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Security

INSTALLATION TRAFFIC CODE

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This instruction implements Air Force Policy Directive AFRD 31-2, *Law Enforcement*. It prescribes a uniform vehicle code that applies to all personnel, military and civilian, assigned to or visiting General Mitchell IAP-ARS WI. It establishes policies, responsibilities, and procedures for motor vehicle traffic supervision. Additionally, it provides for control over pedestrian, motorcycle, and bicycle traffic operating on the roadways within GMIAP-ARS. The term security policeman includes security policemen, policewomen, and Department of the Air Force civilians appointed to perform police duties within the meaning of the Uniform Code of Military Justice (UCMJ), Article 7b and the Manual for Court Martial 1969 (Revised Edition) paragraph 19a. This instruction applies to Security Forces (SF) personnel involved in traffic operations and implements AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. It should be noted that with the change from exclusive to proprietary jurisdiction, the Milwaukee County Sheriff and City of Milwaukee Police Department can and will enforce the traffic code on this installation.

**SUMMARY OF REVISIONS**

This revision incorporates guidance from AFI 31-204, substantially revising AFR 125-14, *Motor Vehicle Traffic Supervision*. It applies to all Air Force, civilian, and Department of Defense (DoD) personnel operating motor vehicles on GMIAP-ARS WI. A revised AF Form 75, **Visitor Pass**, reflects driver's acknowledgement and agreement to pay towing fees as a condition for entry onto Air Force installations. All references made to AFR 125-14 were replaced by AFI 31-204.

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## Chapter 1

### GENERAL

**1.1. Applicability.** This instruction applies to all persons driving or walking within the limits of GMIAP-ARS WI. It is developed and published by authority contained in AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. This code is based on applicable portions of the Uniform Vehicle Code and Model Traffic Ordinances published by the National Committee of Uniform Traffic Laws and Ordinances, Washington, DC. It is consistent with and supplementary to the Wisconsin Motor Vehicle Laws. Violations of this instruction will be processed according to the provisions of AFI 31-204.

**1.2. Explanation of Terms.** See AFI 31-204, and Wisconsin Motor Vehicle Laws, Chapter 340, for an explanation of terms contained in this publication.

#### **1.3. Responsibilities:**

1.3.1. The 440 AW Chief, Security Forces will be responsible for an effective Motor Vehicle Traffic Supervision Program and for maintaining liaison with local civil law enforcement agencies.

1.3.2. The installation Chief of Safety will coordinate and promote activities relating to the prevention of motor vehicle accidents according to safety regulations.

1.3.3. The Base Civil Engineer is responsible for the planning, construction and maintenance of streets on GMIAP-ARS. This individual is also responsible for the procurement, construction, installation and/or maintenance of traffic control devices and parking in coordination with the Chief of Security Forces and Chief of Safety. The traffic regulatory, warning or guidance signs and signals will conform to the provisions of the manual on Uniform Traffic Control Devices for Street and Highways.

1.3.4. Unit Commanders/Division Chiefs will orient and ensure their assigned personnel understand this instruction before registering or operating a motor vehicle on GMIAP-ARS.

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Conditions.** Operating a privately owned motor vehicle on this installation constitutes a conditional privilege extended by the 440 AW Commander. Personnel desiring this privilege must meet the following conditions:

2.1.1. Comply with the requirements of this instruction.

2.1.2. Comply with the requirements within the 440 AWI 31-201, *Motor Vehicle Registration*, and AFI 31-204.

2.1.3. While operating a motor vehicle, personnel will possess a valid state driver's license and will show it on demand.

2.1.4. Consent to a chemical test or testing of blood, breath, or urine for purposes of determining the alcoholic content of their blood, if cited for any offense while the person was driving. Any person who is unconscious or incapable of making a decision, will be understood as consenting to the testing. The tests may be administered whether or not the person is told that failure to submit to or complete the test will result in the suspension of their privilege to operate a motor vehicle for six months. (Also see AFI 31-204, Chapter 4, paragraph 4.10).

**2.2. Suspension and Revocation.** The privilege to operate privately-owned vehicles on this installation is subject to either administrative suspension or revocation for cause, as determined by the 440 AW Commander according to AFI 31-204, Table 5.1.

**2.3. Administrative Due Process and the Right to Appeal.** Due process and appeal rights are governed by AFI 31-204.

## Chapter 3

### TRAFFIC ADMINISTRATION

**3.1. Administration.** The SF is under the direction and control of the Chief of Security Forces who is directly responsible to the 440 AW Support Group Commander, GMIAP-ARS WI.

**3.2. Traffic Control Duties.** It will be the duty of the personnel within SF to enforce installation traffic regulations of GMIAP-ARS, issue traffic tickets, and make apprehensions for traffic violations when warranted. They will also investigate traffic accidents and carry out duties imposed on the security police by this instruction and the traffic regulations of the United States Air Force.

**3.3. Traffic Violation Records.** The administrative section of the SF will keep a record of traffic violations for all persons charged, and a record of the final disposition of offenses as contained in AFI 31-204, [Chapter 5](#). The administrative section will also maintain a record of all traffic offenses committed off base when they are notified by the issuing agency, or when the person receiving a citation makes the information available.

**3.4. Accident Investigation.** It will be the duty of the SF to investigate traffic accidents, to apprehend (when appropriate), and to complete an accident report. They will issue traffic citations for those persons charged with traffic violations causing or contributing to accidents. SE will be notified of all traffic accidents. Notification will be during normal duty hours or the first workday following the accident. If the accident involves serious injury, notification should be made immediately.

**3.5. Traffic Accident Reports.** The reports and analysis section will maintain a file of all accident reports including the report of action taken on violations. AF Form 1313, **Driver Record**, will be used to record violations and points assessed.

## Chapter 4

### AUTHORITY OF PERSONNEL TO ENFORCE TRAFFIC LAWS

**4.1. Authority of Security Police Personnel.** It will be the duty of SF personnel to enforce the provisions of **Chapter 5** of this instruction on GMIAP-ARS. SF personnel are authorized to direct, control or regulate traffic either in person or by visual or audible signal.

**4.2. Authority of Fire Department (CEF) Personnel.** In the event of a fire or other emergency, personnel of the base fire department are authorized to direct traffic, as conditions require, according to the provisions in **Chapter 5**.

**4.3. Authority of Commanders and Civilian Division Chiefs.** Unit commanders and civilian division chiefs are authorized to recommend suspension or revocation of base driving privileges for personnel within their organization. The recommendation will be made to the 440 AW Commander who has the authority to suspend or revoke base driving privileges. Recommended action will be in writing and indicate that an impartial inquiry of the alleged violation has been conducted.

**4.4. Authority of Augmentee Personnel.** Augmentee personnel designated to assist the SF in traffic supervision and control have authority as outlined in Paragraph **4.2**.

## Chapter 5

### RULES OF THE ROAD

**5.1. General Provisions.** Definitions of words and phrases used in this and following paragraphs are defined in the State of Wisconsin Motor Vehicle Laws, Chapter 340 and AFI 31-204. The following rules of the road apply to all individuals operating motor vehicles on this installation. All references in this chapter pertaining to streets and sidewalks also apply to crosswalks. A marked crosswalk is any portion of the street clearly indicated for pedestrian crossing by signs, lines, or other markings on the surface.

**5.2. Authorized Emergency Vehicles.** Operators of authorized emergency vehicles may exercise the following privileges while engaged in emergency actions, exercises, or drills:

5.2.1. Stop, stand, or park regardless of the provisions in this chapter, provided the vehicle is in position because of an actual emergency.

5.2.2. Proceed past a stop sign, slowing down as may be necessary for safe operation, provided vehicle is using emergency lights, beacons, or a siren. Traffic laws will be complied with during exercises and drills.

5.2.3. Exceed the speed limit (provided the vehicle is equipped with and using emergency lights, beacons, and sirens) with caution so life and property is not endangered. Comply with speed limits during exercises and drills.

5.2.4. Disregard regulations governing direction of movement or turning in specified directions, i.e., aircraft ramp parking or one-way streets.

**NOTE:** The exemption granted the operators of authorized emergency vehicles does not relieve them from their duty to drive regarding the safety of others. This exemption also does not protect the operators from the consequences of reckless driving.

### **5.3. Obedience to Enforcement Personnel, Signs, and Signals:**

5.3.1. No person will fail or refuse to comply with any order, signal, or direction of SF personnel, CEF personnel or augmentee as stated in **Chapter 4** of this instruction.

5.3.2. No operator of a vehicle will disobey the instructions of any official traffic sign or signal unless otherwise directed to do so by enforcement personnel.

**5.4. Fleeing from Enforcement Personnel.** No vehicle operator, after having received a visual or verbal signal from SF personnel in uniform or a marked SF vehicle, shall flee or attempt to elude any enforcement personnel.

### **5.5. Driving on Streets and Roadways:**

5.5.1. All vehicles will be driven on the right half of streets except as follows:

5.5.1.1. When the right half of the street is closed to traffic because of construction or repair. In such cases, the operator will yield the right-of-way to oncoming traffic.

5.5.1.2. When driving in a particular lane as instructed by SF personnel or by signs or markers designating those lanes for traffic.

5.5.1.3. When a street is restricted to one-way traffic.

5.5.1.4. When vehicles are engaged in street maintenance construction and equipped with flashing or revolving amber lights.

5.5.2. Operators of vehicles proceeding in opposite directions will pass each other to the right. On streets having only two lanes of traffic, each operator will give the other at least one-half of the main traveled portion of the street.

5.5.3. On streets designated as one way, the driver of a vehicle will drive only in the designated direction.

5.5.4. Overtaking and passing by other than emergency vehicles is prohibited except:

5.5.4.1. When passing slow-moving street cleaning or maintenance vehicles. Passing, when authorized, will be done only when it can be safely executed.

5.5.4.2. When on a designated or posted one way street with enough room to pass.

5.5.5. When following another vehicle, the operator of a vehicle will maintain adequate clear distance between the two vehicles. The operator must exercise caution regarding the speed and climatic conditions to prevent an accident.

**NOTE:** The operator of a vehicle may overtake and pass another vehicle only if conditions permit and only if it can be done without driving off the road.  
can be done without driving off the road.

5.5.6. Personnel operating any type of motorized vehicle on installation roads are prohibited from wearing portable headphones, earphones, or other similar devices.

**5.6. Right-of-Way.** The operator of any vehicle driving at an unlawful speed forfeits any right-of-way that they would otherwise have had.

5.6.1. Any vehicle making a left turn within an intersection, parking lot or driveway shall yield the right-of-way to any vehicle approaching from the opposite direction.

5.6.2. Vehicles approaching or entering unmarked intersections will yield to vehicles already in the intersection. Vehicles approaching but not already in an intersection will yield to the vehicle on the driver's right.

5.6.3. Vehicles approaching marked intersections will yield right-of-way to other vehicles as directed by signs, manual signals of a traffic policeman, or other devices used to regulate traffic flow.

5.6.4. Entering a Driveway or Parking Area. Vehicles intending to turn left into a driveway or parking area will yield the right-of-way to vehicles approaching from the opposite direction.

5.6.5. Entering from a Driveway or Parking Area. Vehicles entering a street from a building driveway, parking area or from a point of access other than another street will yield the right-of-way to all vehicles approaching on the street.

5.6.6. Moving from a Parked Position. The operator of any vehicle that has been parked or standing will yield the right-of-way to all vehicles approaching on the street.

5.6.7. Emergency vehicles using emergency lights, horns, or sirens will have the right-of-way over all other vehicles. All other vehicles will pull to the extreme right of the street and stop. Such vehicles will remain stopped until the emergency vehicle has passed. Vehicles operating on the aircraft parking apron will yield to emergency vehicles by stopping and remaining stopped until the emergency vehicles have passed.

5.6.8. Military convoys. Unless otherwise directed by enforcement personnel, military convoys are subject to the same rules of the road as individual vehicles.

5.6.9. Very Important Visitors motorcades will be preceded and followed by Milwaukee County Sheriff and/or Milwaukee Police Department sedans with flashing emergency lights. Operators of vehicles will not attempt to enter any street until after the motorcade has passed.

5.6.10. Highway Construction and Maintenance:

5.6.10.1. The driver of a vehicle will be observant for any authorized vehicle or pedestrian working in a street construction/maintenance area indicated by traffic control signs.

5.6.10.2. The driver of a vehicle will avoid or be observant for any authorized vehicle actually engaged in work on a street whenever vehicle displays flashing lights meeting the prescribed requirements.

## **5.7. Pedestrian Traffic:**

5.7.1. Pedestrians will use sidewalks adjacent to streets whenever they are available. When walking along a street not having an adjacent sidewalk, pedestrians will walk on the left side of the street facing traffic. Upon meeting an oncoming vehicle, they will move out of the traveled portion of the street.

5.7.2. Pedestrians will have the right-of-way when they are in crosswalks. The driver of a vehicle will yield the right-of-way to a pedestrian crossing the street within a crosswalk.

5.7.3. When any vehicle is stopped at a crosswalk (marked or unmarked) to permit a pedestrian to cross the street, the driver of any other vehicle approaching from the rear will not pass the stopped vehicle.

5.7.4. Every pedestrian crossing a street at any point other than within a marked or unmarked crosswalk will yield the right-of-way to all vehicles in the street.

5.7.5. Every driver of a vehicle will exercise caution when observing any child or obviously confused, incapacitated, or intoxicated person.

5.7.6. Personnel are prohibited from wearing portable headphones, earphones, Walkman® type radios/tape players, or other similar devices while walking along roadways on this installation.

5.7.7. Blind Pedestrians. An operator of a vehicle will stop their vehicle not closer than ten feet to a pedestrian carrying a white or white-trimmed red cane or walking stick held in an extended or raised position. The fact that such a pedestrian may be violating any of the laws applicable to pedestrians does not relieve the operator of a vehicle from taking precautions necessary to avoid accident or injury.

5.7.8. Standing or Loitering. No person will stand or loiter on a street, interfering with the movement of traffic.

## 5.8. Turns and Signals:

### 5.8.1. Turns:

5.8.1.1. Vehicle operators will comply with turn signals placed within or adjacent to an intersection.

5.8.1.2. The driver of a vehicle intending to turn at an intersection will do as follows:

5.8.1.2.1. Right Turn. Both the approach for a right turn and the right turn will be made as closely as possible to the right-hand side of the street.

5.8.1.2.2. Left Turn. The approach for a left turn will be made in the lane farthest to the left that is lawfully available to traffic moving in the direction the vehicle is traveling. Unless otherwise marked, this means the lane immediately to the right of the centerline or center-dividing strip of a two-way street and the lane next to the left-hand curb or side of the street on a one-way street.

5.8.1.2.3. Turns from one-way streets will be executed from the lane or portion of roadway closest to the direction to be turned (i.e., left, extreme left of roadway, right, extreme right).

5.8.1.3. No person will turn a vehicle from the right or left while on a street unless such movement can be made safely.

### 5.8.2. Signals:

5.8.2.1. No person will turn any vehicle without giving an appropriate signal of intention. A signal of intention to turn right or left will be given continuously during not less than the last 100 feet before turning.

5.8.2.2. No person will suddenly stop or decrease the speed of a vehicle without giving an appropriate signal to the operator of any vehicle behind them.

5.8.2.3. Turn or stop signals may be given by signal lights meeting the specification set forth by the Wisconsin Motor Vehicle Laws, by hand and arm or in addition to using signal lights. Hand and arm signals will be given from the left side of the vehicle when necessary to indicate the following:

5.8.2.3.1. Left turn - hand and arm extended horizontally.

5.8.2.3.2. Right turn - hand and forearm extended upward.

5.8.2.3.3. Stop or decreased speed - hand and forearm extended downward.

## 5.9. Traffic Signs, Signals and Devices:

5.9.1. The operator of any vehicle will obey the instructions of any official traffic control device unless otherwise directed by a traffic or security policeman. Emergency vehicles responding to an actual emergency are exempt from this provision.

5.9.2. No person shall alter, deface, knock down or remove any official traffic control device, sign or signal.

**5.10. Required Stops:**

5.10.1. Vehicles approaching an official stop sign at an intersection will come to a complete stop before entering the intersection. Stops at controlled intersections will be made in the following manner:

5.10.1.1. Where there is a clearly marked stop line, the operator will stop their vehicle before entering the crosswalk on the near side of the intersection.

5.10.1.2. Where there is no clearly marked stop line, the operator will stop the vehicle before entering the crosswalk on the near side of the intersection.

5.10.1.3. Where there is neither a stop line or an marked or unmarked crosswalk at the intersection, or if the operator cannot clearly observe, the vehicle will be stopped at a point to observe traffic before entering the intersection.

5.10.1.4. Vehicles approaching a stop sign located at an intersection will be stopped not less than ten or more than 30 feet from this stop sign, except when directed to proceed by enforcement personnel.

5.10.2. Vehicles emerging from a building driveway to enter a street or onto the aircraft parking apron will stop and yield the right-of-way to any pedestrian, aircraft or vehicle.

5.10.3. When a school bus is displaying its flashing red warning lights, the operator of any vehicle approaching the school bus from the front or rear will stop not less than 20 feet from the bus and remain stopped until the bus resumes motion or the bus operator turns off the flashing red warning lights.

**5.11. Stopping and Parking:**

5.11.1. Restrictions on Stopping and Parking. No person shall stop or park a vehicle except when necessary to avoid conflict with other traffic or when directed by SF, traffic control signs or devices in any of the following place:

5.11.1.1. Within 15-feet of a fire hydrant or post indicator valve and connections.

5.11.1.2. Within 15-feet of any building (except in designated parking areas).

5.11.1.3. Within 15-feet of a dumpster or as marked.

5.11.1.4. Within 25-feet of an intersection.

5.11.1.5. Within an intersection.

5.11.1.6. On or blocking a sidewalk.

5.11.1.7. On or blocking a crosswalk.

5.11.1.8. In a driveway or in a manner to block a driveway.

5.11.1.9. In a fire lane or in a manner to block a fire lane.

5.11.1.10. In a position that would block or obstruct a gate.

5.11.1.11. In a position that blocks the view of a regulatory sign.

5.11.1.12. Overtime parking in an area posted with time parking signs.

- 5.11.1.13. On the left side of a two-way street.
- 5.11.1.14. Double parking on any base roadway or street.
- 5.11.1.15. In any manner or at a location which would impede normal traffic flow.
- 5.11.1.16. At a distance greater than 12 inches from the curb.
- 5.11.1.17. At a curb which has been painted yellow, unless such curb is clearly marked and lined for parking.
- 5.11.1.18. Vehicles parked in authorized parking areas will be within the lines painted for that purpose.
- 5.11.1.19. In areas reserved for specific vehicles or types of vehicles.

**NOTE:** Base employees are prohibited from parking in excess of one hour in any area designated for visitors.

- 5.11.1.20. In official reserved parking spaces.
  - 5.11.1.21. Off the paved area or on any seeded or unimproved area anywhere on GMIAP-ARS unless the area has been designated for parking. No person will drive on or over any seeded or unimproved area except for emergency repairs in the performance of authorized official government duties. Parking off the paved areas may be allowed during special events and/or Unit Training Assemblies (UTAs) and during periods of the year authorized by the 440 AW Commander.
  - 5.11.1.22. On the aircraft parking ramp or approaches to the ramp except for government owned or leased vehicles due to operational requirements. Private autos are permitted only when the operator has an authorized civilian vehicle flight line permit.
- 5.11.2. Additional Parking Regulations:
- 5.11.2.1. No vehicle will be stopped and left running unless the driver is in the vehicle. This excludes emergency vehicles.
  - 5.11.2.2. Keys will be removed from the ignition of all private vehicles when left unattended, except on the flight line. Vehicles with standard transmissions will be left in gear. Vehicles with automatic transmissions will be left in the "park" position.
  - 5.11.2.3. Vehicles parked parallel to curbs will be parked with the flow of traffic.
  - 5.11.2.4. Vehicles must be parked in an authorized parking area within the spaces indicated by official line or marker. At no time will vehicles be parked so as to block a legally parked vehicle.
  - 5.11.2.5. Public utility, contractor maintenance, or base maintenance vehicles may park as required for maintenance, installation, repair, construction or inspection of base facilities. Warning signs, flags, traffic cones, flashing yellow lights, or barricades will be used to warn when these vehicles are obstructing traffic on the street or aircraft parking ramp.
  - 5.11.2.6. On-street curb parking is prohibited overnight and especially during the winter snow removal season. All vehicles remaining on the installation overnight will be parked in either one of the two designated parking areas.

5.11.3. TDY/Overnight Parking. Two designated TDY/Overnight parking areas are established for vehicles remaining overnight during periods of TDY or overnight absence:

5.11.3.1. The parking lot south and west of Building 209.

5.11.3.2. The north lot of Building 207. The SF desk sergeant should be notified when vehicles will be left more than seven days.

5.11.4. Reserved Parking:

5.11.4.1. Reserved parking will be limited to government vehicles supporting the base mission, handicapped, car pools, and division staff personnel using privately owned vehicles for government business. Applications for privileged parking of government or private vehicles will be directed to the 440 AW Commander with full justification for requests. Requests approved by the Commander will be forwarded to the CE work center for accomplishment.

5.11.4.2. Reserved parking will be designated.

5.11.4.3. All signs or markings not approved by the 440 AW Commander are illegal and will be removed by CE or SF.

## 5.12. Vehicle Speed Limits:

5.12.1. Vehicles will not be driven at a speed greater than is reasonable under the existing conditions. Vehicle speed will be controlled at all times.

5.12.2. Where no special hazard exists that requires a lower speed, the following speed limits are established for GMIAP-ARS.

5.12.2.1. 20 miles per hour on base streets unless posted otherwise.

5.12.2.2. 10 miles per hour when passing military formations on a roadway.

5.12.2.3. 10 miles per hour in any parking lot.

5.12.2.4. 15 miles per hour on base streets and flight line for general-purpose vehicles.

5.12.2.5. 10 miles per hour on the flight line for special-purpose vehicles.

5.12.2.6. 5 miles per hour while in close proximity to aircraft for all vehicles.

5.12.2.7. 5 miles per hour for all vehicles while in the petroleum, oil, and lubricants area, and the motor pool area.

5.12.3. Special-purpose vehicles designated by Air Force directives will have affixed, within view of the driver, the maximum safe operating speed. Vehicles will not exceed this speed.

5.12.4. A motor vehicle will not be driven too slowly as to impede the normal movement of traffic.

**NOTE:** Snow removal equipment during snow operations and emergency vehicles, when an actual emergency exists, are exempt from complying with speed limits.

### 5.13. Reckless and Drunken Driving:

5.13.1. It is unlawful for any person to endanger the safety of their own or another person's property, or to cause injury to another person by negligence in the operation of a vehicle. Negligence is conduct in which the person could create a situation of death or bodily harm to themselves or another.

5.13.2. It is unlawful for any person to drive a motor vehicle while under the influence of an intoxicant or controlled substance.

### 5.14. Accidents and Accident Reports:

#### 5.14.1. Duty Upon Striking a Person or Occupied Vehicle:

5.14.1.1. The driver of a vehicle involved in an accident resulting in injury or death will immediately stop at the scene of the accident or as close as possible. They will remain at the scene of the accident until fulfilling the requirements of this chapter.

5.14.1.2. The operator will render the injured person reasonable assistance including carrying or making arrangements to carry the person to a physician or hospital for medical treatment if treatment is necessary.

5.14.1.3. The driver of a vehicle involved in an accident resulting only in damage to a vehicle driven or attended by another person will immediately stop at the scene of the accident or as close as possible. The driver will promptly return if they left. They will remain at the scene until they have fulfilled the requirements in this chapter.

5.14.1.4. The driver of a vehicle involved in an accident resulting in injury or death to a person or damage to a vehicle driven by another person will give his name, grade, address, base decal number, and state driver's license number (if driving a government vehicle). This number will be taken from the AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**. Also provide the registration number of the vehicle being driven, the person struck, and the driver or occupant of the vehicle which was collided with. The driver will render assistance to any person injured in the accident.

5.14.2. Duty Upon Striking Unattended Vehicle. The driver of a vehicle that collides with an unattended vehicle will stop, locate and notify the operator or owner of the vehicle. If the owner or operator cannot be located, the driver will leave a written notice in a conspicuous place on the vehicle giving their name and address. Include a statement of the circumstances.

5.14.3. Duty to Report Accident. The driver of a vehicle involved in an accident resulting in injury or death of any person, or damage to government property will immediately report the accident to the SF desk sergeant. When the driver is physically incapable of giving a report, another occupant in the vehicle, if capable, will do so.

5.14.4. Written Report of Accident. If an accident results in property damage estimated at \$500 or more, or the injury or death of any person is involved, the operator of the vehicle(s) involved has ten days to forward a written report of the accident on the appropriate form to the Wisconsin Department of Motor Vehicles.

5.14.5. Any vehicle involved in an accident will not be moved until permission is given by the investigating security policeman, unless it is interfering with normal traffic flow. Any vehicles involved may be moved only far enough for other vehicles to pass.

5.14.6. Off Base On Duty Accidents. All accidents that occur off base, while the operator is in a military vehicle, or on official business, will be reported to the SF desk sergeant as soon as practical. The driver of the vehicle, if capable, should report the accident prior to the movement of any vehicle.

## **5.15. Bicycles, Mini-bikes, and Play Vehicles:**

### 5.15.1. Requirements of Bicycle Operators:

5.15.1.1. It is a violation for any person to do any act forbidden or fail to perform any act required in this chapter.

5.15.1.2. The sponsor of any child will not authorize or knowingly permit any such child to violate any of the provisions in this chapter.

5.15.1.3. These instructions are applicable to bicycles and will apply whenever a bicycle is operated on any street or path on GMIAP-ARS.

5.15.1.4. Bicycle operators will obey all speed limits, traffic signs, and traffic laws.

### 5.15.2. Operation of Bicycles:

5.15.2.1. A person propelling a bicycle will only ride on or astride a regular seat attached to the bicycle.

5.15.2.2. All personnel who ride bicycles on base must wear an approved bicycle helmet. Workers operating bicycles in an area north of 8th Avenue and east of B Street, traveling from their place of work to the flightline are not required to wear a helmet. Operators of three-wheeled bicycles are exempt from this requirement.

5.15.2.3. No bicycle will be used to carry more persons at one time than it was designed and equipped to carry.

5.15.2.4. No person riding a bicycle, skateboard, coaster, roller skates, sled, or toy vehicle will attach it or himself to any vehicle on a roadway.

5.15.2.5. Every person operating a bicycle on a street will ride as close to the right side of the street as possible.

5.15.2.6. Persons riding bicycles on base streets will ride single file.

5.15.2.7. Persons operating bicycles will not carry packages or objects that would interfere with the safe operation of the bicycle.

5.15.2.8. Every bicycle operated at night will be equipped with a front light and rear red light or reflector. Lights will be used as required for vehicles.

5.15.2.9. Bicycles will be equipped with properly functioning brakes. If front and rear hand brakes are used, they both must be in working order.

5.15.2.10. Small children on bicycles must be strapped into seats made specifically for bicycles.

### 5.15.3. Operation of Mini-bikes and Play Vehicles:

5.15.3.1. Mini-bikes. Motorized, wheeled vehicles that do not meet the safety and registration requirements to be licensed by the State of Wisconsin and/or GMIAP-ARS will not be operated on GMIAP-ARS.

5.15.3.2. Play Vehicles. The use of skateboards, roller skates, coasters, sleds, and toy vehicles is prohibited on all streets at GMIAP-ARS.

## **5.16. Motorcycles, Mopeds, and Snowmobiles:**

### 5.16.1. Operation of Motorcycles:

5.16.1.1. Every person operating a motorcycle is granted the rights and subject to the duties that apply to the driver of any other vehicles covered in this instruction.

5.16.1.2. A person operating a motorcycle will ride only on the permanent seat. The operator will not carry another person unless the motorcycle is specifically designed to do so. If it is, the passenger may ride on the permanent seat or on another seat attached to the motorcycle at the rear or side.

5.16.1.3. A person will ride on a motorcycle only while sitting astride the seat facing forward.

5.16.1.4. No person will operate a motorcycle while holding any package, bundle, or other article that prevents them from keeping both hands on the handlebars.

5.16.1.5. No operator will carry any person, nor will any person ride in a position that will interfere with the view of the operator or with the operation and control of the motorcycle.

5.16.1.6. All motorcycles are entitled to the full use of a traffic lane. No vehicle will be driven or operated in such a manner as to deprive any other vehicle of the full use of a traffic lane. However, motorcycles may, with the consent of both drivers, be operated not more than two abreast in a single traffic lane.

### 5.16.2. Equipment requirements for Motorcycles:

5.16.2.1. Any motorcycle carrying a passenger, other than in a sidecar or enclosed cab, will be equipped with footrests.

5.16.2.2. No person will operate a motorcycle with handlebars more than 30 inches in height above that portion of the seat occupied by the operator.

5.16.2.3. No person will operate or ride on a motorcycle unless they are wearing protective headgear that complies with established safety standards.

5.16.2.4. No person will operate a motorcycle unless they are wearing impact-resistant goggles or a full-face shield on their helmet.

5.16.2.5. No person will operate a motorcycle unless the headlight is turned on.

5.16.2.6. Vehicle must have rear-view mirrors.

5.16.2.7. Operators and passengers will wear long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.

### 5.16.3. Operation of Mopeds (Motorized Pedicycles):

5.16.3.1. The differentiation between mopeds and motorcycles will be based on Wisconsin Motor Vehicle Laws.

5.16.3.2. Moped operators will not be required to attend Multimedia Safety Education Course VII, but are encouraged to do so.

5.16.3.3. Moped operators will wear approved protective helmets and eye protection devices.

5.16.3.4. Moped operators will travel with lights on at all times.

5.16.3.5. Only operators may ride mopeds--no passengers.

5.16.4. Operation of Snowmobiles. The operation of a snowmobile on any part of this installation is prohibited.

### **5.17. Miscellaneous Rules:**

5.17.1. Trucks one-quarter through three-quarter ton with sideboards, canopy, enclosed beds, or cargo-carrying area (and vehicles loaded with articles higher than the sides) will utilize a spotter when backing unless equipped with dual mirrors. Trucks/vehicles larger than three-quarter ton will utilize a spotter at all times while backing.

5.17.2. Speed will not exceed five miles per hour when backing any vehicle.

5.17.3. No person will drive any vehicle on a sidewalk or sidewalk area except on a permanent or temporary driveway.

5.17.4. No person will drive a vehicle when people in the front seat are obstructing the front or side view of the driver, or interfere with the driver's control over the vehicle.

5.17.5. No passenger in a vehicle will ride in a position that interferes with a driver's forward or side viewing areas or to interfere with his control over the vehicle. Passengers are not allowed in the back of Club® cars and Dihatus®.

5.17.6. No person will transport open alcoholic beverages in any vehicle operated on GMIAP-ARS. Alcoholic beverages may be carried in the trunk of the vehicle or the extreme rear of station wagons, motor homes, or campers.

5.17.7. Trash or Litter. No person will dump vehicle ashtrays, trash, refuse, dirt, or garbage on any property within GMIAP-ARS unless in a properly designated receptacle.

5.17.8. No vehicle will be abandoned or left inoperable anywhere on base. This does not include emergency repairs such as changing flat tires. The driver of any vehicle left inoperable in any but a designated parking area will immediately notify SF (ext. 5374) and arrange to remove their vehicle as soon as possible.

5.17.9. Any vehicle illegally parked, or creating a traffic safety hazard will be towed away at the owner's expense.

5.17.10. Vehicles not meeting the safety requirements of GMIAP-ARS code will be issued citations. Vehicles with minor deficiencies will be allowed to enter the base for a period not to exceed 72 hours. Vehicles requiring major repairs will be removed from the installation until the owner shows proof that the repairs were completed.

5.17.11. All vehicles leaving GMIAP-ARS during the hours of darkness will dim their lights. Vehicles approaching the main gate for entry will turn off their headlights to allow for proper identification of the vehicle and occupants.

5.17.12. Night Driving:

5.17.12.1. Headlights will be used no later than one-half hour after sunset and turned off no earlier than one-half hour before sunrise.

5.17.12.2. Parking/clearance lights will not be used instead of headlights.

5.17.12.3. Headlights will be used during periods of reduced visibility (rain, fog, smoke, etc.).

5.17.12.4. When approaching a vehicle at night, an operator will dim high beams so as not to interfere with the vision of the oncoming driver

5.17.13. Following Fire Apparatus is Prohibited. The driver of any vehicle (other than one on official business) will not follow any fire apparatus responding to a fire alarm closer than 500 feet. The driver will not park within a 300-foot radius of where fire apparatus has stopped.

5.17.14. Crossing Fire Hoses. No vehicle will drive over any unprotected hose used by the Fire Department where laid down on any street or driveway.

5.17.15. Stop When Traffic is Obstructed. No driver will enter an intersection or a marked crosswalk and obstruct the passage of other vehicles or pedestrians.

5.17.16. Cargo Protection Loads. When any portion of the cargo projects four feet beyond the rear bed of a truck, the projection will be clearly marked with a red flag not less than 12 inches square during the daytime and a red light at night.

5.17.17. Operator's License. Operating a motor vehicle on this installation without having been issued a valid state operator's license, or after the license has expired or been suspended is unlawful. Individuals who have never been issued a state operator's license will be subject to the Wisconsin laws in obtaining a valid operator's permit.

5.17.18. Minor Children. Children under the age of ten years old will not be left unattended in any vehicle.

5.17.19. State and Installation Registrations:

5.17.19.1. No person will knowingly operate or move a vehicle they own unless there is attached or otherwise legally displayed valid state registration plates and a valid, legible DD Form 2220, **DOD Registered Vehicle Decal** or appropriate temporary registration media. Temporary AF Form 75, **Visitor/Vehicle Pass** will be valid and won't be altered in any manner by the person to whom it was issued. It can be used only by the person to whom issued.

5.17.19.2. Use of AF Form 75. The AF Form 75 is a method to control and identify personnel and vehicles on a temporary basis. Commanders may consider use of AF Form 75 for short term visits (typically, less than 1 week) and long term (more than 1 week but less than 1 year). Visitors will be required to fill out the form and sign the consent to search and towing/impoundment warning.

5.17.19.3. Whenever two registration plates are issued for a vehicle, one plate will be attached to the front and one to the rear of the vehicle. Whenever only one registration plate is issued, the plate will be attached to the rear. If the vehicle is a truck tractor or towed tractor, it will be attached to the rear.

5.17.19.4. Every registration plate will be properly and securely fastened in a horizontal position to the vehicle, free from foreign materials and clearly legible.

5.17.19.5. No person will operate, nor will an owner knowingly allow anyone to operate a vehicle if the registration has been canceled, suspended, or revoked. "Registration" as used in this subparagraph, will include installation registration, as well as state registration.

5.17.20. Repossession of Privately Owned Vehicles:

5.17.20.1. Financial institutions or individuals wishing to repossess privately owned vehicles on GMIAP-ARS will submit a written petition to the 440 AW Commander through the Chief of Security Forces. The owner of the vehicle will also be notified.

5.17.20.2. If the Commander permits the repossession, the company representative will be accompanied by SF personnel.

5.17.20.3. If the Commander rejects the petition, the company representative will not be permitted to repossess the privately owned vehicle.

**5.18. Procedures to be used regarding abandoned motor vehicles are as follows:**

5.18.1. A DD Form 1408, **Armed Forces Traffic Ticket**, will be placed on the vehicle that will state this vehicle is suspected of being abandoned. It will include instructions for the owner or driver to remove it from base property within 72 hours.

5.18.2. If the individual fails to remove the vehicle, a DD Form 1569, **Incident/Complaint Report**, will be prepared. An attempt will be made to identify the owner with the State of Wisconsin Registration Division or any other registration. The vehicle will be towed by the motor pool to a designated place to be kept there as long as required by the provisions of the following paragraph.

5.18.3. If the State of Wisconsin or other agencies can identify the owner, a certified letter will be sent to the individual with instructions to remove their vehicle from federal property within five days. If the State of Wisconsin or other agencies cannot identify the individual, or if the individual fails to remove the vehicle, a commercial towing service will be contacted. The towing service will then remove the vehicle from the base and dispose of it as they see fit. A copy of the case file with pertinent records will be forwarded to the commander for information only, and the original will be placed on file and destroyed as outlined in AFMAN 37-139, *Records Disposition Procedures and Responsibilities*.

**5.19. Nature of Regulation Provisions.** The Rules of the Road Section contained in this chapter does not cover every legal provision applicable to motor vehicles and traffic. Chapter 346 of the Wisconsin Motor Vehicle Laws will be used as an authority for any violations not contained in this instruction.

## Chapter 6

### VEHICLE EQUIPMENT

#### 6.1. Headlights and Taillights on Motor Vehicles:

##### 6.1.1. Headlights:

6.1.1.1. Every motor vehicle, other than a motorcycle, motor driven cycle or snowmobile, will be equipped with at least two properly functioning headlights on the front of the motor vehicle. The lights will comply with the requirements and limitations set forth below.

6.1.1.2. Every motorcycle and every motor driven cycle will be equipped with a least one but not more than two properly functioning headlights which will comply with the requirements set forth below.

6.1.1.3. Every headlight on a motor vehicle, including every motorcycle and motor driven cycle, will be located at a height measured from the center of the headlight of not more than 54 inches or less than 24 inches to be measured as set forth in this instruction.

6.1.1.4. The use of parking lights instead of headlights is prohibited except where directed at base entry/exit points.

##### 6.1.2. Taillights:

6.1.2.1. Every motor vehicle, trailer, semi-trailer, or motorcycle will be equipped with a least one properly functioning taillight mounted to the rear emitting a visible red light that can be seen from a distance of 500 feet to the rear.

6.1.2.2. Every taillight on the vehicle will be located at a height of not more than 72 inches or less than 20 inches.

6.1.2.3. Either a properly functioning taillight or a separate light will be constructed and placed to illuminate with a white light the rear registration plate, making it visible from a distance of 50 feet. Any taillights, together with any separate lights for illumination of the rear registration plate, will be lighted whenever the headlamps or the auxiliary lights are lighted.

6.1.2.4. Vehicles designated and equipped with two taillights will have both lights operational.

6.1.3. Vehicles designed and equipped with directional turn signals will have those lights operational.

**6.2. Vehicle Safety Belts.** The term safety belts, as used in this instruction, includes lap belt and shoulder harness or other utilized restraints. When they are installed both lap belts, seat belts, or other utilized restraints must be worn as specified.

6.2.1. No person will be permitted to obtain installation registration for any motor vehicle unless safety belts are installed which meet federal specifications for year of manufacture. All such safety belts must be of a type and installed in a manner that has been approved by the Federal Motor Vehicle Safety Standards.

6.2.2. No person shall operate or ride as a passenger in any government or privately owned motor vehicle on any street on GMIAP-ARS without fastening their safety belt. Vehicle operators will

advise all passengers to fasten their safety belts before putting the vehicle in motion. This provision applies to operators and passengers of emergency vehicles.

### **6.3. Mufflers, Tailpipes, and Prevention of Noise:**

6.3.1. Every motor vehicle will at all times be equipped with a muffler and tailpipe in good working order.

6.3.2. No person will operate a motor vehicle with a muffler cut out, bypassed or similar device on any street on GMIAP-ARS.

**6.4. Horns and Warning Devices.** Every motor vehicle will be equipped with a horn in good working order and capable of emitting audible sound under normal conditions from a distance of not less than 200 feet. No horn or other warning device will emit an unreasonably loud or harsh sound.

### **6.5. Equipment or Material Affecting Visibility:**

6.5.1. All windshield wipers on motor vehicles will be maintained in good working order.

6.5.2. No person will drive any motor vehicle with any sign, poster, or other non-transparent material on the front windshield, wing, side, or rear windows of the vehicle that obstructs the driver's view of the roadway. This also includes frost, snow, ice, and moisture.

6.5.3. DD Form 2220, **Department of Defense Vehicle Decal**, will not be affixed to any portion of the side windows.

6.5.4. Vehicle Mirrors. All vehicles will be equipped with a rear-view mirror. Any vehicle that does not allow the driver visibility through the back of the vehicle will be equipped with external mirrors.

**6.6. Tires.** All vehicle tires must be of a pneumatic design. The tread remaining on the tires must be 1/16 of an inch or greater. Studded tires are prohibited except as authorized by the Wisconsin Motor Vehicle Laws on emergency vehicles, mail delivery vehicles, and out-of-state vehicles.

### **6.7. Emergency Vehicle Equipment:**

6.7.1. Visual Signals. Every authorized emergency vehicle will be equipped with not less than one rotating or flashing emergency light. Ambulance, fire department, command, and police vehicles will be equipped with red and/or amber emergency lights.

6.7.2. Audible Signals. Authorized emergency vehicles may be equipped with a siren, whistle, or bell in addition to any other authorized equipment or distinctive markings.

### **6.8. Defective Vehicle Citations:**

6.8.1. Anyone operating a vehicle that does not comply with the requirements of this chapter may be cited for operating a defective vehicle. If cited, you will have seven days to correct the defect and report to the law enforcement desk sergeant for inspection. Citations for defects that have been corrected within the seven-day period will not be processed. Citations for defects that are not corrected and inspected within this time frame will be processed under AFI 31-204.

6.8.2. In all cases, SF personnel issuing a defective vehicle citation will indicate on the offender's copy of the citation the actions required by the offender.

**6.9. Road Maintenance Vehicles.** These vehicles will be equipped with no less than one rotating amber light.

**6.10. Wisconsin Motor Vehicle Laws.** Any person operating a motor vehicle on this installation is subject to all provisions of Chapter 347 of the Wisconsin Motor Vehicle Laws relating to vehicle equipment unless otherwise specified in the regulation or AFI 31-204.

## Chapter 7

### VEHICLE OPERATOR TRAINING

**7.1. Driver Training.** Not conducted for individuals operating government vehicles of 1 1/2 tons or less. To operate these vehicles, individuals must take driver training on their own. Training to operate vehicles over 1 1/2 tons and special purpose vehicles will be conducted by motor pool personnel and/or qualified unit driver training personnel.

**7.2. Driver Training in Chemical Warfare Defense Protective Equipment.** Driver training of personnel to operate motor vehicles of any type while wearing the ground crew ensemble should be limited to those individuals who will operate vehicles during critical combat operations. Before conducting chemical warfare task qualification training (CWTQT) for vehicle operators, each organization will develop a unit operating instruction (OI) incorporating driver training instructions and other guidance coordinated with SE and Support Group Readiness Office. The OI must include procedures for ensuring the area is marked off for CWTQT training. The unit must coordinate with SF operations and the SE each time the area is set up for training. This must be done the day before the scheduled training.

7.2.1. Training will be limited to First Avenue on GMIAP-ARS. It will include the area from the parking lot north of Building 219 and east on First Avenue to and including the CEF training area.

7.2.2. All safety standards involved in the normal operation of USAF motor vehicles will be observed.

7.2.3. During training in the dedicated CWTQT driver trainer area, at least one passenger will be used as an observer/spotter. The observer/spotter will not be dressed in the ground crew ensemble.

7.2.4. Drivers authorized to operate vehicles while wearing the ground crew ensemble will be certified IAW applicable directives.

7.2.5. SF administrative actions pertaining to driver records will be based on the provisions of AFI 31-204.

## Chapter 8

### TRAFFIC POINT SYSTEM

**8.1. Application.** The use of the point system is mandatory within the Air Force and will be applied according to AFI 31-204. The point system applies to all individuals subject to this instruction.

**8.2. Procedures:**

8.2.1. Violations of the provisions of **Chapter 5** will be referred to the unit commander or civilian supervisor for disposition. However, the Chief of Security Forces may refer violations of a serious nature to the installation commander who would determine the administrative or judicial action required. Since the Wisconsin Motor Vehicle Laws in whole or part are applicable to this installation, cases may be referred to the United States Magistrate. Normally, administrative processing and disposition of violations will be accomplished within a 21-day period.

8.2.2. Upon receipt of a traffic ticket or incident report, the unit commander or division chief will inquire as to the violation. The inquiry may include witnesses to the violation.

8.2.3. Upon completion of the inquiry, the commander or division chief will render a decision and endorse the traffic ticket or incident report to the Chief of Security Forces. The endorsement will include final disposition of the case. On receipt of the report of action taken, SF administrative personnel will enter the number of points assessed or indicate suspension or revocation of driving privileges to the individual's driving record as prescribed in AFI 31-204, Table 5.1.

8.2.4. Unit commanders/division chiefs are responsible for enforcement of decisions concerning revocation or suspension of driving privileges concerning personnel under their jurisdiction.

8.2.5. A third cited violation of the Installation Traffic Code within a 36-month period will result in suspension of driving privileges on the installation for a period of six months. Violations subsequent to a six-month suspension will subject the offender to permanent revocation of driving privileges on GMIAP-ARS.

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