lots.

3.2.7. Five (5) mph within warehouse and loading areas.

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

3.2.9. During periods of inclement weather or reduced visibility, vehicle operators will reduce the speed of their vehicles to a maximum of fifteen (15) mph unless driving upon a motorway that features a lower maximum allowable speed. In such cases, the lower maximum allowable speed prevails.

**3.3. Restraint Systems/Seat Belts.** Drivers and passengers of government and privately owned vehicles with equipped seat and shoulder belts will have seat belts fastened at all times while the vehicle is in motion on the installation. **Note:** motorists entering the installation and observed not wearing seatbelts will be informed of the requirement by SF Installation Entry Controllers and will be directed to comply.

3.3.1. Restraint systems/seat belts will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.

3.3.2. Restraint systems/seat belts will be worn by all military service members and Reserve Component members on active Federal Service driving or riding in a POV whether on or off the installation.

**3.4. Child Safety Restraint Systems.** It is prohibited for any driver to operate any motor vehicle with a child under 8 years of age without properly securing the child in a rear seat in an appropriate child passenger restraint system meeting applicable federal motor vehicle safety standards.

3.4.1. Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.

3.4.2. Children between 2 and 8 years of age must be secured in the rear seat in a proper child safety seat when riding in a motor vehicle. These seats must meet applicable federal motor vehicle safety standards. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.

3.4.3. Children who are at least 8 years of age OR have reached 4'9" in height may be secured by a booster seat but at a minimum must be secured by a lap safety belt.

3.4.4. Passengers who are 16 years of age and over are required to maintain fastened seat belts at all times while riding in a vehicle.

3.4.5. Exemptions.

3.4.5.1. Court exempts any class of child by age, weight, or size if it is determined that the use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size. Drivers must maintain proof of court exemptions in their vehicle.

3.4.5.2. In case of a life-threatening emergency, or when a child is being transported in a designated emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of that system, but the child shall be secured in a seatbelt.

3.4.5.3. A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap safety belt when the backseat of the vehicle is not equipped with a combination lap and shoulder safety belt.

3.4.5.4. A child under 8 years of age may ride properly secured in an appropriate child passenger restraint system meeting applicable federal motor vehicle safety standards in the front seat of a motor vehicle under any of the following circumstances:

3.4.5.4.1. There is no rear seat.

3.4.5.4.2. The rear seats are side-facing jump seats.

3.4.5.4.3. The rear seats are rear-facing seats.

3.4.5.4.4. The child passenger restraint system cannot be installed properly in the rear seat.

3.4.5.4.5. All rear seats are already occupied by children 8 years of age or under.

3.4.5.4.6. Medical reasons necessitate that the child not ride in the rear seat. The driver must maintain proof of court exemption in the vehicle.

3.4.5.4.7. Notwithstanding the above circumstances, a child shall not be transported in a rear-facing child passenger restraint system in the front seat of a motor vehicle that is equipped with an active frontal passenger airbag.

3.4.5.4.8. A parent, legal guardian, caregiver, or other person responsible for a child who is 10 years of age or younger are prohibited from leaving the child alone inside a motor vehicle on the installation.

**3.5. Driver Distractions.** Drivers shall not drive any motor vehicle while holding a handheld wireless telephone or a wireless electronic communications device unless the wireless telephone or electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while driving. This includes, but is not limited to, writing, sending, or reading text-based communication messages, using cell phones, or using other hand-held electronic devices unless the vehicle is safely parked or the driver is using a hands-free device. Use of these devices impairs driving and masks or prevents the approach of vehicles, recognition of emergency signals, alarms, announcements, human speech, and outside noises in general.

3.5.1. Wireless electronic communications device includes, but is not limited to, a broadband personal communication device, a specialized mobile radio device, a handheld device or laptop computer with mobile data access, a pager, or a two-way messaging device.

3.5.2. Drivers holding a wireless electronic communications device in their hand away from the ear and talking or listening to a message on speaker while driving constitutes “use” and is also prohibited.

3.5.3. Exceptions.

3.5.3.1. The use of a wireless telephone or electronic wireless communications device that is mounted on a vehicle’s windshield or dashboard is authorized, provided it is operated for the sole purpose of activating or deactivating a feature or function with the motion of a single swipe or tap of the driver’s finger.

3.5.3.2. Drivers of designated emergency vehicles as outlined in [chapter 5](#) of this instruction may receive or place calls in the performance of official duties while operating a designated emergency vehicle.

3.5.3.3. Drivers are authorized to place calls for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity.

3.5.3.4. A portable, hand-held Land Mobile Radio (LMR) is primarily a listening device and is not restricted.

**3.6. Headphone/Earphone Use.** It is prohibited for a motor vehicle operator to wear a headset covering, earplugs in, or earphones covering, resting on, or inserted in, both ears or one ear. The use of said devices while operating a motor vehicle is allowed only under the following circumstances.

3.6.1. A person operating a designated emergency vehicle.

3.6.2. A person engaged in the operation of either special construction equipment or equipment for use in the maintenance of any roadway.

3.6.3. A person engaged in the operation of refuse collection equipment who is wearing a safety headset or safety earplugs.

3.6.4. A person wearing personal hearing protectors in the form of earplugs or molds that are specifically designed to attenuate injurious noise levels. The plugs or molds shall be designed in a manner so as to not inhibit the wearer's ability to hear a siren or horn from an emergency vehicle or a horn from another motor vehicle.

3.6.5. A person using a prosthetic device that aids the hard of hearing.

3.6.6. A person using a single earpiece hands-free phone device.

**3.7. Traffic Signs, Signals, and Road Marking.** Vehicle operators will comply with all traffic lights, stop signs, other regulatory signs, road markings, lane markings, police signals, other civilian authorities on traffic duty, and other traffic control personnel.

3.7.1. Stop Signs. Except when directed to proceed by SF personnel or a traffic control signal, the driver of a vehicle approaching a stop sign must come to a complete stop at the limit line, if marked. If there is no limit line, then stop as close to the stop sign in such a way that traffic can be seen all other directions before proceeding through the intersection. **Note:** at no time will the driver block a crosswalk while pedestrians are attempting to cross the street utilizing the crosswalk.

3.7.1.1. A complete stop is evidenced by the vehicle tires ceasing to move. Slowing down and rolling through a stop sign is not a complete stop.

3.7.2. Yield Signs. The driver of a vehicle approaching this sign must not impede traffic that has the right-of-way and will make a complete stop, if necessary, before proceeding.

3.7.3. Pedestrian Crossing. The driver of a vehicle, when approaching a marked crosswalk or intersection where pedestrians are crossing the roadway or have started to cross, must stop and remain stopped to yield the right of way until all pedestrians have completely cleared the crosswalk, intersection, or roadway.

3.7.4. No person shall place or display upon, or in view of any roadway, any unauthorized sign, signal, marking, or device that resembles or is an imitation of a traffic control device, sign, or signal that directs the movement of traffic, hides from view, or interferes with the effectiveness of a traffic control device.

3.7.5. No person shall interfere with an official traffic control device, sign, signal, or marking without authority, attempt to deface, injure, knock down, or remove any official traffic control device, sign, signal, or marking.

**3.8. Right of Way.** The driver of a vehicle emerging from an alley, parking lot, or a building shall stop immediately prior to exiting and shall yield the right of way to all vehicles and pedestrians prior to entering the roadway. Troop formations and moving aircraft—either towed or piloted—have the right of way over all vehicular traffic. Vehicles traveling on Graeber Street—in either direction—have the right of way over all other vehicular traffic that may emerge from any alley, parking lot, building, or intersecting street.

**3.9. Turn Signals.** Drivers must signal their intention to make a left or a right turn. The said turn signal shall be given continuously during the last 100 feet traveled by the vehicle before turning.

3.9.1. Operators of OHVs, LSVs, and GVOs, including cart type vehicles with three or four wheels, must use standard arm signals if the vehicle is not equipped with turn signals, and these arm signals must be visible to traffic approaching from the rear of these vehicles.

**3.10. U-turns.** U-turns are prohibited on MARB except for designated emergency vehicles responding to an emergency.

**3.11. Overtaking and Passing.** Overtaking and passing are prohibited on MARB except under the following conditions:

3.11.1. The driver of a designated emergency vehicle may pass any other vehicle when responding to an emergency with lights and sirens/horn activated.

3.11.2. The driver of a vehicle may pass an SF-escorted convoy or other authorized procession travelling in the same direction only if directed to do so by a member of the SF escort. **Note:** this restriction does not apply to designated emergency vehicles responding to an emergency.

3.11.3. The driver of a vehicle seeking to pass an OHV, LSV, or GVO shall sound their vehicle horn and receive clearance to pass from the operator of the OHV, LSV, or GVO before passing.

**3.12. Alcoholic Beverages and Open Alcoholic Containers.** No person shall consume any alcoholic beverage in the vehicle or possess an open container of alcoholic beverage in the vehicle on MARB. It is unlawful for the registered owner of any motor vehicle, or the driver if the registered owner is not present, to allow in the vehicle upon any roadway or parking lot any bottle, can, or other receptacle containing any alcoholic beverages which has been opened, the seal broken, or the contents of which have been partially removed. For the purpose of this instruction, alcoholic beverages are defined as wine, liquor, spirits, beer, malt liquor, or other beverages generally considered as an intoxicant. For the purpose of this instruction, “in the vehicle” is defined as the area where occupants of the vehicle have easy access (e.g., in a car or similar vehicle, the front or back seats, floor, glove box etc., in a truck, camper, or recreational vehicle, the cab or operating area of the vehicle).

**3.13. Stopping for Reveille and Retreat.** All personnel driving a vehicle shall immediately drive to the right-hand edge or curb of the highway, clear of any intersection, and thereupon shall stop and remain stopped when reveille or retreat is sounded. Hazard warning lights or flashers should be used while stopped. The vehicle will not be placed in motion until the last note has sounded.

**3.14. Yielding to Emergency Vehicles.** Upon the immediate approach of a designated emergency vehicle that is sounding a siren, whistle, or vehicle horn and which has at least one lighted emergency flashing warning light, the surrounding traffic shall yield the right-of-way and shall immediately drive to the right-hand edge or curb of the roadway, clear of any intersection, and thereupon shall stop and remain stopped until the designated emergency vehicle has passed. Operators should use hazard warning lights or flashers while stopped.

3.14.1. It is unlawful for the operator of any motor vehicle to willingly refuse or fail to yield or stop when directed to do so through hand signals, voice, emergency lights, siren, or any combination of these by SF.

**3.15. Passengers in a Vehicle.** The number of passengers riding in a vehicle shall be limited to the manufacturer’s intended seating capacity of said vehicle during routine operations. This includes pickup trucks and cargo vans with passenger seats as well as sedans, station-wagons, and buses. Passengers shall use available seat belts when the vehicle is in motion. No passenger in a

vehicle shall ride in such a position as to interfere with the driver's view ahead or to the side or to interfere with control of the vehicle. Standing is prohibited in any moving vehicle except where support bars are provided.

3.15.1. Passengers shall not ride in the bed of pickup trucks, flatbed trucks, or stake bed vehicles. When exigent circumstances or contingency requirements exceed the passenger-carrying capability of available vehicles, commanders may—through appropriate written and documented risk assessments—determine the appropriate means of transportation for existing vehicles. If deemed operationally necessary by the unit commander to ride in the bed of pickup trucks, flatbed trucks, or stake bed vehicles, occupants will sit only on the floor and not on wheel wells with their backs against the cab and remain seated while vehicle is moving.

3.15.2. Passengers in vans will remain seated, keeping their arms and legs within the vehicle body and keeping side doors closed while the van is moving. Passengers will not ride in doorways or sit on engine covers in metro vans/step vans.

3.15.3. Door nets shall be used when transporting passengers with rear doors open. Panel van and metro vehicle (bread truck) sliding passenger doors may remain open while the vehicle is in motion if a cargo net is installed to restrain the passengers.

3.15.4. Passengers are not authorized on motorcycles, ATVs, or three-wheeled vehicles unless they are specifically designed by the manufacturer to carry a passenger.

**3.16. Flight Line Driving.** The 452 SFS, under the supervision of the DFC, shall monitor flight line vehicle operations for compliance with DAFI 13-213, *Airfield Driving*, and the MARB supplement to DAFI 13-213. The 452 SFS will enforce all flight line traffic rules and requirements contained therein. The 452 SFS will provide assistance when requested by Airfield Management or the Air Traffic Control Tower to respond to airfield driving violations. Safe driving practices are the responsibility of all personnel who work and/or operate a vehicle on the flight line. Motorcycles, bicycles, tricycles, and Privately-Owned Vehicles (POVs) will not be operated within the KC-135 and C-17 Mass Parking Apron restricted areas. **Note:** Rental vehicles being used for official purposes will be treated as GMVs.

## Chapter 4

### PARKING

**4.1. General Rules for Stopping, Standing, or Parking.** Parking on the installation is authorized only where indicated by painted parking spaces, signs, metal plates attached to curbs/buildings, or by other proper markings. No person shall stop, stand, or park in any of the following areas except when in compliance with this MARB Traffic Code, direction from an SF member, or an official traffic control device:

- 4.1.1. Upon the roadway, in areas where parking is dangerous to those using the roadway, or where the parking of vehicles would unduly interfere with the free movement of traffic thereon.
- 4.1.2. In excess of the restricted or limited parking time, as indicated by signs or markings.
- 4.1.3. In areas designated as non-parking areas or at any place where official markings prohibit stopping or standing. Examples of said markings include, but are not limited to, diagonal or crosshatched strips painted on the pavement or standing “no-parking” signs.
- 4.1.4. At red-painted curbs. A vehicle may stop at a yellow curb only to load or unload.
- 4.1.5. On streets or roads without curbs unless specifically designated as a parking area.
- 4.1.6. In spaces legally and officially designated as reserved parking unless the parking sign or markings are applicable to the operator.
- 4.1.7. Within, upon, in front of, or blocking driveways, sidewalks, pedestrian crosswalks, intersections, or entrances/exit ways, or so near as to interfere or obstruct the view of other motorists or pedestrians.
- 4.1.8. Within 30 feet of a driveway, sidewalk, pedestrian crosswalk, intersection, or exit/entrance to a parking lot. **Note:** Vans, trailers, or RVs as defined in [paragraph 4.6](#) below may not park within 100 feet of a driveway, sidewalk, pedestrian crosswalk, intersection, or exit/entrance to a parking lot.
- 4.1.9. Within 30 feet of any traffic control device. **Note:** Vans, trailers, or RVs as defined in [paragraph 4.6](#) below may not park within 100 feet of any traffic control device.
- 4.1.10. Within 30 feet of a fire hydrant or the driveway entrance to any fire station.
- 4.1.11. In posted or marked fire lanes or next to buildings in a manner which would delay or hinder fire-fighting apparatus.
- 4.1.12. Straddle across designated parking spaces or take up two or more spaces to park a single vehicle. Vehicles shall be parked between the painted lines of marked parking spaces.
- 4.1.13. On the side of the street facing oncoming traffic. Where parallel parking is authorized, vehicles will be parked in the same direction as the flow of traffic.
- 4.1.14. Off paved surfaces or any unimproved area anywhere on the installation, unless such areas have been specifically designated and properly marked for parking. **Note:** maintenance and designated emergency vehicles may be temporarily parked in these areas while performing official duties.

4.1.15. On the airfield perimeter road with any vehicle unless performing official duties. Personnel may drive, jog, and ride bicycles on perimeter road providing they do not stop for any length of time.

**4.2. Reserved/Assigned Parking Spaces.** Reserved/assigned parking spaces may be approved by the 452 AMW/CC. A reserved parking spot is illegal and unenforceable unless a hardened sign is placed by the MARB Base Civil Engineer (BCE) office. Temporary parking spots approved by the 452 AMW/CC (for quarterly award winners, VIP's, inspectors, etc.) and distinguished by temporary signage are legal and enforceable. SF will be notified of all temporarily approved parking spaces. Temporary signs, cones, or stanchions may be used to reserve parking slots for visiting dignitaries or a special function. This equipment may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries or completion of the function. Personnel requesting to use or reserve another organization's parking spaces must coordinate with the respective Facility Manager or senior leadership for authorization.

4.2.1. Requests for reserved parking are initiated by individual Facility Managers for approval/recommendation by each unit commander or, for facilities occupied by more than one unit, the senior officer exercising control over the facility.

4.2.2. Unit commanders may approve or disapprove all reserved parking requests for their facility. The Facility Manager for each facility is responsible for maintaining a listing of reserved parking slots. Any proposed changes to a facility's reserved parking plan must be agreed upon by all unit commanders who occupy the facility and incorporated into the consolidated parking plan for that facility.

4.2.3. All Facility Manager reserved parking requests, to include business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary), will coordinate the request through the MARB Base Civil Engineer (BCE) office. The Facility Manager will evaluate each request and submit an AF FM 332, *Base Civil Engineer Work Request*, through the MARB Base Civil Engineer (BCE) office, if the request is approved by the unit commander. The 452 AMW/CC is the approval authority for reserved parking requests.

**4.3. Handicapped Parking.** Spaces will be made available for handicapped persons in lots used by the general public and in lots where handicapped personnel are working in accordance with uniform federal and state accessibility standards. Only vehicles with designated handicapped placards or license plates are authorized to utilize these spaces.

**4.4. Removal of Illegally Parked, Stopped, and Abandoned Vehicles.**

4.4.1. An *abandoned vehicle* is defined as a POV or RV that is: parked for more than three (3) calendar days (or 72 hours) in the same place without a Long-Term Parking Pass (LTPP); missing major components that prevent the vehicle from moving under its own power; parked in a manner that interferes with military operations; parked in a manner that creates a safety hazard; disabled by mechanical impairment, unable to move under its own power, has been left unattended by the operator for more than three (3) calendar days (72 hours) in the same place; or left unattended in a restricted or controlled area.

4.4.2. Abandoned vehicles may be removed from the installation by a civilian towing service. The cost entailed in towing, storing, and impounding an abandoned vehicle will be borne exclusively by the vehicle owner.

4.4.3. A 452 SFS patrol encountering a vehicle that appears to be abandoned upon a roadway or parking lot will have the BDOC perform a CLETS check to determine the vehicle registration status.

4.4.3.1. An abandoned vehicle with expired registration will be cited with both a DD FM 1408 and a DD FM 2504, *Abandoned Vehicle Notice*. An abandoned vehicle with valid registration will be cited with only a DD FM 2504. These documents will be placed in a plastic sleeve to protect them from the elements before being left on the abandoned vehicle.

4.4.3.2. An SF member encountering an unmolested DD FM 2504 that has been issued at least three (3) working days prior will initiate vehicle removal operations. SF will make a reasonable attempt to notify the vehicle owner using tools such as, but not limited to, CLETS, Alpha Roster, Global Address Listing (GAL), etc. SF will attempt to notify the registered owner's First Sergeant if identified as a military member. If contact is made with the registered owner, they will be notified that the vehicle is subject to removal at owner expense if the vehicle is not moved immediately. If reasonable attempts to notify the registered owner are unsuccessful, SF will initiate vehicle removal operations for POVs using a civilian towing service. A DD FM 2505, *Abandoned Vehicle Removal Authorization*, will be completed by the SF patrol and will be forwarded to the 452 SFS Reports and Analysis Section (452 SFS/S5R) for retention.

4.4.4. The proprietary jurisdiction at MARB permits the towing or impoundment of a vehicle at the direction of civilian law enforcement agencies for violations that warrant towing or impoundment.

**4.5. Long Term Parking.** Long-term parking, defined as parking in the same spot in excess of three (3) calendar days (72 hours), without a LTPP is unauthorized and may result in removal of the vehicle from the installation at owner expense.

4.5.1. Long-Term Parking Passes (LTPP). The MARBO-FORM(SFS) 31-116, *452d Long Term Parking Pass* is the only authorized form for long-term parking on the installation. It is issued exclusively by the 452 SFS BDOC from building #457. LTPPs are only issued to military members who are able to produce military orders indicating a Temporary Duty (TDY) absence from MARB. Military personnel departing on TDY orders may register their vehicles at the BDOC at building #457 and obtain a LTPP.

4.5.1.1. The LTPP must be prominently displayed on the front driver-side dashboard and must be clearly visible from the exterior of the vehicle.

4.5.1.2. Members are to park their vehicles in a designated area of their unit parking lot for the duration of their TDY.

4.5.1.3. Vehicles will be parked a minimum of 80 feet from any facilities to accommodate any potential Force Protection (FPCON) change, and vehicles will be parked in a manner that does not create a hazard or obstruction. **Note:** drivers parking their vehicles over the long term will not park their vehicles in marked parking spots that reside within 80 feet of any facility.

4.5.1.4. The person who will remain in possession of the vehicle keys for the duration of the long-term parking arrangement (as designated by the vehicle owner upon completion

of the LTPP) must respond to the installation within 72 hours of notification by SFS personnel if and when it becomes required to move the vehicle.

4.5.2. All personnel other than military members departing on military orders (TDY) who wish to park their vehicle on the installation on a long-term basis (including those departing the installation on “space available” flights) may purchase, at their own expense, long-term parking services from the 452 FSS at building #434. This organization maintains a separate, owner/user-controlled long-term parking lot for paying customers.

**4.6. Parking and Storing Trailers, Boats, and Recreational Vehicles (RV).** An RV is defined as a vehicle that could reasonably be judged to be one or more of the following: boat, camper, cargo truck, motor home, travel trailer, teardrop trailer, or pickup camper if the camper or camper shell is wider or longer than the pickup bed or trailer. RVs will not be parked within base parking lots in excess of three (3) calendar days (72 hours). Moving the RV to a different parking spot or parking lot on the installation does not circumvent this 3-day (72-hour) requirement. RVs parked in base parking lots in excess of three (3) calendar days (72 hours) without a LTPP will be considered abandoned and may be removed from the installation at owner expense IAW the provisions of [paragraph 4.4](#) of this instruction.

4.6.1. Exemptions to the aforementioned 3-day (72-hour) requirement include:

4.6.1.1. RVs may be parked in the 452 FSS Family Camp (FAMCAMP) lot or in the 452 FSS RV storage lot in excess of 3 calendar days (72 hours) provided authorization is obtained from the 452 FSS.

4.6.1.2. Guests who are registered at billeting and staying in the Temporary Lodging Facility (TLF) may park moving vans/trucks and RVs at designated lodging parking lots as long as they are staying at lodging and receive authorization from March Inn staff. The March Inn staff will issue a permit or placard to the guest who, in turn, will display it on the driver-side dashboard in a manner that makes it clearly visible from the exterior of the vehicle while it is parked on base.

4.6.2. An RV storage lot is maintained by the 452 FSS. The keys to the lot may be checked out at Outdoor Recreation, building #434 during normal duty hours. Afterhours key access is provided by the March Inn staff at building #100 (655 M St.) to those personnel who possess a current RV storage permit. Vehicle owners will abide by the rules imposed by the 452 FSS while patronizing the RV storage lot.

4.6.3. A Family Camp (FAMCAMP) lot near the intersection of Graeber Street and Riverside Drive is maintained by the 452 FSS and is available to RV owners who wish to reside in their RVs while on the installation. Guests who wish to stay at the FAMCAMP must register with Outdoor Recreation, building #434 during normal duty hours. Afterhours, guests will register at the March Inn, building #100. Guests will prominently display their copy of the registration issued by Outdoor Recreation on the windshield of their RV at all times for the duration of their stay at the FAMCAMP. The registration copy shall be visible to SF and 452 FSS personnel.

4.6.4. All RVs will be parked in a manner that does not obstruct the flow of traffic or create a safety hazard.

**4.7. “For Sale” Vehicles.** “For Sale” vehicles used for daily commute and parked at the owner’s workplace or residence are authorized on the installation but may not be parked in the same place for more than three (3) calendar days. “For Sale” vehicles exceeding this three (3) calendar day (72-hour) requirement may be removed from the installation IAW [paragraph 4.4](#) of this instruction.

## Chapter 5

### VEHICLE EQUIPMENT

**5.1. Required Vehicle Equipment.** Car, truck, and SUV type vehicles must have fenders and bumpers that are not torn, ripped, or extend beyond the normal contour of the vehicle and do not create a hazard. Any street vehicle operated on MARB will be equipped with the following operable equipment.

**5.2. Windshield.** The operator's portion of the windshield may not be cracked, pitted, or blocked, creating any disruption of the operator's visibility.

**5.3. Horn.** All motor vehicles shall be equipped with a horn in good working order. The horn should be capable of emitting sound that can be heard under normal conditions from a distance of not less than 200 feet. The driver of a vehicle shall, when reasonably necessary to ensure safe operation, give audible warning with a horn. Vehicles shall not be equipped with, nor shall any person use, a POV that has a siren, whistle, or bell.

**5.4. Mirrors.** Every motor vehicle, including motorcycles, tricycles, mopeds, OHVs, and LSVs, shall be equipped with at least one (1) mirror affixed to the left-hand side of the vehicle and located as to reflect to the driver a view of the roadway for a distance of at least 200 feet to the rear of the vehicle.

**5.5. Head Lamps.** A motor vehicle, other than a motorcycle, tricycle, moped, OHV, or LSV, shall be equipped with at least two (2) headlamps, with at least one on each side of the front of the vehicle, and, except as to vehicles registered prior to January 1, 1930, they shall be located directly above or in advance of the front axle of the vehicle. The headlamps and every light source in any headlamp unit shall be located at a height of not more than 54 inches nor less than 22 inches. Motorcycles, tricycles, mopeds, OHVs, and LSVs must be equipped with at least one (1) forward facing headlamp.

5.5.1. A motor vehicle, other than a motorcycle, tricycle, moped, OHV, or LSV, shall be operated during darkness, inclement weather, or reduced visibility with at least two (2) lighted headlamps that comply with the provisions of [paragraph 5.5](#).

5.5.2. A motorcycle, tricycle, moped, OHV, or LSV shall be operated during darkness, inclement weather, or reduced visibility with at least one (1) lighted headlamp that complies with the provisions of [paragraph 5.5](#).

5.5.2.1. As used in paragraphs [5.5.1](#) and [5.5.2](#), "reduced visibility" is a condition that prevents a driver of a motor vehicle from clearly discerning a person or another motor vehicle on the roadway from a distance of 1,000 feet.

5.5.2.2. As used in paragraphs [5.5.1](#) and [5.5.2](#), "inclement weather" is a condition requiring the windshield wipers to be in continuous use due to rain, mist, snow, fog, or other precipitation or atmospheric moisture.

5.5.3. Vehicle operators will not drive their vehicle with only the parking lamps lighted. The use of parking lamps in lieu of headlamps is prohibited except where directed at IACPs and except when the lamps are being used as turn signal lamps.

5.5.3.1. Head Lamp Use at Installation Access Control Points (IACPs). All vehicles approaching any IACP shall dim headlamps to parking lamps upon entering the area within 100 feet just before the checkpoint. Once a driver is cleared for base entry, the driver will turn head lamps back on prior to driving onto the installation. **Note:** vehicles equipped with daytime running lights are unable to comply with this requirement and are therefore exempt.

**5.6. Stop Lamps.** Every vehicle that is not in combination with any other vehicle and every vehicle at the end of a combination of vehicles shall at all times be equipped with stop lamps mounted on the rear.

5.6.1. Each vehicle, other than a motorcycle, tricycle, moped, OHV, or LSV, manufactured on or after January 1, 1958, shall be equipped with two (2) stop lamps, except that trailers and semitrailers manufactured after July 23, 1973, which are less than 30 inches wide, may be equipped with one (1) stop lamp which shall be mounted at or near the vertical centerline of the trailer. If such vehicle is equipped with two (2) stop lamps, they shall be mounted at the left and one at the right side, respectively, at the same level.

5.6.2. A motorcycle, tricycle, moped, OHV, or LSV shall be equipped with at least one (1) stop lamp.

5.6.3. Stop lamps shall emit a red light and shall be plainly visible and understandable from a distance of 300 feet from the rear of the vehicle both during normal sunlight and at nighttime.

5.6.4. Stop lamps shall be activated upon application of the service brake and the hand control head for air, vacuum, or electric brakes.

**5.7. Tail Lamps.** Every motor vehicle that is not in combination with any other vehicle and every vehicle at the end of a combination of vehicles shall be equipped with lighted tail lamps mounted on the rear.

5.7.1. Each vehicle, other than a motorcycle, tricycle, moped, OHV, or LSV, manufactured on or after January 1, 1958, shall be equipped with two (2) tail lamps, except that trailers and semitrailers manufactured after July 23, 1973, which are less than 30 inches wide, may be equipped with one (1) tail lamp which shall be mounted at or near the vertical centerline of the trailer. If such vehicle is equipped with two (2) tail lamps, they shall be mounted at the left and one at the right side, respectively, at the same level.

5.7.2. A motorcycle, tricycle, moped, OHV, or LSV shall be equipped with at least one tail lamp.

5.7.3. Tail lamps shall be red in color and shall be plainly visible from all distances within 500 feet to the rear.

**5.8. Backup Lamps.** Every motor vehicle, other than a motorcycle, tricycle, moped, OHV, or LSV, shall be equipped with one (1) or more backup lamps either separately or in combination with another lamp. Any vehicle may be equipped with backup lamps.

5.8.1. Backup lamps shall be so directed as to project a white light illuminating the roadway to the rear of the vehicle for a distance not to exceed 75 feet. A backup lamp may project incidental red, amber, or white light through reflectors or lenses that are adjacent or close to, or a part of, the lamp assembly.

5.8.2. Backup lamps shall not be lighted except when the vehicle is about to be or is backing or except in conjunction with a lighting system which activates the lights for a temporary period after the ignition system is turned off.

5.8.3. Any motor vehicle may be equipped with a lamp emitting white light on each side near or on the rear of the vehicle which is designed to provide supplemental illumination in an area to the side and rear not lighted by the backup lamps. These lamps shall be lighted only with the backup lamp.

**5.9. Seat Belts.** Every passenger vehicle manufactured or assembled after 1 January 1965 shall be equipped with at least two lap-type safety belt assemblies to use in the front seating positions. Every passenger vehicle manufactured or assembled after 1 January 1968 shall be equipped with a lap-type safety belt assembly for each permanent passenger seating position and be equipped with at least two shoulder harness-type safety belt assemblies to use in the front seating positions.

## Chapter 6

### EMERGENCY VEHICLES

**6.1. Designated Emergency Vehicles.** Emergency vehicles may display revolving or flashing warning lights to the front, sides, or rear of the vehicle. Owners or drivers of POVs are prohibited from using any light or siren on a POV that creates the appearance of an emergency vehicle. **Note:** only SF vehicles are permitted to display steady or flashing blue warning lights visible from the front, sides, or rear of the vehicle. Emergency vehicles are designated as:

- 6.1.1. Ambulances.
- 6.1.2. Crash response vehicles.
- 6.1.3. Disaster preparedness vehicles.
- 6.1.4. Fire trucks.
- 6.1.5. Security Forces (SF) vehicles.
- 6.1.6. Local and state emergency vehicles.
- 6.1.7. Alert Force vehicles.
- 6.1.8. Commanders' vehicles in support of contingencies or emergencies.

**6.2. Emergency Vehicle Operations.** Drivers of emergency vehicles will obey all traffic laws when not responding to an emergency. The use of audible or visual signals by a driver of a designated emergency vehicle is prohibited except when responding to an emergency, klaxon, when in pursuit of a violator of the law, or during shift-change operability checks. When responding to an emergency, klaxon, or when pursuing an actual or suspected violator of the law and provided they sound a siren, whistle, or vehicle horn and display, at minimum, at least one lighted emergency flashing warning light, the driver of an emergency vehicle may:

- 6.2.1. Park their vehicle without regard to the provisions of this instruction, provided they do so in a manner that does not obstruct traffic or create a traffic hazard.
- 6.2.2. Disregard traffic control devices, including, but not limited to, stop signals, stop signs, and yield signs, provided they do so in a manner that does not endanger life or property.
- 6.2.3. Exceed maximum speed limits by no more than twenty (20) mph provided they do so in a manner that does not endanger life or property. **Note:** 801X alert force vehicles are authorized to exceed normal speed limits to the extent outlined in 452 AMWI 13-520, 452 AMW Nuclear Support Operations.
  - 6.2.3.1. SF units pursuing known felony violators are not restricted to [paragraph 6.2.3](#) as long as they conduct the pursuit in a manner that does not endanger life or property. SF units will make every effort to stop the violator by using other means including, but not limited to, closing IACPs or vectoring other SF units.
- 6.2.4. Make turns, sudden changes of direction, or operate their vehicle against the flow of traffic provided they do so in a manner that does not endanger life or property.

## Chapter 7

### MOTORCYCLES, BICYCLES, AND PEDESTRIANS

**7.1. Operation of Motorcycles/Motorized Mopeds/Motorized Scooters/Motorized Bicycles.** Drivers of two-wheel vehicles must have the applicable motorcycle class endorsement (M1 or M2) for California, or the equivalent out-of-state endorsement or appendage to their State-issued driver license. Operators and passengers of motorcycles, motorized scooters, motorized mopeds, motorized bicycles, all-terrain vehicles, and other self-propelled, open, two-wheeled, three-wheeled, and four-wheeled vehicles powered by a motorcycle-type engine will comply with all operating, training, vehicle equipment, PPE standards, and safety requirements found in AFI 91-207, *U.S. Air Force Traffic Safety Program*, the relevant portions of the CVC, and DAFI 31-218. Operators and passengers of the aforementioned vehicles will also:

- 7.1.1. Not lane-split/lane-share on MARB or ride more than two abreast.
- 7.1.2. Ensure that headlights are on at all times when their vehicle is in operation.
- 7.1.3. Ensure that a rear-view mirror is attached to each side of the handlebars.
- 7.1.4. Ensure that protective helmets, eye protection, hard-soled shoes, long trousers, and brightly colored or reflective outer upper garment are worn by operators and passengers when their vehicle is in operation.

**7.2. Bicycles, Tricycles, and Other Human Powered Vehicles.** All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on MARB roadways, to include the MARB flight line, will:

- 7.2.1. Ride the bicycle, tricycle, or other human powered vehicle as near to the right side of the roadway as practical, exercising due care when passing a standing vehicle or one proceeding in the same direction.
- 7.2.2. Use marked bicycle lanes when they are available.
- 7.2.3. Dismount their bicycle, tricycle, or other human powered vehicle when using crosswalks and walk their bicycle, tricycle, or other human powered vehicle across the crosswalk.
- 7.2.4. Park their bicycle, tricycle, or other human powered vehicle in a manner that does not obstruct pedestrian or vehicular traffic.
- 7.2.5. Stop and yield to approaching traffic when emerging from an alley, driveway, or building.
- 7.2.6. Never assume the right of way over other vehicles.
- 7.2.7. Never carry more persons on the bicycle, tricycle, or other human powered vehicle than the device was designed to carry. **Note:** bicycles with baby seats attached are exempt from this requirement.
- 7.2.8. Never operate a bicycle, tricycle, or other human powered vehicle while carrying any package, bundle, or other article that prevents the driver from keeping at least one hand upon the handlebars at all times.

7.2.9. IAW AFI 91-207, wear a highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility.

7.2.10. IAW AFI 91-207, wear a properly fastened, approved (e.g., Consumer Product Safety Commission, American National Standards Institute, Snell Memorial Foundation or host nation equivalent) bicycle helmet.

7.2.11. During hours of darkness or reduced visibility, bicycles, tricycles, and other human powered vehicles, will be equipped with:

7.2.11.1. Front-facing, pedal, side, and a rear-facing reflectors consistent with Title 16, CFR Part 1512, *Requirements for Bicycles*.

7.2.11.2. A lamp emitting a white light that, while the bicycle, tricycle, or other human powered vehicle is in motion, illuminates the roadway, sidewalk, or bicycle lane in front of the bicycle, tricycle, or other human powered vehicle and is visible from a distance of 300 feet in front and from the sides of the bicycle, tricycle, or other human powered vehicle.

7.2.11.2.1. A lamp or lamp combination, emitting a white light, attached to the rider and visible from a distance of 300 feet in front and from the sides of the bicycle, tricycle, or other human powered vehicle may be used in lieu of the lamp specified in [paragraph 7.2.11.2](#).

7.2.11.3. A rear red reflector or a solid or flashing red light visible from a distance of 300 feet to the rear of the bicycle, tricycle, or other human powered vehicle.

7.2.12. Persons riding a bicycle, tricycle, or other human powered vehicle on a roadway or any paved surface shall have all the rights and be subject to all the provisions that are applicable to drivers of motor vehicles as described in this instruction.

**7.3. Wear of Helmets.** Operators and passengers of the following equipment on the installation, to include similar devices, must wear a properly fastened and approved [e.g., Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI) or Snell Memorial Foundation] bicycle helmet:

7.3.1. Skateboard

7.3.2. Roller skates/roller blades

7.3.3. In-line skates

7.3.4. Scooter

7.3.5. Unicycle

7.3.6. Bicycle

7.3.7. Tricycle

**7.4. Operation of Skateboards, Skates, Roller Blades, and Kick-Scooters.** The operation of skateboards, roller skates, roller blades, in-line skates, kick-scooters, unicycles, and other similar equipment not meeting DOT motor vehicle standards are prohibited on installation roadways. Operators of these devices will comply with pedestrian-related traffic laws, obey traffic control signs and signals, and use the sidewalk when available. Operators of these devices may use sidewalks in the housing/lodging areas and designated walkways and paths. Operators will not use

sidewalks or walkways in the vicinity of business areas, parking lots, and any roadway (except for incidental access associated with pedestrians). When using the roadway, use the extreme left-hand edge of the roadway traveling toward oncoming traffic. Skateboarding ramps or jumps are not allowed on installation sidewalks or streets except when authorized by the 452 AMW/CC.

**7.5. Pedestrians.** Pedestrians have the right-of-way with limitations. Pedestrians will not create a hindrance to traffic or place themselves in danger by walking into the path of a vehicle, and they will enter a roadway, crosswalk, or other area in a manner that allows a vehicle operator to stop safely and properly yield.

7.5.1. Pedestrians must obey all traffic control devices/signals and use designated crosswalks and sidewalks, if available. Where sidewalks are provided, it is prohibited for any pedestrian to walk or jog along and upon an adjacent roadway.

7.5.1.1. When traffic control devices/signals are not in place or not in use, the driver of a vehicle shall yield the right of way, slow, or stop, if needed, to allow a pedestrian to cross the roadway.

7.5.1.2. When sidewalks are not provided, pedestrians walking or jogging along and upon a roadway shall, when practical, walk only on the left side of the roadway or its shoulder, facing any approaching traffic.

7.5.2. Individuals who are jogging or running will not exercise in roadways with high density traffic or during peak traffic periods without road guards or safety spotters for traffic control.

7.5.3. The use of cellular phones, portable music players, or other listening and entertainment devices with a single earpiece while walking, jogging, or running is authorized when safe to do so.

7.5.4. IAW AFI 91-207, personnel exposed to traffic hazards as part of their assigned duties shall wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night. This applies to traffic control, road construction, maintenance, or any other crew or individual required to work in a traffic environment while the roadway remains open to traffic.

7.5.4.1. SF are not required to wear a reflective garment during the hours of darkness/inclement weather while on duty, including while posted at an Installation Access Control Point (IACP) or conducting a foot patrol. **Exception:** when posted in the roadway at a traffic control point or intersection for the purposes of directing traffic or conducting an accident investigation, the wear of a retro-reflective outer garment or vest is required during hours of darkness or inclement weather.

7.5.5. Troop formations have the right of way over vehicular traffic and will march or otherwise move as close to the right-hand side of the road as possible, moving in the same direction as vehicular traffic. The individual in charge of the troop formation will ensure that road guards are posted at each intersection to be crossed with sufficient time to halt all approaching traffic. During the hours of darkness, members of troop formations will be equipped with adequate lights that will be posted a sufficient distance both in front of and to the rear of the troop formation as a means of warning approaching vehicles.

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

## Chapter 8

### TRAFFIC ACCIDENT REPORTING AND INVESTIGATION

#### 8.

**8.1. Major and Minor Vehicle Accidents.** A *major vehicle accident* is any vehicle accident involving the following: fatality, injury or possible injury to any party to the accident, private property damage in excess of \$10,000, government property damage in excess of \$2,500, disabling damage wherein any vehicle involved cannot be driven from the scene after simple repairs (e.g., changing a tire) and without further damage or hazard to itself or the driver. A *minor vehicle accident* is any vehicle accident in which all vehicles involved can be safely and normally driven from the scene under their own power and in which there are no injuries, no private property damage in excess of \$10,000, and no government property damage in excess of \$2,500.

8.1.1. *Injury* is defined as any of the following caused or aggravated by a motor vehicle accident regardless of whether medical attention is sought:

8.1.1.1. Fatal injury. One that results in death within 12 months of the accident causing the injury.

8.1.1.2. Incapacitating injury. Injury that prevents the injured person from walking, driving, or normally continuing activities that he/she was capable of performing before the accident.

8.1.1.3. Non-Incapacitating injury. Visible injury that is evident to any person on scene such as broken or distorted limbs, bruises, contusions, abrasions or lacerations.

8.1.1.4. Possible injury. Complaint of pain or injuries that are not evident, limping, nausea, or hysteria.

8.1.2. Major Vehicle Accident Reporting. Vehicle operators involved in an on-base major vehicle accident will immediately stop the vehicle at the scene of the accident, remain at the scene of the accident until the requirements of this chapter are fulfilled, and report the accident to the 452 SFS immediately. Operators will not move their vehicles until authorized by 452 SFS personnel except in situations where the position of the vehicle(s) may endanger other motorists and/or create a safety hazard. The drivers involved in the major accident will exchange pertinent information.

8.1.2.1. Vehicle operators of any GMV involved in an off-base major vehicle accident will immediately notify the local civilian law enforcement agency having jurisdiction as well as the 452 SFS.

8.1.2.2. Drivers operating a GMV who are involved in a major vehicle accident, regardless of whether it occurred on or off base, must report the accident to their squadron Vehicle Control Official (VCO) and the 452 LRS, Fleet Management (452 LRS/LGRT) within 24 hours.

8.1.2.3. 452 SFS personnel responding to on-base major vehicle accidents will render first aid and arrange for medical assistance, as needed, act to protect personnel and property from further harm, normalize traffic, identify witnesses and other personnel involved, and

preserve the scene until a detailed accident investigation can be carried out by local authorities.

8.1.3. Major Vehicle Accident Investigations. A trained accident investigator from the 452 SFS will take control of the scene and complete a detailed accident investigation for any major vehicle accident on the installation. At minimum, the AF FM 1315, *Accident Report*, AF FM 1168, *Statement of Suspect/Witness/Complainant*, accident narrative, an SF Blotter entry, and photographs will be used by 452 SFS accident investigators to document the major accident. In the event that there are no available 452 SFS accident investigators, the 452 SFS will contact local authorities to take control of the scene and complete a detailed accident investigation for the major vehicle accident.

8.1.3.1. Investigations of off-base major vehicle accidents involving GMVs will be made in cooperation with the civilian law enforcement agency having jurisdiction.

8.1.4. Minor Vehicle Accident Reporting. Vehicle operators involved in an on-base minor vehicle accident will report the accident to the 452 SFS immediately and will remain at the scene of the accident until the requirements of this chapter are fulfilled. All parties involved in an on-base minor vehicle accident will exchange pertinent information. Vehicle operators involved in an on-base minor vehicle accident that results in damage to property or vehicles must attempt to locate and notify the owner(s) of said property or vehicles and furnish all pertinent information to them.

8.1.4.1. Drivers operating a GMV who are involved in a minor vehicle accident, regardless of whether it occurred on or off base, must report the accident to their squadron Vehicle Control Official (VCO) and the 452 LRS, Fleet Management (452 LRS/LGRT) within 24 hours.

8.1.5. Minor Vehicle Accident Investigation. Minor vehicle accidents do not require a detailed accident investigation, but minor vehicle accidents will, at minimum, be documented with photographs and with an entry in the SF Blotter that contains the following information:

8.1.5.1. Location, date, and time.

8.1.5.2. Identification of all drivers, pedestrians, passengers, and witnesses involved.

8.1.5.3. Organizations of those involved (or home addresses in the case of non-military affiliated civilians).

8.1.5.4. Descriptive information and identification of involved vehicles.

8.1.5.5. Direction and speed of travel of each vehicle involved, including a sketch of the collision and roadway with street names and north arrow.

8.1.5.6. Property damage involved.

8.1.5.7. Environmental conditions at the time of the incident (weather, visibility, road surface condition, and other factors).

8.1.5.8. A narrative description of the events and circumstances concerning the accident.

8.1.6. Release of Traffic Accident Investigation Data. Data derived from traffic accident investigations including, but not limited to, vehicle accident reports, traffic citations given in connection with vehicle accidents, and written statements of witnesses and investigating SF

are official Air Force records. These records will only be released to requesting civilian agencies, private parties, insurance companies, or claims adjusters after consultation with the installation Staff Judge Advocate (452 AMW/JA).

## Chapter 9

### DRIVING RECORDS, THE TRAFFIC POINT SYSTEM, SUSPENSIONS, AND REVOCATIONS

**9.1. Driving Records.** The SF case management system of record will be used to record vehicle traffic accidents, moving traffic violations, non-moving parking violations, individual base driving records, and suspension/revocation actions for drivers on the installation.

**9.2. The Traffic Point System.** Tables 9.2 and table 9.3 contain traffic point assessments for moving and non-moving violations of this MARB Traffic Code, respectively. Drivers are cited for these violations via the DD FM 1408, and the number of traffic points assessed will be recorded on the operator's installation driving record via the SF case management system of record. Personnel assigned to the 452 SFS Reports and Analysis (452 SFS/S5R) section are delegated the authority to assess traffic points on all personnel.

9.2.1. Points assessed against a person will remain in effect for point accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points will be done routinely during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

9.2.1.1. Removal of points does not authorize removal of driving record entries for moving traffic violations, chargeable accidents, suspensions, or revocations. Record entries will remain posted on individual driving records for the period of time indicated below.

9.2.1.1.1. Chargeable non-fatal traffic accidents or moving traffic violations—3 years.

9.2.1.1.2. Non-mandatory suspensions or revocations—5 years.

9.2.1.1.3. Mandatory revocations—7 years

**9.3. Suspensions and Revocations.** The accumulation of 12 traffic points within 12 consecutive months will result in the member's driving privileges being suspended or revoked for a period of no less than six (6) months. The accumulation of 18 traffic points within 24 consecutive months will result in the member's driving privileges being revoked for a period of one (1) year. A longer period may be imposed on the basis of a person's overall driving record considering the frequency, flagrancy, severity of moving violations, and the response to previous driver improvement measures. Receiving 2 or more traffic citations may result in driving privileges being suspended depending on circumstances. Except for the mandatory minimum or maximum suspension or revocation periods prescribed in table 9.1, the 452 AMW/CC will establish periods of suspension or revocation.

9.3.1. All personnel who have had their installation driving privileges suspended or revoked will be identified on a list prepared by 452 SFS/S5R and posted at all IACPs and in individual SF patrol vehicles. Upon completion of the suspension period, 452 SFS/S5R will notify the unit commander or supervisor of the suspended person that the suspension is over, and all SF records will be updated to reflect the termination of the suspension.

9.3.2. Installation driving privileges may also be suspended or revoked for the following reasons:

- 9.3.2.1. Revocation or expiration of a state driver license.
- 9.3.2.2. Use of the vehicle concerned for purposes prohibited by law or instruction.
- 9.3.2.3. Transfer of state registration decal for use with a vehicle other than the one for which it was originally issued.
- 9.3.2.4. Failure to comply with the California Compulsory Financial Responsibility Law.
- 9.3.2.5. Permitting an unlicensed or unfit driver to operate a vehicle on MARB.
- 9.3.2.6. A person's eligibility for revocation or non-issuance of a California driver license under the provisions identified in the CVC 12805-12809.
- 9.3.2.7. Accumulating a sufficient number of traffic points within a specified period of time under the traffic point system as established in DAFI 31-218.
- 9.3.2.8. Operating or controlling the operation of any vehicle while under the influence of an intoxicating agent. A partial list of intoxicating agents includes, but is not limited to, alcoholic beverages, marijuana, hallucinogens, barbiturates, PCP, amphetamines, and opiates.
- 9.3.2.9. Other valid reasons as defined by the 452 AMW/CC. The 452 AMW/CC, or designee, may make an administrative determination as to whether an individual committed an offense for which suspension or revocation of installation driving privileges is appropriate. The 452 AMW/CC's decision will be based on the facts of each case, without regard to whether the individual has previously been convicted or punished by military or civilian authorities.

9.3.3. Administrative Due Process for Suspensions and Revocations. The administrative due process procedures for suspensions and revocations found in DAFI 31-218, paragraph 2-6, will be followed.

- 9.3.3.1. A notification of suspension will be issued IAW DAFI 31- 218, paragraph 2-6(b) by the 452 AMW/CC. A sample of this notification can be found in [attachment 2](#) of this instruction.
- 9.3.3.2. An administrative hearing, if requested by the affected person, will be held before the 452 MSG/CC (Mission Support Group Commander) or 452 MSG/CD (Mission Support Group Deputy Commander) within ten (10) calendar days of the date the affected person requests it. If a hearing is not held within fourteen (14) calendar days due to action by the government, the suspension will not take place until such time as the person is granted an administrative hearing and is notified of the administrative hearing decision via the Notification of Administrative Hearing Decision letter. The affected person must request the administrative hearing in writing with an endorsement signature by their Unit Commander or Division Chief within fourteen (14) calendar days of receipt of the Notification of Suspension/Revocation of Installation Driving Privileges.
- 9.3.3.3. If it is determined as a result of the administrative hearing to uphold the suspension or revocation of the affected person's driving privileges, the suspension or revocation will become effective when the person receives the Notification of Administrative Hearing Decision. A sample of this notification can be found in [attachment 3](#) of this instruction.

9.3.3.4. If the revocation or suspension is imposed after the administrative hearing, the affected person may request an appeal or request for reconsideration. Such requests must be in writing and must be forwarded through command channels to the 452 AMW/CC within fourteen (14) calendar days from the date the individual is notified of the administrative hearing decision. The suspension or revocation will remain in effect pending a final ruling by the 452 AMW/CC on the request.

9.3.3.5. The 452 AMW/CC is the final appeal authority for all appeals pertaining to suspension and revocation decisions per this instruction. No further appeal or request for reconsideration will be accepted. The 452 AMW/CC may decline to hear an appeal or request for reconsideration and may defer to the administrative hearing decision.

9.3.3.6. In all cases, military members must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

9.3.3.7. Personnel whose driving privileges have been suspended or revoked are not permitted to drive a vehicle owned by them or any other person or entity onto MARB. They are hereby ordered to park off base until the suspension is over. **Note:** the Visitor Control Center (VCC) is within the jurisdictional bounds of the installation and is therefore not a parking option for persons with suspended or revoked installation driving privileges.

9.3.3.8. Per DAFI 31-218, paragraph 2-12(a), driving in violation of a suspension or revocation will result in the original period of suspension or revocation being increased by 2 years. In addition, administrative action may be initiated based on the commission of any traffic, criminal, or military offenses. For example, active duty military personnel driving on the installation in violation of a lawful order.

**Table 9.1. Suspension/Revocation of Driving Privileges (See Notes 1, 2, and 3).**

<p><b>Assessment 1:</b> Two (2) year revocation is mandatory on determination of facts by the 452 AMW/CC.</p> <p><b>Violation:</b> Driving while driver license or installation driving privileges are under suspension or revocation.</p>
<p><b>Assessment 2:</b> One (1) year revocation is mandatory on determination of facts by the 452 AMW/CC.</p> <p><b>Violation:</b> Refusal to submit to or failure to complete chemical tests (implied consent).</p>
<p><b>Assessment 3:</b> One (1) year revocation is mandatory on determination of facts by the 452 AMW/CC.</p> <p><b>Violation:</b></p> <ol style="list-style-type: none"> <li>1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.</li> <li>2. Driving or in physical control of a motor vehicle while under the influence of intoxicating beverage where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is 0.08% or greater by volume.</li> </ol>

3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any drug (including alcohol) to the degree rendered incapable of safe vehicle operation.
4. Operating a vehicle, while under 21 years of age, with a BrAC or BAC of .01% or higher.
5. Use a motor vehicle in the commission of a felony.
6. Fleeing the scene of an accident involving death or personal injury (hit and run).
7. Perjury or making false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.
8. Unauthorized use of a motor vehicle belong to another, when the act does not amount of a felony.
9. The accumulation of 18 points within 24 months.
10. Operating a vehicle without a valid driver license (not issued, expired, or revoked).

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

**Violation:**

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.
2. Commission of an offense in another state, which, if committed on the installation, would establish grounds for suspension or revocation.
3. Permitting the unlawful or fraudulent use of an official driver's license.
4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.
6. Driving or in physical control of a motor vehicle while under the influence of intoxicating beverage where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is at least 0.05% and less than 0.08% by volume.
7. Accumulation of 12 points within 12 months. **See note #3.**

**NOTES:**

1. When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of civil conviction, or the date that the state or host nation driving privileges are suspended or revoked. This effective date can be retroactive.
2. No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civilian court or courts-martial, non-judicial punishment under UCMJ, Article 15, or a separate hearing as addressed in this instruction. Revocations for implied consent violations will be combined with the one (1) year intoxicated driving suspension/revocation and run consecutively (total of 24 months).
3. Any revocation based on traffic points must be no less than six (6) months.

**9.4. Point System Application.** The offenses in tables 9.2 and 9.3 below will result in point assessments against the violator’s installation driving record and suspension or revocation of installation driving privileges when appropriate IAW this instruction and DAFI 31-218.

**Table 9.2. Point Assessment for Moving Violations (See Note 7).**

VIOLATION	POINTS
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Driving with defective equipment (headlights, mirrors, etc) for a motorcycle, motorized scooter, motorized moped or motorized bicycle.	03
Failure of rider or passenger to wear appropriate personal protective equipment (helmet, eye protection, clothing, foot protection) for a motorcycle, motorized scooter, motorized moped, motorized bicycle, ATV, or three-wheeled vehicle.	03
Failure of operator or occupants to wear seatbelt or use child restraint system. <b>See note #1.</b>	02
Wearing headphones/earphones or a listening device in both ears while driving.	03
Operating vehicle while impaired (BAC/BrAC more than .05% by volume). <b>See notes #2 and #3.</b>	06
Fleeing/attempting to elude Security Forces or police officer. <b>See note #2.</b>	06
Reckless operation of a vehicle (as described in Article 113, UCMJ). <b>See note #2.</b>	06
Fleeing the scene (property damage). <b>See note #2.</b>	06
Speed contest.	06
Speed too fast for conditions.	02
Speed too slow/impeding traffic.	02
Speed 1-10.	03
Speed 11-15.	04
Speed 16-20.	05
Speed over 20.	06
Following too close.	04
Failure to yield the right-of-way (no official yield sign involved).	04
Failure to yield to emergency vehicle.	04
Failure to obey traffic control device (lights, signs, signals, roadway/lane markings).	04
Failure to obey traffic instructions/directions of Security Forces.	04
Improper passing/overtaking.	04
Failure to yield to pedestrians in designated walkway/crosswalk.	03
Improper turning. <b>See note #4.</b>	03
Operating a vehicle without a valid driver license (not issued, expired, or revoked). <b>See note #6.</b>	06
Operating a vehicle without insurance or expired insurance.	06
Operating unsafe motor vehicle or motor vehicle with defective equipment. <b>See note #5.</b>	02
Operating a motor vehicle while holding and operating a hand-held electronic device.	03
Driver involved in accident is deemed responsible for accident via citation or report.	01
Operating RADAR or LASER detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed.	03
Other moving violations involving driving behavior – not inclusive).	03

(Inattentive driving-causing accident, drinking from or in possession of an open container of alcohol, etc).	
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Applies to not using or when child restraint system is improperly installed, i.e, car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess 4 points when no child restraint system of any kind is used.</li> <li>2. Requires apprehension/detention and completion of an Incident Report.</li> <li>3. BrAC or BAC of .05% or more. For drivers under 21 years of age, a BrAC or BAC of .01% or more.</li> <li>4. Includes failure to use a turn signal/arm signal when turning or conducting a U-turn anywhere on the installation.</li> <li>5. If cited as a correctable equipment violation, assess points when a violator fails to correct an equipment defect within the stipulated correction period.</li> <li>6. Requires completion of an Incident Report. One (1) year revocation of base driving privilege is mandatory on determination of facts by the 452 AMW/CC.</li> <li>7. When two or more violations are committed on a single occasion, points will be assessed for each violation.</li> </ol>	

**Table 9.3. Point Assessment for Non-Moving Violations (See Notes 2 and 6).**

<b>VIOLATION</b>	<b>POINTS</b>
Unattended child 10 years of age or younger left inside vehicle. Animals are included if a danger exists to the animal. <b>See note #5.</b>	06
Invalid state vehicle registration (expired or unregistered).	02
Improper parking. <b>See note #4.</b>	02
Illegally parked in designated handicap/disabled parking area (no decal, license, or placard displayed).	03
Misuse of handicap/disabled parking decal. <b>See note #3.</b>	03
Unattended vehicle (while running).	03
Abandoned vehicle.	03
Improper registration (fraudulent tags).	04
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. If the registered owner of a vehicle is cited for a parking violation and informs 452 SFS/S5R that another driver was operating their vehicle, points and suspensions (if applicable) will be reassigned to the driver who committed the violation if and when the driver confirms that they were operating the vehicle.</li> <li>2. When two or more violations are committed on a single occasion, points will be assessed for each violation.</li> <li>3. When a vehicle has a handicap or disabled decal, license, or placard displayed, but the occupant is not the decal, license, or placard registrant and is not dropping off or picking up the handicapped or disabled registrant. Also includes parking in an area designated for “Van” access only, and handicap or disabled registrant has parked another vehicle class instead.</li> <li>4. As designated in chapter 4 of this instruction.</li> </ol>	

<p><b>5.</b> Requires completion of an Incident Report and consideration for the revocation of base driving privileges for one (1) year by the 452 AMW/CC. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, or where conditions are deemed hazardous by a reasonable person.</p> <p><b>6.</b> Emergency vehicles are authorized to park in any area deemed necessary to affect response.</p>	
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ERIK L. AUFDERHEIDE, Colonel, USAF  
Commander, March Air Reserve Base

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

Title 5 United States Code (USC) § 552a, *The Privacy Act of 1974*  
Title 10 USC § 8013, *Secretary of the Air Force*  
Title 18 USC § 922 note, *Brady Handgun Violence Prevention Act*  
Title 28 USC § 534 note, *Uniform Federal Crime Reporting Act*  
Title 42 USC § 10601 et seq, *Crime Victims Fund*  
Title 18 USC § 922(d)(9), *Unlawful Acts (Lautenberg Amendment)*  
DoDI 6055.4, *DoD Motor Vehicle and Traffic Safety*, 27 August 2021  
DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981  
DAFI 13-213, *Airfield Driving*, 4 February 2020  
DAFI 31-101, *Integrated Defense*, 27 July 2021  
AFPD 31-1, *Integrated Defense*, 21 June 2018  
DAFI 31-218, *Motor Vehicle Supervision*, 10 December 2021  
DAFI 31-115, *Law and Order Operations*, 7 December 2022  
DAFI 31-118, *Security Forces Standards and Procedures*, 14 November 2022  
AFI 91-207, *USAF Traffic Safety Program*, 26 July 2019  
AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021  
AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020  
MARCHARB 13-213, *Airfield Driving*, 17 July 2014  
MARCHARB(IDP)PLAN 31-101, *MARB Integrated Defense Plan*, 1 November 2022  
*California Vehicle Code*

***Prescribed Forms***

*MARBO-FORM(SFS) 31-116*, 452d Long Term Parking Pass

***Adopted Forms***

AF Form 52, *Evidence Tag*  
AF Form 53, *Security Forces Blotter*  
AF Form 75, *Visitor/Vehicle Pass*  
AF Form 178, *Affidavit for Apprehension/Arrest*  
AF Form 483, *Certificate of Competency*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1176, *Authority to Search and Seize*

AF Form 1315, *Accident Report*

AF Form 1364, *Consent for Search and Seizure*

AF Form 3545, *Incident Report*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Incident Report*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2507, *Notice of Vehicle Impoundment*

### ***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFVA**—Air Force Visual Aid

**AMWI**—Air Mobility Wing Instruction

**ANSI**—American National Standards Institute

**ARB**—Air Reserve Base

**BAC**—Blood Alcohol Content

**BDOC**—Base Defense Operations Center

**BrAC**—Breath Alcohol Content

**BLDG**—Building

**BX**—Base Exchange

**CC**—Commander

**CHP**—California Highway Patrol

**CLETS**—California Law Enforcement Telecommunications System

**CPSC**—Consumer Product Safety Commission

**CVC**—California Vehicle Code

**CV**—Commercial Vehicle  
**CVI**—Commercial Vehicle Inspection  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DEERS**—Defense Enrollment Eligibility Reporting System  
**DIBRS**—Defense Incident Based Reporting System  
**DL**—Driver license  
**DMV**—Department of Motor Vehicles  
**DODD**—Department of Defense Directive  
**DOD**—Department of Defense  
**DODI**—Department of Defense Instruction  
**DOT**—Department of Transportation  
**DUI**—Driving Under the Influence  
**DWI**—Driving While Intoxicated  
**FO**—Fixed Object  
**G—Government**—**GMV**—Government Motor Vehicle  
**GVO**—Government Vehicle Other  
**IDP**—Integrated Defense Plan  
**IEVC**—Installation Entry/Exit Vehicle Checks  
**LSV**—Low Speed Vehicle  
**LTPP**—Long Term Parking Pass  
**MARCHARBI**—March Air Reserve Base Instruction  
**MOU**—Memorandum of Understanding  
**MPH**—Miles per Hour  
**MVA**—Minor Vehicle Accident  
**MJVA**—Major Vehicle Accident  
**OHV**—Off-Highway Vehicle  
**OPR**—Office of Primary Responsibility  
**OSI**—Office of Special Investigations  
**P—Private**—**PD**—Property Damage  
**PNO**—Planned Non-Operations

**POV**—Privately Owned Vehicle  
**PPE**—Personal Protective Equipment  
**RDS**—Record Disposition Schedule  
**RVI**—Random Vehicle Inspections  
**S—Subject**—SRBW—Suspension/Revocation/Debarment/Warrant  
**TLF**—Temporary Lodging Facility  
**UCMJ**—Uniform Code of Military Justice  
**V—Vehicle**—VCO—Vehicle Control Official  
**VIN**—Vehicle Identification Number  
**VIP**—Very Important Person  
**VRO**—Vehicle Registration Officer

*Office Symbols*

**452 AMW**—452d Air Mobility Wing  
**452 AMW/CC**—452d Air Mobility Wing Commander  
**452 AMW/CV**—452d Air Mobility Wing Vice Commander  
**452 AMW/SE**—452d Air Mobility Wing Safety  
**452 AMW/JA**—452d Air Mobility Wing Staff Judge Advocate  
**452 BCE**—452d Base Civil Engineer  
**452 FSS**—452d Force Support Squadron  
**452 LRS/LGRDDO**—452d Logistics Readiness Squadron, Vehicle Dispatch  
**452 LRS/LGRV**—452d Logistics Readiness Squadron, Vehicle Management Flight  
**452 MSG/CC**—452d Mission Support Group Commander  
**452 MSG/CD**—452d Mission Support Group Deputy Commander  
**452 SFS/CC**—452d Security Forces Squadron Commander/Defense Force Commander  
**452 SFS/S2I**—452d Security Forces Squadron, Office of Investigations  
**452 SFS/S3**—452d Security Forces Squadron, Operations Officer  
**452 SFS/S3O**—452d Security Forces Squadron, Operations Superintendent  
**452 SFS/S3L**—452d Security Forces Squadron, Police Services  
**452 SFS/S5**—452d Security Forces Squadron, Plans and Programs  
**452 SFS/S5R**—452d Security Forces Squadron, Reports and Analysis

Attachment 2

NOTIFICATION OF SUSPENSION/REVOCAION OF INSTALLATION DRIVING PRIVILEGES

Figure A2.1. Example Memo of Notification of Suspension/Revocation Of Installation Driving Privileges.



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(DATE)

MEMORANDUM FOR

FROM: March ARB/CC

SUBJECT: Notification of Suspension/Revocation of Installation Driving Privileges

References: (a) MARCHARBI 31-116, 2023, March Air Reserve Base Traffic Code
(b) DAFI 31-218, 10 Dec 2021, Motor Vehicle Supervision

- 1. Due to the violation(s) listed in paragraph 6, below, you are hereby notified that effective fourteen (14) calendar days from the date you received this notice, your driving privileges on this installation are revoked/suspended.
2. Your suspension/revocation will expire at 0001 hours (12:01 AM) \_\_\_\_\_ days from the date you received this notice.
3. Your vehicle has been identified by the 452d Security Forces Squadron. You will not operate or park any vehicle owned or operated by you on March Air Reserve Base until your suspension/revocation is over. Moreover, the Visitor Control Center resides within the jurisdictional bounds of the installation and is therefore not authorized for parking by persons with suspended/revoked driving privileges.
4. If you are employed on the installation, your supervisor will be notified by the 452d SFS Reports and Analysis section (452 SFS/S5R) upon completion of your suspension/revocation. You will not drive on March Air Reserve Base until you are advised by your supervisor that your installation driving privileges have been restored.
5. If you wish to request an administrative hearing, you may do so by memorandum with endorsement signature by your Unit Commander or Division Chief in accordance with MARCHARBI 31-116 and DAFI 31-218 within fourteen (14) calendar days of receipt of this notice. Your request will then be forwarded to the 452 MSG/CC or 452 MSG/CD for disposition.
6. The following traffic or parking citations were issued to you on the dates indicated below:

Table with 3 columns: Ticket Number, Date of Issue, Points Assessed

FIRST MI. LAST, RANK, USAF
Commander, March Air Reserve Base

## Attachment 3

## NOTIFICATION OF ADMINISTRATIVE HEARING DECISION

Figure A3.1. Example Memo for Notification of Administrative Hearing Decision.



**DEPARTMENT OF THE AIR FORCE**  
AIR FORCE RESERVE COMMAND

(DATE)

MEMORANDUM FOR

FROM: 452 MSG/CC

SUBJECT: Notification of Administrative Hearing Decision

References: (a) MARCHARBI 31-116, 2023, *March Air Reserve Base Traffic Code*  
(b) DAFI 31-218, 10 Dec 2021, *Motor Vehicle Supervision*

1. Upon review of the evidence presented to me on (DATE) \_\_\_\_\_, I hereby uphold/rescind any applicable suspension.
2. Guidance if suspension is upheld:
  - a. Your suspension will expire at 0001 hours (12:01 AM) \_\_\_\_\_ days from the date you received this notice.
  - b. Your vehicle has been identified by the 452d Security Forces Squadron. Until your suspension is over, you will not operate or park any vehicle owned or operated by you on March Air Reserve Base.
  - c. If you are employed on the installation, your supervisor will be notified by the 452d SFS Reports and Analysis section (452 SFS/S5R) upon completion of your suspension. You will not drive on March Air Reserve Base until you are advised by your supervisor that your installation driving privileges have been restored.
3. Guidance if suspension is rescinded:
  - a. Effective \_\_\_\_\_, you are hereby authorized to operate and park any vehicle owned or operated by you on the installation.

FIRST MI. LAST, Rank, USAF  
Commander, 452<sup>nd</sup> Mission Support Group

Attachment 4

NOTIFICATION OF POINTS VIOLATION, ARMED FORCES TRAFFIC TICKET

Figure A4.1. Example Memo for Notification of Points Violation, Armed Forces Traffic Ticket.



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

(DATE)

MEMORANDUM FOR

FROM: 452 SFS/CC  
2035 Graeber Street, building 457  
March ARB CA, 92518-1667

SUBJECT: Notification of Points Violation, Armed Forces Traffic Ticket (DD Form 1408)

References: (a) MARCHARBI 31-116, \_\_\_\_\_ 2023, *March Air Reserve Base Traffic Code*  
(b) DAFI 31-218, 10 Dec 2021, *Motor Vehicle Supervision*

1. You are hereby notified that you have committed a traffic or parking violation as indicated on the traffic citation attached. This is a point violation. Therefore, you will be counseled by your Unit Commander or Division Chief, and your base driving record will be assessed points in accordance with MARCHARBI 31-116 and DAFI 31-218.
2. If you receive a second violation within a 6 month period or the accumulation of 6 points with that same time period, you will be notified in writing and counseled by the appropriate member in your chain of command on possible suspension of driving privileges and can be directed to attend a Driver Improvement Program (DIP) to improve driving skills, awareness, or attitude.
3. If you wish to appeal the traffic ticket or parking citation, you may do so in writing in accordance with MARCHARBI 31-116. Your Unit Commander must endorse your rebuttal letter with his or her signature, and you must submit your rebuttal letter within fourteen (14) calendar days from the date you received the ticket. Rebuttal letters are coordinated by the 452d SFS Reports and Analysis Section (452 SFS/S5R) for a decision by the 452d Security Forces Squadron Commander (452 SFS/CC).
4. The above listed policy is in accordance with MARCHARBI 31-116 and DAFI 31-218.

Ticket Number	Date of Issue	Points Assessed

FIRST MI. LAST, Rank, USAF  
Commander, 452<sup>nd</sup> Security Forces Squadron