

**BY ORDER OF THE COMMANDER  
JOINT BASE MCGUIRE-DIX-  
LAKEHURST (AMC)**

**JOINT BASE MCGUIRE-DIX-  
LAKEHURST INSTRUCTION**

**31-218**

**15 DECEMBER 2025**

**SECURITY**

**MOTOR VEHICLE TRAFFIC  
SUPERVISION**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 87 SFS/5R

Certified by: 87 SFS/CC  
(Lt Col Thomas J. Kellams)

Pages: 95

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This instruction implements AFI 31-218, *Motor Vehicle Traffic Supervision* and references Regulation 190-5/OPNAV 11200.5D/MCO 5110.1D/DLAR 5720.1, DAFI 31-101, *Base Defense Operations*, *Joint Integrated Defense Plan*, and 305 AMWI 13-213, *Airfield Driving*. The Joint Base (JB) Installation Commander, pursuant to their authority under 32 C.F.R. 634.25 adopts the New Jersey Motor Vehicle Code, located at New Jersey Statutes Annotated Title 39. The provisions of this instruction apply to all personnel assigned, attached or associated with the 87th Air Base Wing (ABW), tenant units and all other individuals, whether military or civilian, while upon Joint Base McGuire-Dix-Lakehurst, New Jersey or any of its property. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is Title 10, United States Code (USC) § 8013. Pursuant to the same citation, any supplemental offenses created by the Installation Commander are subject to a \$50 fine, up 10 days in jail, or both. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI33-322, *Records Management and Information Governance Program* and disposed of IAW the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847s from the field through appropriate functional chain of command. This publication may not be supplemented or further implemented at any level.

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## Chapter 1

### GENERAL

**1.1. Responsibilities.** The 87th Security Forces Squadron Commander (87 SFS/CC) is the OPR for the traffic code. All recommended changes to the traffic code must be forwarded to the 87 SFS/CC for coordination.

1.1.1. The 87th Mission Support Group (87 MSG), 87th Air Base Wing Safety (87 ABW/SE), 87th Civil Engineer Group (87 CEG), and the 87th Air Base Wing Judge Advocate (87 ABW/JA) must coordinate on all proposed changes forwarded to the 87 SFS/CC.

1.1.2. 87th Security Forces enforces Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1, *MOTOR VEHICLE TRAFFIC SUPERVISION*, other directives of higher headquarters, and those federal and state traffic laws applicable to JB MDL. This code combines the New Jersey motor vehicle laws, Air Force (AF), Air Mobility Command (AMC), and JB MDL directives. In case of conflict, AF and JB MDL directives apply over state laws and in the order they are listed.

1.1.3. Unit commanders and supervisors will ensure their personnel adhere to the provisions of this instruction.

1.1.4. JB MDL personnel (military and civilian) must ensure their dependents and guests comply with this instruction.

1.1.5. All personnel operating a vehicle on JB MDL shall be familiar with and shall comply with this instruction, along with the New Jersey State Codes regardless of where their vehicle is registered.

1.1.6. All service members, contractors and DoD civilian employees will comply with State and local traffic laws when operating GOVs.

1.1.7. In those states where violations of traffic law are not considered criminal offenses and cannot be assimilated under 18 USC, DoD Directive 5525.4, expressly adopts the vehicular and pedestrian traffic laws of such States and makes these laws applicable to military installations having concurrent or exclusive Federal Jurisdiction. It also delegates authority to installation commanders to establish additional vehicular and pedestrian traffic rules and regulations for their installations. Persons found guilty of violating the vehicular and pedestrian traffic laws made applicable on the installation under provisions of that directive are subject to a fine as determined by the local magistrate or imprisonment for not more than 30 days or both, for each violation.

1.1.8. In those states where violations of traffic laws cannot be assimilated because the Federal Government's jurisdictional authority on the installation or parts of the installation is only proprietary, neither 18 USC 13 nor the delegation memorandum in DoDD 5525.4, will permit enforcement of the State's traffic laws in Federal courts. Law enforcement authorities on those military installations must rely on either administrative sanctions related to the installation driving privilege or enforcement of traffic laws by state law enforcement authorities.

**1.2. Program Management.** This instruction establishes the JB MDL Traffic Code and Traffic Circulation Plan as required by Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1. It is the purpose of this code to conform as nearly as possible to Title 39,

New Jersey Motor Vehicle and Traffic Regulations. Pursuant to United States Code, Title 40, Section 318, Special Police, Department of Defense Directive (DoDD) 5525.4, Enforcement of State Traffic Laws on DoD Installations, and AFI 51-905, Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians, all New Jersey vehicular and pedestrian traffic laws set forth in Title 39, New Jersey Motor Vehicle and Traffic Regulations, that are now or may hereafter be in effect, shall be expressly adopted and made applicable to JB MDL. Furthermore, pursuant to DoDD 5525.4, all persons on JB MDL shall comply with the additional vehicular and pedestrian rules set forth in this instruction.

1.2.1. The 87 CEG will:

1.2.1.1. Designate an appropriately trained and experienced engineer to be the JB MDL Traffic Engineer.

1.2.1.2. Assist/provide input with the placement, proper timing and maintenance of traffic control devices and devise remedial corrective actions.

1.2.1.3. Ensure the 87 CES will establish the traffic circulation (streets and parking lots) of JB MDL with coordination of the JB MDL Traffic Engineer and from 87 SFS.

1.2.1.4. Ensure the 87 CES establishes adequate temporary traffic control devices during maintenance of roadways and parking lots. Proposed actions will be coordinated with the 87 SFS Police Services (S3) no later than 5 business days prior to initiating repair work. This applies when work is being executed organically versus an awarded contract.

1.2.1.5. Ensure the JB MDL Traffic Engineer coordinates with off-base counties and municipalities on off-installation projects or actions that have the potential to impact traffic on or around the JB, or base projects that may impact traffic outside of the installation.

1.2.2. Fire Department Officials will: At the scene of a fire may direct or assist Security Forces with directing traffic in the immediate vicinity of the fire.

1.2.3. **Unit Commanders, JB Mission Partners/supported components/tenants will:**

1.2.3.1. Promote a vigorous education program and make this instruction known to all personnel.

1.2.3.2. Decide if a person will attend the Traffic Safety Course, if the individual has accumulated violations totaling 6 traffic points, or has been involved in an accident, or has accumulated two moving violations within the preceding 12 months. Commanders will schedule and ensure attendance and completion of the Traffic Safety Course within 60 days of notification of a traffic incident.

1.2.3.3. Recommend to the 87 MSG/CC whether the individual's driving privileges should be suspended. If the unit commander recommends suspension, the period of suspension may not be for less than 30 days or more than 90 days.

1.2.3.4. Unit Commanders, First Sergeants and/or Supervisors will notify 87 SFS Reports and Analysis (87 SFS/S5R) within one duty day of all off-base driving under the influence (DUI) incidents/arrests involving a military member. Off-base law enforcement agencies may notify the ECC and enable them to make blotter entries and internal notifications. Individual states may not hear the case for three–five months after the incident.

1.2.3.4.1. Exchange of information with civil authorities. 87 SFS and local civil authorities will exchange information regarding major accidents, DUI, hit and run, etc. They will annotate incident in the blotter, complete an AF Form 3545/Incident Report and make proper notifications.

1.2.3.4.2. 87 SFS/S5R will request local police reports upon notification within 2 duty days and initiate a driving revocation package if it is a DUI IAW Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1. 87 SFS/S5R will provide incident reports to the military member's Commander and First Sergeant under their authority.

1.2.3.5. Unit Commanders refer all military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to the Substance Abuse Office, Drug and Alcohol Control for evaluation. All personnel (military and civilian) must complete an equivalent Substance Abuse or Drug and Alcohol Abuse course prior to reinstatement of their base driving privileges, per AFI 31-120, *Security Forces Systems and Administration*.

1.2.3.6. Unit Commanders must ensure that as part of the commander's action, all certificates of course completion (Substance Abuse, Drug and Alcohol Abuse or Traffic Safety) are provided to 87 SFS/S5R.

#### 1.2.4. Security Forces personnel will:

1.2.4.1. Render assistance, investigate accidents, make apprehensions and issue citations when necessary for traffic violations.

1.2.4.2. Cooperate with 87 CEG and other agencies to develop ways to improve traffic conditions.

1.2.5. **Emergency Regulations.** The Defense Force Commander (DFC) in conjunction with the 87 CEG and JB MDL Traffic Engineer are authorized to modify the provisions of this instruction when an emergency or special condition arises.

1.2.5.1. Temporary modifications will not exceed 90 days.

1.2.5.2. In the event the temporary modification goes beyond 90 days, the DFC and CEG commander will further coordinate the extension.

**1.3. Delegation.** The Installation Commander has delegated the authority for the Traffic Supervision Program to the 87 MSG/CC. Contact 87 ABW/SJA for possible legal considerations of matters referred to the designated officials.

**1.4. Applicability.** This supplement applies to all owners and operators of motor vehicles on JB MDL and its associated properties. All vehicle operators, including bicyclists, who are granted the privilege of driving/biking within the jurisdiction of JB MDL are subject to the conditions of this instruction.

#### 1.5. Administration and Point Assessment for Traffic Code Violations:

1.5.1. Traffic law enforcement should motivate drivers to operate vehicles safely within traffic laws and regulations while maintaining an effective and efficient flow of traffic. **Note:** See [Attachment 2](#) for full listing of violations. Effective enforcement should emphasize voluntary compliance by drivers and can be achieved by the following actions:

1.5.1.1. Publishing a realistic traffic code available to all personnel.

1.5.1.2. Adopting standard signs, markings, and signals in accordance with NHSPS and the Manual on Uniform Traffic Control Devices for Streets and Highways.

## Chapter 2

### MOVING VIOLATIONS

#### 2.1. Driver's License and Registration Requirements:

2.1.1. Exhibiting licenses and failure to carry license:

2.1.2. Any persons operating any motor vehicle on JB MDL must have in their possession a valid state driver's license, proof of registration and proof of insurance. Upon request, vehicle operators must show proof of the above to any law enforcement or security official.

2.1.3. The operator of any special purpose motor vehicle, trailer, or semi-trailer shall stop on the signal of any law enforcement officer who is in uniform or shows his/her badge or other sign of authority. The operator will, on the officer's request, exhibit his/her driver's license for the purpose of establishing his/her identity.

2.1.4. The operator of any government special purpose motor vehicle, trailer, or semi-trailer operated on the roadways of the installation shall have in his/her possession his/her government driver's license.

2.1.5. Unlicensed driving is prohibited. No person, except those expressly exempt in any Air Force Instruction or Army Regulation, shall drive any motor vehicle on any roadway within the confines of JB MDL until such person has a valid driver's license, satisfactorily passed the examination required by AFI 24-301, *Ground Transportation*, and obtained an AF Form 2293, US Government Motor Vehicle Operator Identification Card, or other military service equivalent, has successfully passed the examination required by Vehicle Safety Certification (VSC), and possesses a valid state operator's license IAW AFI 24-301.

2.1.6. Driving while license, permit, or privilege to drive is suspended or revoked is not authorized until the period of such suspension or revocation has terminated.

2.1.7. If assigned to JB MDL, International Driver's licenses are valid for use for 60 days upon stateside arrival. Military and family members must obtain a valid New Jersey or home of record state driver's license within those 60 days.

2.1.8. International driver's licenses are authorized for TDY personnel, military personnel and their family members newly assigned to JB MDL. International driver's licenses, also known as International Driver's Permits, are only valid when accompanied by a valid driver's license from the person's country of origin.

2.1.9. For dependents, foreign driver's licenses will be valid for no more than 60 days. Once assigned to JB MDL, military and family members must obtain a valid state driver's license within those 60 days.

2.1.10. Proof of current vehicle insurance is required at all times while operating a motor vehicle on JB MDL. Failure to maintain proof of insurance can result in the issuance of the DD Form 1408 or CVN citation. **Note:** Some states allow proof of insurance to be provided electronically via smart phone. As of the writing of this instruction, New Jersey does accept this form of proof. JB MDL will accept electronic versions provided by motor vehicle operators.

2.1.11. All joint service permanent party personnel assigned to the JB will in-process the 87 LRS/LGRDDO Operator Records and Licensing section to receive an Air Force Form 2293 for any special vehicle licensing needs. Any TDY personnel that come to the JB which require a license will need to provide an MFR signed by their unit commander stating the member has been trained to operate the vehicle(s) in question. 87 LRS/LGRDDO will then provide the member with written and practical tests to certify that they are competent to operate any vehicle designed to carry 16 passengers or more, is designed with an air brake system, transports hazardous materials, or weighs 26,001 lbs or greater. The OR&L office will then issue AF Form 2293 (temporary JB MDL license) to the member for the duration they are on station.

## **2.2. Authorized Emergency Vehicles:**

2.2.1. The driver of an authorized emergency vehicle, when responding to an actual emergency call or when in pursuit of a suspected violator of the law and when using authorized visual and audible signal (except when standing or parking) may within reason and with due regard for the safety of all persons, exercise the following privileges:

2.2.2. Park or stand irrespective of the provisions of this traffic code provided they do not intentionally block traffic or create a traffic hazard, unless circumstances dictate otherwise.

2.2.3. Proceed passed a stop sign/signal only after stopping to ensure safe operation and the right-of-way has been granted by all other drivers.

2.2.4. Disregard instructions governing the direction of travel or turning in specified directions.

2.2.5. Exceed the posted speed limit, so long as not to endanger life or property when a special hazard or emergency exists that requires a faster speed.

2.2.6. Emergency equipped vehicles may be left running unattended for short periods of time when emergency equipment is operating and needed to maintain power for accessories. Also, the operator must take all reasonable measures (e.g., parking brake) to ensure the vehicle will not impose a danger to others.

## **2.3. Speed Limits:**

2.3.1. No person shall drive at a speed greater than the posted speed limit. The standard speed limit within the confines of JB MDL is 25 miles per hour (mph), unless otherwise posted.

2.3.2. The maximum speed limit will not exceed 10 mph in the following areas: parking lots or parking areas, ammunition areas, service roads or alleyways, passing troop formations and entering/departing through base entry points unless otherwise posted.

2.3.3. No person shall drive any vehicle at speeds greater than the weather or road conditions permit (NJSA 39:4-98).

2.3.4. No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic except when reduced speed is necessary for safe operation or in compliance with law (NJSA 39:4-97.1).

2.3.5. The following specific speed limits apply:

2.3.5.1. The speed limit on JB MDL is 25 mph unless otherwise posted. If there is no posted speed limit it is presumed the speed limit is 25 mph (NJSA 39:4-98). Based upon

Traffic Engineer studies, legal speed limits described below have been established for JB MDL. No person shall operate a motor vehicle on any roadway at a speed greater than reasonable and prudent under existing conditions and having regard for the actual and potential hazards that may exist. All persons, except responding emergency vehicles, will operate within posted speed limits. No person shall drive a motor vehicle in excess of the following.

2.3.5.2. 10 mph driving through gates; unless otherwise posted.

2.3.5.3. 10 mph in parking lots and on access roads.

2.3.5.4. 5 mph while backing.

2.3.5.5. 5 mph in the parking lots of the Child Development Centers.

2.3.6. The use of radar and laser detection devices is prohibited. It is unlawful for any person to operate a motor vehicle equipped with any device or mechanism, passive or active, to detect or purposefully interfere with or diminish the measurement capabilities of any radar, laser, or other device or mechanism employed by law enforcement personnel. **Note:** It is not illegal to own such a device in the state of New Jersey; however, having such a device in a motor vehicle shall only be considered in compliance with state law if it has no power source and is not readily accessible (attached to the windshield or dash) for use by the driver or any passenger in the vehicle, IAW AFI 31-218.

#### **2.4. Pedestrian Limitations and Other Right-of-Ways:**

2.4.1. Pedestrians will obey the instructions of any official traffic control device, specifically applicable to pedestrians and are subject to the following limitations and restrictions:

2.4.2. Pedestrians will not suddenly enter a street, crosswalk, or other area, with any action which would not allow a vehicle operator to safely and properly stop or yield. Vehicle operators are to yield the right-of-way to pedestrians in crosswalks. Pedestrians should show intention to use a crosswalk and must ensure drivers have shown an intention to permit them to proceed. Pedestrians should stop and verify that motor vehicles are aware of their crossing intentions before entering the roadway.

2.4.3. Pedestrians will walk, run, or jog on the sidewalk/path, when provided. When no sidewalk or path is present, pedestrians will walk, run, or jog on the furthest outside shoulder on the left side of the roadway, facing oncoming traffic. Pedestrians must wear reflective clothing (reflective vest, belt, arm band, and so forth) during periods of darkness and/or reduced visibility. Jogging gear with reflective characteristics built-in is acceptable.

2.4.4. No person shall jog in high traffic areas outlined below during high-traffic density and peak traffic period hours of 0600 thru 0800 and 1600 thru 1800, excluding weekends and holidays. Joggers must jog on the left side of the roadway, or its shoulder facing traffic.

2.4.4.1. Designated high-traffic areas are as follows:

2.4.4.2. All traffic circles, McGuire Blvd., Tuskegee Airmen Ave. E., Arnold Ave., Can Do Way, Delaware Ave., Pennsylvania Ave., Doughboy Loop Ave., Texas Ave., Alabama Ave., Buffalo Rd., Brody Rd., 8th St., 16th St., Lansdowne Rd., Saniuk Rd., Hancock Rd., Severyns Rd., McCord Rd., and Rounds Rd.

2.4.5. The following areas do not allow for non-official activities unless deemed safe by the owning activity:

2.4.5.1. NAVAIR Test Department's Jet Car Track Site (JCTS)

2.4.5.2. Runway Arrested Landing System (RALS)

2.4.5.3. TC-13 MOD O and MOD 2 Catapults

2.4.5.4. Electro-Magnetic Aircraft Launching System (EMALS) Test Sites

**2.5. Off-Street Vehicle Operation.** While on JB MDL, off-street (race type) vehicles, including stock cars, dirt bikes, and other off-road or competition vehicles, will be plainly marked as such and have the identification, address, and telephone numbers of the owner posted in plain view from the outside. Operation of off-street vehicles on the installation roadways is prohibited.

**2.6. Unattended Vehicles:**

2.6.1. No person will leave a vehicle unattended without first stopping the engine, deactivating the ignition, and removing the key. **Note:** Vehicles will not be left idling on JB MDL, IAW NJ no-idling laws.

2.6.2. During winter periods, unoccupied vehicles will not be left running/unattended for any length of time (e.g., stopping at the Fitness Center for a brief moment, stopping at the Commissary or Post Exchange to shop, or dropping off mail in the Post Office). *This includes vehicles fitted with remote/automatic start features, as it is a violation of NJ idling law.*

2.6.3. Vehicles will not be left unattended on jacks, regardless of the time element involved.

2.6.4. Vehicle maintenance or repairs will not be conducted in any area of the installation other than the auto hobby shop unless the maintenance or repair can be completed in one day and during the hours of daylight. The maintenance cannot create a safety hazard, noise nuisance, and inconvenience to others or an environmental hazard. Authorized repairs/maintenance are limited to engine tune-up, changing tires, lubrication, replacement of muffler and tailpipe, replacement of brake shoes/pads, and electrical system work. The repair/removal of engines, transmissions, differentials, steering components, cooling system components and exterior body components is prohibited. Waste material must be disposed of IAW environmental regulations.

2.6.5. No person will leave a disabled vehicle on or near a roadway so as to obstruct traffic without immediately requesting assistance from the Security Forces. Emergency flashers will be utilized.

2.6.6. No person who operates a motor vehicle or owns a motor vehicle will permit the vehicle engine to idle. Exceptions to this requirement:

2.6.6.1. A bus while discharging or picking up passengers.

2.6.6.2. A motor vehicle idling in a queue of motor vehicles, that are intermittently motionless and moving because the progress of the motor vehicles in the traffic or the queue has been stopped or slowed by the congestion of traffic on the roadway or other conditions over which the driver of the idling motor vehicle has no control.

2.6.6.3. Motor vehicles whose power source is used for necessary mechanical operation other than propulsion, passenger compartment heating or air conditioning.

- 2.6.6.4. Emergency motor vehicles.
- 2.6.6.5. Motor vehicles while being repaired.
- 2.6.6.6. Motor vehicles engaged in the connection, detachment or exchange of trailers.
- 2.6.6.7. Motor vehicles manufactured with a sleeper berth while being used for sleeping.
- 2.6.6.8. A diesel vehicle may idle for 15 consecutive minutes when the vehicle engine has been stopped for three or more hours.
- 2.6.6.9. R-11 Refuelers may idle during cold weather (below 45 degrees Fahrenheit.)

## **2.7. Unsafe Operation of Vehicle:**

- 2.7.1. Towing a motor vehicle through any means other than a tow dolly, trailer or commercial tow vehicle is prohibited.
- 2.7.2. Vehicles must have fenders, mud flaps, or other anti-spray devices to prevent the vehicle from being a hazard to other vehicles.
- 2.7.3. Restraint systems. No person shall operate a government vehicle or privately owned vehicle manufactured after 1 Jul 1966 unless the driver and front seat passenger are wearing a seatbelt (NJSA 39:3-76.2f).
  - 2.7.3.1. Owners of those vehicles manufactured prior to 1966 without seatbelts are encouraged to have seatbelts installed for their own safety.
  - 2.7.3.2. Seatbelts will be properly worn by military personnel on and off base, whether on or off-duty as operators or passengers, in a government or privately owned vehicle. All personnel residing on, visiting, or transiting JB MDL will comply with New Jersey State law concerning the use of seatbelts. All nonuse of occupant protective devices shall be enforced as a primary traffic violation; per DoDI 6055.4 DoD Traffic Safety Program.
  - 2.7.3.3. As a general rule, restrict the number of people in government passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons, and buses, but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders (through the risk management decision process) will determine the appropriate mode of transportation or operating procedures for such existing vehicles. If government-owned trucks are used to transport personnel in the back, all personnel must sit on the floor of the truck bed keeping all limbs and/or body parts inside the vehicle at all times while in motion. Personnel must not lean against the tailgate of the vehicle or sit on the wheel wells. It is the driver's responsibility to ensure all occupants are in compliance.
- 2.7.4. Overloading. No vehicle shall be overloaded so as to obstruct the driver's view or to prohibit the wearing of individual seatbelts.
- 2.7.5. Improper Starts. An improper start from a stopped position or high acceleration from a low speed that intentionally causes a breaking of traction on a hard surface is prohibited.

**2.8. Littering from a Vehicle:**

2.8.1. No person shall throw, place, or drop litter from a vehicle on JB MDL. The driver of the vehicle, or the responsible person, may be cited for any litter thrown, placed, or dropped from the vehicle.

2.8.2. "Litter" means rubbish, refuse, waste material, garbage, trash, or debris of any kind or description, whether or not it is of value, and includes (but is not limited to) improperly discarded paper, metal, plastic, glass, cigarette butts or solid waste.

**2.9. Crossing Fire Hoses.** Vehicles will not be driven over an unprotected fire hose laid down on any roadway during an emergency response, unless directed to cross by Security Forces or Fire Department personnel.

**2.10. Driving in Prohibited Areas:**

2.10.1. Vehicles will not be driven or parked on any grass or seeded area. This includes JB MDL housing areas. EXCEPTIONS: JB MDL Special Events, 87 LRS refueling vehicles during generator refueling, Emergency Situations as directed by a competent authority, and the area along Sawmill Road.

2.10.2. Vehicles will not be driven through any area which is posted, marked, or barricaded by means of barriers, traffic cones, signs, or as directed by Security Forces or emergency response personnel.

**2.11. Obedience to Traffic Enforcement Officials or Those Persons Designated.** No person shall willfully fail or refuse to comply with any lawful order or direction of any law enforcement officials or persons directed by Security Forces to control traffic.

**2.12. Wearing a Device that Affects Hearing:**

2.12.1. Use of Headphones, Earphones, Cellular Telephones and Driver Distractions. No person may drive, walk, jog, ride a bicycle, or coaster-wheeled conveyance, on streets or roadways (designed for vehicle traffic) while wearing any device or instrument which substantially impairs his/her hearing. This includes, but is not limited to the use of headsets or earphones containing or connected to any source of sound. Using a cell phone while driving, without a hands-free device will be considered a "primary offense", meaning that violators will be able to be stopped solely for this offense. **Note:** When two or more violations are committed on a single occasion, points will be assessed for each individual violation. DoD Component safety guidance should note the potential for driver distractions such as eating and drinking, operating radios, CD players, global positioning equipment, etc.

2.12.2. Use of these devices hinders or prevents recognition of emergency signals, alarms, announcements, and approach of vehicles, human speech, and the ability to determine the direction from which sounds are coming.

2.12.3. Vehicle operators on an AF-managed installation and operators of government owned, leased, or rented vehicles, on or off an AF-managed installation, shall not use cell phones while the vehicle is in operation except when using a hands-free device or hands-free operating mode. When possible, vehicle operators should pull over and place the vehicle in park before using any cell phone.

2.12.4. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use. Exception: Motorcycle helmet intercom systems or radio intercom systems are permitted.

**2.13. Noise Control.** No person will operate a vehicle emitting excessive sound, whether mechanical (e.g., loud exhaust) or stereo. Excessive sound is defined as that sound which may be heard at a distance of 50 feet or greater. NJCA defines daytime sound level standard of 65 decibels and a nighttime standard of 50 decibels as measured at the property line of an affected person.

**2.14. Environmental Pollution Control.** No person will operate a vehicle emitting excessive smoke or fluids.

**2.15. Headlight Requirements:**

2.15.1. Headlights will be used 30 minutes before sunset until 30 minutes after sunrise and when visibility is reduced by inclement weather conditions to include fog, rain and snow or other environmental factors.

2.15.2. Per New Jersey state law the use of headlights with the operation of windshield wipers is mandatory.

2.15.3. Motorcycles will have their headlights on whenever they are in motion.

2.15.4. The use of parking lights, when a vehicle is in motion during reduced visibility/hours of darkness, is only allowed while vehicles are entering installation entry control points. When a vehicle is parked off the main traveled portion of the roadway or a street where parking is not common or is prohibited, the driver will turn on parking lights or emergency flashers.

2.15.5. Headlight illumination color should be white when illuminated or a close variation (factory style HID hyper white/blue). Other than emergency response vehicles, various colors (blue, red, orange, green, pink, purple, etc.) should not be illuminated while in motion. *NJ Title 39:3-50*

2.15.6. Headlights will be utilized during periods of inclement weather to include fog, rain and snow.

**2.16. Eluding an Enforcement Official/Traffic Control Devices:**

2.16.1. Any driver of a motor vehicle who willfully fails or refuses to bring his/her vehicle to a stop or who otherwise flees or attempts to elude a pursuing police vehicle may be cited for eluding an enforcement official. The signal given by the enforcement official may be by hand, voice, whistle, emergency light, or siren.

2.16.2. It is unlawful for any person to drive through parking lots or other areas to elude specific traffic control devices to include signals, signs, lights, stations, and persons controlling traffic.

**2.17. Driving with Obstructed Vision, Safety/Warning Lights/Neon Lights:** No person shall operate a vehicle without first clearing all windows, front, side, and rear of all obstructions. Operators will also clear obstructions, snow, ice, and dirt from all headlights, safety lamps, warning lights, license plates, and DoD vehicle decals. Snow accumulation over 1 inch will be removed from all windows, hood, roof, and trunk areas prior to operation. Non-cargo vehicles will not be loaded as to restrict visibility in the rear. Tinted license plate covers or tinted headlight covers may not be used on JB MDL. License Plate frames may not obstruct the view of any printed

letters on the license plate. Neon lights may not be used while operating a motor vehicle on JB MDL; however neon lights may be activated while vehicles are off of roadways and in an approved parking zones.

### **2.18. Safety Belts/Child Restraints:**

2.18.1. All military and civilian personnel operating motor vehicles on JB MDL, to include all passengers, will wear safety belts when installed as original equipment or added equipment.

2.18.2. Seat belt spot checks will be conducted on the installation. Security Forces while making traffic stops and installation entry controllers during other than peak traffic periods will check for compliance. No other violation need exist to stop a person for a seat belt violation.

2.18.3. Operators refusing to wear a safety belt after being advised that wear is mandatory may be denied entry to the installation unless they desire to proceed on foot.

2.18.4. For the purposes of the "Passenger Automobile Seat Belt Usage Act," the term "passenger automobile" shall include vans, pick-up trucks and utility vehicles (NJSA 39:3-76.2f).

2.18.4.1. Security Forces will enforce this statute in conjunction with a traffic stop for a moving violation and as probable cause for a motor vehicle stop.

2.18.4.2. All non-use of occupant protective devices shall be enforced as a primary traffic violation; per DoDI 6055.4 DoD Traffic Safety Program.

2.18.5. Violations detected by Security Forces will be reported on DD Form 1408 or United States District Court Violation Notice as appropriate. Violations of seatbelt or helmet requirements will be enforced as follows:

2.18.5.1. Any vehicle attempting to enter the base while the operator or any passenger is not wearing the required safety device will be stopped and denied entry until the seatbelt or helmet is worn.

2.18.5.2. Any vehicle operator not wearing the required safety device(s), or allowing personnel in their vehicle to not wear the required safety device(s), will be issued a citation and have points assessed.

2.18.6. No person will be transported in or on a vehicle while in a standing position, except in buses where suitable handholds are provided.

2.18.7. When riding in the cargo compartment of a pickup truck, personnel will be seated on the floor, fasten their seatbelt (if installed), and remain seated until the vehicle is properly parked or stopped. Tailgates must be closed before vehicle will be operated.

2.18.8. The number of personnel riding in a passenger car, station wagon, carry-all, or cab of a truck shall not exceed the number prescribed for the said vehicle or the number of seatbelts installed.

2.18.9. No person shall operate a motor vehicle on the road when transporting a child eight years of age or 80 pounds or less, unless the child is properly secured in a federally approved child passenger restraint seat. The vehicle operator is responsible for all passengers. Seat belt use is federally mandated and will be enforced as a primary violation.

2.18.10. No vehicle may be operated while the driver is holding a child, or allowing a child to interfere in any way with the operation of a vehicle. Children under 12 years of age or pets will not be left unattended in a motor vehicle.

2.18.11. Whenever a child who is less than 16 years of age is being transported in a motor vehicle that is in operation and that is required by NJ Law to be equipped with a safety belt system in a passenger seating position, the driver of the vehicle shall keep the child properly restrained as follows:

2.18.11.1. Every person operating a motor vehicle, other than a school bus, equipped with safety belts who is transporting a child under the age of eight years and weighing less than 80 pounds on roadways, streets or highways of New Jersey, shall secure the child in a child passenger restraint system or booster seat, as described in Federal Motor Vehicle Safety Standard Number 213, in a rear seat. If there are no rear seats, the child shall be secured in a child passenger restraint system or booster seat, as described in Federal Motor Vehicle Safety Standard Number 213 (NJSA 39:3-76.2a).

2.18.11.2. Children under eight years of age and weighing less than 80 pounds, all passengers under eight years of age and weighing more than 80 pounds, and all passengers who are at least eight years of age but less than 18 years of age, and each driver and front seat passenger of a passenger automobile operated on a street or highway in this State shall wear a properly adjusted and fastened safety seat belt system as defined by Federal Motor Vehicle Safety Standard Number 209 (NJSA 39:3-76.2f).

2.18.11.3. The driver of a passenger automobile shall secure or cause to be secured in a properly adjusted and fastened safety seatbelt system, as defined by Federal Motor Vehicle Safety Standard Number 209, any passenger who is at least eight years of age but less than 18 years of age (NJSA 39:3-76.2f).

## **2.19. Traffic Circulation Plan:**

2.19.1. The majority of base traffic is concentrated along four gate roads: McGuire Blvd, Wrightstown-Cookstown Rd, Rt. 68, and Landsdowne Rd. Other major roads include Broidy Rd. which primarily serves the BX and Commissary and connects the McGuire Dix cantonment areas. Texas Ave also connects the Browns Mills and Wrightstown Gates to Broidy Rd. and houses the Shoppette/Class-Six/Gas Station/Dunkin Donuts and has a traffic light.

2.19.2. Limitation on U-turns. U-turns are prohibited within the confines of JB MDL unless posted via sign at the intersection.

2.19.3. Right-of-Way at the Traffic Circle/Rotary/Roundabout. All vehicles intending to enter the Traffic Circle/Rotary/Roundabout must yield to vehicles traversing the circle. All vehicles exiting the Traffic Circle/Rotary/Roundabout must use the right turn indicator while exiting until traversing the newly entered roadway.

## **2.20. Entry and Departure of JB MDL:**

2.20.1. Vehicles will enter and depart JB MDL only through authorized entry control points.

2.20.2. Vehicles entering JB MDL are required to stop unless otherwise directed by an authorized official.

2.20.3. Vehicles entering and departing JB MDL are subject to random installation entry point checks.

2.20.4. Military personnel and civilian employees who refuse to comply with the random installation entry point check procedures pursuant to DoD 5200.8R, Physical Security Program; AFMAN 31-201V3, *Flight Operation* and DAFI 31-101, *Base Defense Operations*, may be subject to loss of installation driving privileges and revocation of installation vehicle registration IAW this instruction and Army Regulation 190-5 Motor Vehicle Traffic Supervision. Other individuals who refuse to comply with random installation entry point check procedures may be subject to debarment action (*Refer to Chapter 8 for JB MDL driving privileges, suspensions, and revocation guidance*).

2.20.5. Vehicles entering installation entry control points during the hours of darkness will use parking lights only prior to approaching the entrance (vehicles with day time running lights are exempt). No motor vehicle operator shall approach the security gates or installation entry points with both parking lights and headlights turned completely off. This requirement does not apply to vehicles equipped with daytime running lights.

2.20.6. No operator of any motor vehicle shall use a cellular telephone, to include texting (the typing of a text message, to include the reading of messages or email, via phone or electronic device) while driving while entering through installation entry control points or while driving on the installation. Posted Installation Entry Controllers may cite violators they observe entering/exiting the installation while subject to this infraction. Exceptions: The use of cellular telephones is permitted when using a hands-free headset/device and when reporting an emergency to a 911 operator.

2.20.7. The number of passengers will not exceed the number of seat belts in accordance with the manufacturer's specifications. This includes operating a vehicle with a person riding on an exterior portion of the vehicle or inside the bed of a truck, unless the person(s) is/are seated on the bed or platform of the vehicle or upon a seat built below the level of the sideboards with all body extremities inside the bed (GOV for official business).

2.20.8. Personnel are permitted to ride in the bed of a GOV truck when all available seats are in use by other persons. Tailgate must be closed and personnel must be seated with backs against the cab of the vehicle.

## **2.21. Passing a Loading/Unloading School Bus:**

2.21.1. No person shall pass a yellow in color school bus with red lights flashing and stop arm extended which is loading or unloading passengers unless travelling on a divided roadway. Divided roadway is defined as a roadway divided down the middle by a solid and permanent barrier that separates traffic going in different directions.

2.21.2. Vehicles approaching school buses (from either direction), stopped for the purpose of receiving or discharging passengers, will stop before reaching the bus and will not proceed until the bus resumes motion. Violators may have their driving privileges suspended as directed by the Installation Commander.

**2.22. Operation of Vehicles on Undesignated Roadways:** Driving on an unpaved area is permissible only under conditions where leaving the paved surface is necessary to avoid obstructions on the road or when directed by Security Forces personnel in the performance of

official duties. Exceptions apply during JB Special Events or when executing operations under official business.

**2.23. Windshield Visibility.** All vehicles must have a serviceable windshield. Vehicles shall not be operated with an iced, fogged, or excessively dirty windshield. The entire glass area of the vehicle (front, rear and all side windows) will be free of any obstructions (snow, ice, etc.) that might restrict the driver's view.

**2.24. Use of Windshield Wipers and Headlights in NJ (NJSA 39-46).** NJ Law requires headlights to be turned on when using windshield wipers. Lighted lamps are required a half-hour before sunset to a half-hour after sunrise; whenever rain, mist, snow or other precipitation or atmospheric moisture requires the use of windshield wipers by motorists. Conditions that apply due to smoke, fog, unfavorable atmospheric conditions or for any other cause there is not sufficient light to render clearly discernible persons and vehicles on the highway at a distance of 500 feet ahead.

**2.25. Limitations on Driving in Reverse:**

2.25.1. The driver of a vehicle shall not drive the vehicle in reverse unless such movement can be made with reasonable safety and without interfering with other traffic.

2.25.2. The driver of a vehicle moving in reverse will yield the right-of-way to oncoming vehicles.

2.25.3. Drivers without a clear view to the rear should use a spotter while driving a vehicle in reverse. Spotters must dismount from the interior to a position that can be easily observed by the vehicle operator. The spotter shares the responsibility in an accident/situation where their actions are clearly contributory to the accident.

2.25.4. Government motor vehicle operators will sound the horn 3 times before driving in reverse.

2.25.5. No person shall drive a vehicle in reverse more than 50 feet upon any street, roadway, or parking lot, anytime except on dead end driveways or streets where a forward exit cannot be made.

2.25.6. No person shall drive a vehicle in reverse for the purpose of circumventing a one-way travel (e.g., Exiting the Shoppette located on the Dix side of JB MDL).

**2.26. Quantity of Passengers:**

2.26.1. No vehicle will be operated with more passengers than there are safety restraints. This includes operating a vehicle with a person riding on an exterior portion of the vehicle or inside the bed of a truck while operating on JB MDL.

2.26.2. As a general rule, restrict the number of people in government passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons, and buses, but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders (through the risk management decision process) will determine the appropriate mode of transportation or operating procedures for such existing vehicles. If government-owned trucks are used to transport personnel in the back, all personnel must sit on the floor of the truck bed keeping all limbs and/or body parts inside the vehicle at all times while in motion. Personnel must not lean

against the tailgate of the vehicle or sit on the wheel wells. It is the driver's responsibility to ensure all occupants are in compliance.

2.26.3. No person will be permitted to operate a privately-owned truck with personnel in the bed of the truck.

2.26.4. No person will be permitted to operate any motor vehicle carrying a payload which hinders the steering, braking, or stability of the vehicle.

## **2.27. Vehicle Maintenance:**

2.27.1. Emergency repairs may be made as needed, and other minor maintenance (e.g., fixing flat tires) may be conducted in authorized parking areas to include base housing as long as there are no safety hazards and the work is completed within a reasonable time period. Major repairs (such as removing engines, transmissions and so forth) on POVs may not be conducted in any place other than the Base Auto Hobby Shop. **Note:** This includes major repairs conducted in the housing areas. Oil and other automotive fluids will be properly disposed of and will not be allowed to drain on the roadway or ground. Trash receptacles will not be used to dispose of these fluids.

2.27.2. Unattended vehicles may not be left elevated on jacks or similar equipment except those authorized repair areas indicated above.

## **2.28. Unattended Child/Children:**

2.28.1. No person, while operating or in charge of a vehicle, shall park or willfully allow such vehicle to stand upon a public highway or in a public place with its motor running, leaving a minor child or children under the age of 12 years unattended therein. Driving privileges can be revoked upon a second or subsequent violation of this paragraph. Violators of this rule are subject to criminal prosecution for child neglect.

2.28.2. "Unattended" refers to a child who has been left in a motor vehicle by a parent, legal guardian or other person responsible for that child, when that parent, guardian or other person is more than 10 feet from the vehicle and unable to continuously observe the child.

2.28.3. "Unsupervised" refers to an unattended child when a person 12 years of age or older is not present in the motor vehicle.

2.28.4. A parent, legal guardian or other person responsible for a child younger than 12 years of age who leaves the child unattended and unsupervised in a motor vehicle shall be processed via a criminal complaint as a felony. If the child suffers bodily injury as a result of being left unattended and unsupervised, the parent, guardian or other person shall be guilty of a crime of the third degree. If the child suffers significant or serious bodily injury, the parent, guardian or other person shall be guilty of a crime of the second degree.

2.28.5. A law enforcement officer who observes a child left unattended or unsupervised in a motor vehicle in violation of this section may use whatever means are reasonably necessary to protect the child and remove the child from the vehicle.

2.28.6. If the child is removed from the immediate area by the law enforcement officer pursuant to this section, notification shall be placed on the vehicle. Should the parent or guardian not be reached, 87 SFS will contact The NJ Division of Children's Protection and Permanency.

2.28.7. A law enforcement officer shall not be liable in any civil action by any party for any act or omission performed in good faith under this act.

2.28.8. Minor children, Under 12 years of age, will not be left unattended in a parked vehicle at any time. Violators may be charged via a felony criminal complaint.

2.28.9. Minor children, age 12 through high school graduation may be left unattended in the vehicle without the engine running.

### **2.29. Pets in Vehicles:**

2.29.1. No person will leave a pet unattended in a motor vehicle at any time.

2.29.2. No person shall operate a vehicle with a pet sitting in their lap or positioned so the animal can place its head out the driver's window.

2.29.3. Animals in uncovered vehicles must be tethered to prohibit the animal from exiting the vehicle while in operation.

2.29.4. Animals will not be left unattended in a vehicle at any time while on JB MDL. Personnel in violation of this order shall be guilty of a disorderly persons offense, and notwithstanding the provisions of N.J.S.2C:43-3 and will be issued a United States District Court Violation Notice for civilians, and IAW UCMJ for military.

### **2.30. Overtaking and Passing:**

2.30.1. Passing is prohibited within 100 feet of an intersection, a marked crosswalk, a railway crossing, congested areas, school zones and streets marked with solid double yellow lines.

2.30.2. Passing of street sweepers and slow moving vehicles is authorized when the vehicle operator of the slower vehicle hand signals it is safe to pass.

2.30.3. Under no circumstance may a vehicle overtake and pass another vehicle by driving off the pavement or main-traveled portion of the roadway. **Note:** This includes driving on the shoulder of the road to pass or overtake a vehicle that is making a left turn.

2.30.4. Housing areas are designated no passing areas.

2.30.5. Passing of bicycles sharing roadways will take place with no less than 4' of space between the motor vehicle and bicycle. If this amount of space is not available, motor vehicle operators will delay passing until a 4' space is available.

**2.31. Permitting Unauthorized Person to Drive.** No person will knowingly allow anyone who is not trained, licensed, and insured, according to this instruction and applicable state laws, to operate a vehicle they own or control.

### **2.32. Operating a Motor Vehicle without a License and/or Insurance:**

2.32.1. No person unless exempted by New Jersey State law, may operate a motor vehicle on streets or areas with public access without a valid operator's license or permit and insurance meeting New Jersey requirements. Reference also [paragraph 2.1.5](#).

2.32.2. Each vehicle operator will have their operator's license or permit in their possession at all times while operating a motor vehicle. The operator will produce it upon request by any Security Forces official.

2.32.3. Any operator found to be without a valid license or insurance will not be allowed to operate the vehicle any further on JB MDL. Vehicle will be safely parked, towed and cited if applicable.

**2.33. Permitting Another Person to Operate a Motor Vehicle while Intoxicated.** Any person who assists, encourages, advises, instigates, counsels or commands another person to drive a motor vehicle while the operator is intoxicated, shall be guilty of the crime as a perpetrator, and their base driving privileges shall be revoked IAW Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1, and this instruction. No person will knowingly permit someone who is physically impaired by intoxicating substances (i.e., drugs or alcohol) to operate a vehicle they own or control (NJSA 39:4-50).

**2.34. Following Too Close.** Vehicle operators will maintain a safe stopping distance while following other vehicles. A safe distance will be determined by considering speed limits, road conditions, and weather. No vehicle drivers will drive within 50 feet to the rear, 25 feet to the front, or 10 feet to the side of a snowplow in operation or stopped while conducting snow removal (NJSA 39:4-89).

**2.35. Drivers to Exercise Due Care and Caution.** Vehicle operators will exercise due care and caution to avoid colliding with any pedestrian or any person propelling a human-powered vehicle (e.g., bicycle) in the roadway. Vehicle operators will also give an audible signal when necessary and stop upon observing any child or any obviously confused or incapacitated person in a roadway.

**2.36. Impeding the Flow of Traffic.** Vehicle operators will not drive at a speed that impedes the normal and reasonable movement of traffic except when reduced speed is necessary for safe operation (NJSA 39:4-97.1).

**2.37. Mechanical Standards:**

2.37.1. All motor vehicles, motor homes, campers, trailers, semi-trailers, etc., will not be operated on the installation unless all equipment is in good working order and in safe mechanical condition.

2.37.2. Brakes must be maintained in good working order.

2.37.3. Vehicles must be equipped with operational horns.

2.37.4. Vehicles will be equipped with a muffler that prevents excessive or unusual noise. Muffler cut-outs, bypasses, or similar devices are not authorized.

2.37.5. Windshields must be unobstructed and equipped with operational wipers.

2.37.6. No person shall drive any motor vehicle with any sign, poster, sticker or other non-transparent material in the front windshield, wings, deflectors, side shields, corner lights adjoining windshield for front side windows of such vehicle other than a certificate or other article required to be so displayed by statute or by regulations of the commissioner (NJSA 39:3-74).

2.37.7. No person shall drive any vehicle so constructed, equipped or loaded as to unduly interfere with the driver's vision to the front and sides (NJSA 39:3-74).

2.37.8. All fenders, hoods, trunk lids, rocker panels, and doors must be structurally sound and firmly attached to the vehicle.

2.37.9. Vehicle lights and signals must be in working order.

2.37.10. Tires must comply with manufacturer's recommendation and standards.

### **2.38. Turning Movements:**

2.38.1. When a roadway has been divided into clearly marked lanes of traffic, vehicles will be driven in the lane nearest the right hand side of the roadway when that lane is available for travel (NJSA 39:4-82).

2.38.2. Except as specifically authorized below, U-turns are not authorized on JB MDL roadways.

2.38.3. U-turns may be made between grassed islands on the paved surfaces of McGuire Blvd. and Tuskegee Airman Ave, except at locations adjacent to the traffic circles and intersections.

2.38.4. U-turns may be made when encountering a locked gate.

2.38.5. Emergency vehicles are permitted to make U-turns during response situations and when it is safe to do so.

2.38.6. All vehicles inside the traffic circle will yield to emergency vehicles responding to an incident with lights and sirens that are attempting to enter the traffic circle. Vehicles exiting a traffic circle must signal their intent to other motorists.

2.38.7. Vehicles are prohibited from parking within any area of a traffic circle. Unloading or loading of passengers or baggage are also prohibited at all times.

2.38.8. Vehicles will utilize turn signals to signal exit from the circle.

### **2.39. Stop signs:**

2.39.1. No driver of a vehicle shall enter an intersecting street marked with a stop sign unless they have first brought the vehicle to a complete stop within 5 feet of the stop line or crosswalk (NJSA 39:4-144).

2.39.2. One or more vehicles following directly in line with another vehicle and coming to a complete stop caused by the first vehicle may proceed into the street without coming to a complete stop again provided they yield to oncoming traffic (NJSA 39:4-145).

2.39.3. No driver of a vehicle shall enter upon or across an intersection marked with a yield sign without first slowing to a reasonable speed for existing conditions and stopping if necessary for traffic on the intersecting roadway (NJSA 39:4-144).

### **2.40. Right of Way at Intersections:**

2.40.1. The driver of a vehicle approaching an intersection shall yield the right of way to a vehicle which has entered the intersection. When two vehicles enter an intersection at the same time the driver of the vehicle on the left will yield the right of way to the driver of the vehicle on the right (NJSA 39:4-90).

2.40.2. A vehicle operator may turn to the right at a traffic signal which is indicating a mandatory stop provided the operator has signaled intent 100 feet before the turn, has come to a complete stop, and it is safe to make such a turn without interfering with traffic (NJSA 39:4-115).

**2.41. Local Motor Vehicle Operation Exceptions:**

2.41.1. All vehicles carrying a load that exceeds the end of the vehicle by more than one-half the length of the permanent bed or cargo-carrying structure of the vehicle must have a red flag attached to the end of the load.

2.41.2. Riding on the outside of vehicles is permitted only when specific authorization is noted in USAF Instructions or Technical Orders (Fire Dept., etc.).

2.41.3. No vehicle will be operated with only its parking lights illuminated during the hours of darkness, except when at or approaching the entrance gates (NJSA 39:3-49).

2.41.4. Emergency vehicles will not be operated in any manner that endangers personnel or property. Emergency vehicles have the right of way when using emergency equipment (lights/sirens).

2.41.5. No person shall leave a vehicle unattended on a roadway with the engine running (NJSA 39:4-137).

2.41.6. No person will drive any vehicle in any race, speed competition or contest, drag or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or participate in any such race, competition, contest, test, or exhibition unless the event is authorized by 87 MSG/CC.

**2.42. Accident Reporting:**

2.42.1. The driver of any vehicle knowingly involved in an accident resulting in injury or damage to personal/government property shall immediately stop the vehicle at the scene of the accident give their name, grade, organization, address, telephone number, insurance information, driver's license number and vehicle registration information, and proof of insurance to the other driver (NJSA 39:4-129).

2.42.2. If there are no Security Force members present, the operator of any vehicle involved in an accident on base will immediately report the accident to the Emergency Communications Center (ECC). If the operator is incapable of reporting the accident, attempt to have a passenger or witness report the accident immediately.

2.42.3. Persons who witness an accident will either remain at the scene until Security Forces arrive or report the accident to Security Forces, whichever is most feasible.

2.42.4. Any vehicle that collides with an unattended vehicle or property will immediately stop and the driver will attempt to locate and notify the owner of the damaged vehicle or property. If the owner of the vehicle or property cannot be located, the driver of the vehicle will affix a written advisory to the vehicle or property with the information listed in 2.42.1. Also, in the event the driver of the vehicle is unable to contact the owner, the operator will notify Security Forces.

2.42.5. The driver of any motor vehicle involved in an accident resulting in injury or death to any person or damage to any vehicle or property shall be presumed to have knowledge that he was involved in such accident (NJSA 39:4-130).

2.42.6. The parent or legal guardian is responsible for minors while they are operating vehicles on JB MDL and are responsible to ensure they obey the rules in this instruction. The parent or

guardian is responsible to report any accident involving a juvenile to Security Forces immediately.

2.42.7. Anyone involved in an accident will ensure competent first aid is rendered as necessary until appropriate medical attention arrives.

2.42.8. Any person involved in an accident on-base will not move the vehicle from the scene without permission from Security Forces, the New Jersey State Police or a local police department.

2.42.9. The 87 MSG/CC may suspend or revoke the on-base driving privileges of any person failing to report an accident for a period of 1 year.

2.42.10. 87 SFS will utilize notification checklists to notify agencies.

2.42.11. Security Forces will respond to all minor accidents, facilitate the exchange of information, and complete a SFFL1, *Minor Vehicle Accident Worksheet*. Security Forces will not conduct further investigations for minor vehicle accidents unless circumstances deem it necessary or when directed by 87 SFS/CC.

2.42.12. Security Forces Member may cite operators involved in a minor accident if there is a clear violation of law or directive.

2.42.13. Accident reports will normally be available within 10 working days from 87 SFS/S5R. Additionally, accident reports may be requested through the JB MDL Freedom of Information Act Office.

#### **2.43. Traffic Stops/Selective Enforcement:**

2.43.1. The 87 SFS/CC is responsible for enforcement of all traffic laws and instructions including applicable state, city, and county traffic laws on JB MDL.

2.43.2. Security Forces may issue a DD Form 1408, *Armed Forces Traffic Ticket*, to active duty military members, guard and reserve on military orders; or a United States District Court Violation Notice (formerly identified as DD Form 1805), to civilians, including dependent violators of this traffic code, or any other applicable traffic offense.

2.43.3. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to trial by courts-martial, punishment under Article 15 of the UCMJ, or other types of disciplinary or administrative actions deemed necessary by the unit commander and/or trial before a United States Magistrate for violations of the provisions of this or any other instruction, directive, or law pertaining to traffic.

2.43.4. Persons not subject to the UCMJ are subject to trial before a United States Magistrate and/or administrative sanctions deemed necessary by the Installation Commander or designated representative for violations of this or any other instruction, directive, or law pertaining to traffic.

2.43.5. JB McGuire-Dix-Lakehurst Joint Integrated Defense Plan, covers local command instructions, and policies established by the Installation Commander will detail stop, inspection, search, and impoundment of motor vehicles at installation entry gates and Restricted Areas.

2.43.6. For offenses not listed in this instruction, citations may be issued and assessed points in accordance with New Jersey state law.

2.43.7. During a traffic stop, Security Forces personnel will:

2.43.7.1. Establish courteous, personal contact with drivers and act promptly when driving behavior is improper or a defective vehicle is observed in operation.

2.43.7.2. Take appropriate actions against personnel who drive while privileges are suspended or revoked using applicable resources; i.e. NCIC and CJIS inquiries.

2.43.7.3. Use sound discretion and judgment in deciding when to apprehend, issue citation(s), or issue a warning.

2.43.7.4. If a vehicle is found to be unregistered or uninsured, a citation will be issued and the vehicle can be towed at the owner's expense (see [Chapter 7](#)).

2.43.8. Selective enforcement will be used when practical. Selective enforcement deters traffic violations and reduces accidents by the presence or suggested presence of law enforcement personnel at places where violations, congestion, or accidents frequently occur. Selective enforcement applies proper enforcement measures to traffic congestion and focuses on selected time periods, conditions, and violations that cause accidents. Law enforcement personnel use selective enforcement because that practice is the most effective use of resources.

2.43.8.1. Enforcement activities against intoxicated driving will include:

2.43.8.1.1. Detecting, apprehending and testing persons suspected of driving under the influence of alcohol and/or drugs.

2.43.8.1.2. Training law enforcement personnel in special enforcement techniques.

2.43.8.1.3. Enforcing Blood Alcohol Concentration (BAC) standards.

2.43.8.1.4. Denying installation driving privileges to persons whose use of alcohol or other drugs prevents safe operation of a motor vehicle.

2.43.9. Installation officials will formally evaluate traffic enforcement on a regular basis.

2.43.9.1. That evaluation will examine procedures to determine if the following elements of the program are effective in reducing traffic accidents and deaths:

2.43.9.1.1. Selective enforcement measures.

2.43.9.1.2. Suspension and revocation actions.

2.43.9.1.3. Chemical breath-testing programs.

## **2.44. Careless (NJSA 39:4-97) or Reckless (NJSA 39: 4-96) Driving:**

2.44.1. Vehicle operators will maintain proper control of their vehicle and drive in a careful and prudent manner, having due regard for traffic, road surface, width of the roadway and other existing conditions. Operation or physical control of a vehicle is reckless when it exhibits a culpable disregard of foreseeable consequences to others from the act or omission involved.

2.44.2. Traffic citations issued for reckless driving will be accompanied by a temporary revocation of on-base driving privileges.

2.44.3. Civilians will be issued a United States District Court Violation Notice with a mandatory court appearance.

#### **2.45. Driving Under the Influence of Alcohol or Drugs:**

2.45.1. Driving While Intoxicated (DWI) NJ 39:4-50/Driving Under the Influence (DUI) Article 111 UCMJ. **Note:** Both words can be used interchangeably for JB MDL.

2.45.2. Any person who operates or is in actual physical control of a motorized vehicle on the installation to include all-terrain vehicles (ATV) and motor powered watercraft, under the influence of intoxicants, will be considered DWI/DUI. Intoxicated can be from liquor, narcotic, hallucinogenic or habit-producing drug or having a BAC over legal limits. BAC limits are defined below:

2.45.2.1. All active duty personnel, guard and reserve on military orders who operate a motor vehicle while intoxicated will be charged under Article 111 of the UCMJ, Drunken or Reckless Operation of Vehicle, Aircraft, or Vessel, if the BAC is 0.08% or higher.

2.45.2.2. Civilian personnel, including dependents, who operate a motor vehicle while intoxicated will be charged under New Jersey's DWI Statutory Authority 39:4-50, Driving While Intoxicated if their BAC is 0.08% or higher.

2.45.2.3. Any person under the age of 21 years who operates a motor vehicle with a BAC of 0.01% to 0.07% may be charged with; for a civilian: Underage Driver with BAC 0.01% to 0.07% (NJ 31:4-50.14) and Possession, Consumption of Alcoholic Beverages by Persons Under Legal Age (NJ 2C:33-15), for military: Failure to Obey Order or Regulation (Article 92 UCMJ), Drunken or Reckless Operation of a Vehicle, Aircraft, or vessel (Article 111 UCMJ) and General (Article 134 UCMJ–Underage Drinking). If the BAC is 0.08% or higher, they will be charged with DWI and illegal possession/underage drinking.

2.45.3. JB MDL uses the following to define driving while impaired. If the BAC is 0.05% but less than 0.08%, the operator will be presumed to be impaired.

2.45.3.1. Vehicle operators with a BAC less than 0.08% fall into one of the following categories:

2.45.3.2. Personnel with alcohol content is more than 0.05% but less than 0.08% can be charged with driving while impaired. Impaired drivers will not be permitted to operate the vehicle and can be charged with DUI under appropriate statute. Personnel with a BAC less than 0.05% and below will not be considered under the influence.

2.45.3.3. For Military, driving while impaired.

2.45.3.4. SFS Patrols must determine if the person is too intoxicated to operate a motor vehicle based on their observations. SFS Patrols must articulate in detail the reason they presume the person to be too intoxicated in the narrative of the AF Form 3545, *Incident Report*.

2.45.3.5. If the patrolman believes the person's ability to operate a motor vehicle to be impaired an AF Form 3545 will be generated indicating the reason an impairment was identified. The operator will be issued a DD Form 1408, Armed Forces Traffic Ticket (for military) or United States District Court Violation Notice for civilians. A DD Form 1920, *Alcoholic Influence Report*, will be accomplished. The Implied Consent Statement and

Intoxilyzer results will be included with the report. The operator will be issued a Preliminary Suspension of Driving Privileges Letter.

2.45.4. 87 SFS issues a Notice of Preliminary Suspension of on Base Driving Privileges letter immediately upon notice of an intoxicated driving incident. This notice is issued at the time of the offense when the offense occurs on base. 87 SFS will also issue a letter if the individual refuses to submit for chemical testing of breath which will remain in effect even if found not guilty of DUI/DWI.

2.45.4.1. Vehicles involved in an intoxicated driving incident will be impounded. Vehicles will be towed per the JB MDL Towing at Owners Expense program.

2.45.4.2. For situations where the violator was arrested off base for DUI, individuals will immediately notify their Commander or First Sergeant who will notify the ECC of the off base arrest. ECC will annotate the incident in the blotter, complete an AF Form 3545 and make proper notifications.

2.45.4.3. 87 SFS/S5R will request local police reports for off base DUIs. Once the report is received, 87 SFS/S5R will route the driving revocation package to the 87 MSG/CC for approval. While individual states may not hear the case for 3 to 5 months after the incident, 87 SFS/S5R must be notified immediately to suspend the individual's on base driving privileges in accordance with Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1 and this instruction.

2.45.4.3.1. Upon releasing an individual that is being charged with DUI, Security Forces will complete the following:

2.45.4.3.1.1. Issue an on base Driving Suspension Letter.

2.45.4.3.1.2. Potential Liability Form signed by individual taking responsibility for the suspect IAW John's Law "*Suspects cannot be released on their own recognizance immediately after processing once suspected of DWI. If unable to have someone sign the Potential Liability Form the suspect cannot be released for 12 hours after chemical breath test or refusal to submit to testing.*"

2.45.4.3.1.3. A DD Form 2708/Release for inmate or detained person (for military release to Commander, First Sergeant or individual designated by First Sergeant, for civilian they can sign for themselves).

## **2.46. Implied Consent:**

2.46.1. Any person who operates a motor vehicle on any public road shall be deemed to have given their consent to the taking of samples of their breath for the purpose of making chemical tests to determine the content of alcohol in their blood (New Jersey Statutes Annotated - NJSA 39:4-50.2).

2.46.2. Refusal to submit to a chemical test of blood or breath will result in revocation of installation driving privileges. Refusal by military personnel is probable cause to seek authority to search and seize with coordination through SJA and MSG/CC. A 12-month revocation will be imposed regardless of the outcome or findings of administrative or court-martial proceedings.

2.46.2.1. Legal blood draws will be accomplished by 87 MDG personnel. If MOU/MOA is in place, the designated medical staff contracted by the Medical Group will conduct the blood draw.

**2.47. Open Container.** Driving a vehicle with an open container of an alcoholic beverage in the passenger compartment of the vehicle is prohibited. The operator of the vehicle may be cited.

## Chapter 3

### NON-MOVING VIOLATIONS

**3.1. Purpose.** Parking restrictions are established to better manage on-base parking areas, support the mission, and encourage participation in the government's policy on energy conservation and a cleaner environment.

**3.2. Enforcement.** For violations discovered while the vehicle is unattended, the license plate number shall constitute evidence that the registered owner of the vehicle is the person responsible for the violation. Parking enforcement may be reduced during periods of increased readiness conditions and readiness exercises if such day-to-day procedures affect military efficiency.

#### **3.3. Prohibited Parking:**

3.3.1. Unauthorized vehicles will not be parked in areas marked or designated as reserved parking nor will a vehicle be parked where it is prohibited by signs, markings, or other provisions of this code, except those provisions granted to emergency vehicle operators. Parking is prohibited in all areas not designated by two white lines.

3.3.2. No person shall park any vehicle upon a street in such a manner or under such condition as to leave available less than 10 feet of the width of the roadway for free movement of vehicle traffic (NJSA 39:4-138).

3.3.3. No operator of a vehicle shall stand or park the vehicle at a curb longer than the time necessary for loading or unloading passengers or materials (NJSA 39: 4-139).

3.3.4. No person shall park any vehicle along any roadway that has been marked, signed, or specially designated no parking.

3.3.5. Within 50 feet of a stop sign (NJSA 39: 4-138(h)).

3.3.6. Within 50 feet of railroad (NJSA 39: 4-138(j)).

3.3.7. In such a manner as to park their vehicle on or over a curb.

3.3.8. Vehicles are prohibited from parking within any area of a traffic circle. Unloading or loading of passengers or baggage are also prohibited at all times. Exception: Military, civilian or contractor personnel conducting specific operations in support of the JB mission. (e.g., CE grass cutting).

3.3.9. Vehicles are prohibited from parking on roadways especially in the areas adjacent to dormitories/barracks. Unloading or loading of passengers or baggage are also prohibited at all times unless specific permission is granted by the dormitory manager. Emergency flashers will be placed on and the unloading will not exceed 15 minutes.

3.3.10. Seeded or Unpaved Surfaces. Parking on a seeded area is unauthorized. A seeded area is defined as an area where grass is growing, or an area where grass could be grown. Exception: Emergency response vehicles, government-owned vehicles responding to an emergency/conducting an investigation or when directed to do so by on-duty Security Forces personnel.

3.3.10.1. No person shall park, stop, or stand any vehicle on any surface not approved for vehicle operation (i.e. grass or dirt) for any reason, including the temporary loading or

unloading of vehicles, moving trucks, trailers, etc. Vehicles will not be parked on other than paved surfaces, unless the area has been designated as overflow parking.

### **3.4. Vehicles for Resale:**

3.4.1. The only authorized “For Sale” location on JB MDL is the 87 FSS Auto Resale Lot at the intersection of Delaware Ave and 1st Street. All vehicles in the Auto Resale Lot must be registered with 87 FSS. Contact 87 FSS for specific information pertaining to sales (609-754-4316).

3.4.2. All vehicles must meet NJ registration/insurance requirements prior to being placed in the Auto Resale Lot.

3.4.3. Owners may display “For Sale” signs in their POV if it is the sole means of transportation for daily activities.

3.4.4. No person shall park a vehicle upon any roadway for the principle purpose of displaying the vehicle for sale, or performing major repairs on the vehicle.

**3.5. Against the Flow of Traffic.** Vehicles will not be parked against the flow of traffic (e.g., Parking parallel to curbing or the road edge and facing the direction of traffic movement. Vehicles parked in slanted parking stalls will not be facing against the flow of traffic).

**3.6. Too Far from Curb or Road Edge.** Vehicles parked parallel to the curb or road edge will be parked in such a manner that the wheels are not more than 12 inches from the curbing or road edge.

**3.7. Straddling Lines.** Vehicles will not be parked in such a manner as to extend over the lines designating the space used as a parking stall. Vehicles will be parked completely within the designated stall.

**3.8. Dumpsters.** Vehicles will not be parked within 25 feet of a refuse dumpster nor block the access of sanitation trucks.

**3.9. Intersection.** Vehicles will not be parked within 50 feet of any intersection or corner.

### **3.10. Traffic Control Device:**

3.10.1. Vehicles will not be parked within 50 feet of any traffic light, stop sign, yield sign or any other such marking which is upon the pavement.

3.10.2. Vehicles will not be parked within 25 feet of a crosswalk or on a crosswalk.

**3.11. Fire Hydrants.** Vehicles will not be parked within 10 feet of a fire hydrant.

**3.12. Buildings.** Vehicles will not be parked within 5 feet of any building, unless otherwise designated. During elevated FPCONS this may be extended to achieve proper standoff. Vehicles may be towed at owner’s expense.

**3.13. Entrances and Exits.** Vehicles will not be parked within 4 feet of any parking area entrance or exit, unless otherwise designated.

### **3.14. Safety Zone or Fire Lane Parking Restrictions:**

3.14.1. Safety zones are defined as areas in parking lots marked by white hash marks or lines and not identified as fire lanes. Only Mopeds, motorcycles, and bicycles are permitted to park in safety zones, unless parking is prohibited by a posted sign or other markings.

3.14.2. Fire lanes are defined as areas in parking lots and roadways marked by red or yellow hash marks, lines, or markings, or posted with signs. Vehicles are prohibited from being parked within the boundaries of a marked fire lane.

**3.15. No Parking Zone.** Vehicles will not be parked against or adjacent to any curbing which is posted by a sign designating “No Parking Zone” or painted in yellow.

**3.16. Loading Zone.** Vehicles will not be parked against or adjacent to any curbing which is posted by a sign designating “Loading Zone” area, unless the vehicle is actively engaged in loading or unloading activities.

**3.17. Storage Policy for Recreational Vehicles (RVs):**

3.17.1. Recreational vehicles are defined as boats, jet skis, dirt bikes on trailers, motor homes, overnight campers and trailers (both powered and un-powered), and most large recreational items not used for daily transportation or for daily recreation in the yard.

3.17.2. No person shall park or store a recreational vehicle under the following circumstances:

3.17.2.1. Within the housing areas, except as outlined in the Base Housing Pamphlet.

3.17.2.2. In non-housing areas of the base, except in designated parking areas controlled by the 87 FSS (excluding government owned). Coordinate with 87 FSS Outdoor Recreation at 609-562-2727.

3.17.3. Per the JB MDL Family Housing Brochure, Section D, Security Policy, the parking of recreational vehicles, boats, campers, trailers, and utility trailers in the housing area for any period exceeding 24 hours is prohibited.

3.17.4. Personally owned recreational vehicles (RV), boats, campers and trailers that are towed by a separate vehicle will not be parked or stored in base parking lots at any time unless the operator is visiting and staying in base lodging. These vehicles, if unhitched from their towing vehicle will be considered to be in violation.

3.17.5. Motorized RV's and campers will not be parked on the installation and used for lodging purposes unless located at the FAM CAMP. Personnel operating motorized RVs and staying in base lodging must park their RV's or campers in the parking lot across from the main billeting office (All American Inn) or in the community center (Tommy B's) parking lot.

3.17.6. There are two approved storage lots for recreational vehicles for JB MDL personnel. One is located on Dix at Alabama Ave and the other is located on McGuire off of Broidy Rd. 87 FSS is the point of contact for storage access and regulations.

3.17.7. Contact the Force Support Squadron Community Center, at DSN 650-3737 / Commercial 609-754-3737 for assignment and storage access procedures for all JB MDL personnel. (NOTE: There is no vehicle storage at Lakehurst).

3.17.8. All privately owned off-road vehicles (ORVs) (to include all types of All Terrain Vehicles (ATVs), three-wheelers, dirt bikes, snowmobiles, go carts, dune buggies, GATORS, etc.) must comply with state licensing and registration requirements for off base usage.

3.17.9. All privately owned ORVs to include those listed above are prohibited from being operated on or off the roadways of JB MDL.

**3.18. Public Parking Area Restrictions.** Vehicles/trailers will not be parked in public parking areas (i.e., Base Exchange parking lot, Commissary parking lot, etc.) in excess of 24 hours. Vehicles involved in an accident resulting in disabling damage will not be left at the scene in excess of 24 hours. The owner or person in charge will remove the vehicle. At no time will the vehicle be left in such a manner as to create a hazard to other traffic.

3.18.1. For safety reasons, no person is allowed to play baseball, street hockey, football, soccer, kickball, or any other recreational sport on JB MDL roadways.

**3.19. Temporary Reserved Parking.** Unit commanders, or equivalent, may establish temporary parking limitations, to include reserved parking spaces or areas, to support special functions occurring on base and will do so by erecting official signs and/or barricades. Temporary parking limitations will not disrupt the normal flow of traffic without first being coordinated through 87 SFS at least 1 week prior to the scheduled event. The 87 SFS point of contact for approval is 87 SFS/S3 at 754-4759.

**3.20. Handicapped Parking:**

3.20.1. Such parking is limited to those vehicles operated by or used to transport persons who are handicapped, permanently or temporarily, in order to provide barrier-free paths from the vehicles to the facilities.

3.20.2. Such vehicles will be identified by either a special parking placard or plate issued by a state department of motor vehicles. Placards will be displayed either from the rear view mirror or on the left hand side of the dashboard. The State of New Jersey's handicap placards and plates description and application information can be found at [www.dmv.state.nj.us](http://www.dmv.state.nj.us).

3.20.3. Vehicle operators are not authorized to utilize the handicapped parking slot when the individual who is issued the placard/plate is not present.

**3.21. Reserved Parking:**

3.21.1. Installation parking areas must be managed to provide support to the mission. Reserved parking will be kept to a minimum. The 87 CEG is the primary POC for the JB MDL Reserved Parking.

3.21.2. Reserved parking slots should not exceed 10 percent of the total parking spaces available (excluding handicap, GOV, Carpool), except those under **paragraph 3.21.2.1.1** and **paragraph 3.21.2.4**. Requests exceeding 10%, and not covered by **paragraph 3.21.2.1.1** or **paragraph 3.21.2.4**, must be approved by the Installation Commander, who may delegate approval to the JB/CD-A for the Dix area, JB/CD-N for the Lakehurst area, and 87 CEG/CC for the McGuire area.

3.21.2.1. At duty stations, reserved parking spaces are not to exceed 10 percent, except as noted below. Facility Managers will distribute approved reserved spaces to the appropriate recipients with the understanding for the parking lot users that if they are not told they possess a reserved space, then they do not have one. Reserved spaces will be authorized at the respective duty locations for the following (does not designate priority):

3.21.2.2. At duty locations, reserved parking spaces are not to exceed 10 percent, except as noted below. Reserved spaces will be authorized at the respective duty locations for the following (does not designate priority):

- 3.21.2.2.1. Organizational commanders/directors, deputy commanders/directors, unit senior enlisted leader, and unit first sergeants or equivalent. Understanding that some facilities support multiple organizations, the total number of these spaces may exceed the 10 percent limit. Only these positions will receive organization-specific signs, i.e. “87 CEG/CC”. For example, if a facility parking lot has 50 parking spaces, normally only 5 spaces would be available to be reserved. However, if there are two organizations, both organizations would receive 4 reserved spaces for the leadership team, but would have no additional spaces available (excluding handicap, GOV, and Carpool).
- 3.21.2.2.2. General Officer/Flag officer, O-6, E-9, and W-4, and above, when not meeting the requirements in 3.21.2.2.1 and within the 10 percent limit are allowed reserved parking. The sign will read “RESERVED”.
- 3.21.2.2.3. Emergency and mission-essential government vehicles—sign will read “GOV”.
- 3.21.2.3. Visitor/customer service facilities with a customer service function may receive Customer Service spaces with a time limit no greater than 2 hours. Signs will read “CUSTOMERS ONLY, XX MIN/HR LIMIT” or “VISITORS ONLY, XX MIN /HR LIMIT”. Facility managers will identify which sign and time limit when submitting the request.
- 3.21.2.4. Community areas such as the Commissary, Exchanges, Fitness Centers, Theaters, or Community Centers may be granted reserved spaces for the following:
- 3.21.2.4.1. O-6, E-9, W-4, or above—sign will read “O-6/E-9 & ABOVE” with the assumption that higher rank may also utilize the space.
- 3.21.2.4.2. GO/FO—sign will read “GO/FO”.
- 3.21.2.4.3. Joint Base Commander—sign will read “JB/CC”.
- 3.21.2.4.4. Expectant Mothers—sign will read “EXPECTANT MOTHER”.
- 3.21.2.4.5. Key Spouse Parking—sign will read “KEY SPOUSE”.
- 3.21.2.5. Lodging Facilities shall be exempt from the 10 percent limit on reserved parking spaces.
- 3.21.2.6. At all facilities, handicap spaces are granted as required by Americans with Disabilities Act guidelines and Uniform Federal Accessibility Standards and on a case-by-case basis for employees requiring a special circumstance at their duty location. Sign will follow guidance of Manual on Uniform Traffic Control Devices (MUTCD) R7-8.
- 3.21.3. Facility Managers will serve as points of contact for reserved parking designations in parking lots servicing a facility.** If the parking lot services more than one facility, requests for reserved parking will be coordinated by appropriate facility managers sharing the lot.
- 3.21.3.1. Requests for reserved parking will be completed as follows:
- 3.21.3.1.1. The requesting facility manager will submit a service request for reserved parking spaces to 87 CES Customer Service.

- 3.21.3.1.2. The service request shall include a map (Google, GeoBase, or other mapping capability) displaying the parking lot and indicate the total spaces in the lot, number and location of current reserved spaces, number and location of requested reserved spaces, justification for recipients of reserved spaces, and the name and duty phone of facility manager making the request.
- 3.21.3.1.3. Requests will be reviewed by a representative of 87 CES. Requests will additionally be reviewed by a representatives of 787 CES, and 87 SFS as necessary. After coordination, the request will be approved or denied through the Work Request Review Board.
- 3.21.3.1.4. Upon approval, 87 CES will install the appropriate signage as routine work. 87 CES is the only organization authorized to install, remove, or fabricate reserved parking signs.
- 3.21.3.1.5. Requests for removal of reserved parking will be done through a service request to 87 CES Customer Service.
- 3.21.3.2. Facility Managers will distribute approved reserved spaces to the appropriate recipients. The understanding for parking lot users is if they are not informed they possess a reserved space, they do not have one.
- 3.21.3.3. Facility Managers will perform an audit of the reserved parking spaces at their facility as requested by 87 CES as part of a revalidation process. This audit will be submitted to the 87 CES and include a map of the facility parking lot showing the location and designation of reserved spaces. FMs who share a lot may work together to submit a combined report. Revalidation will be done through the concurrence of 87 CES, 787 CES, 87 SFS representatives. Reserved parking spaces not revalidated will be removed.
- 3.21.4. Whenever possible, reserved parking spaces shall be curb/parking block mounted. Where necessary, post mounted signs may be utilized. Bracketing of the reserved area is preferred.
- 3.21.5. Sign appearance will be in accordance with current base architectural standards.
- 3.21.5.1. Emergency and other GOVs. **Note:** Non-Emergency spots should be placed as close to the perimeter of the lot as possible to allow snow removal teams the ability to maneuver without obstructions during base snow removal.
- 3.21.5.2. Handicapped parking as required by the Americans with Disabilities Act guidelines.
- 3.21.5.3. Visitor/customer service only facilities with a customer service function. These requests will be considered on a case-by-case basis. These parking spaces will have a time limit.
- 3.21.5.4. Group-level and above quarterly/monthly award winners.
- 3.21.5.5. Special parking slots (i.e., Volunteer with Permit, Wounded Warrior, Phoenix Spouse) may be reserved at community areas, such as the Commissary and Post Exchange. The 87 MSG/CC is the approving official for all special parking requests on JB MDL.

3.21.6. Facility managers will serve as points of contact for reserved parking designations in parking lots servicing the facility. For parking lots servicing more than one facility, requests for reserved parking designations will be coordinated with appropriate facility managers.

3.21.7. The requesting facility manager will submit a written request (AF Form 332, *Base Civil Engineer Work Request*) work order for reserved parking spaces to the 87th Civil Engineer Squadron Customer Service after coordination with other facility managers, if appropriate. Requests will be completed as follows:

3.21.7.1. Provide a map depicting the parking area, total spaces, number, and desired location of the reserved spaces, designation for each space and the name and duty phone of the facility manager submitting the request.

3.21.7.2. The JB MDL Traffic Engineer (87 CEG) will evaluate requests against requirements; after requestor coordinates with 87 SFS/CC, the base traffic engineer will submit a recommendation to the work order review board.

3.21.7.3. Requests for additional reserved parking beyond those listed above will be considered and or approved by the 87 MSG/CC. The request must be in writing to the 87 MSG/CC and coordinated and endorsed by the 87 CEG/CC, 87 SFS/CC, and 87 ABW/SE.

3.21.7.4. Upon approval, 87 CES will install the appropriate signage. 87 CES is the only organization authorized to install, remove, or fabricate reserved parking signs.

3.21.7.5. Submit for removal of reserved parking on AF Form 332 to 87 CE Customer Service.

3.21.7.6. Reserved parking space plans will be reviewed for each facility every time a facility manager is adjusting or changing any aspect of the reserved parking spaces around that facility. Additionally, when facilities are affected by significant organizational changes and/or personnel relocations, each facility's reserved parking space plan will be reviewed. To complete the reviews, each facility manager will submit a drawing to 87 CES Customer Service of the parking areas surrounding their building(s). The drawing(s) will include the location and total number of parking spaces available and the number, location, and title of each reserved parking spot. Those facility managers who share parking areas may work together and submit a combined report.

### **3.22. Long Term Parking for Leave, TDY and Deployed Personnel:**

3.22.1. There is no long-term parking lot available on JB MDL.

3.22.2. AMC Passenger Terminal personnel provide 30-day parking passes (for the lot outside the terminal) and 60-day parking passes (for the lot between McGuire Fitness Center and Airmen's Firehouse) at the time of Passenger check-in. Only AMC Passengers selected for missions are provided with a parking pass. The long term parking for ticketed "Space-A pax" would be near the McGuire Fitness Center at Bldg. 2504. Expiration date will be marked on the tickets.

3.22.2.1. 87 CE will develop the signs for the above areas and mark accordingly.

3.22.3. Personnel must leave their vehicle at their duty section or at their residence.

3.22.4. Each unit is responsible for maintaining the vehicle information for their personnel who plan on leaving their privately owned vehicle at the unit during TDYs or deployment.

3.22.5. Personnel on leave or a short term TDYs of 60 days or less are authorized to park at the Passenger Terminal. They must register their vehicle with the appropriate Passenger Terminal personnel.

3.22.6. All vehicles, regardless of parked location must be registered and meet all requirements of IAW Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1, and this instruction.

3.22.7. Vehicles must have insurance which is valid for at least 1 month past the return date.

3.22.8. Vehicle must have registration which is valid for at least 1 month past the return date. Exception: If the state registration cannot be reregistered early, this vehicle will be exempt from this requirement.

3.22.9. Vehicles must be maintained in good condition, i.e., no flat tires, no broken windows.

### **3.23. Motorcycle Parking:**

3.23.1. Motorcycles are permitted to park in the diagonally lined space at the end of all parking lots. Exception: Motorcycles are not permitted to park in the space next to handicapped parking spaces. Parking in this location would cause the handicapped person(s) difficulty entering and/or exiting the vehicle. Diagonally lined spaces will not be authorized in times of increased FPCONS where standoff is essential.

3.23.2. Motorcycles cannot share a parking spot with any other vehicles other than another motorcycle or similar vehicle.

3.23.3. Two motorcycles may be parked in one space provided they park between the lines, do not overlap another parking spot and can each exit the parking space safely.

3.23.4. Trikes and Can Am Spyder type three wheeled motorcycles are not permitted to park in the diagonally lined space and may not park more than one to a parking slot due to their size.

**3.24. Parking Wardens.** Parking Warden Program may be implemented on a case-by-case basis when requested by the unit commander. The requesting unit will contact 87 SFS/S3 (754-4759) for training and implementation procedures.

### **3.25. Flight line Parking Violations:**

3.25.1. Placards allow access to vehicle parking areas at POL (Bldg. 1839/1840), Three Bay Hangar (Bldg. 1837), Big Beige (Bldg. 3209) and Air Traffic Control Tower (Bldg. 1605).

3.25.2. Placards will be displayed anytime the vehicle is operated or parked on the airfield. The placard **MUST** be hung on the **rearview mirror** (If rearview mirror is not available or placard will not fit on the rearview mirror, display the placard on the driver's side dashboard), or hanging on right handle bar, mirror or visor (as long as the tint doesn't block the view of the placard) of a motorcycle (always visible). The credentials for motorcycles also apply to bicycles, motorcycles and Mopeds/scooters. Unicycles are exempt. See **Figure 18.** of 305 AMWI 13-213, *Airfield Driving* on how to display your placard. If placards are not clearly visible, the following actions will be taken:

3.25.3. 1st offense: Escorted off the airfield by Airfield Management (AM) or ticketed by 87 SFS; receive a 1 week suspension and must have memorandum signed by Unit Commander to receive the placard back.

3.25.4. 2nd offense: Escorted off the airfield by AM or ticketed by 87 SFS; receive a 6 month suspension and must have memorandum signed by Unit Commander to receive the placard back.

3.25.5. 3rd offense: Escorted off the airfield by AM or ticketed by 87 SFS, and lose your placard permanently. **Note:** POV placard is a privilege, not a right. AM personnel **will not** scrape or brush snow off a vehicle windshield to view a placard/cone. After snow settles, driver **must** remove snow from front windshield so that AM and 87 SFS can view the placard/cone. AM personnel are trained and authorized to issue tickets on the airfield.

3.25.6. Placards should be secured and not visible when the vehicle is off of the airfield. Placards left unsecured will be confiscated by SFS and returned to AM. Under certain circumstances, depending on the violation, vehicle may be towed at the owner's expense.

## Chapter 4

### USE OF SPEED MEASURING DEVICES

**4.1. The use of speed measuring devices are authorized on the confines of the Joint Base.** All equipment used will conform to the New Jersey Division of Criminal Justice (DCJ) approved technology listing indicating that the equipment has completed a Frye Hearing and found to be scientifically reliable.

**4.2. Calibration of Speed Measuring Devices.** Speed measuring devices will be calibrated every 3 years or at any time they are serviced for a malfunction and will remain within NJ State law pertaining to the calibration time frames.

**4.3. Use of Speed Measuring Devices.** Speed measuring devices will be used in traffic control studies and enforcement programs. Signs may be posted to indicate speed-measuring devices are being used. All operators of speed measuring devices used for enforcement purposes must have completed the NJ DCJ training course, have an AFTR 623A entry reflecting the training and be in possession of their NJ DCJ Operator or Instructor Card for the device they are operating.

## Chapter 5

### OTHER MODES OF WHEELED TRANSPORTATION

**5.1. Other modes of wheeled transport include:** bicycles, coaster-wheeled conveyances (in-line skates, roller skates, roller blades, non-motorized scooters, RAZORS, or skateboards), toy electric cars (e.g., Power Wheels), Segways, motorcycles/motorcycle-like motorized vehicles, riding lawnmowers, golf carts, and low-speed vehicles (LSVs).

#### 5.2. Bicycles:

5.2.1. Any individual operating a bicycle will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1. Minors riding bicycles on JB MDL will observe the same traffic rules required of a motor vehicle operator. All persons operating a bicycle on JB MDL are subject to all bicycle requirements set forth in the New Jersey traffic code. Information on NJ Bicycle Riding Requirements can be found at

<http://www.state.nj.us/transportation/commuter/bike/pdf/bicyclingmanual.pdf>.

5.2.2. Bicycles operated on a roadway shall be as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible. Under normal conditions unless directed by Security Forces or other authorized individuals; bicycle operators will not ride facing traffic.

5.2.3. Cyclists are prohibited from using any crosswalk, sidewalk, driveway, or any other area not designated as a traffic lane for the purpose of by-passing a traffic control device. Cyclists will use bicycle lanes if provided. Bicycles will not be ridden on any sidewalk within the business area (i.e., Post Exchange, bank, credit union, Commissary, etc.).

5.2.4. The only individuals authorized to ride bicycles on the sidewalk are children under the age of 15. Whenever a person is riding a bicycle on a sidewalk they will yield the right-of-way to pedestrians.

5.2.5. Cyclists riding during the hours of darkness are required to have a lamp on the front of the bicycle which can emit a white light visible from a distance of at least 500 feet to the front and an approved red rear reflector or light visible at least 600 feet to the rear. (NJSA 39:4-10).

5.2.6. All personnel operating a bicycle must wear an approved bicycle helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.

5.2.7. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped (NJSA 39:4-12).

5.2.8. Riding abreast with two or more bicycles is prohibited. Cyclists on roadways will be in single file, as far to the right as possible, and use extreme caution when crossing heavily traveled intersections/roadways.

5.2.9. Operators of bicycles must keep at least one hand on the handlebars during operations.

5.2.10. Bicycles may also utilize running or bicycle paths throughout the installation. However, riders must yield the right-of-way to walkers or runners.

5.2.11. Operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.2.12. Bicycles will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.2.13. Organizational bicycles (government owned) are permitted on the aircraft parking aprons. Privately owned bicycles are prohibited from the flight line area. **Note:** All bicycles are prohibited from taxiways and runways.

5.2.14. When operating a bicycle after dusk, all JB MDL personnel, including family members and guests, participating in bicycle activities are required to wear some type of reflective clothing in order to remain visible on base. Violators will be directed to stop their activity and proceed on foot.

5.2.15. Cyclists will never assume the right-of-way over other vehicles.

5.2.16. Cyclists will use proper hand and arm signals when turning or stopping.

5.2.17. Cyclists, skateboards, roller skates, or roller blades, etc., will never cling or hold on to another moving vehicle. (NJSA 39:4-14). Allowing animals to pull users of these devices on the street or sidewalk presents a safety hazard and is prohibited.

5.2.18. All personnel are encouraged to mark their bicycles (property of value) with their name or last four digits of their SSN. Owners should record the make, model, and serial number and keep this information in a safe place.

### 5.3. Coaster-Wheeled Conveyances:

5.3.1. The use of coaster-wheeled conveyance (defined as any form of object propelled afoot to include, but not limited to, in-line skates, roller skates, roller blades, non-motorized scooters, or skateboards) is prohibited on any roadway.

5.3.2. All persons using a coaster-wheeled conveyance **MUST** wear a safety helmet. It is strongly recommended that all skaters use wrist, elbow, and kneepads with foot powered transportation. Individuals will use extreme caution when operating coaster wheeled conveyances on JB MDL. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation

5.3.3. It is prohibited for persons using skateboards, roller skates, roller blades, or any coaster-wheeled conveyance to wear any device or instrument which substantially impairs his/her hearing such as an iPod or similar device.

5.3.4. Jumping ramps are not authorized along any roadway or sidewalk.

5.3.5. When a person is riding a coaster-wheeled conveyance on a sidewalk, running or bicycle paths they will yield the right-of-way to pedestrians and runners/joggers.

5.3.6. No person riding a coaster-wheeled conveyance upon a roadway shall attach himself or herself to a moving vehicle (NJSA 39:4-14).

5.3.7. When operating coaster-wheeled conveyances after dusk, all JB MDL personnel, including family members and guests participating in rollerblading activities, are required to wear some type of reflective clothing to be easily seen around the base. Violators will be told to stop their activity and proceed on foot.

5.3.8. Riding abreast with two or more coaster-wheeled conveyances is prohibited. Coaster-wheeled conveyances must remain in single file when riding within JB MDL.

5.3.9. Coaster-wheeled conveyances are prohibited from taxiways and runways.

5.3.10. Allowing animals to pull coaster wheeled conveyances on the street or sidewalk presents a safety hazard and is prohibited.

5.3.11. Non-Motorized Scooter:

5.3.11.1. Non-Motorized Scooters (Kick or foot scooter, also known as a RAZOR). Operation of a non-motorized scooter, is not authorized upon a roadway on JB MDL except in base housing.

5.3.11.2. Individuals will walk their non-motorized scooter when crossing the road and will use extreme caution when crossing the road with non-motorized scooters.

5.3.11.3. Whenever a person is riding a non-motorized scooter on a sidewalk they will yield the right-of-way to pedestrians.

5.3.11.4. All personnel operating a non-motorized scooter on JB MDL must wear an approved bicycle helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.

5.3.11.5. A non-motorized scooter shall not be used to carry more persons at one time than the number for which it is designed and equipped (NJSA 39:4-12).

5.3.11.6. Non-motorized scooter operators will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in AFI 91-207.

5.3.11.7. When operating a non-motorized scooter after dusk, all JB MDL personnel, including family members and guests, participating in scooter activities are required to wear some type of reflective clothing to be easily seen around the base. Violators will be told to stop their activity and walk. A Field Interview Card will then be turned into SF Investigations. The incidents will be tracked and S3I and will determine how to handle repeat offenders if necessary.

5.3.11.8. Riding abreast with two or more non-motorized scooter is prohibited.

5.3.11.9. Operators of non-motorized scooters must keep at least one hand on the handlebars during operations.

5.3.11.10. Non-motorized scooters may also utilize running or bicycle paths throughout the installation. However, riders must yield the right-of-way to walkers or runners.

5.3.11.11. Non-motorized scooter operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.3.11.12. Non-motorized scooter will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.3.11.13. Non-motorized scooters are prohibited from taxiways and runways.

5.3.11.14. Allowing animals to pull non-motorized scooters on the sidewalk presents a safety hazard and is prohibited.

#### 5.3.12. Skateboards:

5.3.12.1. Any individual operating a skateboard upon a roadway will be subject to all of the duties applicable to drivers of motor vehicles. Skateboarders will use extreme caution when crossing the road and will carry their skateboards when crossing the road at a crosswalk.

5.3.12.2. Whenever a person is riding a skateboard on a sidewalk they will yield the right-of-way to pedestrians.

5.3.12.3. All personnel operating a skateboard on JB MDL must wear an approved bicycle helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation

5.3.12.4. No person riding a skateboard upon a roadway shall attach himself or herself to a moving vehicle (NJSA 39:4-14).

5.3.12.5. Skateboarders will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in AFI 91-207.

5.3.12.6. When operating a skateboard after dusk, all JB MDL personnel, including family members and guests, participating in skateboard activities are required to wear some type of reflective clothing to be easily seen around the base. Violators will be told to stop their activity and walk. A Field Interview Card will then be turned into SF Investigations. The incidents will be tracked and S3I and will determine how to handle repeat offenders if necessary.

5.3.12.7. Riding abreast with two or more skateboards is prohibited.

5.3.12.8. Skateboarders may also utilize running or bicycle paths throughout the installation. However, riders must yield the right-of-way to walkers or runners.

5.3.12.9. Skateboard operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.3.12.10. Skateboards will not be parked or left on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.3.12.11. Skateboards are prohibited from taxiways and runways.

5.3.12.12. Allowing animals to pull skateboards on the street or sidewalk presents a safety hazard and is prohibited.

#### 5.4. Toy Electric Cars:

5.4.1. Toy electric cars (ex. power wheels) are not authorized to be operated on roadways. Parents should supervise children operating these toys at all times.

5.4.2. Extreme care should be exercised by parents when allowing children to cross roadways while operating these toys. Crosswalks will be used at all times.

5.4.3. Whenever a person is riding a toy electric car on a sidewalk they will yield the right-of-way to pedestrians.

### **5.5. Segway Operation:**

5.5.1. All Segways operated on a roadway shall be as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible. *Riding a Segway on a sidewalk is not authorized.*

5.5.2. All personnel operating a Segway on JB MDL must wear an approved helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation

5.5.3. No person riding a Segway upon a roadway shall attach himself or herself to a moving vehicle (NJSA 39:4-14).

5.5.4. No Segway shall be used to carry more persons at one time than the number for which it is designed and equipped.

5.5.5. Segway operators will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in AFI 91-207.

5.5.6. A Segway will not be operated/ridden on a roadway after dusk. Violators will be told to stop their activity and walk. A Field Interview Card will then be turned into SF Investigations. The incidents will be tracked and S3I and will determine how to handle repeat offenders if necessary.

5.5.7. Riding abreast with two or more Segways is prohibited. Riders must remain in single file when riding on the street.

5.5.8. Segway operators must keep both hands on the handlebars during operations.

5.5.9. Segways may not utilize running or bicycle paths throughout the installation.

5.5.10. Segway operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.5.11. Segways will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

### **5.6. Motorcycle, Moped, Motorcycle-like Motorized Conveyances, and Passengers Safety Equipment:**

5.6.1. **Three-wheeled Vehicles.** For the purpose of this instruction, the terms motorcycle, moped, motorized scooter, and any three-wheeled motor vehicle are synonymous unless otherwise specified. Operators of these types of vehicles will obey all traffic laws pertaining to other motor vehicles, as well as requirements and restrictions set forth in this instruction.

5.6.2. **Operation.** Parents, guardians, or sponsors of children will not authorize or knowingly permit them to violate these provisions. Any negligence, misconduct, or traffic violation committed by a minor while operating a motorcycle or moped will be reported to the parent, guardian, or sponsor having custody of the minor, who shall be jointly liable with the minor for any damages caused by said negligence, misconduct, or violation. Persons will not operate a motorcycle or moped unless his/her feet rest upon the footrests of the vehicle. No passenger will be carried on a motorcycle unless footrests are provided and used. Persons operating a

motorcycle or moped will not operate it around livestock, including horses with riders, in any manner which will excite or frighten the animal. Persons operating a motorcycle or moped will not operate near any building and/or quarters except on approved streets, paved surfaces. Persons operating a motorcycle or moped will not operate their vehicle riding two or more abreast in the same lane of travel. Persons operating a motorcycle or moped will not touch or pass objects from one vehicle to another or in any way cause their vehicle to be a hazard to other vehicles and/or pedestrians while the vehicle is in motion.

### 5.6.3. Driver's License and Learner's Permit:

5.6.3.1. Persons operating motorcycles, mopeds, or scooters must meet the licensing requirements of New Jersey state law and the state in which their driver's license was issued. In NJ, permits are issued as follows: Student learner's permit at 16 years old. Examination permits at 17 years old. Probationary driver's license at 17 years old. Completion of the motorcycle safety course is not required for scooters. All motorcycles must be registered, have license plates and be properly insured under state law before they may be operated at any location on JB MDL.

5.6.3.1.1. All motorcycle operators at the time of operation, must possess a current state authorized motorcycle driver's license, proof of ownership, and proof of current insurance coverage.

5.6.3.1.2. All operators must attend a Motorcycle Safety Course as prescribed in DoDI 6055.4 or their Service-specific instruction/regulation.

5.6.3.2. Auto cycles. (e.g., Polaris Slingshot) All certified auto cycles must be titled and registered in the state of ownership and meet all relevant federal and State regulations and safety standards.

5.6.3.2.1. An auto cycle will be issued one license plate that shall be displayed on the rear of the vehicle. All auto cycles must be covered by liability insurance in accordance with New Jersey law.

5.6.3.3. For the purpose the above requirement to attend a motorcycle safety course, the DoD definition of personnel per DoDI 6055.4 is used.

5.6.3.4. No motorcycle may be legally operated on a roadway on JB MDL unless the vehicle complies with the following NJ codes: NJSA 39:3-76.3 through 39:3-76.10. Motorcycle codes for NJ can be found at: [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=132727&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=132727&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC) **Frame Pg42**

5.6.3.5. Operators of street-legal motorcycles designed to carry a passenger may be operated, provided both driver and passenger are wearing all proper protective equipment and the motorcycle is equipped with the proper equipment to support passenger operation (i.e. foot pegs, seat-space, etc.). Motorcycles which are not designed to support passengers will not be operated with a passenger on board.

5.6.3.6. Motorcycles, Three-wheeled Motorcycles (e.g., Can-Am Spyder), Autocycles (e.g., Polaris Slingshot) and mopeds will operate with the following safety equipment and protective gear:

5.6.3.6.1. Headlights must be turned on at all times while vehicle is in operation.

- 5.6.3.6.2. Vehicle must have license plate light, taillight, and stop light.
  - 5.6.3.6.3. Brakes on both wheels.
  - 5.6.3.6.4. Handlebars that are higher than the shoulder height of the operator when seated are not authorized.
  - 5.6.3.6.5. Foot rests, rear view mirror, and horn are mandatory for all motorcycles on JB MDL.
  - 5.6.3.6.6. Seat belt and helmet requirements for auto cycles: Auto cycles must have seat belts for the operator and passenger. Children who are required to be in child restraint systems are not permitted as passengers. New Jersey law requires helmets for the operator and all passengers. A helmet, reflectorized on both sides, with a neck or chin strap, is required for the driver and all passengers unless the auto cycle is fully enclosed. Goggles and a face shield are required for the driver and all passengers unless the auto cycle has a windscreen meeting Federal Motor Vehicle Safety standards.
  - 5.6.3.6.7. Operators of larger touring bikes will not be cited if their upper garments are not immediately visible due to a large dash board or rear boxes.
  - 5.6.3.7. The active duty (to include activated Reserve and Guard member) motorcycle and motorcycle operator must successfully complete an approved motorcycle safety course.
    - 5.6.3.7.1. The motorcycle safety course must be taken and personnel must be in possession of Motorcycle Safety Foundation (MSF) card before issuance of AF Form 75 or DD Form 2220 or AF Form 2219.
  - 5.6.3.8. Motorcycles will be operated staggered or single file on JB MDL. Motorcycles will not be operated side by side in the same lane while on JB MDL.
  - 5.6.3.9. All personnel operating motorcycles must be licensed to operate a motorcycle and must comply with all installation safety requirements
  - 5.6.3.10. Drivers entering JB MDL during the hours of darkness are required to use their parking lights or daylight running lights when approaching the entrance gates. Motorcycles that do not have parking lights will use their low beam headlights when approaching entrance gates.
  - 5.6.3.11. Operators on motorcycles must wear a protective helmet. New Jersey Helmet Law - P.L. 39:3-76.7: No person shall operate or ride upon a motorcycle unless he wears a securely fitted protective helmet of a size proper for that person and of a type approved by the federal Department of Transportation (DOT). Such a helmet must be equipped with either a neck or chin strap and be reflective on both sides. A helmet designed to meet or exceed Department of Transportation (DOT) standards, shall be worn and properly fastened under the chin.
  - 5.6.3.12. Motorcycle operators are not authorized to “pop wheelies”, “stoppies/endos” or any other form of stunt riding.
- 5.6.4. Mopeds or Motorized Bicycles:**
- 5.6.4.1. Moped or motorized bicycle means a pedal bicycle having a helper motor characterized in that either the maximum piston displacement is less than 50 cc., or said

motor is rated at no more than 1.5 brake horsepower, or is powered by an electric drive motor and said bicycle is capable of a maximum speed of no more than 25 miles per hour on a flat surface. (NJSA 39:1-1).

5.6.4.1.1. Driver's licenses are required for persons operating mopeds, and operators must be at least 15 years of age. Regular motorcycle plates and tabs will be issued. (NJSA 39:4-14.3).

5.6.4.1.2. Mopeds must be registered, have license plates and be properly insured under state law before they may be operated at any location on JB MDL. Each operator must possess, at the time of operation, a current state authorized MOPEL driver's license, proof of registration, proof of current insurance coverage and military affiliated ID card.

5.6.4.1.3. Any individual operating a moped upon a roadway will be subject to all of the duties applicable to drivers of motor vehicles.

5.6.4.1.4. Mopeds will not be operated on sidewalks or grass areas.

5.6.4.1.5. Mopeds operated on a roadway shall be as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible.

5.6.4.1.6. The minimum equipment required to ride a moped is operable brakes, bell, head and rear lamp visible for 500 feet in the hours of darkness (NJSA 39:4-10).

5.6.4.1.7. All personnel operating a moped on JB MDL must wear an approved motorized bicycle helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.

5.6.4.1.8. No person riding a moped upon a roadway shall attach himself or herself to a moving vehicle (NJSA 39:4-14).

5.6.4.1.9. No mopeds shall be used to carry more persons at one time than the number for which it is designed and equipped (NJSA 39:4-12).

5.6.4.1.10. Mopeds will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in AFI 91-207.

5.6.4.1.11. Riding abreast with two or more mopeds is prohibited. Riders must remain in single file when riding on the street.

5.6.4.1.12. Operators of mopeds must keep at least one hand on the handlebars during operations.

5.6.4.1.13. Mopeds will operate on roadways only and may not utilize sidewalks, running or bicycle paths throughout the installation.

5.6.4.1.14. Mopeds operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.6.4.1.15. Mopeds will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.6.4.1.16. Organizational mopeds (government owned) are permitted on the aircraft parking aprons. Privately owned mopeds are prohibited from the flight line area. **Note:** All mopeds are prohibited from taxiways and runways.

5.6.4.1.17. Allowing animals to pull users of a moped on the street presents a safety hazard and is prohibited.

5.6.4.1.18. Moped operators will observe all laws applicable to other motor vehicles, with the exception that the maximum speed for mopeds is 25 miles per hour (mph).

#### 5.6.5. **Motorcycle-like Motorized Scooters:**

5.6.5.1. Motorized Scooters, Motorized Skateboards, and Miniature Motorcycles are not authorized for use on JB MDL.

5.6.5.2. It is unlawful to operate motorized scooters upon highways, streets and sidewalks in the state of NJ and in certain cases on public property or lands.

5.6.5.3. Riding a motorcycle-like motorized scooter on a sidewalk is not authorized.

5.6.5.4. All personnel operating a motorcycle-like scooter must wear an approved scooter helmet regardless of the age of the operator. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.

5.6.5.5. No person riding a motorcycle-like motorized scooter upon a roadway shall attach himself or herself to a moving vehicle.

5.6.5.6. No motorcycle-like motorized scooter shall be used to carry more persons at one time than the number for which the manufacturer designed and equipped the conveyance.

5.6.5.7. Motorcycle-like motorized scooter operators will obey all traffic control devices and rules which apply to vehicle operators and will comply with all safety requirements outlined in AFI 91-207.

5.6.5.8. Riding abreast with two or more motorcycle-like motorized scooters is prohibited. Riders must remain in single file when operating on the roadways.

5.6.5.9. Motorcycle-like motorized scooter operators must keep at least one hand on the handlebars during operations.

5.6.5.10. Motorcycle-like motorized scooters may not utilize running or bicycle paths throughout the installation.

5.6.5.11. Motorcycle-like motorized scooter operators will not wear headphones, earplugs, or any other device which impairs hearing.

5.6.5.12. Motorcycle-like motorized scooters will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.6.5.13. Organizational motorcycles-like motorized scooters (government owned) are permitted on the aircraft parking aprons. Privately owned scooters are prohibited from use within the flightline area. **Note:** All scooters are prohibited from taxiways and runways.

5.6.5.14. Allowing animals to pull users of motorcycle-like motorized scooters on the street or sidewalk presents a safety hazard and is prohibited.

5.6.5.15. Motorcycle-like motorized scooters and operators must be in compliance with NJ and JB MDL Vehicle Codes.

5.6.5.16. IAW NJ Motor Vehicle Code, operators of motorcycle-like motorized scooters must be at least 17 years of age.

5.6.6. **Pocket Bikes.** In New Jersey, pocket bike riders must be at least 12 years old and must wear helmets while operating. The pocket bike will not be operated on JB MDL without the vehicle being registered with the State and Municipality, the operator of the bike must have insurance (liability), attended a service-validated motorcycle safety course, and must be operated IAW NJ Laws. Violators who disregard these regulations risk the seizure of the pocket bike and fines resulting in up to \$200 for a first offense. Subsequent offenses can result in fines of more than \$500, permanent seizure, and debarment from JB MDL, and/or community service.

5.6.6.1. Miniature motorcycles are also known as Pocket Bikes, Mini-moto, or Super Bikes.

5.6.6.2. You cannot legally ride a pocket bike down highways, streets and sidewalks in the state of NJ.

5.6.7. **Riding Lawnmowers:**

5.6.7.1. Privately owned riding lawnmowers will not be operated on the roadways in housing unless they are crossing the road to get to another base housing unit. Government owned or Contractor owned riding lawnmowers in the performance of official duties may be operated on a roadway. They shall be operated as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible. Under normal conditions unless directed by Security Forces or other authorized individuals, riding lawnmowers will not ride facing traffic.

5.6.7.2. Individuals will use extreme caution when crossing the road on riding lawnmowers.

5.6.7.3. Riding lawnmowers will not normally be operated on sidewalks unless cutting grass near a sidewalk. Riding lawnmower operators on or near a sidewalk will yield the right-of-way to pedestrians.

5.6.7.4. Riding lawnmowers shall not be used to carry more persons at one time than the number for which it is designed and equipped.

5.6.7.5. Privately owned riding lawnmowers may operate a trailer to move lawn refuse. Riding lawnmowers with trailers will not be operated to give rides to children, adults or animals.

5.6.7.6. A riding lawnmower will not be operated after dusk on JB MDL.

5.6.7.7. Operators of riding lawnmowers must keep both hands on the steering mechanism at all times during operations.

5.6.7.8. Operators of riding lawnmowers will not wear headphones, earplugs, or any other device which impairs hearing.

5.6.7.9. Riding lawnmowers will not be left running unattended, nor with the keys left in the ignition.

5.6.7.10. Riding lawnmowers will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.6.7.11. Operators of riding lawnmowers may not be less than 14 years of age.

5.6.7.12. Operators of riding lawnmowers will not stand at any time while operating the mower. CE grounds maintenance contractors are exempt from this requirement as they use industry standard lawn mowing equipment where the operator stands on the mower while operating and transporting.

#### **5.6.8. Golf Carts:**

5.6.8.1. Golf carts must yield the right of way to vehicles prior to crossing the road using all crosswalks. Individuals will use extreme caution when crossing the road with golf carts. Government owned or Contractor owned golf carts in the performance of official duties may be operated on a roadway. They shall be operated as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible. Under normal conditions unless directed by Security Forces or other authorized individuals, golf carts will not ride facing traffic.

5.6.8.2. Golf cart operators on or near a sidewalk will yield the right-of-way to pedestrians.

5.6.8.3. Golf carts shall not be used by more than 2 riders with 2 bags.

5.6.8.4. A golf cart will not be operated after dusk on JB MDL.

5.6.8.5. Operators of golf carts must keep both hands on the steering mechanism at all times during operations.

5.6.8.6. Operators of golf carts will not wear headphones, earplugs, or any other device which impairs hearing.

5.6.8.7. Golf carts will not be left running unattended, nor with the keys left in the ignition.

5.6.8.8. Golf carts will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

5.6.8.9. Operators of golf carts will be 18 years of age or older.

5.6.8.10. Operators and passengers of golf carts will not stand at any time while operating the golf cart.

5.6.8.11. Force Support Squadron golf carts will not be operated off the golf course unless directed by the JB MDL/CC, 87 MSG/CC, 87 MSG/CD or 87 FSS/CC for official functions.

5.6.8.12. The use of privately owned golf carts on JB MDL is prohibited unless approved for use at the golf course.

#### **5.6.9. Government Vehicle—Other (GVO):**

5.6.9.1. The installation commander authorizes the routine use of GVOs in traffic, industrial or pedestrian environments. (Ref: DAFI 91-207). Unit commanders will ensure

operators are trained IAW DODI 6055.04 and Service-specific standards. All personnel are expected to adhere to applicable state and local laws, as well as manufacturer's manuals.

5.6.9.2. Government Vehicle—Other as defined in DoDI 6055.4. and DAFI 91-207. The majority of GVOs are off-highway motorized vehicles such as specialty/special purpose (side-by-side, utility vehicle (UTV)), material handling, construction, or tactical vehicles. Commanders will limit the use of GVOs to off-road areas and tactical operations as much as possible. The use of GVOs in traffic is considered incidental to their travel between off-road areas. Users will ensure their movement on and off the installation complies with applicable traffic laws and codes and will comply with the following equipment requirements and standards:

5.6.9.2.1. Adequate brakes to control the movement of the vehicle.

5.6.9.2.2. An odometer, if so equipped.

5.6.9.2.3. A speedometer.

5.6.9.2.4. The original manufacturer's VIN die-stamped on the body and/or frame, engine, or motor of the vehicle.

5.6.9.3. All GVOs operated on a roadway shall be as near to the right side of the roadway as practical and with the flow of traffic or on the shoulder of the road whenever possible and safe to do so. GVO operators must obey all traffic laws and regulations.

5.6.9.4. GVO operators must use appropriate hand signals unless the GVO is equipped with turn signs.

5.6.9.5. GVOs may not be operated on roadways during hours of darkness or reduced visibility unless equipped with headlights and taillights.

5.6.9.6. Operators of GVOs will obey all traffic control devices unless otherwise directed by a Security Forces patrolman in the performance of official duties.

5.6.9.7. GVOs shall not exceed the manufacturer's maximum occupancy. All occupants will wear seatbelts if so equipped.

5.6.9.8. Passengers are prohibited from riding in cargo compartments unless specifically designed for passengers and no cargo is present.

5.6.9.9. Operators of GVO will ensure cargo is securely affixed in place with cargo straps, chains, etc. which are rated for load being hauled.

5.6.9.10. Operators of GVO will not wear headphones, earplugs, or any other device which impairs hearing. Exception: Use of required hearing protection or intercom systems is permitted.

5.6.9.11. GVO operators on or near a sidewalk will yield the right-of-way to pedestrians.

5.6.9.12. GVOs will not be parked on sidewalks as to impede pedestrian traffic.

5.6.9.13. Operators of GVOs will be trained in accordance with DODI 6055.4 and Service-specific requirements.

5.6.9.14. Violations. Persons in violation of the above GVO instructions may be issued a citation if warranted, or IAW UCMJ for military.

**5.6.10. Government Utility Vehicles (UTV) and Recreational Off-Highway Vehicle (ROHV):**

- 5.6.10.1. In addition to the requirements of paragraph **5.6.9.1–5.6.9.14** of this instruction, UTVs will comply with the following sections.
- 5.6.10.2. For UTVs, as defined in DODI 6055.4, that do not meet the design requirements for public roadway use, operators must adhere to the manufacturer’s personal protective equipment (PPE) and operating recommendations and Federal and State regulations when operating on public roadways, to include areas under the exclusive jurisdiction of JBMDL.
- 5.6.10.3. All occupants will wear seatbelts if so equipped.
- 5.6.10.4. Personal Protective Equipment (PPE) requirements.
  - 5.6.10.4.1. Head Protection. At a minimum, headgear will be used, such as a combat vehicle crewmember helmet, or combat helmet or equivalent.
  - 5.6.10.4.2. During tactical operations, alternative helmets may be used based on risk assessment in accordance with AFI 90-802.
  - 5.6.10.4.3. A helmet meeting current Federal Motor Vehicle or host nation safety standards shall be worn and properly fastened under the chin when using tactical vehicles in a non-tactical environment.
  - 5.6.10.4.4. Eye Protection. Goggles, wrap-around glasses or a full-face shield designed to meet or exceed American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) Z87.1, American National Standard for Occupational and Educational Personal Eye and Face Protection Devices, or UNECE 22.05, Motorcycle Helmet Standard, or British Standard (BS) 6658, Specification for Protective Helmets for Vehicle Users, in effect when manufactured, will be properly worn.
  - 5.6.10.4.5. Protective Clothing. Wearing of long-sleeved shirt or jacket, long trousers and full-fingered gloves are required.
- 5.6.10.5. UTV and ROHV Operator Training. Operators of government-owned or -leased UTVs, or ROHVs must complete an approved safety training course before operating the vehicle. Courses must be approved by the DoD or DoD Components and include all manufacturer’s safety and operating requirements for the vehicle.
- 5.6.10.6. Government-Owned or Leased UTV and ROHV Operator Training will be in accordance with DODI 6055.4.
- 5.6.10.7. Passengers are not authorized on UTVs unless they are specifically designed (as determined by the manufacturer) to carry a passenger.
- 5.6.10.8. Cargo will be securely fastened to the UTV with chains, cargo straps, or pallet locks as appropriate when operated on roadways. Exception: Forklifts operating in cargo handling areas.
- 5.6.10.9. Violations. Persons in violation of the above UTV instructions may be issued a citation if warranted.

5.6.10.10. Commanders will ensure UTVs are serviced and inspected at regular intervals and maintenance is completed in accordance with manufacturer's guidance. Known deficiencies will be corrected prior to use.

**5.6.11. Other Operating Requirements:**

5.6.11.1. No person shall operate a motorized vehicle without conforming to all NJ state requirements, to include possessing a valid state operator's permit, and maintaining valid registration and necessary insurance coverage as required by the state of New Jersey for the corresponding type of vehicle being operated.

5.6.11.2. Personnel operating Rental Vehicles are not required to obtain additional insurance; insurance is covered in military contracts.

5.6.11.3. IAW AFI 24-301 paragraph 4.4.1.4, Issuance of an Air Force license to personnel possessing a valid motor vehicle license issued in any of the 50 United States, the District of Columbia, Puerto Rico, or a similar licensing jurisdiction is waived for operation of government owned or leased, commercial design, general purpose vehicles, telephone maintenance trucks and military designed general purpose vehicles of 14,000 pounds GVW or less, when authorized by the unit commander.

5.6.11.4. No person shall willfully refuse to comply with any lawful order or directive of anyone who has the authority to direct, control or regulate traffic (e.g., Security Force patrolman in the performance of official duties).

## Chapter 6

### IMPOUNDING AND TOWING OF PRIVATELY OWNED VEHICLES

**6.1. Implied Consent for Vehicle Impoundment.** Any person granted the privilege of operating, owning, or having possession of a motor vehicle on JB MDL is considered to have given their consent to meet the financial obligations of towing and storage fees prior to the release of a vehicle. If a person fails to meet or refuses such obligations, their privilege to operate or register a motor vehicle on JB MDL may be revoked for a period of 12 months.

#### **6.2. Towing and Removal of Vehicles:**

6.2.1. Vehicles are suspected of being abandoned when one or more of the following circumstances exist:

6.2.1.1. The certificate of registration has expired and the registered and legal owner no longer resides at the address listed on the last certificate of registration on record.

6.2.1.2. Vehicle registration records of the state where the license plates were issued show no registration for the vehicle.

6.2.1.3. Vehicle does not display a valid state safety inspection, as applicable to the state of registration.

6.2.1.4. The registered and legal owner of record disclaims ownership or releases their rights thereto.

6.2.1.5. The major parts have been removed so as to render the motor vehicle inoperable and incapable of passing inspection as required under New Jersey State Laws.

6.2.1.6. Manufacturer's serial plates, motor vehicle identification numbers (VIN), license number plates and other means of identification have been removed or covered to nullify efforts to locate or identify the registered and legal owner.

6.2.1.7. Any illegally parked vehicle/trailer.

6.2.1.8. Creating a safety or security hazard.

6.2.1.9. Identified as a force protection threat.

6.2.1.10. Disabled by accident or incident.

6.2.1.11. Left unattended in or adjacent to a Restricted/Controlled Area.

6.2.1.12. Vehicle projects an unsightly image to the installation.

6.2.1.13. Vehicles in violation of parking regulations within the MWR Auto Resale Lot will be towed immediately.

6.2.1.14. Vehicle is advertised "For Sale" and parked in an unauthorized area. **Note:** Owners may display their vehicle "For Sale" at their place of work if the car is used as their primary means of transportation.

#### **6.3. Tow and Impound Process:**

6.3.1. **Step 1:** 87 SFS personnel (flight/S3I) identify vehicles that appear to be abandoned (based on the items in [paragraph 6.2.1](#)) and tag the vehicle with a DD Form 2504, *Abandoned*

*Vehicle Notice.* This notice is then forwarded to 87 SFS/S2. If no attempt has been made from the registered owner of the vehicle within a 72 hour window, 87 SFS/S3I will begin impound procedures. 87 SFS/S3I logs all vehicles in a tracker that notes all vehicle and owner information, as well as creates folders for each vehicle.

6.3.1.1. Finding the owner/registered owner information. Once a vehicle has been tagged with a DD Form 2504, the patrolman or 87 SFS/S3I member will run the vehicle information through NCIC to acquire owner information.

6.3.1.2. If the member is deployed or a member of JB MDL tenant/support component, 87 SFS/S3I will determine, on a case by case basis, if the vehicle warrants being towed and impounded.

6.3.2. **Step 2:** If no contact has been made by the registered owner, or the car is still in the same spot, the impoundment process begins with the DD Form 2505, *Abandoned Vehicle Removal Authorization* which grants 87 LRS the approval to remove the vehicle and bring it to the impound lot on JB MDL.

6.3.2.1. Impound Lot. The impound lot is located within the confines of JB MDL. It is secured with padlocks at all times to keep the property secure. 87 SFS is not liable for any lost or stolen property or damage as a result of the vehicle impoundment

6.3.3. **Step 3:** Once the vehicle has been placed in the impound lot, 87 SFS/S3I will complete a DD Form 2506, *Vehicle Impoundment Report*, which includes the vehicle and owner information, as well as the condition of the vehicle, any damage, and all personal property located in the vehicle. This is signed by the 87 SFS/S3I member and the 87 LRS member who towed the vehicle. Simultaneously, 87 SFS/S3I will remove the license plate(s) for safe keeping and store with the vehicle's folder.

6.3.4. **Step 4:** 87 SFS/S3I notifies the registered owner via certified mail that their vehicle has been deemed abandoned and impounded. The certified mail includes a letter signed by the 87 SFS/CC, a copy of the DD Form 2504, and a DD Form 2507, *Notice of Vehicle Impoundment*. The signed letter puts the owner on notice that in 120 days from impoundment, the US Government can dispose of the vehicle IAW Title 10 USC Section 2575.

6.3.5. **Step 5: Part 1:** If no contact has been made by the registered owner and the vehicle remains in the impound lot, another certified letter, a copy of the DD Form 2504, and a copy of the DD Form 2507 will be mailed putting the owner on notice that in 45 days the US Government will dispose of the vehicle IAW Title 10 USC Section 2575.

6.3.5.1. **Part 2:** If contact has been made with the registered owner, he/she may retrieve their vehicle from the impound lot. This must be coordinated through 87 SFS/S3I. Once a date and time has been established, 87 SFS/S3I will complete the Impound Release form and have the owner sign and acknowledge the vehicle is being released.

6.3.5.1.1. There are no fees for the towing and impound, unless the vehicle is immobile. If the vehicle cannot be removed by the owner, he/she must have a civilian tow company remove their property from the impound lot and JB MDL.

6.3.6. **Step 6:** If the owner fails to retrieve their property, the vehicle will be dispositioned via a civilian tow company per a signed Memorandum, coordinated by 87 SFS/S3I and 87 ABW/SJA.

6.3.6.1. After the expiration of the 120 days, 87 SFS/S2 personnel will contact a towing company for removal. 87 SFS/S3I will provide at least one (1) member from 87 SFS to witness any vehicle being towed.

6.3.6.1.1. 87 SFS will sign over the vehicle via the impound release form to the towing company, a copy of which will be maintained in the vehicle's folder, and provide the towing company with the DD Form 2506, if requested.

6.3.6.2. The towing company will:

6.3.6.2.1. Provide 87 SFS/S3I with Form III within 72 hours of signing or reviewing this agreement to allow for a background check on the tow truck drivers. Once the background check has been completed by 87 SFS, the tow truck driver will be placed on a designated list to allow access to base.

6.3.6.2.2. Maintain a two (2) hour response time to JB MDL when notified by 87 SFS. If the response time cannot be met, the next towing company on the rotational list will be called.

6.3.6.2.3. Store all towed vehicles to an impound lot which can be secured by lock and key, or a security system and the impoundment lot will be illuminated.

6.3.6.2.4. Store the vehicle(s) for at least 90 days before disposing of them in accordance with applicable state law (N.J.S.A. 39:4-56.6). The towing company shall notify 87 SFS/S3I in writing within 72 hours of any disposition action, including ownership transfer, in order to allow for updated records.

6.3.6.2.5. Return the vehicle to the registered owner at no cost to the owner or the government in the event the government tows away a vehicle in error or at no fault to the owner.

6.3.6.2.6. Maintain liability of the abandoned vehicle from the time the vehicle is hooked to theirs until the vehicle is released to the registered owner.

**6.4. Record Management.** All folders pertaining to a towed/impounded vehicle will be maintained in 87 SFS/S3I for five (5) years.

## Chapter 7

### ACCIDENTS AND ACCIDENT REPORTS

**7.1. Responsibilities.** All vehicle operators will stop and report vehicle accidents to the 87 SFS by the quickest means possible to 754-6001 or 911. Vehicle operators and passengers will remain on the scene until all reporting and on-scene investigations have been completed in all cases or as directed by a member of 87 SFS.

**7.2. Category of Accidents.** A major accident is defined as any traffic collision involving any motor vehicle that results in any death, injury, damage which renders any vehicle inoperative or damage that exceeds \$10,000. If the traffic collision is unusual in nature, it may be categorized as a major accident. All major accidents will be investigated by a certified accident investigator and an AF Form 1315 and AF Form 3545, will be accomplished and reviewed by the responsible Flight Chief for accuracy.

7.2.1. Major Vehicle Accident. Any traffic accident involving privately owned vehicles (POV), government owned vehicles (GOV), injury, death of any person, disabling damage to one or more vehicles and/or damaging property estimated in excess of \$10,000.00.

7.2.2. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

7.2.3. Any condition requiring medical attention

7.2.4. Complaint or report of pain or injury regardless if medical attention is sought.

7.2.5. Any visible injury. This includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body.

7.2.6. A minor accident is defined as any traffic collision involving any motor vehicle that does not involve death, injury, damage which renders any vehicle inoperative, or damage which exceeds \$10,000. Minor accidents may be investigated by any Security Forces member and an AF Form 3545 Incident Report and 87 SFS Minor Accident Report will be accomplished.

7.2.7. Minor Vehicle Accident. Any traffic accident involving privately owned vehicles (POV), government owned vehicles (GOV), NOT resulting in injury, death of any person, disabling damage to one or more vehicles and/or damaging property less than estimated \$10,000.00.

### 7.3. Accident Investigations:

7.3.1. The 87 SFS will dispatch a patrol or traffic investigator to the scene of any Major Vehicle Accident occurring on JB MDL and areas under the Exclusive Jurisdiction.

7.3.2. GOV operators will refrain from making oral or written statements to claimants or their agents regarding liability, cause of accident, or the possibility of claims approval. Additionally, they will complete the Standard Form (SF) 91, *Operators Report of Motor Vehicle Accident*, and DD Form 518, *Accident-Identification Card*, as soon as possible at the scene of the accident and deliver it to the unit Vehicle Control Officer within 24 hours.

**7.4. Duty to Give Information.** It is the responsibility of all drivers or owners of vehicles involved in accidents to exchange insurance information to any person injured in an accident or the driver, owner, occupant, or any other person attending any vehicle or property damaged in an accident. In all cases, the above persons will produce and surrender their ID card, operator's license, vehicle registration, current insurance card, and inspection certificate to Security Forces. 87 SFS accepts electronic verification of automobile insurance at the scene of an accident that occurs within JB MDL or the Exclusive Jurisdiction.

**7.5. Release of Accident Reports.** Individuals involved may request a redacted copy of an accident report through 87 SFS/S5R (Bldg. 6049/Dix). IAW the Privacy Act of 1974 and the Freedom of Information Act all other requests for JB MDL records can be sent electronically to [87cs.foia@mcguire.af.mil](mailto:87cs.foia@mcguire.af.mil). Insurance companies and third party individuals must contact the base Freedom of Information Office to initiate the request.

## Chapter 8

### ADMINISTRATIVE PROCESS

#### 8.1. Processing DD Form 1408, Armed Forces Traffic Ticket:

8.1.1. If the violator does not notify 87 SFS/S5R within five duty days of request to rebut the citation, 87 SFS/ S5R will complete the administrative process by writing on the back of the white copy — “*DID NOT REBUT*” and endorse the infractions on the DD Form 1408. 87 SFS/S5R will notify the violator’s First Sergeant and Commander of the violation. If the violator is assigned to another installation, forward the citation to the assigned installation for action. It is the responsibility of the installation which the member assigned to input the citation and complete the administrative action in Air Force Justice Information System.

8.1.1.1. Notification to the violators’ First Sergeant and Commander can be accomplished either via e-mail, Base Information Transfer System (BITS) or official mail; however, the process must be standardized and provide accountability.

8.1.1.2. If the violator does not wish to rebut the violation, 87 SFS/S5R inputs the citation into AFJIS; the Reports and Analysis (RA) clerk will then check the appropriate response on the back of the citation and the violator requires no further action. **Note:** If through accumulation of points or if offense the violator has met the requirement to revoke/suspended their driving privileges, notify the Installation Commander or designee for approval to revoke/suspend the violators driving privileges. Advise the violator’s First Sergeant/Commander (for military members) they need to escort the member to 87 SFS/S5R for issuance of revocation/suspension letter. If unable to contact the violator of the revocation/suspension, it will be sent via certified mail.

8.1.2. If an individual is cited for a serious/apprehendable offense such as: drag racing on the installation, driving while under revocation, speeding over double the speed limit, the DD Form 1408 will be processed through 87 SFS/S5R as outline IAW AFMAN 31-201V7, paragraph 1.5. The nature of these incidents may generate a report, if so process the report and ticket together.

8.1.2.1. Is the citation a suspendible offense?

8.1.2.1.1. If a member wishes to rebut a citation, log the DD Form 1408 into a local suspense tracking system and AFJIS.

8.1.2.2. 87 SFS/S5R personnel will give the violator instructions on how to rebut the citation.

8.1.2.3. Provide a template for a written rebuttal. Inform the violator that their Commander must endorse DD Form 1408 for infractions the violator wishes to rebut.

8.1.3. If the violator requests to rebut the citation, RA clerks will obtain the answers to the following questions to give to the rebuttal authority:

8.1.3.1. If the rebuttal authority allows, does the offender wish to make a personal appearance or rather have a written rebuttal?

8.1.3.2. If the offender wishes to rebut the citation, then the Unit Commander or Section Commander will be forwarded the citation and all evidence for further action.

### 8.1.3.3. Procedures for Rebutting the DD Form 1408.

8.1.3.3.1. The violator must submit a rebuttal letter articulating his/her position to the DFC through 87 SFS/S5R within 14-days of receipt of the ticket. The letter must be endorsed by his/her Commander. The purpose of this endorsement is to ensure commander-level involvement. The Commander must add comments supporting the violators' guilt or innocence.

8.1.3.3.2. 87 SFS/S5R will obtain a written statement from the Security Forces patrolman who issued the ticket for inclusion in the rebuttal package. The completed package will be forwarded to the DFC for his/her annotation/recommendation and subsequently to the rebuttal authority (87 MSG/CC-JB MDL/CC designee) for final decision. Once the rebuttal authority has made its decision, 87 SFS/S5R will notify the violator of the final outcome of his/her ticket rebuttal in writing.

8.1.3.3.3. Place the yellow copy of the DD Form 1408 in the suspense file pending disposition. Set a 14-day suspense for command action.

8.1.3.4. Complete blocks 19-23 on the back of the white copy and annotate any prior history, points assessed, and the suspense date. In the —Report of Action Taken on Traffic Violation, black out the words —No Action Taken; this is not an option. If applicable, attach the driving history for the violator from AFJIS. Forward the white copy to the violator's commander for action. If a DD Form 1408 was issued during the course of an accident investigation, attach a copy of the accident report to the ticket when it is sent for command action.

8.1.3.5. If response on command action is not received by the due date, forward a Notice of Late Suspense memorandum, (which can be electronic), giving an additional 7-day suspense. If the additional suspense is not met, send a Notice of Second Late Suspense memorandum to the Unit Commander with a courtesy copy to the Group Commander. Suspense extensions will be granted by DFC on case-by-case basis. Notices of Late Suspense can be completed electronically as long as 87 SFS/S5R maintains a copy of the read receipt.

8.1.3.6. Once finalized, record command action and enter it into the AFJIS case database. File the original DD Form 1408 as required by AFI 33-364, *Records Disposition Procedures and Responsibilities*, <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

## 8.2. Processing Central Violations Notice (CVN):

8.2.1. If violator is issued a CVN:

8.2.1.1. Depending on the severity of the incident, the violator is issued a fine or must show for a mandatory court appearance.

8.2.2. Report to court/Rebuttal:

8.2.2.1. On the CVN, if the box is checked for Mandatory Court Appearance (MCA), the individual must show up to court to determine the punishment they will receive.

8.2.2.2. If violator wants to rebut a CVN ticket they will have to appear in court to plead their case.

8.2.3. Once 87 SFS/S5R receives the CVN, 87 SFS/S5R will send out all CVN's to the Central Violation Bureau.

8.2.4. 87 SFS/S5R personnel will keep a tracker with all CVNs, fines assessed, the court dates and final disposition for the individual CVN.

### **8.3. Suspension and Revocation:**

8.3.1. JB MDL/CC has designated the authority to administratively suspend or revoke driving privileges to the 87 MSG/CC IAW with Army Regulation 190-5/OPNAV 11200.5D/AFI 31-218/MCO 5110.1D/DLAR 5720.1 on JB MDL. Suspension and revocation of driving privileges apply to drivers of both government and private vehicles, regardless of the vehicle type involved in the resultant action.

8.3.2. Mandatory Suspension/Revocations (See [Attachment 3](#)):

8.3.2.1. Suspension of driving privileges will be suspended for up to 6 months if a driver continually violates installation parking regulations. DoD personnel (military and DoD civilians) who have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap while operating a government motor vehicle will attend the Traffic Safety Course taught by 87 ABW/SE or lose their installation driving privileges. Commanders will schedule and ensure attendance and completion of the Traffic Safety Course through 87 ABW/SE within 60 days of notification of a traffic incident. The course is provided free of charge. Individuals who have been mandated to attend driver-improvement training by an outside court must satisfactorily complete the training, at no expense to the Government, or lose their installation driving privileges. 87 ABW/SE does not provide training in those instances.

8.3.2.2. Revocation of driving privileges will be for a specified period but never less than 6 months; apply at all military installations; and remain in effect upon reassignment.

8.3.2.3. Motor vehicle operators who accumulate more than 12 points in 12 consecutive months or 18 points in 24 consecutive months may have their driving privileges suspended or revoked.

8.3.2.4. 87 SFS/S5R routes the military member's, family members or a civilian employee's suspension/revocation of driving privileges package to the designated authority.

8.3.2.5. Suspension and Revocation actions taken against sponsors will not apply to family members nor will actions taken against family members apply against sponsors.

8.3.2.6. The current issuing authority (87 MSG/CC) will run suspensions/revocations concurrently on a violator with multiple Suspension, Revocation, Barment or Warrant (SRBW) cases.

8.3.2.7. All license holders whose on-base driving privileges are suspended but maintain their state driving privileges are permitted to drive to the installation but not on the installation.

8.3.2.8. Requests for Suspensions. Unit Commanders or First Sergeants may request the suspension of an individual's driving privileges, under their command, if they have exhibited a trend for the disregard of traffic laws, driving in an unsafe manner, using poor

judgment, etc. Requests will be sent to the 87 SFS/S5R in letter format, citing the reason(s) for the request and the recommended length (30 days to no more than six months) of the suspension. 87 SFS/S5R routes the suspension of driving privileges package to the designated authority.

8.3.2.9. DoD Suspensions/Revocations and/or State Suspensions will be enforced on JB MDL.

8.3.2.10. Upon notification, or discovery of a member in violation of a DoD suspension/revocation or a suspension of a state driver's license the 87 SFS/S5R will generate a driving revocation package for approval by the designated authority.

### 8.3.3. Notification from civilian law enforcement agencies.

8.3.3.1. The ECC will place an entry into the Security Forces blotter and complete an AF Form 3545 Incident Report for civil arrest with information provided by the arresting law enforcement agency. The subject's unit will then be notified. 87 SFS/S5R will request the local police report, once received, will submit a driving suspension/revocation package to the 87 MSG/CC. Once approved, the package is forwarded to 87 SFS/S5R for final disposition and notification to the members unit.

8.3.3.2. Upon notification from civilian law enforcement agencies of civil arrest as a result of a traffic violation (ex. DWI, DUI, reckless driving) (see [Attachment 3](#) for complete listing).

8.3.3.2.1. The ECC will accomplish a blotter entry, AF Form 3545, and make appropriate notifications. 87 SFS/S5R will request local police report and submit a driving suspension/revocation package to the 87 MSG/CC. Once approved, the package is forwarded to 87 SFS/S5R for final disposition and notification to the members unit.

8.3.4. Upon notification from Unit leadership. Unit Commander, or First Sergeant will immediately notify the ECC of civil arrest as a result of a traffic violation (ex. DWI, DUI, reckless driving) (see [Attachment 3](#) for complete listing).

8.3.4.1. ECC will accomplish a blotter entry, AF Form 3545, and make appropriate notifications. 87 SFS/S5R will request local police report and submit driving suspension/revocation package to 87 the MSG/CC. Once approved, the package is forwarded to 87 SFS/S5R for final disposition and notification to the members unit.

## 8.4. Driving While Intoxicated/Driving Under the Influence (DWI/DUI) Offenses:

8.4.1. Personnel, on or off base, apprehended for suspicion of DWI/DUI with a BAC of 0.08 or higher and/or refusal to submit to a BAC test, will have their privilege to operate a motor vehicle on JB MDL suspended immediately. The suspension will be for a mandatory period of one year from the date of the offense.

8.4.1.1. DWI is the result of a BAC yielding results of 0.05 to 0.08. Refer to AFI 31-218 for inclusive listing.

8.4.1.2. DUI is the result of a BAC yielding results of 0.08 or higher. Refer to AFI 31-218 for inclusive listing.

8.4.1.3. Personnel apprehended for suspicion of DWI/DUI on base will be issued a temporary suspension of driving privileges by the Security Forces patrolman prior to release from custody.

8.4.1.4. 87 SFS/S5R will notify the state licensing authority by registered mail following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC test.

8.4.1.5. Unit Commanders refer all military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation. All civilians must complete an equivalent Substance Abuse or Drug and Alcohol Abuse course prior to reinstatement of their base driving privileges.

8.4.1.6. 87 SFS/S5R will automatically extend suspensions/revocations until offender has completed an approved, remedial driver training course, drug or alcohol, or other program if mandated by US Magistrate or Commanding Authority. Offender will be required to submit course completion certificates to 87 SFS/S5R prior to reinstatement of privileges.

### **8.5. Suspension of Government Owned Vehicles (GOV) Driving Privileges:**

8.5.1. An individual whose driving privileges have been suspended or revoked by the 87 MSG/CC, DoD, or by state authorities will have his/her privilege to operate a GOV suspended or revoked in the same manner and for the same duration as imposed by the above entities.

8.5.2. 87 SFS/S5R will notify the 87 LRS/LGRDDO, Operator Record and License office when individuals have their driving privileges suspended, revoked, or reinstated.

8.5.3. Upon reinstatement of driving privileges for POV, full GOV driving privileges may be restored (including re-issue of AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*) unless specifically withheld by competent authority, i.e., Security Forces, individual's commander, or higher competent authority. 87 LRS/LGRDDO is the process owner for GOV licensing reinstatement.

8.5.4. When state issued driving privileges have been reinstated, the individual must provide 87 SFS/S5R with proper reinstatement documentation before their GOV license can be reissued by 87 LRS.

8.5.5. 87 MSG/CC may reinstate GOV driving privileges prior to the end of the suspension/revocation period.

### **8.6. Administration Hearing and Due Process:**

8.6.1. Official requests for an Administrative Hearing must be in writing, approved by the individual's Unit Commander and staffed through the 87 SFS/S5R to 87 MSG/CC. Reasons for the request may include: limited driving privileges, reinstatement, and modifications. An administrative hearing can be conducted in person or the 87 MSG/CC may review the package and make a final decision. 87 SFS/S5R will provide guidance on package inclusions when requested.

8.6.2. Individuals receiving Notification of Suspension/Revocation of On-Base Driving Privileges have 14 calendar days from the date of issuance to request an administrative hearing, in writing, to the reviewing authority. 87 SFS/S5R will prepare a package with all pertinent information and evidence used to issue the suspension/revocation letter to assist the 87 MSG/CC in his/her decision-making, ensuring the commanders receive the case files at least

one duty day before the hearing. Hearing determinations will be forwarded from the 87 MSG/CC back to the 87 SFS/S5R. 87 SFS/S5R will then process the 87 MSG/CC determination for final disposition and forward the results to the applicable commander and first sergeant.

8.6.3. Official requests must be made in writing for military family members must have sponsor and sponsor's commander endorsements.

8.6.4. Joint Base supported components and tenant units will have requests endorsed by the appropriate service commander.

### **8.7. Limited Driving Privileges:**

8.7.1. Requests for limited driving privileges are made on a case-by-case basis to the 87 MSG/CC. The requests must be submitted in writing, thoroughly explaining the circumstances they feel warrant an exception, a full description of the hardship present and specifically stating locations with addresses they are requesting to drive to and from. The request must be made in writing and can be made at any time during the suspension/revocation period. The individual will be required to show proof of valid state driver's license. The individual or the individual's chain of command will submit the written request to 87 SFS/S5R who will route the package for approval or disapproval to the 87 MSG/CC.

8.7.2. Limited driving privileges do not transfer from one installation to another. Individuals will need to request limited driving privileges at each installation as required.

8.7.3. If the individual is active duty military or civilian employee, or the individual is a civilian with no military affiliation working on the installation, the letter must be endorsed with a recommendation from their Unit Commander or Branch Managers. If the individual is the dependent of an active duty military member or civilian employee, the letter must be endorsed with a recommendation from their sponsor's Unit Commander or First Sergeant.

8.7.4. If the individual is a retired military member, or the dependent of a retired military member, the letter does not require an endorsement or recommendation before being sent to 87 SFS/S5R.

8.7.5. 87 MSG/CC will forward the approval/disapproval letter to 87 SFS/S5R for notification to the requester's Unit Commander and First Sergeant for final disposition. The member must maintain the letter on his/her person at all times while operating a motor vehicle on JB MDL property.

8.7.6. Limited driving privileges can be granted to operate a GOV only when performing mission essential duties. Individual must request this in writing as outlined in [paragraph 8.6.1](#).

### **8.8. Violations of Limited Driving Privileges:**

8.8.1. If limited driving privileges are granted and the individual subsequently violates the provisions of the limited driving privileges, privileges will be withdrawn. Violations of the limited driving privilege will result in immediate withdrawal and an automatic, additional one year revocation extension.

8.8.2. If an individual is operating a motor vehicle under approved limited driving privileges and accumulates more than 6 points in 12 consecutive months, their limited driving privileges will be automatically withdrawn.

8.8.3. Limited driving privileges will be withdrawn regardless of any further administrative or disciplinary action taken by the Unit Commander as a result of the violation.

8.8.4. Any and all civil judgments regarding state operator's conditional or special work licenses are independent of the 87 MSG/CC's order to suspend/revoke ones on-base driving privilege. Any service member who violates the 87 MSG/CC's order of suspension/revocation of on-base driving privileges, regardless of civil orders unless proper reinstatement procedures have been followed will be found in violation of Article 92 of the UCMJ and receive a revocation of on base driving privileges for an additional one year.

### **8.9. Reinstatement of Privileges:**

8.9.1. 87 MSG/CC will determine if a person (DoD member (military or civilian), or DoD family member with DoD ID) will attend the Traffic Safety Course provided by 87 ABW/SE free of cost, if the individual has accumulated violations totaling 6 traffic points on their base driving record, or has accumulated two on base moving violations within the preceding 12 months before base driving privileges are reinstated. Individuals who have been mandated to attend driver-improvement training by an outside court must satisfactorily complete the training at no expense to the Government, or lose installation driving privileges. 87 ABW/SE does not provide training in those instances.

8.9.2. Individuals own the responsibility of clearing suspensions or revocations from the originating or issuing DoD/State entity.

8.9.3. Individual may request reinstatement in writing due to an official report or finding which determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to suspension/revocation criteria. This package will be staffed by 87 SFS/S5R to the designated authority for approval/disapproval. Upon approval/disapproval 87 SFS/S5R will update AFJIS/DBIDS as needed and notify the member of final disposition.

8.9.4. Revocations will have a specific end date. Restoration of JB MDL limited driving privileges is automatic once the suspension or revocation time period has lapsed. Driving privileges will be automatically reinstated provided all required course completions have been met as identified. If revocations are due to points nothing is required of the individual. If revocation is from a DUI, the individual will need to report to 87 SFS/S5R and show proof of valid state driver's license and completion of ADAPT before revocation is taken out of AFJIS. If individual fails to follow through with 87 SFS/S5R, their revocation will remain valid even after the expiration date.

### **8.10. Suspension/Revocation/Debarment/Warrants (SRBW) listing:**

8.10.1. On a monthly basis, 87 SFS/S5R will generate the master SRBW list through AFJIS. This listing will contain all suspensions, revocations, debarments and warrants. It will be exported into excel to provide a separate listing to the following organizations:

8.10.1.1. 87th Security Forces Squadron (87 SFS).

8.10.1.1.1. 87 SFS/S3 - Operations.

8.10.1.1.2. 87 SFS/S3I - Investigations.

8.10.1.2. 87th Mission Support Group Commander (87 MSG/CC).

8.10.1.3. 87th Air Base Wing Legal Office (87 ABW/SJA).

8.10.1.4. AFOSI Det 307.

8.10.1.5. 87th Force Support Squadron (87 FSS/SVH).

8.10.1.6. 87th Military Personnel Flight (87 FSS/DPMPS).

8.10.1.7. 87th Logistics Readiness Squadron (87 LRS/LGRDDO/108 LRS).

8.10.1.8. Civilian Personnel Office (87 FSS/DPC).

8.10.2. 87 SFS/S5R will verify all gained suspensions/revocations to the JB MDL SRBW list through and add to AFJIS and DBIDS as required.

8.10.3. All JB MDL debarments will be processed IAW the JIDP and input into AFJIS and DBIDS as required.

8.10.4. 87 ABW/JA will forward warrants to 87 SFS/S5R to input into AFJIS and DBIDS as required.

### **8.11. Installation Out-Processing:**

8.11.1. 87 SFS/S5R will review Air Force virtual MPF for personnel Permanent Change of Station. Individual's AFJIS records will be forwarded electronically to the gaining installation. 87 SFS/S5R will use orders to change gaining base in AFJIS and send all records of incidents (revocations, suspensions or driving records) to the gaining base 87 SFS/S5R through AFJIS.

8.11.2. Members assigned to other service components will provide reassignment orders to 87 SFS/S5R. 87 SFS/S5R will provide hard copy to the gaining unit for further processing.

BRIDGET V. GIGLIOTTI, Colonel, USAF  
Commander, Joint Base McGuire-Dix-Lakehurst

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

Code of Federal Regulations, Title 32 Section 210.3, *Enforcement of the State Traffic Laws on DoD Installations*

Code of Federal Regulations, Title 32 Section 634.25, *Installation Traffic Codes*

DoD Directive 4160-21-M, *Defense Reutilization Marketing Manual*

DoD Directive 55250.4, *Enforcement of State Traffic Laws on DoD Installations*

DoD Instruction 6055.04, *DoD Traffic Safety Program*

US Department of Transportation, *Manual on Uniform Traffic Control Devices (MUTCD)*

Army Regulation 190-5 Motor Vehicle Traffic Supervision

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

AFI 51-206, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 31 August 2018

New Jersey Statutes Annotated, Title 39, *Motor Vehicle and Traffic Regulations*

***Prescribed Forms***

No Forms Prescribed

***Adopted Forms***

AF Form 75, Visitor/Vehicle Pass

AF Form 332, Base Civil Engineer Work Request

AF Form 847, Recommendation for Change of Publication

AF Form 2293, US Government Motor Vehicle Operator Identification Card

AF Form 3545, Incident Report

DD Form 518, Accident-Identification Card

DD Form 1408, Armed Forces Traffic Ticket

UNITED STATES DISTRICT COURT VIOLATION NOTICE Form, United States District Court Violation Notice, Jan 2009 (Formerly known as the DD Fm 1805)

DD Form 2504, Abandoned Vehicle Notice

DD Form 2505, Abandoned Vehicle Removal Authorization

DD Form 2506, Vehicle Impoundment Report

SFFL FM 1, Minor Vehicle Accident Worksheet

*Abbreviations and Acronyms*

**87 ABW/JA**—87th Air Base Wing Staff Judge Advocate

**87 ABW/SE**—87th Air Base Wing Chief of Safety

**87 CEG**—87th Civil Engineer Group

**87 CES**—87th Civil Engineer Squadron

**87 CES/CC**—87th Civil Engineer Squadron Commander

**87 CES/CEOE**—87th Civil Engineer Squadron Base Traffic Engineer

**87 FSS/FSMC**—87th Force Support Squadron Chief of Civilian Personnel

**87 MSG/CC**—87th Mission Support Group Commander

**87 MSG/CD**—87th Mission Support Group Deputy Commander

**87 SFS/CC**—87th Security Forces Squadron (Also known as Chief, Security Forces; Defense Force Commander)

**87 SFS/S3**—87th Security Forces Squadron Police Services

**87 SFS/S3I**—87th Security Forces Squadron Intelligence/Investigations

**87 SFS/S5R**—87th Security Forces Squadron Reports and Analysis

**AFI**—Air Force Instruction

**AFJIS**—Air Force Justice Information System (Replaced SFMIS: Security Forces Management Information System)

**ATV**—All terrain vehicle

**BAC**—Blood Alcohol Concentration

**CAC**—Common Access Card

**CD**—Deputy Commander

**CES**—Civil Engineer Squadron

**DFC**—Defense Force Commander (Also known as Chief, Security Forces; 87 SFS/CC or Provost Marshal)

**DMV**—Department of Motor Vehicles

**DoDD**—Department of Defense Directive

**DUI**—Driving Under the Influence

**DWI**—Driving While Impaired

**ECC**—Emergency Communications Center (formerly Base Defense Operations Center/Law Enforcement Desk)

**FSS**—Force Support Squadron

**GOV**—Government-Owned Vehicle

**GVO**—Government Vehicle Other

**IAW**—In Accordance With

**JB MDL/CC–JB McGuire**—Dix-Lakehurst Commander (also known as Installation Commander)

**MUTCD**—Manual on Uniform Traffic Control Devices

**MPH**—Miles per Hour

**NCIC**—National Crime Information Center

**NCOIC**—Non-Commissioned Officer in Charge

**NJSA**—New Jersey Statutes Annotated

**OPR**—Office of Primary Responsibility

**ORV**—Off-Road Vehicle

**POV**—Privately-Owned Vehicle

**RV**—Recreational Vehicle

**SF**—Security Forces

**SF**—Standard Form

**SRBW**—Suspension/Revocation/Debarment/Warrant

**UCMJ**—Uniform Code of Military Justice

**USC**—United States Code

**UTV**—Utility Vehicle

### *Terms*

**Abandoned**—Vehicles left abandoned for more than 30 days will be identified and the owner contacted.

**Authorized Emergency Vehicle**—Fire department, ambulance, Security Forces or other emergency vehicles as designated by proper authority.

**Bicycle**—Shall include a class of vehicles which are exclusively human powered by means of foot pedals, which the driver normally rides astride, and do not have in excess of three wheels.

**Civilian Personnel (While on Duty)**—“DoD Civil Service employees (Including Reserve Component Technicians and Reserve Technicians, unless in a Military Duty Status): Non-Appropriated Fund employees (Excluding part time military) Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; Foreign Nationals employed by the DoD Components and Army-Air Force Exchange Service employees.

**Careless Driving**—When a person operates a vehicle without due caution, in a manner so as to endanger, or be likely to endanger, a person or property (NJSA39: 4-97).

**Driving Privilege**—The privilege extended by the installation commander to an individual permitting operation of a motor vehicle within limits of the installation. The privilege once extended is subject to administrative suspension or revocation for cause as determined by the installation commander.

**Drunken**—Any impairment, which is sufficient to impair the rational and full exercise of the mental and physical faculties whether caused by liquor (presumed with a Blood Alcohol Concentration (BAC) of 0.08% or higher, but a lower BAC may be sufficient to prove a violation of Article 111 of the UCMJ) or drugs.

**Emergency Vehicles**—Fire Department, Security Forces, Explosive Ordnance Disposal, Ambulances or other vehicles equipped with the appropriate emergency warning devices responding to an actual emergency situation. Emergency Vehicle applies only when these vehicles are responding to an emergency or exercise with appropriate emergency devices in use.

**Government Vehicle—Other** - A vehicle designed primarily for off-the-highway operation, such as construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. Includes military combat and tactical vehicles (e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and high-mobility multipurpose wheeled vehicles).

**Illegally Parked**—Vehicles parked illegally for 24 hours will be cited with an AF Form 1408 for military and United States District Court Violation Notice for civilian.

**Indecent**—Any material, writing, or decal, which is grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. Motor vehicle operators, who are willing to remove the material, will be allowed to proceed.

**Juvenile**—All persons under the age of 18 are defined as juveniles for the purpose of this instruction.

**Litter**—Rubbish, refuse, waste material, garbage, trash, or debris of any kind or description, whether or not it is of value, and includes (but is not limited to) improperly discarded paper, metal, plastic, glass, cigarette butts or solid waste.

**Major Vehicle Accident**—Any accident to a POV or GMV involving government or private property damage exceeding \$10,000, disabling damages to one or both vehicles, or injuries/death to any person at the accident scene. **NOTE:** Any injury, regardless of severity, or accidents, which are difficult to explain (i.e. No correlation between damage and accident chain-of-events, arson suspected, fraudulent claim anticipated, etc.), defines the incident as a major accident.

**Military Personnel**—All U.S. Military personnel on Active Duty, Reserve or National Guard personnel on Active duty or performing inactive duty training: Service Academy Cadets; Officer Candidates in OCS or AOCS; Reserve Officer Training Corps (ROTC) Cadets when engaged in directed training activities; and Foreign National Military personnel assigned to the DoD components.

**Minor Vehicle Accident**—Any accident with non-disabling damage to Government Motor Vehicle (GMV), and/or Privately Owned Vehicle (POV), and/or government property less than \$10,000 and in which there are no injuries.

**MOPED or Motorized Bicycle**—A pedal bicycle having a helper motor characterized in that either the maximum piston displacement is less than 50 cc., or said motor is rated at no more than 1.5 brake horsepower, or is powered by an electric drive motor, and said bicycle is capable of a maximum speed of no more than 25 miles per hour on a flat surface. Also known as a pedal bicycle having two tandem wheels, either over 20 inches in diameter, and with a helper motor

characterized in that the maximum piston displacement is less than 55cc and maximum speed does not exceed 25 mph.

**Motorcycle**—A motor vehicle designed to travel with no more than three wheels in contact with the ground.

**Motorized Scooter**—A scooter that is powered by a motor having a maximum piston displacement of less than 50 cc., or an electric drive motor, is capable of a maximum speed of no more than 25 miles per hour on a flat surface, and is not registered with the DMV for use on the public highways of this State as a motorcycle.

**Motorized Skateboard**—A skateboard that is propelled otherwise than by muscular power.

**NJSA**—New Jersey Statutes Annotated, specifically Title 39, *Motor Vehicle and Traffic Regulations* or Title 27 *Highways*.

**Motor Vehicle/Vehicle**—Any means of transportation by a motor powered engine to include Mopeds, scooter, all-terrain vehicles, motorcycles, cars, and trucks.

**Parked or Parking**—The standing of a vehicle, whether occupied or not, in a designated area or in compliance with a police person, sign, or signal.

**Reckless Driving**—When a person drives a vehicle heedlessly, in willful wanton disregard of the rights or safety of others, or in a manner so as to endanger, or be likely to endanger, a person or property (NJSA 39: 4-96).

**Recreational Vehicle**—Includes every motor vehicle used for temporary human living quarters, not the residence of the owner or occupant, and used for recreational or vacation activities, including motor homes, self-propelled campers and other motor vehicles with permanently attached camper components.

**Right of Way**—The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or person.

**Roadway**—For the purposes of this supplement, the definition of roadway found in NJSA Title 27:3A-1 will be used on JB MDL. "State, county or municipal highway or road" means any public street, thoroughfare, roadway, bridge, traffic circle, tunnel, overpass, interchange, and way in this State open to the use of the public as a matter of right for the purpose of vehicular travel, which has been constructed, taken over, or is owned, controlled, or maintained by the State or a county or municipality thereof. (Title 27:3A-1. Purpose of act)

**Seeded Area**—An area where grass is growing, or an area where grass could be grown.

**Skating**—The use of roller-skates, roller blades, skateboards, or scooters.

**Traffic Control Device**—All signs, signals, markings, and devices used for the purpose of regulating, warning, and guiding traffic. This includes Security Forces and properly designated personnel who are manually directing traffic.

**Stop or Stopping**—A complete cessation of movement.

**Troop Movement**—Any group of people traveling in a formation on a roadway. This includes military and exercise formations. A Military group consist of four or more personnel

**Unattended**—Refers to a child who has been left in a motor vehicle by a parent, legal guardian or other person responsible for that child, when that parent, guardian or other person is more than 10 feet from the vehicle and unable to continuously observe the child.

**Unsafe Act**—An act or omission in traffic, which is hazardous.

**Unsupervised**—Refers to an unattended child when a person 14 years of age or older is not present in the motor vehicle.

**Utility Vehicle**—A vehicle specifically for utility use that is intended to transport a person(s) or cargo with a top speed in excess of 25 miles per hour and is 80 inches or less in overall width; designed to travel on 4 or more wheels, 2 or 4 tracks, or combinations of 4 or more tracks and wheels; using a steering wheel for steering control; with a non-straddle seat; with a gross vehicle weight rating of no more than 4,000 pounds; and with a minimum cargo capacity of 350 pounds. Examples include the Kawasaki Mule, Polaris Ranger, and John Deere Gator.

## Attachment 2

### ADMINISTRATION AND POINT ASSESSMENT FOR TRAFFIC CODE VIOLATIONS

**A2.1. Administration.** The owner of a motor vehicle will be the subject in all vehicle complaints where the operator of said vehicle cannot be determined.

A2.1.1. The installation traffic engineer (87 CES/CEOE) traffic coordinating group, or Security Forces may direct the use of official traffic control devices (i.e., electronic or traffic control points) to be placed that would change the normal flow of traffic temporarily or for special events. When such devices are in place, no motor vehicle operator will operate a vehicle other than directed by such devices.

**A2.2. Traffic Complaints.** Personnel witnessing an individual violate a traffic law may file a traffic complaint with the ECC. The witnesses must complete a written statement prior to an investigation being initiated. If the suspect can be identified during the investigation, they will accomplish a statement giving their recollections of the incident. The unit Commander will be notified and forwarded a copy of all the evidence to make a ruling and determine the punishment if necessary. Three separate traffic complaints on the same individual from different complainants are grounds for a suspension of driving privileges. The 87 MSG/CC will determine period of suspension when this occurs.

**A2.3. Driving Records.** The 87 SFS utilizes the Air Force Justice Information System (AFJIS) to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation. Reports and Analysis (87 SFS/S5R) is the POC for the Case Reporting module of AFJIS and the Welcome Center is the POC for the Pass and Registration module of AFJIS at JB MDL.

**A2.4. 87 SFS/S5R is the POC for all requests pertaining to restoration of driving privileges.** All requests must be submitted in writing. 87 MSG/CC is the request approval authority. The term of the suspension and all applicable courses must be completed in order for the restoration to occur.

**A2.5. Disposition of Driving Records.** 87 SFS/S5R transfers individual driver's records via AFJIS as needed to gaining base 87 SFS/S5R. 87 SFS/S5R maintains driver's records of those personnel released from military service, ends employment or affiliation with the installation as needed in accordance with AFRIMS and the AF Records Disposition Schedule (supersedes AFMAN 37-139). 87 SFS/S5R will cooperate with verified units of non USAF branches when requested in writing by gaining unit.

**A2.6. All driving records of newly assigned personnel forwarded by their losing base will be reviewed in AFJIS and transferred to JB MDL.** 87 SFS/S5R transfers individual driver's records via AFJIS as needed to gaining base 87 SFS/S5R.

**A2.7. Vehicles illegally parked will be ticketed and marked as abandoned and after 3 days will be towed.**

**Table A2.1. Point Assessments.**

VEHICLE REGISTRATION
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Violations		
Violations	Description	Points Assessed
Attachment/Display of Valid Plates.	Plates shall be displayed on the front and back of a motor vehicle until their lawful use expires, is canceled, or is revoked. Every number plate shall be maintained so as to be clearly legible, positioned to be clearly visible, and permanently affixed to the vehicle to prevent the plate from swinging or falling from the vehicle. Tinted plate covers of any form are not authorized. Exception: The state in which the vehicle is registered does not require plates to be displayed on the front and back of the motor vehicle.	2
Mandatory Vehicle Registration	Personnel assigned to JB MDL must have a current state registration for their vehicle. Proof of registration must be produced upon request by competent authority (i.e., security forces, commander, first sergeant, etc.).	3
Mandatory Vehicle Insurance.	Personnel assigned to JB MDL must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of insurance must be produced upon request by competent authority (i.e., security forces, commander, first sergeant, etc.).	3
DRIVER'S LICENSE		
Legible License to be Carried and Exhibited on Request/Driving without a license	Persons on JB MDL shall have legible and valid states driver's license in their immediate possession at all times when operating a motor vehicle and shall display the license upon request by security forces. Likewise, any person operating a vehicle that requires valid government driver's license must have a legible license in their immediate possession and shall produce the license upon request by security forces.	3
Restricted License.	No person shall operate a motor vehicle in any manner that is in violation of the restrictions imposed on his/her issued driving license.	1

Altered/Fraudulent License.	No person shall knowingly display, cause, or permit to be displayed or have in his/her possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.	3
Using Driver's License of Another.	No person shall use the driver's license of another individual, nor shall any person lend their driver's license to any other person or knowingly permit the use by another thereof.	3
Permit Unauthorized Minor to Drive.	No person shall knowingly permit their child or ward or any person under the age of 16 years to drive a motor vehicle when such person is not duly licensed or insured.	3
Permit Unauthorized Person to Drive.	No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and insured.	3
<b>VEHICLE MOVEMENT</b>		
Drive on Wrong Side of Road.	Upon all roadways of sufficient width, a vehicle shall be driven upon the right half of the roadway.	3
Passing.	No vehicle shall pass another vehicle on JB MDL, except on one-way, two-lane streets or when the vehicle is impeding the normal flow of traffic and passing maneuver can be made safely, or where permitted.	4
One Way Streets.	Upon a roadway designated and sign posted for one-way traffic, a vehicle shall be driven only in the direction of travel designated.	4
Drive in One Lane and Unsafe Lane Change.	A vehicle shall be driven within a single lane and shall not be moved from that lane until the driver has first ascertained that the movement can be made safely.	4
Following Too Closely.	The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent. The driver must have due regard for the speed of neighboring vehicles, traffic, and upon the current roadway conditions.	4
Off-Road Vehicle (ORV)	Prohibited on JB MDL. Exception: GOV ORV on	1

Usage.	official business.	
Driver Behavior and Inattentive Driving.	No person shall drive in an unsafe manner or in a manner that creates an unsafe condition. Some examples of unsafe driver behavior might be the use of a cell phone or radio if its use causes the driver to swerve or lose situational awareness of their surroundings, failing to dim headlights to prevent blinding other drivers, road rage, or any inattentive action made by the driver which causes an accident. Used for incidents not meeting the criteria of reckless driving.	3
Inattentive Backing.	Vehicle operators will ensure the area is clear of vehicles, pedestrians, and obstacles when backing a vehicle from any parking space, parking lot, roadway, or driveway.	3
Careless Driving	Person who drives a vehicle carelessly, or without due caution and circumspection, in a manner so as to endanger, or be likely to endanger, a person or property, shall be guilty of careless driving.	3
<b>POSITION TO MAKE TURNS</b>		
Signal Before Turning.	No person shall turn any vehicle without giving an appropriate signal by hand and arm or vehicle signaling device.	3
U-Turns.	No vehicle shall make a U-turn anywhere on JB MDL.	3
<b>SPEED VIOLATIONS</b>		
Reasonable and Prudent.	A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual or potential hazards existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle, or other conveyance on the road.	2
Excessive Speed.	A person shall not exceed the posted speed limit. (Points assessed will be doubled for speeding in a residential area.)	
	0 - 10 mph	3

	11 - 15 mph	4
	16 - 20 mph	5
	Over 20 mph	6
Speed Not to Impede Traffic.	No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.	2
Exhibition of Speed.	No person shall drive any vehicle in any race, speed competition, contest, drag race, acceleration contest, for the exhibition of speed or acceleration, or for the purpose of making a speed record on a street. Neither shall a person in any way participate in any such race, competition, contest, test, or exhibition as a starter, timer, scorekeeper, etc.	6
<b>SERIOUS MOVING VIOLATIONS</b>		
Leaving the Scene of Accident (Death, Injury, Complaint of Injury, or Damage).	The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop the vehicle at the scene, or as close as possible, and render/summon aid. The driver will provide his/her name, address, and registration number of the vehicle he/she is driving to the other driver. The driver will notify the 87 SFS immediately.	6
Leaving the Scene of Accident-Unattended Vehicle.	The driver of a vehicle which collides with any unattended vehicle shall immediately stop and shall then attempt to locate and notify the operator or owner of the vehicle. The driver will provide his/her name, address, and registration number of the vehicle he/she is driving or will leave it in a conspicuous place on the vehicle a written notice with the same information. The driver will notify the 87 SFS immediately.	6
Leaving the Scene of Accident-Fixture by Roadway.	The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property will notify the 87 SFS immediately.	6
Reckless Driving.	Willful and wanton disregard for the safety of persons or property.	6

Fleeing or Attempting to Elude Security Forces.	Any person who operates a motor vehicle and willfully fails or refuses to bring the vehicle to a stop, flees, or attempts to elude a pursuing security forces vehicle when given a visual or audible signal to bring the vehicle to a stop. A signal under this section that is given by security forces member pursuing a vehicle may be by hand, voice, emergency light, or siren. The security forces member giving the signal must be on- duty. If the security forces member is in a vehicle, the vehicle must be appropriately marked as a security forces vehicle.	4
<b>RIGHT-OF-WAY</b>		
Car on Right-Open Intersection/Roundabout.	When two vehicles enter or approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right of way to the vehicle on the right or in the roundabout.	3
Yield Right at T Intersection.	When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right of way.	3
Yield from Stop Sign.	The driver of a vehicle shall stop in obedience to a stop sign and shall yield to vehicles on the roadway. Vehicles shall not enter the roadway in such a manner that an immediate hazard is created for vehicles occupying the roadway.	3
Yield from Driveway/Parking Lot.	The driver of a vehicle about to enter a road from a driveway or parking lot shall yield the right of way to all vehicles on the roadway. Vehicles shall not enter the roadway in such a manner that an immediate hazard is created for vehicles occupying the roadway.	3
Yield to Emergency Vehicles.	Upon the immediate approach of an authorized emergency vehicle equipped with at least one lighted lamp illuminated and exhibiting a red and/or blue light or lens, the driver of every vehicle on both sides of the roadway shall yield right of way and immediately pull to the right hand edge or curb and stop until the emergency	4

	vehicle has passed.	
Following Emergency Vehicles.	The driver of any vehicle other than on official business shall not follow closer than 500 feet of any emergency vehicle to an incident.	4
Failure to Stop for School Bus.	The driver of a vehicle shall stop for any school bus stopped to load or unload passengers.	4
Yield to Pedestrians.	The driver of a vehicle shall yield to any pedestrian about to enter, entering, or presently crossing a marked crosswalk.	3
<b>TRAFFIC CONTROL DEVICES</b>		
Obedience to Security Forces.	No person shall willfully fail or refuse to comply with any lawful order or direction of a security forces member or other authorized person performing traffic control duties.	4
Obedience to Traffic Control Device.	The driver of any vehicle shall obey the instructions of any official traffic-control device, unless otherwise directed by a security forces member or yielding to an emergency vehicle.	4
<b>STOPS AND MISCELLANEOUS VIOLATIONS</b>		
Stop Sign/Line.	The driver of a vehicle approaching a stop sign shall stop before entering the crosswalk on the near side of the intersection. In the event there is no crosswalk, the driver shall stop at a clearly marked stop line. In case of the complete absence of a stop line, the driver shall come to a stop at the point nearest the intersecting roadway where the driver has a sufficient view of approaching traffic.	4
Yield Sign/Line.	The driver of a vehicle approaching a yield sign or pavement marking shall in obedience to such sign or marking slow down to a speed reasonable for the existing conditions and shall yield the right of way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard. If a driver is involved in collision with a vehicle in the intersection after driving past a yield sign or marking without stopping, such collision shall be deemed prima facie evidence of his/her failure to yield right of	4

	way.	
Crossing Fire Hose.	No vehicle shall be driven over any unprotected hose of the fire department when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the fire department official in command.	3
Driving Upon a Sidewalk.	A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.	3
Door as a Traffic Obstruction.	A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic.	2
Mechanical Raising and Lowering Devices.	A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.	3
Wearing Headphones.	No operator of any motor vehicle shall wear headphones or earphones while the vehicle is on a roadway or in motion.	3
Cellular Telephone Use.	No operator of any motor vehicle shall use a cellular telephone while entering through an installation entry control points or while driving on the installation. Exception: The use of cellular telephones is permitted when using a hands-free headset/device.	3
Improper Vehicle Towing.	Any vehicle towed by another vehicle other than a wrecker must be occupied, shall be securely fastened to the other vehicle by rope designed for towing and must have emergency flashers operating.	3
Excessive Sounding of Horn.	No person shall sound their horn unless for essential warning.	1
Littering.	No person shall throw, place, or drop litter from a vehicle.	2
Use of Radar Detectors.	No person shall operate any type of radar detector or any type of radar disrupter device.	3
Excessively Loud Music.	No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in the vehicle at a level where it	3

	may be heard at a distance of 50 feet or greater.	
Tampering with traffic signs, signals or devices.	Erection, removal, destruction, or tampering with any traffic sign, signal, or device is prohibited without the prior approval of 87 SFS/CC and the installation traffic engineer. Those observed tampering with traffic signs, signals or devices shall be cited, and military members may be subject to punitive action under the UCMJ. Civilians could be barred from base and/or issued United States District Court Violation Notice.	4
Littering	No person shall throw from a vehicle litter, garbage, debris of an accident, or refuse on or about a roadway, parking lot, or any other area, except in designated receptacles. Those observed littering shall be cited, and military members may be subject to punitive action under the UCMJ. Civilians could be barred from base and/or issued United States District Court Violation Notice.	4
<b>VEHICLE EQUIPMENT</b>		
Child Passenger Restraint.	No person shall operate a motor vehicle on the road when transporting a child 8 years or younger or 80 lbs. or less, unless the child is properly secured in a child passenger restraint seat. Exception: A person who is transporting a child requiring emergency medical care.	2
Seatbelts Required.	All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer. This does not apply to US motor vehicles manufactured prior to 1966. It is the inherent responsibility of the operator to ensure all passengers are in compliance.	2
When Lighted Lamps are Required.	Every vehicle upon a road from dusk to dawn and at any other time when there is not sufficient light to render clearly discernible persons and vehicles at a distance of 500 feet ahead shall display lighted lamps and illuminating devices.	3

Headlights on Motor Vehicles.	Every motor vehicle other than a motorcycle or motor driven cycle shall be equipped with at least two and no more than four headlights with at least one on each side of the front of the motor vehicle and white in color.	2
Headlights Covers.	Only clear transparent material/covers may be mounted in front of headlights, fog lamps, or auxiliary driving lamps.	1
Taillights.	Every motor vehicle, trailer, semi-trailer and pole trailer, and any other vehicle which is being drawn shall be equipped with two taillights mounted on the rear which when lighted shall emit a red light plainly visible from 500 feet to the rear and stop lamps visible from 100 feet.	2
License Plate Light.	Every motor vehicle shall be equipped with either a taillight or a separate lamp which will illuminate, with only a white light, the rear number plate and render it clearly legible from a distance of 50 feet to the rear. It shall be wired to activate whenever the headlights are illuminated.	2
Horn Required.	Every motor vehicle when operated shall be equipped with a horn in good working order and capable of emitting sound audible under normal conditions from a minimum of 200 feet but no horn shall emit an unreasonably loud or harsh sound or whistle.	2
Muffler Required.	Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and no person shall use a muffler cut-out, bypass, or similar device.	2
Mirror Required.	Every motor vehicle which is so constructed or loaded as to obstruct the driver's view to the rear shall be equipped with a mirror so located as to reflect a view of the road for a distance to the rear of at least 200 feet.	2
Windshield Wipers Required.	The windshield on every motor vehicle (except motorcycles) shall be equipped with a device for cleaning rain, snow, or other moisture from the	2

	windshield and will be maintained in good working order.	
Windshield Required.	Every motor vehicle, other than a motorcycle or golf cart, shall be equipped with an adequate windshield.	2
Unsafe Vehicles.	No person shall drive or move on any road, any motor vehicle and/or trailer unless the required equipment is in good working order and the vehicle is in safe mechanical condition.	2
<b>MOTORCYCLES</b>		
Rider and Passenger to Have Seat.	A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.	2
Depriving a Motorcycle Full Use of Lane.	All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles operated two abreast in a single lane is not authorized.	3
Passing in Same Lane Occupied by Vehicle.	The operator of a motorcycle shall not overtake and pass within the same lane occupied by the vehicle being overtaken.	3
Motorcycle Between Lanes.	A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.	3
Muffler Required.	A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut-out, bypass, or similar device.	2
Motorcycle Operator/Passenger Safety Equipment.	All operators and authorized passengers of motorcycles must wear a helmet which meets national safety standards, transparent eye protection consisting of impact-resistant goggles or a full-face shield attached to the helmet, full fingered gloves, long pants, and over the ankle close-toed shoes and low heels. At all times, the operator and passenger of a	3

	motorcycle must wear a long sleeve shirt or jacket. During the hours of daylight highly visible garments must be worn. During the hours of darkness a retro- reflective vest or belt worn diagonally across the upper body must be worn.	
Motorcycle Equipment Required.	A motorcycle and motor-driven cycle shall be equipped with a rearview mirror, seat, and footrests for the operator, and at least one white in color headlight. Any motorcycle operated with a passenger shall be equipped with seats and footrests for such passengers.	2
Lighted Lamps Required.	Motorcycles or motor-driven cycles shall display illuminated headlights at all times the vehicle is in motion.	2
<b>PEDESTRIANS</b>		
Pedestrian in Crosswalk.	When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if necessary, to permit pedestrians crossing the roadway to do so safely and expeditiously. No pedestrian shall enter or cross an intersection in disregard of approaching traffic.	1
Passing Vehicle Stopped for Pedestrian.	When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.	3
Crossing at Other than Crosswalks (Yield to Vehicles).	Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield right of way to all vehicles upon the roadway.	1
Wearing Headphones.	No joggers or pedestrians will wear or use headphones or earphones while running or walking on any roadway, sidewalk, or any other area where contact with vehicular traffic may occur	1
<b>BICYCLES</b>		

Traffic Laws Apply to Persons Riding Bikes.	Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as noted below.	TBD by offense
Riding on Bicycles.	It shall be unlawful for any person to operate a bicycle unless it is equipped with a securely affixed bicycle seat.	2
Clinging to Vehicles.	No person riding on any bicycle, electric personal assistive mobility device, electric power-assisted bicycle, moped, roller skates, roller blades, skateboards, toys, or other devices on wheels or runners, shall attach the same or himself/herself to any vehicle on a roadway. <b>Note:</b> Citation will be issued to both driver of vehicle and the individual clinging to the vehicle.	3
Riding on Roadways.	A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the right hand curb or edge of the roadway, unless passing another bicycle, preparing for a left turn, or to avoid hazards.	2
Carrying Articles.	No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping both hands on the handlebars.	2
Required Equipment on Bicycles.	Every bicycle when in use at night time shall be equipped with a lamp on the front which shall emit a white light, a lamp on the rear which shall emit a red light and a red reflector on the rear. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level, clean pavement.	2
Bicycle Rider Safety Equipment.	All persons riding upon a bicycle, including those in child seats, will wear an Underwriters Laboratory (UL) approved bicycle helmet when moving.	3
Wearing Headphones.	No bicyclist will wear or use headphones or	1

	earphones while riding on any roadway, sidewalk, or any other area where contact with vehicular traffic may occur.	
<b>PARKING VIOLATIONS</b>		
Parking Violations.	Stopping, Standing, or Parking is Prohibited.	2
	On a sidewalk.	2
	Blocking a driveway.	2
	Within an intersection or roundabout.	2
	Prohibited by signs or pavement markings.	6
	Within 15 feet of a fire hydrant.	
	On a crosswalk.	2
	Within 20 feet of a crosswalk within an intersection.	2
	Double parking.	2
	Parking so as to impede traffic or blocking another vehicle.	2
	Except for normal usage, vehicles for sale can only be parked in approved 87 FSS locations.	2
	Parking in a handicapped parking space with no state issued handicapped identification or JB MDL issued handicapped placard.	6
	Non-designated parking space.	2
	Straddling designated parking space.	2
	On a seeded or dirt packed area.	2
	Reserved parking space as listed/approved in base parking plan by unauthorized vehicles.	2
	Against the flow of traffic.	2
	Engine is running or keys are left in the ignition and vehicle is unoccupied by a licensed individual.	2
For the purpose of major vehicle repairs unless parked in an area designated for this purpose.	2	
In any area not designated as an authorized parking space (i.e., identified by two parallel	2	

	white lines).	
	The registered owner will be cited for a non-moving violation when the operator of the vehicle is unidentified	2
	Unattended vehicles may not be left elevated on jacks or similar equipment except in authorized repair areas.	2
	Pets left unattended in a POV	2

#### SUSPENSIONS/REVOCATIONS RESULTING FROM POINT ASSESSMENTS

Suspension/Revocation Periods	
6 points assessed within 6 months	Commander Action
12 points assessed within 12 months	1 Year
18 points assessed within 18 months	1 Year
18 points assessed within 18-24 months	2 year

**Notes: NOTES:**

1. This list is NOT all-inclusive. For offenses not listed in this table, citations may be issued and points assessed in accordance with New Jersey state law.
2. Consider suspension or revocation of driving privileges for repeated or severe offenses.
3. When two or more violations are committed on a single occasion, assess all associated points for the multiple violations.

\*Army personnel will be suspended for a period of 2 years for any on base DUI

Attachment 3

SUSPENSION/REVOICATION PROCESS

Table A3.1. Suspension/Revocation Process, Part 1.

Misconduct	Category of Personnel	Initial Action	Hearing Requirements	Final Action
BAC 0.08% or higher or Refusal to test.	<ul style="list-style-type: none"> <li>- Military personnel On-Base/Off-Base operating a privately owned vehicle (POV) or a Government vehicle (GOV)</li> <li>- DoD civilian employees, no appropriated funds (NAF) employees, contractors, and subcontractors:</li> <li>1) On-base operating a privately owned vehicle (POV), or</li> <li>2) On-Base/Off-Base operating a Government vehicle (GOV)</li> </ul>	<ul style="list-style-type: none"> <li>- SFS Patrol may issue immediate preliminary Suspension/Revocation letter</li> <li>- 87 SFS/S5R may issue immediate preliminary Suspension/Revocation letter</li> <li>- Unit CC/CCF may issue immediate preliminary Suspension/Revocation letter</li> <li>- (Assimilates New Jersey State Law)</li> </ul>	<ul style="list-style-type: none"> <li>- Driving privileges will be immediately suspended pending resolution of the intoxicated driving incidents/accidents</li> <li>- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension</li> <li>- Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official.</li> </ul>	<ul style="list-style-type: none"> <li>- If no request for hearing, suspension turns into an automatic one-year revocation of on-base driving privileges</li> <li>- If hearing requested, hearing official may decide whether or not to revoke driving privileges for a mandatory one-year period through revocation package</li> <li>- Revocation period is computed from initial preliminary suspension date</li> </ul>

Table A3.2. Suspension/Revocation Process, Part 2.

Misconduct	Category of Personnel	Initial Action	Hearing Requirements	Final Action
BAC 0.05% or higher, but less	- Military personnel On-	- SFS Patrol may issue immediate	- Driving privileges will be	- If no request for hearing,

than .08%.	<p>Base/Off-Base operating a privately owned vehicle (POV) or a Government vehicle (GOV)</p> <p>- DoD civilian employees, no appropriated funds (NAF) employees, contractors, and subcontractors:</p> <p>1) On-base operating a privately owned vehicle (POV), or 2) On-Base/Off-Base operating a Government vehicle (GOV)</p>	<p>preliminary Suspension/Revocation letter</p> <p>- 87 SFS/S5R may issue immediate preliminary Suspension/Revocation letter</p> <p>- Unit CC/CCF may issue immediate preliminary Suspension/Revocation letter</p> <p>- (Assimilates New Jersey State Law)</p>	<p>immediately suspended pending resolution of the intoxicated driving incidents/accidents</p> <p>- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension</p> <p>- Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official</p>	<p>suspension turns into an automatic one-year revocation of on-base driving privileges</p> <p>- If hearing requested, hearing official may decide whether or not to revoke driving privileges for a mandatory one-year period through revocation package</p> <p>- Revocation period is computed from initial preliminary suspension date</p>
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**Table A3.3. Suspension/Revocation Process, Part 3.**

Misconduct	Category of Personnel	Initial Action	Hearing Requirements	Final Action
On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving	<p>- Military personnel On-Base/Off-Base operating a privately owned vehicle (POV) or a Government vehicle (GOV)</p> <p>- DoD civilian</p>	<p>- SFS Patrol may issue immediate preliminary Suspension/Revocation letter</p> <p>- 87 SFS/S5R may issue immediate</p>	<p>- Driving privileges will be immediately suspended pending resolution of the intoxicated driving incidents/accidents</p>	<p>- If no request for hearing, suspension turns into an automatic one-year revocation of on-base driving privileges</p> <p>- If hearing</p>

	<p>employees, no appropriated funds (NAF) employees, contractors, and subcontractors:</p> <p>1) On-base operating a privately owned vehicle (POV), or 2) On-Base/Off-Base operating a Government vehicle (GOV)</p>	<p>preliminary Suspension/Revocation letter</p> <p>- Unit CC/CCF may issue immediate preliminary Suspension/Revocation letter</p> <p>- (Assimilates New Jersey State Law)</p>	<p>- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension</p> <p>- Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official</p>	<p>requested, hearing official may decide whether or not to revoke driving privileges for a mandatory one-year period through revocation package</p> <p>- Revocation period is computed from initial preliminary suspension date</p>
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**Table A3.4. Suspension/Revocation Process, Part 4.**

<b>Misconduct</b>	<b>Category of Personnel</b>	<b>Initial Action</b>	<b>Hearing Requirements</b>	<b>Final Action</b>
- Driving under the influence (DUI), Detecting the presence of any other drugs	<p>- Military personnel On-Base/Off-Base operating a privately owned vehicle (POV) or a Government vehicle (GOV)</p> <p>- DoD civilian employees, no appropriated funds (NAF) employees, contractors, and subcontractors:</p> <p>1) On-base</p>	<p>- SFS Patrol may issue immediate preliminary Suspension/Revocation letter</p> <p>- 87 SFS/S5R may issue immediate preliminary Suspension/Revocation letter</p> <p>- Unit CC/CCF may issue immediate</p>	<p>- Driving privileges will be immediately suspended pending resolution of the incidents/accidents</p> <p>- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension</p>	<p>- If no request for hearing, suspension turns into an automatic one-year revocation of on-base driving privileges</p> <p>- If hearing requested, hearing official may decide whether or not to revoke driving privileges for a mandatory one-year period through</p>

	operating a privately owned vehicle (POV), or 2) On-Base/Off-Base operating a Government vehicle (GOV)	preliminary Suspension/ Revocation letter  - (Assimilates New Jersey State Law)	- Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official	revocation package  - Revocation period is computed from initial preliminary suspension date
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**Table A3.5. Suspension/Revocation Process, Part 5.**

<b>Misconduct</b>	<b>Category of Personnel</b>	<b>Initial Action</b>	<b>Hearing Requirements</b>	<b>Final Action</b>
- Driving On Base with Suspended, Revoked Driving Privileges or No License	- All Personnel	- Patrolman issues citation (DD Form 1408 for military/ UNITED STATES DISTRICT COURT VIOLATION NOTICE for civilian)  - 87 SFS/S5R routes package and submits to 87 MSG/CC for approval to revoke base driving privileges for two years from date of letter or five years for Army personnel	- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension  - Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official	- If no request for hearing, a mandatory two-year revocation is imposed effective as of date of signed letter (five years for Army personnel)  - If hearing requested, hearing official may decide whether or not to revoke driving privileges for up to two years  - If revocation is deemed appropriate; revocation period is effective as of the date the

				revocation letter is signed/ acknowledged
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**Table A3.6. Suspension/Revocation Process, Part 6.**

Misconduct	Category of Personnel	Initial Action	Hearing Requirements	Final Action
<p>- Excessive Traffic Points On Base</p> <p>* 12 traffic points within 12 consecutive months, 18 traffic point within 24 consecutive months.</p>	- All Personnel	- 87 SFS/S5R staffs package for 87 MSG/CC approval to revoke privileges for period appropriate for the number of points assessed	<p>- Offender can request a hearing in writing w/in 14 calendar days from issue date of preliminary suspension</p> <p>- Hearing scheduled NLT 14 calendar days (when feasible) after request with hearing official</p>	<p>- If no request for hearing, the revocation will remain in effect for up to one year</p> <p>- Approving official may decide to revoke driving privileges for up to one year, but not less than six months</p> <p>- If revocation is deemed appropriate; revocation period is effective as of the date the revocation letter is signed/ acknowledged</p>

**Attachment 4**  
**TRAFFIC FLOW PLAN**

**Table A4.1. Traffic Flow Plan.**

**1. Responsibilities:**

1.1. The JB MDL/CC or designee will:

1.1.1. Cooperate with civil police agencies, other local government agencies, or civil traffic organizations concerned with traffic supervision.

1.1.2. Ensure traffic supervision is properly integrated in the overall JB traffic safety program.

1.2. The DFC will:

1.2.1. Exercise “overall staff responsibility” for enforcing laws pertaining to traffic control on the installation. Ensure all personnel asked to control traffic have been trained and are knowledgeable on directing, regulating, and controlling traffic prior to assuming the role.

1.2.2. Assist the installation traffic engineer by conducting traffic control studies.

1.2.3. Work with 87 CEG to assist with the development of a traffic control, flow plan, and/or parking plan for any/all mass gathering’s and Special Events.

1.3. JB MDL Organizations/Mission Partners will:

1.3.1. Unit commanders and civilian equivalents will ensure all persons within their area of responsibility are familiar with the contents of this supplement.

1.3.2. Ensure any special event where more than 500 personnel are expected to attend is briefed to the DFC NLT 30 days prior to ensure adequate time for training is available.

1.3.3. Provide manning to assist/conduct traffic control for any/all hosted special events based on manning and mission availability.

1.3.4. Ensure any special event personnel conducting traffic control have been trained by SFS prior to the event.

**2. Traffic Flow:**

2.1. Traffic on all streets, avenues, boulevards, etc., is two-way during normal operations unless otherwise posted.

2.2. School and recreation zones located on JB MDL are marked by appropriate signs and/or blinking lights. The designated speed limit in these zones is 15 mph, when activated or when children are present.

**3. Speed Limits.** All speed limits will be determined by 87 CEG’s Traffic Safety Board.

3.1. Basic Speed Rule. Although the speed limits are posted throughout the installation, no person will drive a vehicle at a speed greater than is reasonable and prudent under adverse road and/or weather conditions.

### 3.2. Maximum Lawful Speeds:

3.2.1. On base speed limits vary based upon which section (annex) of JB MDL you are travelling on:

3.2.1.1. McGuire—25 miles per hour (mph) in most places or as otherwise posted.

3.2.1.2. Dix—35 miles per hour (mph) in most places or as otherwise posted.

3.2.1.3. Lakehurst—25 miles per hour (mph) in most places or as otherwise posted.

3.2.2. School zones: 15 mph when signal is flashing and school is in session or when children are in the immediate proximity of the roadway.

3.2.3. Traffic Circles: 25 mph or as posted. Traffic signal (directional) must be used when exiting traffic circles.

3.2.4. Family housing: On Base housing areas are 15 mph or as posted. Off Base housing (FCN) are 20 mph or as posted.

3.2.5. Parking areas: 10 mph or as posted.

3.2.6. Gravel/Unimproved Roads: 25 mph.

3.2.7. Troop formation: Speeds will be reduced to 5 mph, when driving close to or passing a troop formation performing training, marching or squadron, group or wing level physical fitness training.

3.2.8. Excessive Speed Rule: Any individual operating a motor vehicle greater than 20 mph over the posted speed limit will be subject to suspension of base driving privileges. Each violation will be forwarded to the 87 MSG/CC as designated by JB MDL/CC for consideration. Each incident will be viewed on a case-by-case basis and suspension may be imposed as directed by the 87 MSG/CC as designated by JB MDL/CC.

3.3. Minimum Speed Rule: No person will drive a vehicle at a speed which will slow the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation. On base, the operator of such a slow moving vehicle will yield right-of-way to ensure no more than four vehicles are being detained.

3.4. Speed Restrictions: Emergency vehicles when responding to emergency calls and sounding an audible signal by bell, siren, or exhaust whistle may exceed the speed limits by not more than 10 mph. This does not relieve drivers of authorized emergency vehicles from the duty to drive with due regard for the safety of all persons using the street nor will it protect them from the consequences of a reckless disregard for the safety of others. **NOTE:** Use of emergency lights and sirens does not guarantee the right of way. Personnel who use emergency lights and sirens must be aware of and prepared to react to vehicles and pedestrians who do not see them or disregard them.