

**BY ORDER OF THE COMMANDER
MINOT AIR FORCE BASE**

**MINOT AIR FORCE BASE
INSTRUCTION 31-116**



10 DECEMBER 2019

Security

**MINOT AFB MOTOR
VEHICLE TRAFFIC SUPERVISION**

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The purpose of this publication is to implement the Motor Vehicle Traffic Plan as outlined in AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. The purpose of this traffic code is to establish standardized procedures for motor vehicle traffic supervision and ensure safe and efficient movement of vehicles, materials, and personnel to destinations on Minot AFB North Dakota. This instruction complies with the National Highway Safety Program Standards promulgated under the National Highway Safety Act of 1966. This traffic code assimilates, to the maximum extent possible, the North Dakota Century Code, Title 39, *Motor Vehicles*. This instruction establishes procedures governing motor vehicle traffic supervision, parking restrictions, and registration requirements on Minot AFB. The provisions of this instruction apply to all personnel assigned, attached or associated with Minot AFB, to include tenant units and all other individuals, whether military or civilian operating a vehicle on base or any of its property, including Minot AFB government leased housing area. 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. Each form, format, or form letter prescribed by this publication, which requires a Privacy Act Statement (PAS) in accordance with AFI 33-332, *Privacy Act Program*, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided by the requester prior to collecting the information. Privacy Act information taken from an existing Privacy Act system of records, which authorizes blanket use of this information for this purpose, does not require a PAS. Collected information is "For Official Use Only." Request to release Privacy Act information, to persons or agencies outside the Department of Defense

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SUMMARY OF CHANGES

Clearly defines violations by drivers under 21 with BrAC under and over .08. Changes Privately Owned Vehicles to Private Motor Vehicles and Handicapped to Mobility Impaired. Other minor administrative corrections were also made where needed within this instruction.

Chapter 1—GENERAL	8
1.1. Responsibilities.	8
1.2. Stopping and Inspecting Personnel or Vehicles.	9
Chapter 2—TRAFFIC SUPERVISION	10
2.1. Enforcement of Traffic Code.	10
2.2. Backing.	10
2.3. Careless or Reckless Driving.	10
2.4. Cell Phones.	10
2.5. Crossing Fire Hoses.	11
2.6. Driver’s License Requirements.	11
2.7. Driving Under the Influence (DUI).	11
2.8. Eluding an Enforcement Official.	11
2.9. Eluding Traffic Control Devices.	11
2.10. Emergency Vehicle Operations.	12
2.11. Exhibition Driving.	12

2.12. Failure to Obey Traffic Control Devices. 12

2.13. Following Too Close. 12

2.14. Headlights Requirements. 12

2.15. Headphones/Devices. 13

2.16. Horses. 13

2.17. Implied Consent. 13

2.18. Insurance Requirements. 13

2.19. Littering. 14

2.20. Neon Lights. 14

2.21. Obstructed Vision. 14

2.22. Off-Road Vehicle Operation. 14

2.23. Offensive or Obscene Materials. 14

2.24. Open Container. 14

2.25. Passing. 14

2.26. Pedestrian Right-of-Ways. 15

2.27. Prohibited Driving Areas. 15

2.28. Pollution Control (Environmental). 15

2.29. Pollution Control (Noise). 15

2.30. RADAR/LiDAR Detection Devices. 16

2.31. Registration Requirements. 16

2.32. Right of Way. 16

2.33. Safety Belts. 17

2.34. Speed Limits. 18

2.35. Stopping. 18

2.36. Towing. 18

2.37. Traffic Enforcement Officials. 18

2.38. Traffic Control Device. 18

2.39. Traffic Control Signal Legend. 18

2.40. Turn Signals. 19

2.41.	U-Turns.	19
2.42.	Unattended Children in Vehicles.	19
2.43.	Unattended Pets in Vehicles.	20
2.44.	Unattended Vehicles.	20
2.45.	Unsafe Vehicle Operation.	20
2.46.	Vehicle Defects.	20
2.47.	Vehicle Fix-it Tickets.	21
2.48.	Vehicle Maintenance/Repairs.	21
2.49.	Window Tint.	21
Chapter 3—BICYCLE AND COASTER-WHEELED CONVEYANCE		22
3.1.	Bicycle Operation.	22
3.2.	Coaster-Wheeled Conveyance.	22
3.3.	Violations.	23
Chapter 4—MOPEDS, MOTORCYCLES, SCOOTERS, THREE-WHEELED MOTOR VEHICLES AND SNOWMOBILES		24
4.1.	General.	24
4.2.	Operation.	24
4.3.	Safety Course Requirements.	24
4.4.	Driver’s License and Learner’s Permit.	24
4.5.	Motorcycle/Moped Safety Equipment.	25
4.6.	Rider Safety Equipment.	25
4.7.	Passengers.	26
4.8.	Off-Road/Low Speed Vehicles (LSV).	26
Chapter 5—PARKING SUPERVISION		29
5.1.	Purpose.	29
5.2.	Enforcement.	29
5.3.	Mobility-Impaired Parking.	29
5.4.	MWR Resale Parking.	29
5.5.	Public Parking Area Restrictions.	29

Figure 5.1.	Temporary Parking Area for Recreational and Special Purpose Vehicles/Trailers.	30
5.6.	Parking Violations.	30
5.7.	Parking and other Non-moving Violation Actions.	31
5.8.	Parking Warden Program.	32
5.9.	Reserved Parking.	32
5.10.	Revocation Lot.	33
5.11.	Deployment Parking Area.	33
5.12.	Temporary Reserved Parking.	33
Figure 5.2.	Non-operational Vehicle Parking Permit.	34
5.13.	Vehicle/RV Storage.	34
5.14.	Winter Parking Plan.	34
Chapter 6—IMPOUNDING AND TOWING OF PRIVATELY OWNED VEHICLES		35
6.1.	Responsibilities.	35
6.2.	Implied Consent for Vehicle Impoundment.	35
6.3.	Abandon Vehicle Definition.	35
6.4.	Causes for Vehicle Impoundment.	35
6.5.	Impoundment Operations.	37
6.6.	Vehicle Repossession.	37
Chapter 7—ACCIDENTS AND ACCIDENT REPORTS		38
7.1.	Responsibilities.	38
7.2.	Accident Investigations.	38
7.3.	Duty to Give Information.	38
7.4.	Category of Accidents.	39
7.5.	Release of Accident Reports.	39
7.6.	Chemical Tests of Personnel Involved in Fatal Accidents.	39
Chapter 8—SUSPENSION AND REVOCATION OF DRIVING PRIVILEGES		40
8.1.	Designated Representatives.	40
8.2.	PCS/TDY.	40

8.3.	Suspension of On-Base Driving Privileges by Unit Commanders or Staff Agency Chiefs.	40
8.4.	Limited/Restricted Driving Privileges.	40
8.5.	Administration of the Program.	40
8.6.	Suspension and Revocation Procedures.	41
8.7.	Suspension and Revocation of On-Base Driving Privileges for Driving While Intoxicated (DUI) Offenses and Driving While License Suspended Offenses.	42
8.8.	Appeal Procedures.	43
8.9.	Alcohol and Drug Abuse Programs.	44
Chapter 9—TRAFFIC VIOLATION PROCESSING		45
9.1.	Processing of DD Form 1408.	45
9.2.	Traffic Violation Procedures.	45
9.3.	Suspense of DD Form 1408.	46
Chapter 10—TRAFFIC CIRCULATION PLAN		47
10.1.	General.	47
10.2.	Concepts of Operations.	47
10.3.	Requirements.	47
10.4.	Provisions for Roadway and Support Systems	48
10.5.	Adverse Road and Weather Conditions.	49
10.6.	Emergency Vehicle Operation.	49
10.7.	Special Contingencies.	50
10.8.	Off-Road Vehicles/Bicycle Operations.	51
10.9.	Air Show/Open House Traffic Circulation and Parking Plan.	51
Figure 10.1.	Barriers in Slalom.	52
Figure 10.2.	Emergency Vehicle Evacuation Routes.	54
Chapter 11—TRAVEL CONDITIONS		55
11.1.	General.	55
11.2.	Duty Status Reporting Changes.	55
11.3.	Missile Complex Travel.	55

11.4. Responsibilities.	55
11.5. North Dakota Road Condition Terminology.	56
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	57
Attachment 2—POINT ASSESSMENT FOR TRAFFIC CODE VIOLATIONS	59
Attachment 3—SQUADRON COMMANDER SUSPENSION OF BASE PRIVILEGES GUIDANCE	62

Chapter 1

GENERAL

1.1. Responsibilities.

1.1.1. The Commander, 5th Mission Support Group (5 MSG/CC), is the designated official responsible for rendering all decisions regarding the suspension, revocation and reinstatement of installation driving privileges resulting from violations of Minot AFB traffic regulations. Approval may be granted telephonically.

1.1.2. The 5th Mission Support Group Deputy Commander (5 MSG/CD), 5th Bomb Wing Chief of Safety (5 BW/SE), and the 5th Bomb Wing Judge Advocate (5 BW/JA) must coordinate on all proposed changes forwarded to the 5 SFS Police Services section (5 SFS/S3L).

1.1.3. The 5th Security Forces Squadron Commander (5 SFS/CC) is the OPR for the traffic code. All recommended changes to the traffic code must be forwarded to the 5 SFS/S3L for coordination.

1.1.3.1. The 5 SFS/CC will maintain a close liaison with civil authorities and encourage the prompt notification of military authorities when military personnel have been involved in an accident or violated civil traffic laws. This will be accomplished through professional relationships and established agreements. The 5 SFS Reports and Analysis office (5 SFS/S5R) is the base liaison office to obtain information from civil law enforcement authorities.

1.1.3.2. The 5 SFS/CC will advise the 5 MSG/CC and/or the 5 BW/CC, through 5 BW/JA, when action being taken on a traffic violation by the command reviewing authority appears to be inadequate or excessive.

1.1.4. No Minot AFB agencies will collect and/or use data concerning civilian employees, family members, and contract personnel except as allowed by State and Federal laws.

1.1.5. The Airfield Manager (5 OSS/A3AA) will provide program oversight for flight line vehicle operations IAW AFI 13-213, *Air Field Driving*.

1.1.6. Security Forces enforce AFI 31-218(I), *Air Force Motor Vehicle Traffic Supervision*, AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, and other directives of higher headquarters, and those federal and state traffic laws applicable to Minot AFB. This code combines the North Dakota Century Code motor vehicle laws, Air Force (AF), Air Force Global Strike Command (AFGSC), and Minot AFB directives. In case of conflict, AF, AFGSC, and Minot AFB directives apply over state laws for on base offense and in the order they are listed.

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

1.1.8. Base personnel (military and civilian) must ensure their dependents and guests comply with this code.

1.1.9. All personnel operating a vehicle on Minot AFB shall be familiar with and shall comply with this code, along with the North Dakota Century Code, regardless of where their vehicle is registered.

1.2. Stopping and Inspecting Personnel or Vehicles. On-base traffic stops and inspections (other than at entry gates and restricted areas) of PMVs is authorized when there is a reasonable basis to believe it's necessary to enforce a traffic regulation or when there is a reasonable, articulable, particularized suspicion of criminal activity.

Chapter 2

TRAFFIC SUPERVISION

2.1. Enforcement of Traffic Code.

2.1.1. The 5 SFS/CC is responsible for enforcement of all traffic laws and instructions including applicable state and county traffic laws on Minot AFB.

2.1.2. Security Forces will issue a DD Form 1408, *Armed Forces Traffic Ticket*, to violators of this traffic code, or any other applicable traffic offense.

2.1.3. 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.

2.1.4. Persons not subject to the UCMJ are subject to administrative sanctions deemed necessary by the 5 MSG/CC and/or the 5 BW/CC for violations of this or any other instruction, directive, or law pertaining to traffic.

2.1.5. For offenses not listed in this instruction, citations may be issued and assessed points in accordance with North Dakota state law.

2.1.6. LiDAR (Light Detection and Ranging, aka “laser”) is the primary speed measuring device utilized on Minot AFB and its associated properties. LiDAR operators must be certified prior to operating the unit unsupervised, and be recertified every 3 years.

2.1.7. Selective Enforcement. Selective traffic enforcement locations should be determined by 5 SFS personnel using statistics provided by 5 SFS/S5R concerning traffic violations and vehicle accidents.

2.2. Backing. A driver will not back a vehicle unless such movement can be made safely. When backing vehicles with limited vision to the rear, a spotter will be used. If no spotter is available, the operator, prior to backing, will visually check the area in which the vehicle will be backed.

2.3. Careless or Reckless Driving. 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.

2.4. Cell Phones. Vehicle operators’ on-base and operators of government motor vehicles (GMVs) on-and-off base shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited.

2.4.1. First offenses will result in citation, second offenses will result in a 30-day driving suspension. Further offenses will result in driving suspensions for a period up to 1 year

2.5. 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.

2.6. Driver's License Requirements.

2.6.1. Persons operating a motor vehicle on Minot AFB must have in their possession a valid driver's license. Upon request, drivers must produce their driver's license to any law enforcement or security official.

2.6.2. Persons operating a government special purpose motor vehicle, trailer, or semi-trailer operated on Minot AFB must have in his/her possession his/her government driver's license.

2.6.3. No person shall drive a motor vehicle on Minot AFB without a State and/or government driver's license. **Note:** With the exception of active duty personnel, any person residing in the State of North Dakota for 90 consecutive days is considered a resident and must obtain a North Dakota Driver's License within 2 months after reaching the 90-day period.

2.6.4. International Driver's Licenses are accepted as a valid license on Minot AFB. However, the requirement in 2.6.3. is also applicable to International Driver License holders.

2.7. Driving Under the Influence (DUI).

2.7.1. Any person who operates a motorized vehicle on the installation to include all-terrain vehicles (ATV) and snowmobiles, under the influence of intoxicants, will be considered a DUI. Blood alcohol contents (BAC) and Breath Alcohol contents (BrAC) are defined below.

2.7.2. Air Force personnel who operate a motor vehicle while intoxicated will be apprehended under Article 113 of the UCMJ, Drunken or Reckless Operation of Vehicle, Aircraft, or Vessel, if the breath alcohol content (BrAC) is 0.08% or higher.

2.7.3. Personnel with alcohol content between 0.05% and 0.08% will be issued a DD Form 1408 for "Driving While Impaired" and assessed 6-traffic points to AF driving record. Impaired drivers will not be permitted to operate the vehicle.

2.7.4. All persons under 21 years of age who operate a motor vehicle with a BrAC or BAC of .01% or greater will be apprehended or detained for unlawfully consuming alcohol. All persons under 21 years of age who operate a motor vehicle with a BrAC or BAC of .08% or greater will be apprehended or detained for DUI and unlawfully consuming alcohol.

2.7.5. Persons who operate motorized vehicles under the influence of intoxicants are subject to having their installation driving privileges suspended or revoked. Refer to **Chapter 8** for installation driving privilege suspension and revocation guidance.

2.8. Eluding an Enforcement Official. 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.

2.9. Eluding Traffic Control Devices. 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.

2.10. Emergency Vehicle Operations.

2.10.1. The driver of an authorized emergency vehicle may within reason and with due regard for the safety of all persons, exercise the following privileges when responding to an emergency or when in pursuit of a suspected violator, and when using authorized visual and audible signals.

2.10.1.1. 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.

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

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

2.10.1.4. 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.

2.10.2. 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 to ensure the vehicle will not impose a danger to others.

2.11. Exhibition Driving. Vehicle operators will not engage in drag races, acceleration contests, or speed competitions. They will not disturb the peace by causing unnecessary engine noise, squeal tires, or skid or slide by using acceleration or braking.

2.12. Failure to Obey Traffic Control Devices. Vehicle operators will obey the instruction of any official traffic control device unless otherwise instructed by a Security Forces official. Standards established in the "Manual on Uniform Traffic Control Devices for Streets and Highways" will be used when replacing or establishing new signs, roadway markings or signal requirements on Minot AFB. A copy of the manual may be found at the 5th Civil Engineer Planning Office.

2.13. 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.

2.14. Headlights Requirements.

2.14.1. Headlights will be used 30 minutes before sunset until 30 minutes after sunrise and when visibility is reduced by weather conditions or other environmental factors.

2.14.2. Motorcycles will have their headlight on whenever they are in motion.

2.14.3. 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. Headphones/Devices. No person may drive, walk, jog, or ride a bicycle or a 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. Motorcycle helmet intercoms are excluded.

2.16. Horses. Horses will not be introduced or ridden within the base cantonment area, flight line/industrial area or housing areas of the installation. Horses may only be ridden in the cantonment area when going directly from the stables area to the gate. Horse riders have the same right of way as pedestrians.

2.17. Implied Consent.

2.17.1. A person who operates or drives a motor vehicle on this installation will be considered to have given consent to a chemical test of his/her breath, blood or urine.

2.17.2. Implied Consent applies equally to persons suspected of driving or in actual physical control of a vehicle while under the influence of drugs or alcohol. A driver who is suspected of DUI and consents to testing will be given a breath test via the Intoxilyzer 8000KB. If the machine is inoperable, the driver will submit to a blood test. If the violator is incapable of using the Intoxilyzer 8000KB because of illness, injury or incapacitation, they will be given a blood test. Blood tests will normally be given at the 5th Medical Group clinic. Urinalysis testing will not be used to determine blood alcohol content. If an individual is suspected of impairment by a drug other than alcohol, law enforcement personnel will contact 5 BW/JA for a determination of whether probable cause exists to secure search authorization for the member's bodily fluid (urine) for urinalysis testing. **Note:** Intoxilyzer 8000KB operators will be certified by the North Dakota State Toxicologist prior to operating the machine.

2.17.3. Civilian Offenders. When a civilian is suspected of drunk driving or driving under the influence of drugs and probable cause is established through the administration of a field sobriety test, the suspect is detained for arrest by civil authorities. The Desk Sergeant will immediately contact Minot Central Dispatch and request a Ward County or ND Highway Patrol unit be dispatched for the suspected drunken driver. The SF patrol will accomplish a detailed statement via AF Form 1168 and/or affidavit. The statement and/or affidavit will be given to the responding civilian police officer. If civilian authorities do not respond, 5 SFS will accomplish the same documentation as a military offender and administer the suspect an Intoxilyzer test. If the Intoxilyzer is not operational, no other chemical analysis will be performed (i.e., no blood or urine will be drawn). In the establishment of probable cause nothing is done differently with a civilian and the process for revocation is the same as a military subject.

2.17.4. 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. A 12-month revocation will be imposed regardless of the outcome or findings of administrative or court-martial proceedings.

2.18. Insurance Requirements. Persons operating a motor vehicle on Minot AFB must have in their possession proof of vehicle insurance. Upon request, vehicle operators must show proof of vehicle insurance to any law enforcement or security official.

2.19. Littering.

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

2.19.2. "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.

2.20. Neon Lights. Neon lights may not be used while operating a motor vehicle on Minot AFB; however, neon lights may be activated when the vehicle is off the roadways and in an approved parking zone.

2.21. Obstructed Vision. No person shall operate a vehicle without first clearing all windows, front, side, and rear of all obstructions, including frost and snow. Operators will also clear obstructions, snow, ice, and dirt from all headlights, safety lamps, warning lights, and license plates. Snow accumulation over 1 inch will be removed from hood, roof, and trunk areas prior to operation. Non-cargo vehicles will not be loaded as to restrict visibility in the rear.

2.22. Off-Road Vehicle Operation. While on Minot AFB, 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 is prohibited.

2.23. Offensive or Obscene Materials. Any person reporting offensive or obscene material on a vehicle will be instructed to contact the 5 BW/EO office at 723-1162. The EO flight will determine if the material is offensive or obscene and will notify the 5 MSG/CC or designee who, if concurs, will notify the subject's commander to have the subject remove or cover the material.

2.24. Open Container. No person may consume an alcoholic beverage in any motor vehicle when the vehicle is on Minot AFB. Any bottle or receptacle containing an alcoholic beverage which has been opened, the seal broken or the contents of which has been partially removed must be transported in the trunk of the motor vehicle. If the motor vehicle is not equipped with a trunk, the container must be stored in an area of the vehicle not normally occupied by the driver or passengers. A utility or glove compartment is considered to be within the area occupied by the driver and passengers and as such is considered a violation of this paragraph. The 5 SFS/S5R section may not record a violation of this paragraph against the driving record of a person unless that person is the driver of the motor vehicle at the time the violation occurred.

2.25. Passing.

2.25.1. Prohibited within 100 feet of an intersection, a marked crosswalk, a railway crossing, school zones, streets marked with solid yellow lines, within a parking lot or of vehicles marked "**EXPLOSIVES**" or convoy transporting explosives.

2.25.2. Buses. Vehicle operators approaching a bus that has stopped to load or unload passengers will stop before reaching the bus if it is using its flashing red lights. Operators may proceed with caution when the bus operator resumes motion or turns off the flashing red lights. Bus operators will ensure flashing red lights are activated only whenever passengers are being loaded or unloaded. School bus operators must also activate the driver's side mounted stop sign. School buses must be marked and equipped IAW North Dakota state law.

2.25.3. Intersections. Passing is permitted at intersections when the vehicle immediately in front is negotiating a left turn and the vehicle passing does not have to leave the roadway. This maneuver must be completed to the right side of the turning vehicle.

2.25.4. Snowplows. Passing snowplows actively engaged in snow removal operations is prohibited.

2.26. Pedestrian Right-of-Ways.

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

2.26.1.1. Pedestrians will not suddenly enter a street, crosswalk, or other area, with any action that 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 must show intention to use a crosswalk and must ensure drivers have shown an intention to permit them to proceed.

2.26.1.2. 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.

2.26.2. Blind Pedestrian Right of Way. The driver of a vehicle shall yield the right of way to any blind pedestrian carrying a clearly visible white cane or accompanied by a guide dog.

2.27. Prohibited Driving Areas.

2.27.1. Vehicles will not be driven or parked on any grass or seeded area.

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

2.27.3. Perimeter Road. Traffic on the perimeter road (south side of runway) will be limited to GMVs and authorized private motor vehicles that are on official business.

2.28. Pollution Control (Environmental). No person will operate a vehicle that emits excessive smoke or fluids.

2.29. Pollution Control (Noise). Vehicle operators have a responsibility to ensure music from their vehicles (amplified or not) does not exceed a reasonable noise level that may annoy any person or offend public decency. Noise that can be heard outside the vehicle that is deemed by the complainant as annoying or offending public decency and not witnessed by Security Forces will be documented in the Security Forces desk blotter and titled "Public Nuisance Complaint." Incidents witnessed by Security Forces may be cited on a DD Form 1408, as "Public Nuisance." Security Forces may enforce the "Public Nuisance" law without a complaint being filed.

2.30. RADAR/LiDAR Detection Devices. It is unlawful 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 North Dakota; 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 for use.

2.31. Registration Requirements.

2.31.1. Vehicles on Minot AFB must have a license plate assigned to it by a state motor vehicle department or display a valid temporary vehicle registration certificate for new car purchases.

2.31.2. The license plate must be fastened and displayed horizontally and in an upright position, one on the front and one on the rear of the vehicle, if required by the issuing state. As far as is reasonably possible, the plates must be kept free and clear of mud, ice or snow so as to be clearly visible. The rear license plate must be illuminated using a white light. License plates may be covered with clear plastic or glass. No tinting of the license plate covering is allowed.

2.31.3. Persons operating a motor vehicle on Minot AFB must have in their possession proof of current vehicle registration. Upon request, vehicle operators must show proof of registration to any law enforcement or security official.

2.31.4. Individuals returning from overseas with a U.S. Forces/Overseas license plate have 90 days to register PMV's with a valid state registration.

2.32. Right of Way.

2.32.1. Entering or Crossing Roadways. Vehicle operators entering or crossing a roadway from an alley, driveway, parking area or any area other than another roadway will yield the right of way to all vehicles approaching on the roadway to be entered or crossed.

2.32.2. Intersection. When approaching an intersection that is not controlled by traffic lights or signs, operators must yield the right of way to any vehicle in or approaching the intersection at the same time from their right. All vehicle operators will yield the right of way to moving snowplows. No vehicle will approach within 50 feet of the rear or 25 feet of the front or 10 feet of the sides of operating snowplows. All motor vehicles will also yield the right of way to a marching formation.

2.32.3. Left Turns. Vehicle operators intending to turn left into an intersection or into an alley, access road or driveway will yield the right of way to any vehicle approaching from the opposite direction.

2.32.4. Stop Sign. Vehicle operators approaching a stop sign will stop at a clearly marked stop line or (if none) at the point nearest the intersecting roadway where approaching traffic can be viewed. After a complete stop, the driver will yield the right of way to vehicles in or near the intersection before proceeding.

2.32.5. Yield Sign. Vehicle operators approaching a yield sign will slow down and be prepared to stop with little or no warning. All operators will yield the right of way to vehicles in or near the intersection before proceeding.

2.33. Safety Belts.

2.33.1. Operators and passengers of vehicles operated on Minot AFB must wear restraint systems before placing the vehicle in motion. Vehicles manufactured or assembled before January 1, 1965, without restraint systems are exempt from this requirement unless transporting a child, and then the requirements of [paragraph 2.33.8.](#), must be met.

2.33.2. Operators and passengers of GMVs must wear restraint systems when driving or riding off the installation.

2.33.3. All military service members and reserve component members assigned to Minot AFB on active Federal Service driving or riding in a PMV off the installation must wear restraint system.

2.33.4. Seat belt use is federally mandated and will be enforced as a primary violation.

2.33.5. Vehicle operators are responsible for ensuring all vehicle occupants wear/utilize required restraint devices.

2.33.6. Every owner shall maintain belts and assemblies required by this supplement in proper condition and in a manner that will enable occupants to use them.

2.33.7. Safety and law enforcement personnel may stop vehicles to conduct seatbelt surveys on Minot AFB.

2.33.8. Child Seats. If a child who is less than 7 years of age or less than 57 inches in height and does not exceed 80 pounds in weight is present in any motor vehicle, that motor vehicle must be equipped with at least one child restraint system for each child. The child restraint system must meet the standards adopted by the United States Department of Transportation for those systems [49 CFR 571.213]. While the motor vehicle is in motion, each child must be properly secured in the child restraint system in accordance with the manufacturer's instructions. **Note:** The requirement for a child restraint system does not apply to buses. For more information regarding the recent National Highway Traffic Safety Administration (NHTSA) recommendations for safe transportation of children in motor vehicles, contact the First District Health Unit at 852-1376, 801 11th Ave SW, Minot ND. The Airman Family Readiness Center and the First District Health Unit can also assist with child safety seat installation, recall checks, determination of correct seats to use and educational handouts.

2.33.9. As a general rule, restrict the number of people in GMVs to the designed seating capacity. This includes sedans, station wagons, and buses, and 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 GMVs, specifically 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.

2.34. Speed Limits. The maximum speed limit on Minot AFB is 35 MPH unless otherwise posted. When entering any base gate, vehicle operators will reduce speed appropriately and unless waved through by the entry controller, come to a complete stop. When exiting any base gate, vehicle operators will reduce speed to 15 MPH and be prepared to stop with little or no warning. Speed limits for specially marked areas are as follows:

- 2.34.1. Parking lots 10 MPH, unless otherwise posted.
- 2.34.2. Installation gate or flight line gate 15 MPH, upon approach.
- 2.34.3. School Zones 15 MPH, when in session.
- 2.34.4. Flight line industrial area roads 20 MPH.
- 2.34.5. Base Housing 15 MPH, unless otherwise posted.
- 2.34.6. Missile Avenue 30 MPH.
- 2.34.7. Bomber Boulevard 35 MPH east of Rail Road and 30 MPH west of Rail Road.
- 2.34.8. Firing Lane 35 MPH north of Missile Ave and 30 MPH south of Missile Ave.
- 2.34.9. GMVs operating off-base will not exceed 25 MPH on any gravel surfaced roadway, and will follow a lower speed limit if designed and posted by local authorities.

2.35. Stopping. No person shall stop a vehicle within an intersection, on the traveled portion of any thoroughfare or in any place that constitutes a traffic hazard or causes congestion. Exceptions include avoiding conflict with other traffic, complying with Security Forces traffic stops, or at the direction of a person controlling traffic. Any vehicle experiencing a disabling mechanical failure must be immediately pushed off the roadway and warning devices (flares, reflectors, emergency flashers or other lawful equipment) established.

2.36. Towing. Any motor vehicle towed by another vehicle must use a rope or strap commercially designed for towing. The strap must be at least 20 feet in length with a red or orange flag centered between the vehicles. Travel speed will not exceed 20 mph. Both vehicles must use hazard lights and other signaling devices. The use of chains or tie-down straps is unauthorized for towing.

2.37. Traffic Enforcement Officials. No person will 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.

2.38. Traffic Control Device. No one may place any signs, signals, markings or other devices that attempt to control the movement or parking of vehicular traffic, without prior approval from the 5 SFS/CC.

2.39. Traffic Control Signal Legend. Whenever traffic is controlled by traffic control signals, only the colors green, yellow and red may be used. Traffic control signal lights apply to drivers of vehicles and pedestrians as follows.

- 2.39.1. Green Indication. Vehicular traffic facing a circular green signal may proceed straight through or turn right or left unless a sign at such place prohibits the turn. However, all vehicular traffic, including vehicles turning right or left, shall yield the right of way to other vehicles and to pedestrians lawfully within the intersection or an adjacent crosswalk at the time such signal is exhibited.

2.39.1.1. Pedestrians facing any green signal, may proceed across the roadway within any marked or unmarked crosswalk.

2.39.2. Steady Yellow Indication. Vehicular traffic facing a steady yellow signal is thereby warned that the related green movement is being terminated or that a red indication will be exhibited immediately thereafter when vehicular traffic may not enter the intersection.

2.39.2.1. Pedestrians facing a steady yellow signal are thereby advised that there is insufficient time to cross the roadway before a red indication is shown and no pedestrian may then start to cross the roadway.

2.39.3. Steady Red Indication. Vehicular traffic facing a steady red signal alone shall stop at a clearly marked line, or if none, before entering the crosswalk on the near side of the intersection, or if none, then before entering the intersection and shall remain stopped until an indication to proceed is shown, except as provided for in **paragraph 2.39.3.1**.

2.39.3.1. Except when a sign is in place prohibiting a right turn, vehicle traffic facing a steady red signal may cautiously enter the intersection to turn right, after stopping as required by **paragraph 2.39.3**. Such vehicular traffic shall yield the right of way to pedestrians lawfully within adjacent crosswalk and to other traffic lawfully using the intersection.

2.39.3.2. Pedestrians facing a steady red signal alone may not enter the roadway.

2.39.4. Flashing Signals. Whenever an illuminated flashing red or yellow light is used in a traffic signal or with a traffic sign, it requires obedience by vehicular traffic as follows.

2.39.4.1. Flashing Yellow (caution signal). When a yellow lens is illuminated with rapid intermittent flashes, drivers of vehicles may proceed through the intersections or past the signal only with caution.

2.39.4.2. Flashing Red (stop signal). When a red lens is illuminated with rapid intermittent flashes, drivers of vehicles shall stop at a clearly marked stop line, or, if none, before entering the crosswalk on the near side of the intersection, or, if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering it, and the right to proceed is subject to the rules applicable after making a stop at a stop sign.

2.40. Turn Signals. Vehicle operators will not turn from a direct course of travel or move to the right or left until the movement can be made safely. Operators will use turn signals continuously for at least 100 feet before turning. Operators will not stop suddenly or decrease speeds without giving an appropriate signal to drivers behind them.

2.41. U-Turns. U-turns are prohibited on Minot AFB. Emergency vehicles are permitted to make U-turns when on an emergency response and when it does not interfere with other traffic.

2.42. Unattended Children in Vehicles. Children 11 years and younger will not be left alone in a vehicle. If left alone, the child should be in direct view of the caregiver at all times. The child should be in a seat restraint and be unable to put the vehicle in gear.

2.42.1. If children (11-years old or younger) or animals are left unattended in a vehicle, DD Form 1408 will be issued and 6-traffic points will be assessed. If the children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person an AF Form 3545 will be accomplished by Security Forces and a 30-day driving suspension package will be completed by 5 SFS/S5R for 5 MSG/CC consideration.

2.43. Unattended Pets in Vehicles. No person will leave a pet unattended in a motor vehicle during periods of extreme hot (70 degrees Fahrenheit or more) or cold weather (25 degrees Fahrenheit or less) for a period of 30 minutes or more. When pets are unattended, given appropriate weather conditions, the window will be positioned to allow sufficient airflow (in summer months) for the pets.

2.44. Unattended Vehicles.

2.44.1. Unattended Motor Vehicle. No person may leave their vehicle unattended with a key in the ignition and the engine running, except in the following situations.

2.44.1.1. When the ambient temperature is less than zero degrees Fahrenheit, vehicle operators are permitted to leave their vehicle unattended with the keys in the ignition for short periods of time for the purpose of warming up. The vehicle operator must take all precautions to prevent theft or unintended movement and must remain in close proximity and attentive to the vehicle during the warm-up period. The operator must be able to observe their vehicle while it is warming up (i.e., from another vehicle or adjacent building).

2.44.1.2. Command staff vehicles are exempt from removing vehicle keys when parked at a special function when a guard or attendant is present.

2.44.1.3. A vehicle started with a remote starter is not considered an unattended vehicle.

2.44.2. 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.

2.45. Unsafe Vehicle Operation.

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

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

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

2.46. Vehicle Defects.

2.46.1. All vehicles must be maintained in a mechanically safe condition.

2.46.2. Security Forces may stop and inspect vehicles they believe unsafe or improperly equipped.

2.46.3. Vehicles must have fenders, mud flaps, or other anti-spray devices to prevent the vehicle from being a hazard to other vehicles.

2.46.4. Fenders, hoods, trunk lids, rocker panels, and doors must be structurally sound and firmly attached to the vehicle.

2.46.5. Lights and signals must be in working order.

2.46.6. Mirrors must be located as to reflect to the driver a view of the highway for a distance of at least 200 feet to the rear of such motor vehicle.

2.46.7. Tires must comply with manufacturer's recommendation and standards. Blocks, stud, flange, cleat, spike or any other material other than rubber that projects beyond the tread of the traction surface of the tire will only be used between 15 October and 15 April.

2.47. Vehicle Fix-it Tickets.

2.47.1. If a traffic citation is issued, the patrol person will inform the driver to show proof the required repairs have been accomplished within 72 hours. The Security Forces member will inform the operator that failure to make the required repairs within the 72-hour period will result in a two-point assessment to their base driving records. The "warning" block on the citation will be checked and no points assessed if proof of repair is shown in the time frame allotted. A 20-day fix-it period will be allowed for individuals cited for failure to provide proof of vehicle insurance.

2.48. Vehicle Maintenance/Repairs.

2.48.1. Minot AFB housing residents refer to their housing rules prior to beginning any repairs to their vehicles. Most vehicle repairs are prohibited in the housing area. The Auto Hobby Center may be used to perform auto repairs.

2.48.2. Vehicles will not be left unattended on jacks, regardless of the time element involved. Vehicles that must have wheels removed for repair or vehicle maintenance will be lowered onto jack stands and other wheels chocked when unattended.

2.49. Window Tint. Windshields will be unobstructed and equipped with wipers. Vehicles will not be operated with any sign, poster or other nontransparent material in the front windshield, side or rear windows if the object obstructs the driver's view. Vehicles with tinted windows are legal in North Dakota if light transmittance is at least 50% or greater on the front driver/passenger door windows. Vehicle windows must be kept clear of ice, fog or snow while in motion.

Chapter 3

BICYCLE AND COASTER-WHEELED CONVEYANCE

3.1. Bicycle Operation.

3.1.1. Every person riding a bicycle upon a roadway is granted all of the rights and is subject to all requirements applicable to vehicle drivers by this instruction, unless directed differently by this instruction.

3.1.2. No person shall ride a bicycle so as to impede the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation.

3.1.3. Rider will not carry more persons than the number for which the bicycle was designed and equipped. Passenger seats must be of regular type and permanently attached to the bicycle.

3.1.4. No person operating a bicycle may carry any package, bundle, or article that prevents the driver from keeping at least one hand on the handlebars.

3.1.5. Persons riding bicycles upon a roadway may not ride more than two abreast.

3.1.6. Cyclists will wear a helmet that has been approved by the Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI) or Snell Memorial Foundation.

3.1.7. Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction. Riders must yield the right of way to walkers or runners.

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

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

3.1.10. Bicycles in use during hours of darkness must be equipped with a lamp on the front that emits a white light visible from a distance of at least 500 feet to the front and a red reflector on the rear. A lamp emitting a red light visible to the rear may be used in addition to the red reflector.

3.1.11. Every bicycle must be equipped with a brake sufficient to enable the operator to make the braked wheels skid on dry, level, clean pavement.

3.1.12. 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.

3.2. Coaster-Wheeled Conveyance.

3.2.1. 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, scooters, or skateboards) is prohibited on any roadway, parking lot, or sidewalk, except in established areas.

3.2.2. All personnel (including dependents and retirees, etc.) who roller skate, inline skate, skateboard, or use lightweight motorized (Go-Peds or similar machines) or foot-propelled scooters (Razors or equivalent) on Minot AFB must wear an approved Consumer Product Safety Commission (CPSC), American National Standard Institute (ANSI), Snell Memorial Foundation helmet. In addition to an approved helmet, the wear of elbow pads, kneepads, and wrist guards is required for participants utilizing dedicated skate areas.

3.2.3. No person upon roller skates or riding in or by means of any skateboard, coaster, toy vehicle or similar device, shall go upon any thoroughfare except while crossing a street on a crosswalk, and when so crossing, the person shall be granted all of the rights and shall be subject to all of the duties applicable to pedestrians.

3.2.4. It is prohibited for persons to use skateboards, roller skates, roller blades, or any coaster-wheeled conveyance 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.

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

3.3. Violations. Violators of this instruction will be cited via DD Form 1408. Citations will be processed the same as those of motor vehicle violations; however, no points will be assessed to the violator's driving record.

Chapter 4

MOPEDS, MOTORCYCLES, SCOOTERS, THREE-WHEELED MOTOR VEHICLES AND SNOWMOBILES

4.1. General. For the purpose of this instruction, the terms motorcycle, moped, scooter, any three-wheeled motor vehicle and snowmobile 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.

4.2. Operation. 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. Passengers are not authorized on mopeds or scooters. Persons operating a motorcycle or moped will not operate near any building or quarters except on approved streets or 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 or pedestrians while the vehicle is in motion.

4.2.1. A person shall ride upon a motorcycle only while sitting astride the seat, facing forward, with one leg on each side of the motorcycle.

4.2.2. No person may operate a motorcycle while carrying any package, bundle or other article that prevents him/her from keeping both hands on the handlebars.

4.3. Safety Course Requirements. All military personnel who operate a motorcycle on a roadway any time, on- or off-duty and on or off military installations and all AF civilian personnel while in a duty status on official business, who operate a motorcycle on a roadway, are required to attend and complete an approved motorcycle rider education course. AF civilian personnel duty status is defined for this training as an AF civilian that has the riding of a motorcycle in their position description. Riding a privately-owned motorcycle as transportation to and from work or lunch isn't considered in a duty status for AF civilians.

4.3.1. Approved training includes an appropriate Motorcycle Safety Foundation (MSF) course or Deputy Under Secretary of Defense for Installations and Environmental (DUSD (I&E)) endorsed, curriculum for motorcycle operator's safety training.

4.3.2. See AFI 91-207, *The US Air Force Traffic Safety Program*, for safety course requirements to operate motorcycles, motor scooters, and mopeds on AF installations.

4.3.3. The completion of the motorcycle safety course is required for scooters with an engine displacement of 50cc or greater.

4.4. Driver's License and Learner's Permit. Persons operating motorcycles, mopeds, or scooters must meet the licensing requirements of North Dakota state law and the state in which their driver's license was issued. Additionally, persons must be 16 years or older and have in their possession either a valid North Dakota state learner's permit or valid North Dakota state driver's license, and a motorcycle rider education course completion card.

4.5. Motorcycle/Moped Safety Equipment. Motorcycle and mopeds must have the following safety equipment: Headlight, horn, rearview mirrors (on both sides of the handlebars) and permanent and regular seats for one or two passengers.

4.5.1. Headlights. All motorcycles, mopeds, motor scooters, three wheeled vehicles and all-terrain vehicles (ATVs) will have headlights turned on at all times when operating on a DoD installation on or off road, except where prohibited during military mission or by state/local law.

4.6. Rider Safety Equipment. Safety equipment is required per AFI 91-207, *The US Air Force Traffic Safety Program*, for all motorcycle operations on Minot AFB and by military personnel operating a motorcycle off-base. Required safety equipment includes the following:

4.6.1. Head Protection. Operator and any passenger must wear a protective helmet. **Note:** Helmets must meet, as a minimum, Department of Transportation (DOT) standards and be properly worn and fastened. Helmets may also meet other standards such as the Snell Memorial Foundation or the American National Standards Institute. To increase visibility of riders, they are encouraged to affix reflective material to their helmets. Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., ATVs) during operations and training based on a risk management evaluation.

4.6.2. Eye Protection. Operator and any passenger must wear goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1 for impact and shatter resistance will be worn. **Note:** A windshield or eye glasses alone are not proper eye protection.

4.6.3. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Gloves should be a sturdy, non-slip type to permit a firm grip on the controls. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is encouraged.

4.6.4. Garment and Motorcycle Visibility. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

4.6.5. Foot Protection. Hard-soled footwear must be worn. Riders should wear sturdy, over the ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn). Sandals, low quarters, sneakers and similar footwear will not be used.

4.6.6. ATV Rider Protection. All on-duty ATV operators during off-road operations will also wear knee pads, shin guards and padded full-fingered gloves. Special duty requirements may dictate limited compliance.

4.7. Passengers. Passengers are not authorized on ATVs or three-wheeled vehicles unless they are specifically designed (by the manufacturer) to carry a passenger and there is a valid operational need for the passenger to ride with the operator.

4.7.1. Passengers may only ride on a motorcycle if such motorcycle is designed to carry more than one person, in which event the passenger may ride upon the permanent and regular seat if designed for two persons or upon another seat firmly attached to the motorcycle at the rear or side of the operator.

4.8. Off-Road/Low Speed Vehicles (LSV).

4.8.1. Off-road vehicles usage: The term "off-road vehicle" refers to any self-propelled vehicle that is not required to meet state licensing requirements. This term also applies to any recreational off-road vehicle to include ATVs, dirt bikes and snowmobiles. Off-road vehicles are not required to be registered with the 5 SFS; however, registration must be made with the state motor vehicle department and the registration card or form must depict the name and address of the owner prior to being operated on base. The 5 BW/SEG representatives are authorized to enforce compliance with this supplement.

4.8.2. Government Low-Speed Vehicles (LSV) will meet all applicable requirements of the LSV Federal Motor Vehicle Safety Standard (FMVSS) No. 500 (49 CFR 571.500) when used in traffic on Minot AFB.

4.8.3. Personnel operating an ATV on Minot AFB must complete a certified ATV rider's course and maintain the ATV course completion card on their person while operating an ATV. Operators will also possess a valid driver's license or permit, carry military identification, maintain current state registration, and vehicle insurance.

4.8.4. Operators under 16 years of age (YOA), but at least 12 YOA, who do not possess a valid driver's license or permit, will not operate an off-road vehicle on Minot AFB unless the person has completed a state-sponsored safety training course as prescribed by the Director of the North Dakota State Parks and Recreation Department. The operator must then carry on their person and exhibit, upon demand to any law enforcement or safety official, the certificate of training. These persons must have adult supervision while operating the off-road vehicle.

4.8.5. Guests must be accompanied by a sponsor at least 16 YOA, possessing proof of state motor vehicle licensing and completion of the appropriate state-sponsored safety course for the off-road vehicle being operated.

4.8.6. Operators must carry all required documents while operating an off-road vehicle on Minot AFB and produce the documents upon the request of Security Forces personnel or appointed base safety representatives.

4.8.7. ATVs, to include go-carts and mopeds (electric motors), are restricted on any roadway, parking lot, or sidewalk, except as established in paragraph 4.2.6.2.

4.8.7.1. Government off-road vehicles may be operated on streets and roadways of Minot AFB; however, owning organizations will complete a risk assessment IAW AFI 90-802. Also, operators will adhere to provisions found in AFI 91-207, paragraph 2.2.5.3.1 through paragraph 2.2.5.3.6; Personnel will wear appropriate Personnel Protective Equipment while operating such vehicles.

4.8.7.2. The off-road vehicle may be driven to/from the operating area using the most direct route using the field area or within the right of way of any street or roadway of this installation pursuant to this chapter. Such off-road vehicles shall travel in the same direction as the direction of motor vehicles traveling on the side of the roadway immediately adjacent to the side of the right of way when conditions are such that no damage will be caused to seeded areas.

4.8.8. To operate an off-road vehicle on Minot AFB owners/operators must meet the following equipment and safety requirements:

4.8.8.1. Off-road vehicles must have an operational headlight and taillight, which must be illuminated while in operation and an operational brake light. Vehicles must have a properly installed muffler in good working order and a functional engine “kill” switch. The use of an anti-runaway “tether” switch is encouraged.

4.8.8.2. Required safety equipment.

4.8.8.2.1. Headgear and impact resistant eye protection. Helmets will meet the standards of Snell Memorial Foundation (SMF), the American National Standards Institute (ANSI) or Department of Transportation (DOT).

4.8.8.2.2. Full finger gloves, long sleeve shirt or jacket, long pants, over-the-ankle boots.

4.8.8.2.3. Riders should select PPE that incorporates fluorescent colors and retro-reflective material

4.8.8.2.4. At least one rear-view mirror mounted on the handle bars.

4.8.9. Operators will adhere to the following additional restrictions.

4.8.9.1. Operators will not carry passengers unless the off-road vehicle is designed to carry more than one person.

4.8.9.2. Will not operate between 2200-0600 daily, except for emergency conditions. **Note:** During hours of darkness, off-road vehicle operators and passengers must wear a brightly colored or contrasting colored vest or jacket with reflective properties that is clearly visible as an outer upper garment.

4.8.9.3. Will not exceed 15 MPH on the paved surfaces.

4.8.9.4. Operating an off-road vehicle on school grounds and within the housing area is prohibited.

4.8.9.5. Will not operate an off-road vehicle in a reckless, negligent or careless manner that may endanger the operator, passenger or any other person or cause property damage.

4.8.9.6. Will not operate under the influence of intoxicating beverages, drugs or controlled substances that may affect the ability to safely operate an off-road vehicle.

4.8.9.7. Will not operate on any sidewalk, driveway, street, industrial area, dormitory area, parking lot, lawn or playground except that of the operators’ dwelling for the purpose of arrival, departure or loading/unloading.

4.8.9.8. Operators must obey all traffic rules of the road, stay in the far right of the traffic lane and will yield the right of way to all vehicular and pedestrian traffic.

4.8.9.9. Off-road vehicles are authorized to cross roadways; however, operators must bring the off-road vehicle to a complete stop, yield the right of way to crossing traffic and then proceed safely across the roadway.

4.8.9.10. Off-road vehicle operators entering the installation will stop at the entry control point, dismount their off-road vehicle and present their DoD identification to the entry controller. Guests will be issued a base pass prior to entry. Operators will yield at the directions of Security Forces, entry point guards or base appointed safety representatives at all times.

4.8.9.11. Only operate snowmobiles when there is sufficient snow present to prevent damage to seeded areas.

4.8.9.12. Violation of the base traffic rules or any requirement of this instruction may result in the immediate loss of base off-road vehicle operating privileges for the offender/operator for a period of no less than 1 year.

4.8.9.13. Accidents involving off-road vehicles will be reported in the same fashion as those involving automobiles. Points for violations will be assessed IAW this instruction, AFI 31-218(I) and AFMAN 31-116.

4.8.10. There are no authorized operating areas on Minot AFB.

4.8.10.1. To move off-road vehicles off base, operators must take the most direct route from their place of residence and may not exceed 15 MPH while en route. Sponsors will ensure their dependents or guests adhere to this instruction.

Chapter 5

PARKING SUPERVISION

5.1. 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.

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

5.3. Mobility-Impaired Parking.

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

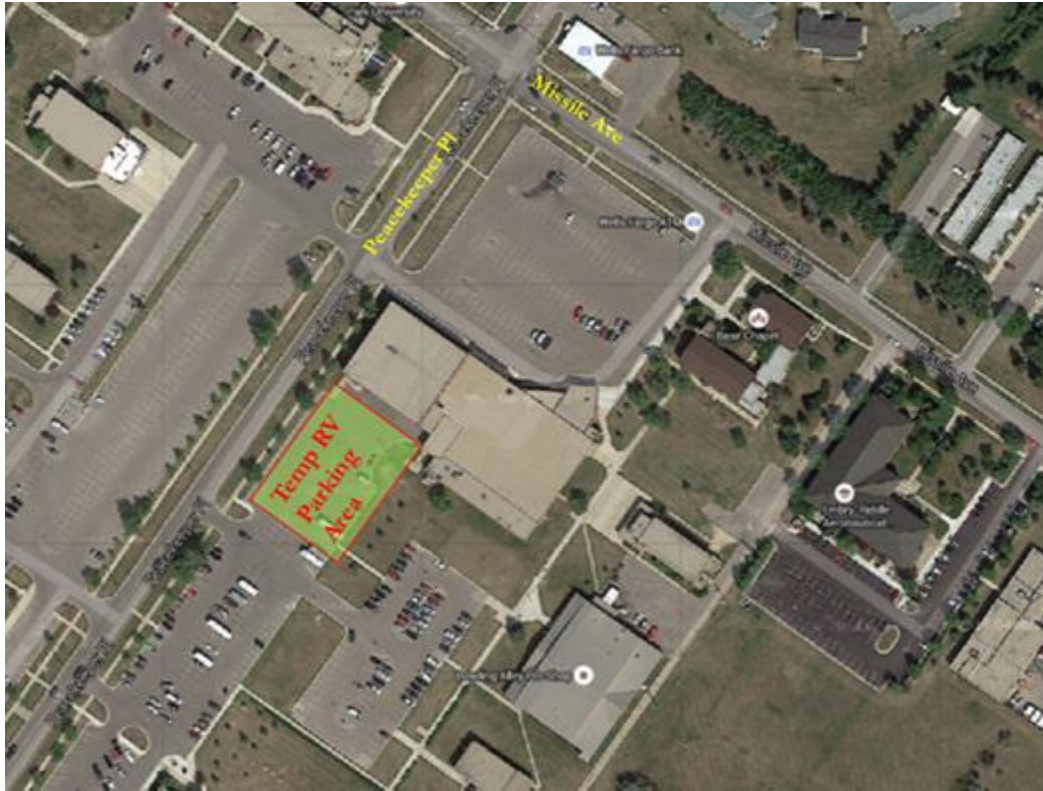
5.3.2. Such vehicles will be identified by either a special parking placard or plate issued by a state department of motor vehicles. Placards will be displayed either from the rear view mirror or on the left hand side of the dashboard. The State of North Dakota's mobility impaired placards and plates description and application information can be found at www.dot.nd.gov or by visiting the local DMV offices.

5.4. MWR Resale Parking. Vehicles for sale may be parked in the north parking lot of the base Post Office, Building 135, 220 Peacekeeper Place. Individuals using this area must first get approval from the outdoor recreation office. The outdoor recreation office will issue an authorization letter that must be clearly displayed on or in vehicles using the lot. Vehicles may not be left on the lot longer than 30 days unless the 5th Force Support Squadron Outdoor Recreation office revalidates the authorization letter.

5.5. 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.

5.5.1. Temporary Parking for Recreational and Special Purpose Vehicles/Trailers. Personnel visiting base, newly arriving to base or recently purchasing or renting a recreational vehicle or special purpose vehicle/trailer may temporarily park their vehicles in the parking area located behind building 145 and north of the resale parking lot, see **Figure 5.1**. The vehicle owner must report to the outdoor recreation office the next duty day to be issued a parking pass which will be displayed in the windshield of the vehicle identifying the owner, current address and telephone number to be contacted.

Figure 5.1. Temporary Parking Area for Recreational and Special Purpose Vehicles/Trailers.



5.6. Parking Violations.

5.6.1. Against the Flow of Traffic. Vehicles parked parallel to curbing or the road edge will be facing the direction of traffic movement. Vehicles parked in slanted parking stalls will not be facing against the flow of traffic.

5.6.2. 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.

5.6.3. Buildings. Vehicles will not be parked within 5 feet of any building, unless otherwise designated.

5.6.4. Dumpsters. Vehicles will not be parked within 6 feet of a refuse dumpster nor block the access of sanitation trucks.

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

5.6.6. Fire Hydrants. Vehicles will not be parked within 15 feet of a fire hydrant.

5.6.7. Housing Parking. Parking on roadways or streets in the housing area is authorized only on the odd-numbered housing side of the street (example **123-2**, **125-1**, **127-4** Winding Way is considered the odd number side of the street). The apartment number is not used to determine the even or odd side of the street.

5.6.8. Intersection. Vehicles will not be parked within 20 feet of any intersection or corner.

5.6.9. Loading Zone. Vehicles will not be parked against or adjacent to any curbing that is posted by a sign designating "Loading Zone" area, unless the vehicle is actively engaged in loading or unloading activities.

5.6.10. Prohibited Parking. 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.

5.6.11. Safety Zone or Fire Lane Parking Restrictions.

5.6.11.1. 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.

5.6.11.2. 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.

5.6.12. Seeded or Unpaved Surfaces. Vehicles will not be parked on other than paved surfaces, unless the area has been designated as overflow parking.

5.6.13. Snow Removal. Parking in a place or manner that inhibits effective snow removal operations.

5.6.14. 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.

5.6.15. Traffic Control Device. Vehicles will not be parked within 15 feet of any stop sign, yield sign, or any other such marking on the pavement.

5.7. Parking and other Non-moving Violation Actions. The following actions will be taken for parking and other non-moving violations within a consecutive 12-month period for personnel assigned at Minot AFB and their dependents.

5.7.1. First and Second Offense: Counseling, reprimand, or other action deemed appropriate by the commander or sponsor.

5.7.2. Third Offense: Suspension of driving privileges for a period of 30 days.

5.7.3. Fourth Offense: Suspension of driving privileges for a period of 90 days.

5.7.4. Five or More Offenses: Suspension of driving privileges for a period of at least 180 days.

5.7.5. The 5 SFS/CC or designee, will initiate the appropriate action for civilians with no military affiliation, military retirees, and their dependents.

5.7.6. The 5 SFS/S5R will prepare the traffic ticket or violation notice, and advisory letters for signature of the 5 SFS/CC addressed to the violator. The letter will state the number of violations on record, the reason for the suspension, and the procedures for reconsideration requests.

5.8. Parking Warden Program. The unit commander exercising authority over a particular facility or building may appoint parking wardens for the building/facility in writing. A copy of the designation/removal letter will be forwarded to 5SFS/S3L. Unit commanders may only appoint two individuals as primary and alternate parking wardens and the appointees must be in the grade of E-5 or higher.

5.8.1. Training. Parking wardens will be trained by 5 SFS/S3L personnel and issued DD Forms 1408 prior to issuing any citations. Upon PCS or removal from the parking warden program, any unused citations will be returned to 5 SFS/S3L.

5.8.2. Duties of Parking Wardens:

5.8.2.1. Maintain roster of reserved parking spaces and of people authorized to use reserved parking, assigned to their facility. Enforce compliance with parking rules and instructions by writing parking citations (DD Form 1408) for parking infractions. Citations will not be issued for violations that occur outside of the parking warden's area of responsibility.

5.8.2.2. Citations will be turned in to 5 SFS/S3L within 3-duty days of the date of issue.

5.9. Reserved Parking. Reserved parking will be kept to a minimum.

5.9.1. Reserved Parking Signs. Only signs prepared and installed by 5 CES are authorized, all others will be removed.

5.9.2. Approved Reserved Parking Spaces. Is limited to Wing/Vice Wing/Director of Staff/Group/Group Deputy/Squadron Commanders/Squadron Deputy and DOs/Chiefs and First Sergeants at their primary work centers. 1-hour parking at customer service oriented buildings (MPE, CE Customer Service, etc), and Expectant Mothers at on-base vendors or 5 FSS facilities with frequent civilian and dependent customers. Wing Commander slots will be installed at each group HQ in their wing. Visitor slots, normally two, will be placed at locations that have frequent meetings as approved by the Traffic Safety Coordination Group (TSCG). **EXCEPTIONS:** Temporary Distinguished Visitor (DV) or Inspection Team signs may be used by organizations for areas and parking spaces under their control.

5.9.3. Reserved Parking Requests. The Traffic Safety Coordination Group (TSCG) is the base approving agency for additional reserve parking designation. Facility managers submit requests for new reserved parking designations to the TSCG by providing a facility parking area map that depicts the location and types of reserved parking currently in place and the desired location of the requested reserved spaces. If the request is approved the facility manager then submits an AF IMT 332, *Base Civil Engineer Work Request*, for reserved parking space(s) to the 5 CES Customer Service.

5.9.4. Submit for removal of reserved parking on AF IMT 332 to 5 CES Customer Service.

5.9.5. Facility managers will submit a drawing to 5 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. These drawings will be submitted as directed by the Minot AFB Traffic Safety Coordination Group.

5.10. Revocation Lot. The only authorized designated parking area on Minot AFB for persons without on-base driving privileges is the revocation parking lot. The revocation parking lot is located on Golf Drive, north of the Golf Course Park/Picnic Pavilion. Vehicles parked in this area must have current vehicle registration and insurance. Vehicles must be parked between the signs that designate the boundaries of the revocation parking lot. Individuals who have had their driving privileges revoked will report to the Visitor Center and receive a parking permit from the 5 SFS/S5V. The parking permit, which identifies the vehicle and the vehicle's owner, must be displayed on the vehicle's dashboard so that it's clearly visible from outside. A DD Form 1408 will be issued to all vehicles not displaying proper identification.

5.11. Deployment Parking Area. The Deployment Parking Area is located on east side of the PRIDE Building, Building 475. Vehicles parked in this area must have current vehicle registration and insurance. Vehicles must be parked inside the concrete barriers that designate the boundaries of the deployment parking area. Individuals who are deploying or going on TDY will report to the Visitor Center and receive a parking permit from the 5 SFS/S5V. The parking permit, which identifies the vehicle and the vehicle's owner, must be displayed on the vehicle's dashboard so that it's clearly visible from outside. A DD Form 1408, will be issued to all vehicles not displaying proper identification.

5.12. Temporary Reserved Parking.

5.12.1. 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 or barricades. Temporary parking limitations will not disrupt the normal flow of traffic without first being coordinated through 5 SFS at least 1 week prior to the scheduled event.

5.12.2. Unit commanders are authorized to permit personnel to park complete but non-operational vehicles in their unit's assigned dormitory parking lot for up to 45 days. This procedure is designed to authorize temporary parking for vehicles awaiting parts or minor repair. When a vehicle is parked in non-operational status, the following requirements will be complied with:

5.12.2.1. The vehicle must not present an unsightly appearance; e.g., have flat tires, be on blocks/jack stands, exhaust system hanging down, parts lying under vehicle, missing fenders, doors, windows or other major parts.

5.12.2.2. The vehicle must meet all base and state registration requirements.

5.12.2.3. When the unit commander authorizes the storage of non-operational vehicles in their assigned dormitory parking lot, the authorization must be in writing. This will be accomplished by the unit commander/first sergeant affixing their name to a 3 X 5 card that will contain the information in [Figure 5.2](#) This card will be affixed to the front windshield of the vehicle so as to be readily visible.

Figure 5.2. Non-operational Vehicle Parking Permit.

<u>Non-operational Vehicle Parking Permit</u>	
OWNER'S NAME RANK:	
ORGANIZATION:	DUTY PHONE:
TYPE OF VEHICLE:	LICENSE NUMBER:
LOCATION PARKED:	
DATE AUTHORIZED:	
TERMINATION DATE:	
COMMANDER/FIRST SERGEANT SIGNATURE	

5.13. Vehicle/RV Storage. 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.

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

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

5.13.1.2. In non-housing areas of the base, except in designated parking areas controlled by the 5th Force Support Squadron (formerly MWR).

5.13.2. Vehicles not meeting state registration requirements (including recreational vehicles) may be parked in the secure storage lot across from Building 437 or adjacent to the base firing range. To make parking arrangements within these lots, members may contact the outdoor recreation office at 723-3648.

5.14. Winter Parking Plan. Unit commanders or designees will ensure vehicles are moved from squadron parking areas under their control during snow removal operations. **Note:** Those who are departing for a TDY or leave are encouraged to use the temporary storage lot or the Deployment Parking Area described in **5.11** If they do not, they must leave a key for their vehicle with a responsible representative (i.e., first sergeant or commander) so their vehicle can be moved as needed.

Chapter 6

IMPOUNDING AND TOWING OF PRIVATELY OWNED VEHICLES

6.1. Responsibilities.

6.1.1. The federal government, United States Air Force, and any other agency, government or private company, involved in the vehicle impound shall not be held liable for any damages or loss as a result of the vehicle impoundment. The 5 BW/CC designates the 5 SFS Investigations evidence and abandoned vehicle lot as the designated area for evidential and abandoned vehicles. The 5 SFS Investigations evidence and abandoned vehicle lot is located on Range Road adjacent to the Outdoor Recreation Recreational Vehicle Lot.

6.1.2. The 5 SFS Investigations Section is the POC for abandoned vehicles and the evidence and abandoned vehicle lot. As the POC, the Investigations Section will maintain the keys for the evidence and abandoned vehicle lot.

6.1.3. Base transportation or civilian tow agency will tow vehicles involved in a criminal investigation to the 5 SFS Investigations evidence and abandoned vehicle lot. An AF Form 52, *Evidence Tag*, will be accomplished.

6.1.4. Minot AFB commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Commanders must include the consequences when personal property is abandoned during familiarization and indoctrination training into units. Additionally, commanders are to implement measures to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

6.2. Implied Consent for Vehicle Impoundment. Those driving motor vehicles on Minot AFB consent to have their PMVs removed and temporarily impounded when in violation of this chapter. All fees and cost related to the towing and storage shall be the responsibility of the vehicle's registered owner.

6.3. Abandon Vehicle Definition. Is defined as any automobile, boat, recreational vehicle (RV), trailer, motorcycle, or other conveyance that cannot operate under its own power due to missing parts, flat tires, external parts such as fenders, hood, grill, bumpers or due to the vehicle not being properly registered is considered abandoned.

6.4. Causes for Vehicle Impoundment.

6.4.1. PMVs should not be impounded unless the vehicles clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned.

6.4.2. The impoundment of a PMV would be inappropriate when reasonable alternatives to impoundment exist. Attempts should be made to locate the owner of the PMV and have the vehicle removed. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found. Another responsible person may be allowed to drive or tow the PMV with permission from the owner, operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that law enforcement personnel are not responsible for safeguarding the PMV.

6.4.3. Impounding of PMVs is justified when any of the following conditions exist:

6.4.3.1. The PMV is illegally parked on a street or bridge, or is double parked, and interferes with the orderly flow of traffic.

6.4.3.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or aircraft-alert crew facility.

6.4.3.3. When blocking an emergency exit door of any public place (installation theater, club, dining hall, hospital, and other facility).

6.4.3.4. The PMV interferes with street cleaning or snow removal operations and attempts to contact the owner have been unsuccessful.

6.4.3.5. Emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

6.4.3.6. The PMV has been used in a crime or contains evidence of criminal activity.

6.4.3.7. The owner or person in charge has been apprehended and is unable or unwilling to arrange for custody or removal.

6.4.3.8. The PMV is mechanically defective and is a menace to others using the public roadways.

6.4.3.9. The PMV is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

6.4.3.10. Law enforcement personnel reasonably believe the vehicle is abandoned.

6.4.3.11. Illegally parked in excess of 72 hours.

6.4.3.12. Interfering with military operations.

6.4.3.13. Creating a safety hazard, force protection threat, disabled by accident or incident, left unattended in or adjacent to a restricted or controlled approach way or off-limits area.

6.4.3.14. Any unattended motor vehicle with its engine running that is illegally parked blocking fire lanes, or driveways etc.

6.4.3.15. Vehicles in violation of parking regulations within the 5th Force Support Squadron Auto Resale Lot, Deployment Parking Area and Revocation of Driving Privileges Lot.

6.4.3.16. Expired vehicle registration and/or the owner does not live at the registration address.

6.4.3.17. Last legal owner disclaims ownership.

6.4.3.18. Essential major parts have been removed so as to render the vehicle inoperable or the vehicle identification number (VIN), registration (license plates), and other means of identification have been removed so as to nullify efforts to locate or identify the owner.

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

6.4.3.20. Vehicle projects an unsightly image to the base.

6.4.3.21. During special events, if vehicles are identified that need to be removed and the owner cannot be contacted, the vehicle will be removed from the base by civilian wrecker at the owner's expense and the action will be annotated in the Security Forces blotter/journal.

6.5. Impoundment Operations.

6.5.1. Security Forces will make all attempts to contact the registered owner of a suspected abandoned vehicle (i.e. check plates/VIN number in NCIC, if names are available use the alpha roster or global address and canvas the area where the vehicle is located). After all attempts have failed, Security Forces will place a DD Form 2504 *Abandoned Vehicle Notice* and DD Form 1408, (DD Form 1408 is only issued if warranted) conspicuously on the vehicle, document the suspected abandoned vehicle and actions taken to contact owner in a blotter entry. Allow the owner 72 hours to correct deficiencies prior to removal.

6.5.2. The 5 SFS Investigations Section will attempt to identify and contact the last known owner of the vehicle prior to towing/impoundment to have the vehicle removed, unless the vehicle poses a safety or security risk where delaying removal would or could cause harm to personnel and installation or disrupt immediate launching of aircraft.

6.5.3. When ownership of impounded vehicles cannot be established; after 3 days vehicles will be towed by a civilian towing company via MOU and stored for 120 days prior to being sold. If the owner is deemed to be TDY, the vehicle will be stored for 30 days after the expected TDY return date at which time, if not claimed, will be available for sale.

6.5.4. Any government property located within the vehicle will be collected and accounted for by 5 SFS Investigations Section.

6.6. Vehicle Repossession. When a civilian agency requests entry to the installation to repossess a vehicle located on Minot AFB, the Visitors Center controller will verify via Bill of Lading/Repossession Form and valid identification card. The controller will then notify the 5 SFS Desk Sergeant, who will make reasonable attempt to notify owner of the vehicle and request he/she respond to the Visitors Center. If contact with the owner is not made or the owner refuses to respond to the Visitors Center, the Desk Sergeant will contact the base legal office for further guidance.

Chapter 7

ACCIDENTS AND ACCIDENT REPORTS

7.1. Responsibilities.

7.1.1. Any operator of a motor vehicle involved in an accident within the jurisdiction of Minot AFB will immediately report the accident to the law enforcement desk (LED) at Building 547, Tanker Trail or by telephone at 723-3096. Operators will not move their vehicles before Security Forces or civilian authorities arrive and will remain on-scene until released. Motorists involved in minor vehicle accidents may pull to the side of the road to free traffic. **Note:** During periods of severe inclement weather or when Security Forces are unavailable, individuals may be requested to respond to 547 Tanker Trail, LED for processing of **minor** vehicle accidents.

7.1.2. GMV drivers 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 base transportation officer within 24 hours.

7.1.3. Distribution of accident reports will be accomplished by 5 SFS/S5R.

7.2. Accident Investigations. Security Forces will respond to all major accidents occurring on Minot AFB and areas under exclusive jurisdiction and upon arrival will accomplish the appropriate forms. Accident notifications are made by the 5 SFS Desk Sergeant using the established notification matrix.

7.2.1. All off-base vehicle accidents, to include those involving GMVs will be reported to civil authorities by the vehicle operators. Operators will also report GMV accidents to the law enforcement desk as soon as possible or immediately upon return to Minot AFB. The Security Forces desk blotter will reflect all reported on-base accidents and off-base GMV accidents, regardless of the type of investigation required. The base transportation vehicle operations will not tow GMVs involved in off-base accidents without clearing movement through local police authorities.

7.2.2. Enforcement action will be taken if the Security Forces patrol witnesses the violation or the elements of a violation(s) can be supported via the accident investigation. Should the aforementioned observations or investigative measures reveal violation by multiple parties to the accident, appropriate enforcement action may be taken relative to each party.

7.3. Duty to Give Information. All drivers or owners of vehicles involved in accidents will provide the required 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.

7.4. Category of Accidents.

7.4.1. An accident is classified as **major** if government property damage exceeds \$10,000, involves death or injury, at least one of the vehicles involved in the accident is disabled to the extent that it cannot be safely driven away under its own power, a criminal offense is involved in the accident or the accident is hard to explain. All major accidents will be investigated by a certified accident investigator and an AF Form 1315, *Accident Report*, will be accomplished. All other accidents that do not meet criteria of a **major** accident are classified as **minor** and will be recorded on *Minor Traffic Accident/Mishap Worksheet*.

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

7.4.2.1. Any condition requiring medical attention.

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

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

7.5. Release of Accident Reports. Personnel may request copies of accident reports through 5 SFS/S5R.

7.6. Chemical Tests of Personnel Involved in Fatal Accidents.

7.6.1. The 5 MDG will immediately notify and brief the 5 SFS/CC upon death of any person involved in a motor vehicle accident. Subject to military jurisdiction, 5 MDG will examine anyone killed in an on-base motor vehicle accident or mishap. Conduct tests for the presence and concentration of alcohol or other drugs in the blood, bodily fluids, or tissues as soon as possible and when practical within eight hours of death. Test results will be included in the medical reports.

7.6.2. As provided by law and medical conditions permitting, obtain a blood or breath sample from any surviving operator whose vehicle is involved in a fatal accident.

Chapter 8

SUSPENSION AND REVOCATION OF DRIVING PRIVILEGES

8.1. Designated Representatives. The 5 MSG/CC is the designated representative for the 5 BW/CC concerning all necessary business to administratively suspend or revoke driving privileges, conduct administrative hearings regarding suspended or revoked drivers, and to hear all traffic related matters on the installation in accordance with AFMAN 31-116 and AFI 31-218(I) on Minot AFB. 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. On-base driving privileges will be suspended or revoked IAW AFI 31-218(I), Table 5-1.

8.2. PCS/TDY. Personnel who transferred from other Air Force installations whose driving privileges were suspended or revoked will be notified in writing that they will remain under suspension or revocation for at least the original specified period. Revocation or suspension will also continue for the specified period for personnel in a TDY status to another installation. Individuals who have had limited driving privileges granted by the 5 MSG/CC must have a copy of the granting memorandum immediately available when operating a motor vehicle on base.

8.3. Suspension of On-Base Driving Privileges by Unit Commanders or Staff Agency Chiefs.

8.3.1. Requests for on-base driving suspension for non-driving offenses. Unit commanders or staff agency chiefs may request suspension of a military member's, a family member's, or a civilian employee's driving privileges by forwarding a letter requesting suspension/revocation through the 5 SFS/S5R to the 5 MSG/CC.

8.3.2. Squadron Commanders have the authority and discretion to suspend driving privileges for up to 30 days for traffic violations. See [Attachment 3](#) for general guidance.

8.4. Limited/Restricted Driving Privileges. Requests for limited or restricted privileges will be in writing from the unit commander through 5 SFS/S5R to 5 MSG/CC. Approval, if granted, will be in writing and must be in the person's possession while operating a vehicle. Requests for limited or restricted driving privileges for a GMV for the purpose of performing official duties are not required when the suspension period is less than 6 months.

8.5. Administration of the Program.

8.5.1. All suspensions and revocations will be processed by 5 SFS/S5R.

8.5.2. 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 vacate suspension/revocation.

8.5.3. Requests for administrative hearings will be made in writing and routed through his/her commander then through 5 SFS/S5R to 5 MSG/CC. If the individual requests a hearing, it must take place within 14 calendar days. The 5 SFS/S5R will prepare a packet with all pertinent information to assist the 5 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 5 MSG/CC to the 5 SFS/S5R.

8.5.4. If the individual is granted “limited” driving privileges, an endorsement will be made on the Limited Driving Privileges Letter by the 5 MSG/CC. This is a statement to the fact the individual understands and will comply with the limited driving privileges. The individual will receive a copy of this endorsement. A copy of the Limited Driving Privileges Letter must be carried by the individual at all times while operating a motor vehicle on Minot AFB.

8.5.5. Any and all civil judgments regarding issuance of restricted/limited driving privileges as they pertain to state issued operator’s license are independent of the 5 MSG/CC’s order of suspension/revocation of on-base driving privilege. Any service member who violates the commander’s order of suspension/revocation of on-base driving privileges, regardless of civil orders of reinstatement/restriction may be found in violation of Article 92 of the UCMJ.

8.5.6. All suspension/revocation actions will be annotated in the subject’s Defense Biometric Identification System record.

8.6. Suspension and Revocation Procedures.

8.6.1. Combined revocation actions will run consecutively.

8.6.2. Individuals will have their driving privilege suspended or revoked as indicated for the below violations. This does not include violations already covered under AFMAN 31-116 or AFI31-218(I).

8.6.3. Persons driving or permitting the operation of an uninsured vehicle will have their driving privileges revoked for 30 days for a first offense. Second offenses will result in driving privileges revoked for a period of 6 months. Further violations will result in revocation of driving privileges for a period of 1 year.

8.6.4. Persons eluding or fleeing from Security Forces will have their installation driving privileges suspended for a period of 180 days.

8.6.5. The penalty for exceeding the speed limit by 10 mph or more in base housing will be as follows:

8.6.5.1. Second offense will result in a 15-day suspension.

8.6.5.2. Third offense will be forwarded to the 5 MSG/CC or designated representative for action.

8.6.6. Unauthorized parking in designated properly-marked mobility-impaired parking areas will result in citation.

8.6.6.1. Second offense will result in the loss of on-base driving privileges for a minimum of 30 days.

8.6.6.2. Third offense will result in loss of driving privileges for a period of 6 months.

8.6.7. Individuals ticketed for failure to maintain current state vehicle registration within a 12-month period will be counseled and subjected to the administrative suspension/revocation of on-base driving privileges in accordance with:

8.6.7.1. First Offense: Written warning (issued by violator’s commander).

8.6.7.2. Second Offense: 30-day suspension.

8.6.7.3. Third and Subsequent Offenses: Action to be determined by the 5 MSG/CC.

8.6.8. Operators and passengers of all vehicles operated on AF installations must wear restraint systems. Vehicles manufactured or assembled before January 1, 1965, without restraint systems are exempt from this requirement unless transporting a child, then the requirements of [paragraph 2.33.8](#) must be met. In addition, operators and passengers of GMVs must wear restraint systems when driving or riding off the installation as well. Individuals receiving tickets for failure to use seatbelts will have their driving privileges suspended in accordance with the following:

8.6.8.1. First Offense: will result in citation and 4 points assessed to driving record.

8.6.8.2. Second Offense: 30-day suspension and 4 points assessed to driving record.

8.6.8.3. Third Offense: 365-day suspension as a result of the accumulation of 12 points within 1 year.

8.6.9. Commission of traffic offenses in North Dakota or another state which, if committed on the installation, would be grounds for suspension or revocation, will result in suspension or revocation as if they occurred on the installation.

8.6.10. Suspension and revocation for other offenses is at the discretion of the 5 BW/CC or 5 MSG/CC (as determined by the suspending or revoking authority).

8.6.11. The 5 SFS/S5R will notify the appropriate state agency when an individual's privileges are revoked for 1 year or more following final adjudication of an intoxicated driving, actual physical control or refusal to submit to breath or blood testing when the incident occurs on-base.

8.7. Suspension and Revocation of On-Base Driving Privileges for Driving While Intoxicated (DUI) Offenses and Driving While License Suspended Offenses.

8.7.1. Any person, to include a person under the age of 21, apprehended or detained for operating or actual physical control of a motor vehicle on Minot AFB with a breath alcohol content (BrAC) of 0.08 or higher or refusing to submit to a chemical test to determine the presence of alcohol will have their privilege to operate a motor vehicle on Minot AFB suspended immediately for a 1-year period from the date on which they are issued the preliminary suspension letter. For military members, geographical location of the offense is irrelevant; their base driving privileges will be suspended regardless of where the offense occurs. All persons apprehended or detained for operating or actual physical control of a motor vehicle on Minot AFB while under the age of 21 with a BrAC of 0.01 or greater, but not a BrAC .08 or greater or determined drunk or impaired by a law enforcement officer, will have their privilege to operate a motor vehicle on Minot AFB suspended immediately for a 6-month period from the date on which they receive the preliminary suspension letter. Again, geographical location of the offense is not a factor for military members, when determining whether to suspend driving privileges.

8.7.2. Security Forces Desk Sergeant will complete an incident report on all on- and off-base alcohol-related driving violations. The incident report will reflect pertinent information to include probable cause, results of any behavioral or chemical tests or refusal to submit to or complete a chemical test. Security Forces must coordinate issuance of Preliminary Suspension of Driving Privileges letters with the 5 BW/JA prior to contacting the 5 MSG/CC for approval to issue the letter. If a standard coordinated Preliminary Suspension of Driving Privilege notice is authorized by 5 MSG/CC, Security Forces may issue the preliminary suspension without need for additional approval or coordination. If needed, Security Forces will brief the 5 MSG/CC after coordination with 5 BW/JA to obtain approval for issuance of the Preliminary Suspension of Driving Privileges notice. Security Forces will obtain an original signature on two Preliminary Suspension notices from the violator acknowledging receipt of the notice. One notice will be forwarded to 5 SFS/S5R by the next duty day for processing and one will be given to the violator.

8.7.2.1. For on-base alcohol-related driving violations, the preliminary suspension notice will be issued prior to the subject's release from custody and is effective upon issuance. Issuance of the notice will be documented in the Security Forces desk blotter and Incident Report.

8.7.2.2. For off-base alcohol-related driving violations, unit commanders or first sergeants will be notified by Security Forces to make arrangements to have the violator report to the Law Enforcement Desk as soon as possible (not to exceed 12 hours) after an individual, arrested off-base, is returned to military control. Upon arrival at the law enforcement desk, the violator will be issued the Preliminary Suspension of Driving Privileges. Issuance of the notice will be documented in the Security Forces desk blotter and Incident Report.

8.7.3. Driving privileges are not automatically reinstated when the period of revocation expires. The 5 SFS/S5R will notify the unit (by letter) when a member of that unit is approaching completion of the revocation period. The first sergeant or commander will determine if the individual completed the 5 MDG/SGOMH, Alcohol and Drug Abuse Prevention and Treatment Program (for DUI/DUI revocation), remedial driver's training, and maintains a current state driver's license, insurance and vehicle registration if required by the notification letter. Once the letter is indorsed by the unit commander or first sergeant indicating all requirements for reinstatement have been met, 5 SFS/S5R will remove the subject/driver from the revocation listing and their driving privileges will be restored at 0001 hours on their specified reinstatement date.

8.7.3.1. Earlier reinstatements will be on a case-by-case basis and must be approved by the 5 MSG/CC. **Note:** This is not applicable for squadron commander 30 day suspensions.

8.8. Appeal Procedures. Any person whose installation driving privileges are suspended or revoked may appeal in writing, via his/her chain of command, to the 5 MSG/CC through 5SFS/S5R.

8.9. Alcohol and Drug Abuse Programs.

8.9.1. Active duty Minot AFB members apprehended for drunk driving, on or off the installation, will be referred by their unit to the AF Substance Abuse office for evaluation within 7 days.

8.9.2. Commanders, after coordination with the 5 BW/JA, will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement.

Chapter 9

TRAFFIC VIOLATION PROCESSING

9.1. Processing of DD Form 1408.

9.1.1. If the violator is an active duty member, a dependent of an active duty member, or a civilian employee assigned to any unit on Minot AFB, DD Forms 1408 will be sent to the appropriate unit commander or agency for action. If the violator is a dependent of, or an active duty member assigned to another military installation or service, the form will be sent to the appropriate police agency or squadron for action. If the violator is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member, the violation will be recorded, points assessed as required to the individual, and kept on file.

9.1.2. Commanders, civilian supervisors and employers will review DD Form 1408, or other traffic related reports. First sergeants or other personnel may complete the administrative process of the ticket; however, the ticket must be signed by the commander or squadron section commander and returned to 5 SFS/S5R before the suspense date. Report of action taken must be written in sufficient detail to provide a clear picture of those actions, i.e., member counseled or letter of reprimand (LOR). **Note:** The words “No Action Taken”, will be blacked out by 5 SFS/ S5R as this is not an option for the commander. If the commander feels the individual was not guilty of the offense, the ticket must be resolved through the ticket rebuttal process as outlined in [paragraph 9.1.3](#).

9.1.3. Violators have 14 calendar days from the date the citation is issued to submit any rebuttal to the traffic violation. Rebuttals must be submitted in writing through the unit commander to 5SFS/S5R. No rebuttals will be considered once the report of action has been received. No entry will be made on the driver’s record until the rebuttal has been considered by the 5 SFS/CC or a designated representative. Address all citation inquiries to 5 SFS/S5R.

9.1.4. The issuance of a traffic ticket is a matter within the purview of Security Forces, the primary law enforcement organization on Air Force installations.

9.2. Traffic Violation Procedures.

9.2.1. Points are, for the purpose of this instruction, those determined assessable, for moving violations, to all military and civilian personnel operating GMVs or PMVs on Minot AFB ([Attachment 2](#)). Points assessments will occur upon issuance of DD Form 1408 to a violator of a traffic infraction.

9.2.2. When an individual has accumulated a total of 12 or more points within a 12-month period or 18 points within a 24-month period, 5 SFS/S5R will notify the individuals’ commander and first sergeant that the individual’s driving privileges are being revoked for a period of one year. If the individual is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member, the individual is notified by certified mail.

9.2.3. Points assessed against an individual will remain in effect in accordance with AFMAN 31-116/AFI 31-218(I). Driver record entries will remain posted on an individual for the periods specified below:

9.2.3.1. Nonmoving violations: 2 years.

9.2.3.2. Chargeable nonfatal accidents or moving violations: 3 years.

9.2.3.3. Non-mandatory suspensions or revocations: 5 years.

9.2.3.4. Mandatory revocations: 7 years.

9.2.4. Based on reciprocal agreements among military law enforcement officials, points and penalties will be assessed for traffic tickets issued by other military law enforcement agencies to personnel assigned to Minot AFB.

9.3. Suspense of DD Form 1408. The Reports and Analysis office will establish suspense dates IAW AFI 31-120, 5.2. for tickets requiring command action.

9.3.1. Extensions. The unit's commander or designee must contact 5 SFS/S5R in writing or via e-mail to request an extension to the initial suspense date. Extension requests must be received no later than 1 duty day prior to the established suspense date and can be for no more than 14 calendar days.

Chapter 10

TRAFFIC CIRCULATION PLAN

10.1. General. Minot AFB ND is located approximately 13 miles north of Minot, North Dakota, which is the county seat of Ward County and has a population of approximately 45,000. The primary means of transportation on the installation is by personal motor vehicle. The peak traffic flow on Minot AFB is usually reached between 0700-0800, 1100-1300, and 1600-1700, Monday through Friday. Peak hour traffic occurs mainly on primary roadways that lead to entrances/exits (ECP) of the installation. These primary roadways include: Missile Avenue and Bomber Boulevard. This plan shall also include planning for effective control of traffic, using planned traffic flow patterns for special events and adverse road conditions.

10.1.1. Off-Installation Circulation. In 2010 the North Dakota Department of Transportation repainted the traffic lanes and installed new signage on North-bound and South-bound Highway 83. These improvements were done to increase the safety of motorists by creating separation between through traffic and traffic turning onto base and to increase awareness of speed limits and Minot Gate closure status.

10.2. Concepts of Operations. AFI 31-218(I) and AFMAN 31-116 govern Motor Vehicle Traffic Supervision. The 5 BW/CC is responsible for overall supervision of Minot AFB traffic instruction. The 5 SFS/CC is responsible for the direct supervision of the regulation. The Safety and Occupational Health Manager is responsible for the accident prevention program governed by AFI 91-207. The Base Civil Engineer is responsible for traffic engineering as it applies to planning and geometric design of roads, streets, parking areas and traffic control devices. All requested tasking and implementation of road safety features on Minot AFB shall be coordinated through the 5th Civil Engineer Squadron at Building 320.

10.3. Requirements. To provide emergency, routine and special traffic circulation control under all conditions according to operational priorities, equipment/manpower availability, and physical characteristics of the base. The 5 MSG/CC is responsible for execution of this attachment. Implementation and operation is delegated to the 5 SFS/CC.

10.3.1. The 5 MSG/CC shall ensure an effective and safe traffic program is maintained.

10.3.2. The 5 SFS/CC shall:

10.3.2.1. Monitor, and enforce the installation traffic instruction.

10.3.2.2. Provide traffic control during emergencies and planned special wing events.

10.3.2.3. Continually monitor all traffic control devices, roads, streets, etc., to ensure they are in working order and/or good repair. In those cases where repair is necessary, notify 5 CES and request necessary tasking be performed via work order or assigned project.

10.3.2.4. In the event of a power failure affecting one or more of the traffic lights, provide traffic control and continually monitor the flow of traffic, and in the event of traffic quandaries take the necessary actions to return traffic to normal operating conditions.

10.3.3. The Chief, Wing Safety shall collect data and analyze causes of accidents for planning, pre-prevention activities and identifying and coordinating corrective actions for traffic safety hazards.

10.3.4. The Base Civil Engineer, 5 CES, shall:

10.3.4.1. Plan, prepare and coordinate the Minot AFB Snow and Ice Control plan.

10.3.4.2. Ensure that all traffic control devices including signs, devices, etc. conform to accepted standards of practice for roadways.

10.3.4.3. Develop plans for the construction or improvement of streets and parking areas, and procure, install, repair, and maintain traffic control signs/devices and safety lighting.

10.3.4.4. Provide maintenance of streets and abutting lands including emergency snow/ice removal, flood control, and repair/closure due to accidents or other emergencies.

10.3.5. Commander, 5th Logistics Readiness Squadron shall:

10.3.5.1. Provide 24-hour towing service for emergency removal of vehicles involved in accidents or for situations that represent significant mission degrading traffic safety hazards.

10.3.5.2. Provide vehicles for traffic control to Security Forces for emergencies and planned special events.

10.3.6. Commander, 5th Maintenance Group: shall provide “light-all” units for traffic control to locations as needed for emergencies and planned special events.

10.3.7. Individual Responsibilities. Service members, civilian employees, contractor employees, dependents, and other users who are privileged to operate private motor vehicles on Minot AFB shall be knowledgeable of, and comply with, the laws and regulations applicable to their operation of a motor vehicle on the installation.

10.4. Provisions for Roadway and Support Systems

10.4.1. Normal circulation control.

10.4.1.1. Entry and Exit. Normally accomplished through one of the three installation gates: Magic City, Minot, and North Gate. Each location is controlled by an installation entry controller, a posted speed limit warning sign, stop sign, and Antiterrorism Force Protection (AT/FP) measures. During evening hours each entry point is well lighted for entry/exit control.

10.4.1.2. Major Road Arteries. These roadways shall be given priority for traffic circulation control, roadway maintenance, and emergency road clearance during severe weather conditions and normal operating conditions. These are the following principal arteries:

10.4.1.2.1. Missile Avenue, Bomber Boulevard, Peacekeeper Place, Summit Drive, Tanker Trail.

10.4.1.2.2. Access to Housing. Shawnee Road, H Street, Eagle Way, Summit Drive, Peacekeeper, Huey Lane, Cruise Missile Lane and E Street.

10.4.2. Daily Traffic Circulation. Motorists at Minot AFB use all the major and minor roadways on the installation depending on mission type. The Magic City Gate (North entrance off of Highway 83) is the only gate operating 24/7. The Minot Gate (South entrance off of Highway 83) operating hours are Monday thru Friday (except on holidays and down days) from 0600 to 1730 hrs. The North Gate (accessed by turning West on 198th Ave NW (North of base) off of Highway 83 and then South on 30th St NW) opened per request of the 91 MW Missile Maintenance Control for mission related inbound/outbound traffic. The North Gate is also used for entry and exit of vehicles towing wide loads. Both the Minot Gate and North Gate will be opened after normal hours at the direction of the 5 SFS/CC, 5 MSG/ CC, 5 MSG/CD, 5 BW/CC or the 5 BW/CV.

10.4.2.1. Traffic destined for the Commissary, Base Exchange and Gas Station/Shoppette generally enters through the Magic City or Minot Gates. Traffic destined for Base Housing areas use mainly the Magic City Gate. All areas of the base are accessible using any of the three gates via the primary and secondary roads depending on the day and time of usage.

10.4.3. The installation has taken special precautions to protect the children who walk and play around the base by posting lower speed limits in the housing area and main roads used to access the on-base schools. Pedestrian crosswalks are marked at the schools, Youth Center, lodging and Child Development Center area. Pedestrian crosswalks are located on Summit Drive (adjacent to the base flag pole and adjacent to the PRIDE Bldg.), on Minuteman Drive adjacent to the 91 MW HQ and on Missile Ave adjacent to Bldg. 167.

10.4.4. Speed Limits. See [paragraph 2.34](#) of this instruction.

10.4.5. Traffic Lights. The two heavy traveled intersections, Missile Ave and Summit Drive and Missile Ave and Peacekeeper Place are controlled by the use of traffic control signals. The signals operate in the standard configuration (red, yellow, green) Monday through Friday from 0600 to 1800. All other times the system automatically switches to a caution/stop and go (flashing yellow on Missile Ave and flashing red on Summit Drive and Peacekeeper Place) signal.

10.5. Adverse Road and Weather Conditions.

10.5.1. Emergency Snow and Ice Procedures. Snow removal operations will be IAW Minot AFB Snow and Ice Control plan developed by 5 CES and reviewed annually by all Minot AFB units.

10.5.2. Flooding. Flooding of roadways is not a concern on Minot AFB.

10.6. Emergency Vehicle Operation. Authorized emergency vehicles are USAF vehicles used in responding to emergency fire, Security Forces, or lifesaving activities. Only USAF vehicles assigned to the Fire Department, Security Forces, Ambulance Dispatch, Wing and Vice Commander, Group Commanders and Deputies, Explosive Ordnance Disposal, the Mobile Command Post, and AFOSI are authorized emergency vehicles. Only these vehicles are authorized to be equipped with red and/or blue emergency lights. Only Security Forces and AFOSI vehicles may have blue lights. Vehicles used for construction, roadway repair, airfield

management, wing safety, crash recovery, or any other vehicle in need of warning lights may be equipped with yellow or amber warning lights at the unit commander's discretion. Other organizations may equip and operate emergency vehicles if engaged in firefighting, security enforcement, or lifesaving calls, after written justification and coordination with wing safety, 5 SFS/ S3L, and approval of the 5 MSG/CD.

10.6.1. Alert Force Response Routes. All Alert Force Response Routes that are marked by signs will be strictly enforced. During alert force responses, all other traffic must pull over to the right side of the road and yield the right of way to all alert force vehicles. Any individual who fails to yield along the alert force routes or who fails to pull over to the side of the road will be cited via the DD Form 1408.

10.6.2. Response alert force vehicles will be identified by a yellow or amber "Kojak" style light and magnetic signs with "Alert Force" on the vehicle.

10.6.3. Obedience to Emergency Response Vehicles. Vehicle operators approached by emergency response vehicles with siren and/or lights activated will yield the right of way. The operator will pull their vehicle to the right edge of the road and stop until the emergency vehicle(s) have passed. Vehicle operators who approach stopped or parked emergency response vehicles with lights activated will pull over to the right edge of the road, stop and proceed as directed or when safe to do so.

10.6.4. Hospital and Fire Department vehicles running code will notify the Security Forces control centers of the nature of the response and location. Security Forces are notified by Command Post for Alert Crew responses.

10.7. Special Contingencies.

10.7.1. Fire. The possibility of a fire disrupting traffic on Minot AFB is remote, except for fuel fires, at the POL Bulk Storage area, The Exchange and military gas stations. However, in any area or event that fires may occur, these streets and roadways shall be closed to traffic. Security Forces shall block off roads and direct traffic as necessary to ensure that the firefighting efforts are not hampered and shall maintain efficient and orderly flow of traffic. Security Forces shall deny access to closed-off areas to any individual not involved in firefighting and shall evacuate areas designated by the on scene fire chief. These areas include the following:

10.7.1.1. The Exchange Gas Station. In the event of a fire at The Exchange Gas Station Security Forces shall block traffic from approaching the intersections of Missile Ave and Eagle Way and Missile Ave and Summit Drive. (The area blocked to traffic can be expanded or reduced based upon direction from the fire chief.)

10.7.1.2. Military Gas Station. In the event of a fire at the Military Gas Station, Security Forces shall block traffic from approaching the intersection of Peacekeeper Place and Bomber Boulevard. Stop traffic on Peacekeeper Place North of the Security Forces Training Facility loading dock, Peacekeeper and Fighter Road, Bomber Boulevard East parking entrance and Bomber and Bldg 505. (The area blocked to traffic can be expanded or reduced based upon direction from the fire chief.)

10.7.1.3. POL Bulk Storage. In the event of a fire at the POL Bulk Storage area, Security Forces shall block traffic at all roads surrounding the area. The size of the area to be blocked to traffic will be determined by the Incident Commander.

10.7.2. Major Automobile Accident/Aircraft Crash. It is impossible to predict where a major automobile or aircraft crash would occur on Minot AFB. In the event of an accident of such magnitude that it would deem necessary to close off streets on the installation, the Security Forces shall set up traffic controls, road blocks, etc. in order to re-route traffic in an efficient and orderly manner maintaining safety and security.

10.7.3. Disaster/Emergency Evacuation. In the event of a disaster, i.e., tornado, hurricane, broken arrow, chemical spill, aircraft crash, etc., it may become necessary to evacuate the installation. Security Forces shall set up traffic controls, road blocks, etc. in order to re-route traffic in an efficient and orderly manner maintaining safety and security directing traffic to the nearest exit point.

10.7.4. Hostile Emergencies. In the event of a terrorist attack, bomb threat, robbery hostage situation or other hostile emergencies, emergency vehicles shall not be restricted in the use of any roadway necessary for the completion of their assigned duties. Emergency lights and sirens shall be used to avoid unnecessary response hazards. All streets and roads may be closed to contain suspects and prevent injury or death to unsuspecting personnel who otherwise might drive through the area. Security Forces shall set up roadblocks and direct traffic in a safe and efficient manner.

10.8. Off-Road Vehicles/Bicycle Operations.

10.8.1. Off-Road Vehicles. See **paragraph 4.8** of this instruction.

10.8.2. Bicycle Operation. See **Chapter 3** of this instruction.

10.9. Air Show/Open House Traffic Circulation and Parking Plan.

10.9.1. This traffic circulation and parking plan must be thoroughly reviewed during the Air Show planning process with changes updated in the Northern Neighbors Day (NND) Operations Plan.

10.9.2. Base Entry/Exit.

10.9.2.1. At 0900 Minot Gate will be open for ALL visitors to NND (military/civilian). Security Police will be posted to give directions to visitors.

10.9.2.2. Magic City Gate is open to personnel NOT attending NND. Housing residents may enter this gate and catch the bus to the event from designated housing area pick-up points.

10.9.3. Passes.

10.9.3.1. On-base personnel will not be allowed to drive their privately owned vehicles (PMVs) south of Bomber Blvd (with the exception of Distinguished Visitors (DVs), Wing, and Group Commanders) without an authorized pass issued by Security Forces.

10.9.3.2. There will be three types of passes issued DV, Mobility Impaired and Official Business Passes. Official Business Passes will be issued to personnel who are performing military duties, civilian employees, or concession booth workers who will need to drive their PMVs south of Bomber Blvd. It is the responsibility of each organization to secure the appropriate passes and distribute them accordingly.

10.9.4. Traffic Circulation.

10.9.4.1. One-way traffic flow on Flight Line Drive will be initiated at 0900 the day of the event. Vehicles entering the flight line area will use the Peacekeeper Pl entrance. Vehicles will exit the flight line area using Summit Dr.

10.9.4.2. At approximately 0900, on the day of the event, access to Missile Ave from Eagle Way, "H" St, Huey Ln, and Cruise Missile Ln will be blocked off. Persons wishing to depart the base will need to detour to Summit Dr, Peacekeeper Pl, or "E" St, to gain access to Missile Ave.

10.9.4.3. Consider placing concrete barriers in slalom at all intersections creating a corridor to the parking areas for guests. (See [Figure 10.1](#)).

Figure 10.1. Barriers in Slalom.



10.9.4.4. At approximately 1530 the day of the event, ND Highway Patrol will set up Highway 83. A road directional sign will be placed on the southbound roadway in the outer lane directing traffic to the inner lane. This sign will be placed approximately 100 yards north of the Minot Gate. Traffic cones will be placed across the Minot Gate exit by highway 83 in order to keep traffic exiting Minot Gate from going north. All traffic exiting Minot Gate will be directed south. All traffic in the primary parking area will be directed out the Magic City gate. All traffic in the overflow parking area will be directed through the Minot Gate.

10.9.5. Traffic Control Forces.

10.9.5.1. One traffic control sentry will be posted at each of the following intersections: Bomber Blvd/Summit Dr and Tanker Tr./Summit Dr

10.9.5.2. One sentry will be posted at each of the following locations:

10.9.5.2.1. Alert Ave/Bomber Blvd (armed with M-9 - protect OPA)

10.9.5.2.2. Two-2 personnel Weapons Way/ Bomber Blvd (armed with M-4 & M-240-protect WSA)

10.9.5.2.3. Deterrence Dr/Bomber Blvd

10.9.5.2.4. Rail Road/Bomber Blvd

10.9.5.2.5. Trainer Trail/Summit Drive

10.9.5.2.6. Flight line Gate 2 – Opened for bus exit only

10.9.5.2.7. Flight line Gate 3 - Peacekeeper Pl

10.9.5.2.8. Flight line Gate 4 - Cruise Missile Lane (Closed)

10.9.5.2.9. Flight line Gate 5 - Minuteman Dr (armed with M-4 – protect Mass Parking Area)

10.9.5.2.10. Flight line Gate 6 - Munitions Mall/ Bomber Blvd (Closed)

10.9.6. Parking. (See [Figure 10.2](#))

10.9.6.1. The primary parking for visitors will be behind the Credit Union, accessed via the gravel road by the SRT Tower on Missile Ave.

10.9.6.2. The alternate parking area will be the grassy area next to Building 437.

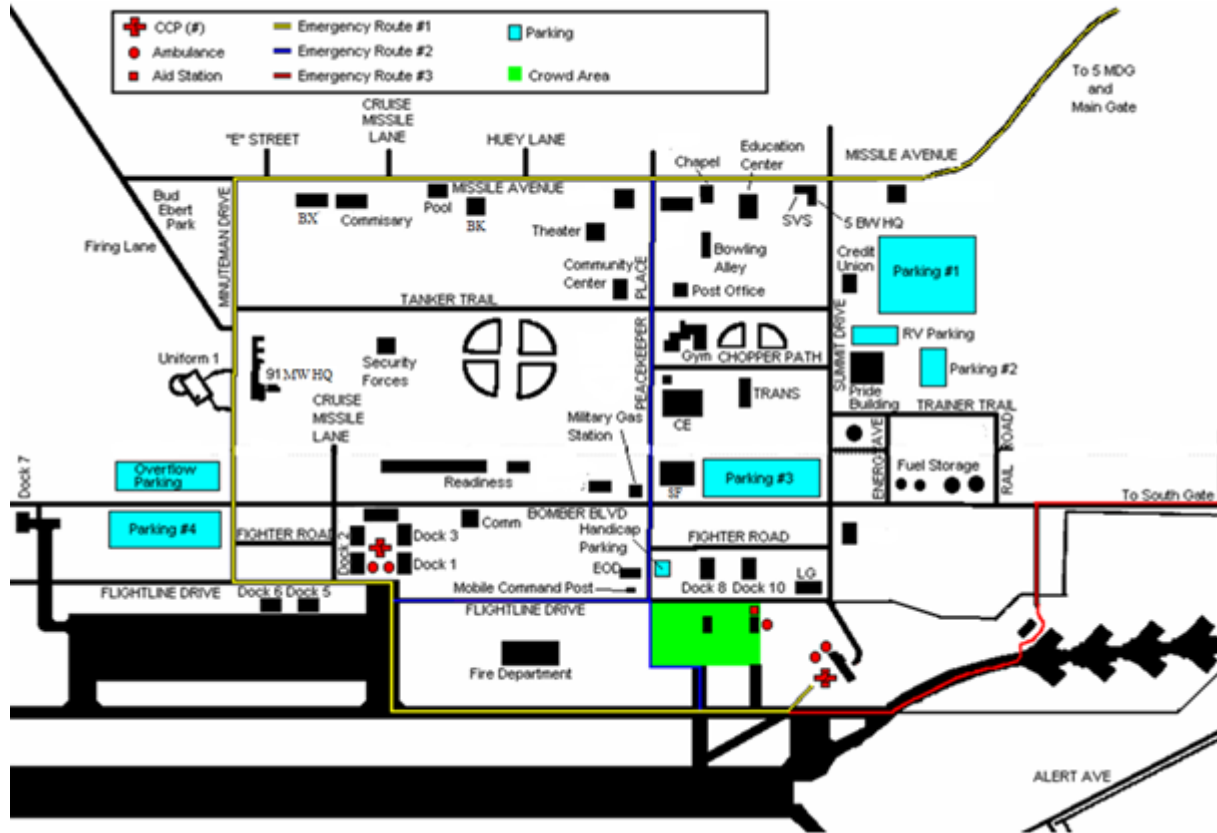
10.9.6.3. Mobility-impaired/Distinguished Visitors (DV) parking will be behind Base Ops. If this fills, they will move to Building 437 parking lot.

10.9.6.4. At least 15 parking spots are required to be left vacant for personnel to use in Base Ops (AOF staff, Airfield Management, and Weather) Building 746 who will be working during the air show. Passes will be developed by A-3A and distributed to personnel who will be working for easy identification. Coordinate total number of spots to be blocked off with the Airfield Manager.

10.9.6.5. In case of bad weather, when off-pavement parking is not practical, the following areas will be used to park vehicles: Express (formerly Shoppette) (at 1100 all chapel activities will be completed) Rockers Bar and Grill; south areas, Commissary parking lot; rear of Missile Wing Building parking lot; Gym parking lot, PRIDE Building parking lot (all three areas); and the Logistics Readiness Squadron parking areas.

10.9.7. Emergency Vehicle Evacuation Routes. (See [Figure 10.2](#)).

Figure 10.2. Emergency Vehicle Evacuation Routes.



10.9.7.1. Route One. Flight line Drive to Minuteman Drive to Missile Ave to the 5 MDG/Base Main Entry Gate.

10.9.7.2. Route Two. Peacekeeper Place to Missile Ave to the 5 MDG/Base Main Entry Gate.

10.9.7.3. Route Three. South on Taxiway Echo to Taxiway Lima to Deterrence Drive to Bomber Boulevard to the Minot Gate then to 5 MDG or Trinity Hospital.

Chapter 11

TRAVEL CONDITIONS

11.1. General. Changes to travel conditions are implemented when weather or other natural disasters affect roadway travel conditions on Minot AFB and roads within the Missile Complex.

11.2. Duty Status Reporting Changes. Duty reporting status during inclement weather procedures can be found in Minot AFB Instruction 36-101. Travel conditions changes on Minot AFB and roads within the Missile Complex by itself **does not** equate in a change to duty reporting status.

11.3. Missile Complex Travel. Policy and procedures for travel to, from, and within the 91 MW Missile Complex are established in AFGSCI 91-210, and applies to personnel performing official functions across the Missile Complex. Refer to Missile Complex travel policy letters from 91 MW/CC and 5 BW/CC for clarification on respective wing policies for their respective personnel.

11.4. Responsibilities.

11.4.1. The 5 BW/CC or designee will determine when to change travel conditions on Minot AFB based upon information received from 5 MSG.

11.4.2. The 91 MW/CC or designee will determine when to change travel conditions within the Missile Complex based on information received from personnel and teams traveling across the complex.

11.4.3. The 5 SFS will update the on-base and Highway 83 travel condition signs at the installation entry/exit gates. The on-base travel conditions will be updated by the 5 MSG/CC or their designated representative. The Highway 83 road condition sign will be updated using the ND DOT road condition website (<http://www.dot.nd.gov/travel-info>).

11.4.4. The following travel conditions (TC) will be used to define road conditions on-base and how drivers should respond.

11.4.4.1. TC GREEN. This condition describes the normal day-to-day travel condition.

11.4.4.2. TC YELLOW. This condition describes a degraded environment when cautious travel conditions exist. Drive according to the weather and road conditions, which may include a reduction of speed. Use of vehicle cruise control is prohibited when operating government vehicles.

11.4.4.3. TC RED. This condition describes a degraded environment when hazardous travel conditions exist. TC RED conditions are the same as NDDOT “No Travel Advised,” which says, “Motorists should not travel due to hazardous conditions which may make it unsafe to travel. Snow plows may be pulled from the roads during severe conditions. Motorists should take NO TRAVEL ADVISED seriously as those motorists who choose to travel at their own risk may become stranded and emergency responders may not be able to reach them safely. A NO TRAVEL ADVISED has the potential to change to a ROAD CLOSED OR BLOCKED if conditions deteriorate.”

11.4.4.3.1. Personnel designated as storm/mission essential may drive in TC RED, but all other travel is restricted without 5 BW/CC or their designee’s permission.

11.4.4.3.2. Reporting to the base for normal duty, or leaving at the end of the duty day, may be restricted when TC RED is declared for Minot AFB or Highway 83.

11.4.4.4. TC-BLACK. This condition is the same as NDDOT “Road Closed,” which says, “Motorists are not allowed to travel on a closed road due to life threatening conditions. The road may be impassable or blocked.” Motorist may be cited for driving during this condition.

11.4.4.4.1. During TC BLACK, gate guards will stop outbound vehicles and inform the occupants of the following:

11.4.4.4.1.1. Current travel condition.

11.4.4.4.1.2. Inform active duty military members (if directed by higher authority) they are not allowed to exit the base.

11.4.4.4.1.3. Civilians will be encouraged to remain on-base, but not stopped from departing if they request to leave, unless operating a government vehicle.

11.5. North Dakota Road Condition Terminology. The following terms are used by the North Dakota Department of Transportation (NDDOT) to describe winter road conditions. The NDDOT utilizes these terms to inform the public about road conditions that warrant increased driver awareness. Refer to <http://www.dot.nd.gov/travel-info>

11.5.1. Travel Alert. Motorists can still travel but may encounter areas of challenging winter weather driving conditions on roadways. Motorists should allow extra time to reach their destination and be alert to conditions that may make travel difficult, change rapidly, or cause travel delays. A TRAVEL ALERT has the potential to change to a NO TRAVEL ADVISED if conditions deteriorate.

11.5.2. No Travel Advised. Motorists should not travel due to hazardous conditions which may make it unsafe to travel. Snow plows may be pulled from the roads during severe conditions. Motorists should take NO TRAVEL ADVISED seriously as those motorists who choose to travel at their own risk may become stranded and emergency responders may not be able to reach them safely. A NO TRAVEL ADVISED has the potential to change to a ROAD CLOSED OR BLOCKED if conditions deteriorate.

11.5.3. Roads Closed or Blocked. Motorists are not allowed to travel on a closed road due to life threatening conditions. The road may be impassable or blocked. Motorists who drive past a road are subject to a \$250 fine by the city, county or state.

BRADLEY L. COCHRAN, Colonel, USAF
Commander

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

Title 10, USC 2575, *Disposition of Unclaimed Property*

DoDD 4160.21-M, *Defense Reutilization Marketing Manual*

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*

AFI 13-213, *Air Field Driving*, 1 June 2011

AFI 31-101, *The Air Force Integrated Defense*, w/AFGM2, 28 September 2011

AFI 31-101, *The Air Force Integrated Defense*, AFGSC Supplement 1, 1 October 2010

AFI 31-118, *Security Forces Standards and Procedures*, 5 March 2014

AFI 31-120, *Security Forces Systems and Administration*, 1 April 2015

AFI 31-218(I), *Air Force Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 91-207, *USAF Traffic Safety Program*, 16 February 2017

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

AFMAN 31-201, Volume 3, *Flight Operation*, 24 August 2009

AFMAN 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFGSCI 91-210, *Vehicle Safety for Missile Field Operations*, 2 March 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms

AF Form 787, *Mobility Impaired Person Vehicle Decal*

AF Form 2293, *US Government Motor Vehicle Operator Identification Card*

AF IMT 332, *Base Civil Engineer Work Request*

AF IMT 483, *Certificate of Competency*

AF Form 3545, *Incident Report*

DD Form 518, *Accident-Identification Card*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

SF 91, *Operators Report of Motor Vehicle Accident*

PS Form 3811, *Domestic Return Receipt*

Abbreviations and Acronyms

BAC—Blood Alcohol Content

BrAC—Breath Alcohol Content

CE—Civil Engineer

CONUS—Continental United States

DAF—Department of Air Force

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

GMV—Government Motor Vehicle

MAJCOM—Major Command

MSF—Motorcycle Safety Foundation

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare, and Recreation

NAF—Non-appropriated Fund

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

NND—Northern Neighbors Day

OCONUS—Outside Continental United States

OGMVC—Other Government Motor Vehicle Conveyances

ORV—Off Road Vehicle

PCS—Permanent Change of Station

PMV—Private Motor Vehicle

SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

TDY—Temporary Duty

USC—United States Code

VIN—Vehicle Identification Number

Attachment 2

POINT ASSESSMENT FOR TRAFFIC CODE VIOLATIONS

Table A2.1. Point Assessment for Traffic Code Violations.

Violations	Points Assessed
VEHICLE REGISTRATION	
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 Insurance. Personnel assigned to Minot AFB 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. Persons on Minot AFB 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.	1
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 his 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 his 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

VEHICLE MOVEMENT	
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
Motorcycle Safety Equipment. Operating a motorcycle without the required safety equipment.	3
Improperly operating or unlawfully carrying passengers or passengers on a motorcycle	2
Failure to Yield. (Failure to yield the right of way to pedestrian or alert vehicles)	4
Avoidance of Traffic Control Device	4
Crossing Fire Department Hose	3
Driving on a Seeded Area	2
Driving While Impaired	6
Excessive Stereo Music Noise	3
Failure to Operate Headlights IAW this Instruction	1
Failure to Use Due Care and Caution	2
Failure to Show Proof that A FIX-IT Corrective Action Was Made	2
Improper Backing	2
Littering	2
Obstruction to Driver's View or Mechanism	2
Open Container	4
Seatbelt Violations	4
Unattended Children or Animal in Vehicle	6
Reckless Driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)–property damage only.	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds).	2
One to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	6
Following too close.	4
Failure to stop for school bus or school–crossing signals.	4

Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1

Attachment 3

SQUADRON COMMANDER SUSPENSION OF BASE PRIVILEGES GUIDANCE

A3.1. The following table provides recommended guidance for suspension of base driving privileges by squadron commanders pursuant to their authority in paragraph 8.3. (“Squadron Commanders have the authority and discretion to suspend driving privileges for up to 30 days for traffic violations”). In all cases, consider mitigating and aggravating circumstances, and adjust the suspension period accordingly. Coordination may be advisable in some cases with the 5 SFS/CC, the Civilian Personnel Office, or the Staff Judge Advocate.

Table A3.1. Suspension Period of Base Driving Privileges.

1-10 mph over limit	1st Offense (3 points) 2d Offense (3 points) 3-day suspension 3d Offense (3 points) 30 day (if within 12 months)
11-15 mph over limit	1st Offense (4 points) 3-day suspension 2d Offense (4 points) 30 day (if within 12 months) 3d Offense (4 points) 1-year suspension issued by 5 MSG/CC
16-20 mph over limit	1st Offense (5 points) 15-day suspension 2d Offense (5 points) 30-day suspension 3d Offense (5 points) 1-year suspension issued by 5 MSG/CC
21-24 mph over limit	1st Offense (6 points) 30-day suspension 2d Offense (6 points) 1-year suspension issued by 5 MSG/CC
25 mph and over limit	1st Offense (6 points) 30-day suspension 2d Offense (6 points) 1-year suspension issued by 5 MSG/CC

A3.2. When determining the appropriate length of an on-base driving suspension, commanders are encouraged to consider other factors behind the traffic offense. Did factors include location (e.g., did the speeding offense take place in a school zone, housing area, or in heavy traffic?) and conditions (e.g., did the speeding take place in adverse weather conditions, to include high winds or limited visibility), mitigate or increase the severity of the speeding offense? Location and condition factors may warrant a more severe on-base driving privilege suspension penalty.