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**Security**



**MOTOR VEHICLE TRAFFIC SUPERVISION**

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This instruction establishes a standard procedure for the operation and control of motor vehicles on Niagara Falls International Airport-Air Reserve Station. It implements AFRPD 31-2, AFI 31-204, *Motor Vehicle Traffic Supervision* and AFI 31-209, *Air Force Resource Protection Program*. It applies to all persons, military and civilian, 914 Airlift Wing (AW), tenant units, and Base Operation Services (BOS) contractor who operate motor vehicles on Niagara Falls International Airport and Reserve Center.

**SUMMARY OF REVISIONS**

This revision aligns the instruction with AFRPD 31-2.

**1. General:**

- 1.1. Personnel operation motor vehicles on this base are responsible for strict compliance with the spirit and intent of the provisions of this instruction and AFI 31-204, *Motor Vehicle Traffic Supervision*.
- 1.2. The Security Officer is charged with enforcement of this instruction. The Security Forces Squadron will maintain a record of all violations and is charged with the submission of reports on all violations, which warrant penalties or disciplinary action.
- 1.3. Upon receipt of reports indication traffic infractions, unit commanders/supervisors are required to counsel or take disciplinary action, to insure that the reported infraction does not reoccur.

**2. Registration:**

- 2.1. Vehicle Registration: All motor vehicles will be registered with the Security Forces office during the first duty day following the arrival of new personnel. The following exceptions are authorized: bicycles, engineer equipment, maintenance equipment designed exclusively for off-road service, and

material handling equipment. AF Form 75, **Visitor/Vehicle Pass**, supports base entry requirements of AFI 31-209, *Air Force Resource Protection Program*, and is used to control personnel and vehicles in a temporary status. Temporary registration may be used for a period not to exceed 30 days. Use of this form for temporary registration on contractor vehicles and personnel must not exceed one year.

## 2.2. Registration Procedures:

2.2.1. Private Vehicles. Individual servicemen/women either active duty or reservists, civilian employees, Dependents and others may be granted the privilege of regularly operation private vehicles on Niagara Falls International Airport-Air Reserve Station. This privilege is conditional and will be granted only when applicants: a motor vehicle on this installation.

2.2.1.1. Have knowledge of and comply with the laws and regulations applicable to registration and operation of a motor vehicle on this installation.

2.2.1.2. Maintain valid state and DOD registration tags on their vehicles.

2.2.1.3. Have available and produce upon request of Security Force personnel, or other designated officials, the state vehicle registration document, a valid driver's license, proof of current vehicle inspection, and proof of insurance of \$10,000.00 personal liability each person, \$20,000.00 personal liability each accident, and \$5,000.00 property damage liability.

2.2.1.4. Have evidence of satisfactory completion of a safety and mechanical vehicle inspection, by state or jurisdiction in which the vehicle is licensed or located.

2.2.1.5. Promptly submit changes in registration data to the Security Forces vehicle registration section.

## 2.2.2. Evidence of Registration:

2.2.2.1. Permanent registration will be indicated by display of a valid DD Form 2220, **DOD Registered Vehicle**, and on installation tab. Tabs are color coded and will be issued in accordance with the following: Blue – Officers; Gold – NCO's; Maroon – Airmen; Green – Civilians; Black - Contractors Air Reserve Technicians (ART) and retirees will register as military and will receive the appropriate tab for their grade.

2.2.2.1.1. Place the DD Form 2220 on the front bumper of cars or trucks, driver's side, facing forward or on the windshield centered at the top. On motorcycles it will be placed on a conspicuous, front facing surface or the windshield. The installation tab is placed under the DD Form 2220. In order to adhere properly, the bumper surface/windshield surface must be clean, dry and warm.

2.2.2.1.2. Other devices or decals will not be fastened to or around the DD Form 2220 and the installation tab.

2.2.2.2. Visitor/Vehicle Pass, AF Form 75, will be used by Security Force personnel to control base visitors. Visitors will comply with all provisions on the back of the AF Form 75. One portion of the AF Form 75 will be kept on the visitor's person and will be presented to security or other designated officials, upon request. The other portion of the AF Form 75 (vehicle portion) will be kept in the visitor's vehicle on the drivers side dash. The passes will be turned in at the gate when departing the Installation.

2.2.2.3. Each individual who registers a privately owned vehicle on base is responsible for

informing Security Force personnel of any change in registration data, such as; change in license number, sale or disposal of vehicle, theft or loss of decal, etc. In the event a vehicle is sold, the DD Form 2220 and installation tab must be removed and the sale reported to the Security Force Vehicle Registration section, the first working day following the transfer. Registration decals of vehicles cannot be transferred from the registrant to another person or vehicle. Except as indicated regarding the sale of a vehicle, changes must be reported within 30 calendar days after that occurs.

2.2.2.4. DD Form 2220 will be removed from the vehicle when registration is terminated, or prior to the transfer of ownership of the vehicle.

2.2.2.5. A recovered vehicle identification decal, which has been reported lost, stolen, or missing will not be used by the finder, under any circumstances.

2.2.2.6. Vehicle registration will be terminated for the following reasons:

2.2.2.6.1. Resignation, discharge, separation, or civilian retirement of registrant.

2.2.2.6.2. Death of registrant.

2.2.2.6.3. Suspension of registrant's base driving privileges.

2.2.2.6.4. Transfer of vehicle ownership.

2.2.2.6.5. Mutilation or wear of DD Form 2220, which makes the numbers illegible

2.2.2.6.6. Loss or improper display of DD Form 2220.

2.2.2.6.7. Failure to update registration date within 30 calendar days.

**3. Operation:** Generally, traffic regulation of the Niagara Falls Air Reserve Station conforms to those of the State of New York. All persons will operate their vehicle in a safe manner and comply with the following:

**3.1. Operator's License:** All vehicle operators will have in their possession a valid state driver's license. Personnel who operate any Government owned or leased vehicle will have an AF Form 2293, U.S. **Air Force Motor Vehicle Operator Identification Card**, with accompanying valid state driver's license in their possession. Those required to drive on the flightline must have in their possession a valid state driver's license, AF Form 2293 and an AF Form 483, **Certificate of Competency**, for flightline driving.

**3.2. Traffic Control Signs and Markings:** All traffic control signs, lights, markings, and Security Force personnel directing traffic will be obeyed.

**3.3. Emergency Vehicles:** All vehicles operated on this installation will yield the right-of-way to ambulances, fire trucks, police vehicles, convoys and troop formations. At the sound of a siren, or upon display of emergency lights by an emergency vehicle, all other vehicles will immediately pull as far off the right of the road as possible regardless of direction and stop until emergency vehicles have safely passed.

**3.4. Golf Carts/EZ Goes:** Drivers of these vehicles must have in their possession a valid state driver's license. Follow all traffic laws. Vehicles that are driven on the flightline will follow the rules and instructions that pertain to flightline driving, including having an AF Form 483 and AF Form 2293 in the drivers possession. These vehicles will no be operated at speeds in excess of 25 MPH. In

inclement weather, when visibility is reduced, a brightly colored flag or ball will be installed to the cart at a sufficient height to be seen. The vehicle carts used on base roads must use the shoulder of the road when yielding to traffic. To use the driving lane, it must be clear and safe. When the vehicle is left unattended, remove the keys and set the parking brake. Only employees (DOD or Military personnel) are authorized to operate these vehicles.

**3.5. Signals:** Vehicle operators must use signals to indicate turning, stopping, or slowing down. Standard hand signals or devices are acceptable.

**3.6. Speed Limits:** The basic speed limit on this installation is 25 MPH maximum on all base streets, roads and authorized egress/ingress, except as otherwise posted. The speed limit in parking lots is 15 MPH. The speed limit on the Aircraft Parking Ramp is 15 MPH, except within 50 feet of an aircraft, where the speed limit is reduced to 5 MPH. Special purpose vehicles will adhere to the speed limit guidance found in instructions relating to that particular vehicle up to the speed limits as directed by this instruction. Vehicle may travel up to 25 MPH on taxiways, as long as it is safe to do so and will not interfere with other vehicular traffic. Aircraft emergency response vehicles have the right-of-way on taxiways.

**3.7. Entering Roadways from Driveway Areas:** When entering the roadways from a driveway, parking area, or from any position off the road, the drive will yield the right-of-way to all approaching vehicles on the roadway.

**3.8. Accident on Base:** In case of motor vehicle accidents on the base, involving either government or privately owned vehicles. The drivers involved will immediately notify the Security Force Law Enforcement Desk Controller or Security Force member and then remain at the scene of the accident. The vehicle(s) involved will not be moved until appropriate investigations are completed, unless they present a serious hazard. The security official and/or civil authorities will complete a written report, including information as to the probable cause.

**3.9. Lights:** Lights on all vehicles will be turned off upon approaching the gate on base. During periods of reduced visibility (snow, rain or fog) moving vehicles will use low beam headlights, not parking lamp. The newer model vehicles that have automatic headlamps while running will be exempt; however, they will be on low beam only.

**3.10. Fire Hoses:** Vehicle will never be driven over fire hoses, unless hose bridges have been provided or as directed by Bases Fire Department personnel

**3.11. Unauthorized Vehicles:** Unauthorized vehicles will not be driven within 300 feet of any building, area, or aircraft involved in fire, or parked on streets in any manner which would interfere with firefighter response.

**3.12. Vehicle Owner Responsibility:** The owner of a vehicle registered on this installation is responsible for ensuring that any person who borrows the vehicle has a valid state driver's license and is covered by the appropriate liability insurance.

**3.13. Troop Formations/Movements:** Troop formation/movements will have the right-of-way over vehicles, except emergency vehicles. Government or privately owned vehicles passing such formations must reduce speed to 15 MPH.

**3.14. Driving under the Influence of Intoxicants:** Persons who are suspected of driving under the influence of intoxicants, while operating a motor vehicle on the Niagara Falls Air Reserve Station, may be requested to park their vehicle and submit to an appropriate test for intoxication. The test will

be administered by a civilian Law Enforcement agency, e.g.: Niagara County Sheriff or New York State Police.

**3.15. Government Vehicles: Government** owned or leased vehicles leaving the confines of the Niagara Falls Air Reserve Station after duty hours must stop at the exiting gate to be properly logged out by the Security force personnel on duty. The driver must possess an AF FM 1380, record of Off Base Mileage. The form must be stamped, dated and approved for off-base use by vehicle maintenance, vehicle management, or manager systems analysis.

**4. Parking of Vehicles:** Generally, the parking of motor vehicles will be governed by curb markings and parking signs. Also, privately owned vehicles will not be parked on base for more than 24 hours, except for individuals on temporary duty (TDY). All persons operating a motor vehicle on this installation will observe the following general rules.

4.1. Engines of all vehicles will be stopped; keys removed from the ignition and parking brakes set when vehicles are left unattended. Security Force personnel may impound keys found in vehicles. The owner of the vehicle may reclaim impounded keys from Security Forces upon presentation of proof of ownership.

4.2. Parking of vehicles in the following manner is strictly prohibited.

4.2.1. In a space reserved for some other specific vehicle. The group commander can authorize reserved spaces and requests must be forwarded through security. Authorizations for reserved spaces will be renewed annually, in October.

4.2.2. On road shoulder.

4.2.3. In such a way as to block emergency exit of aircraft from hangers and nosedocks.

4.2.4. Motor scooters, motorcycles, and other passenger vehicles parked in any building, except those buildings approved as a garage or for vehicle storage by the base fire department.

4.2.5. Within 20 feet from buildings, except in parking areas. No driveway, fire lane, roadway, or building entrance will be blocked as a result of parking at any time. Yellow painted curbs, white hatching, or "No Parking" signs indicate no parking areas.

4.2.6. Within 25 feet of aircraft, unless aircraft is being refueled, than the distance will be 50 feet.

4.2.7. On any grassed or seeded area.

4.2.8. On sidewalks or curbing.

4.2.9. In handicap spaces.

4.3. Parking lots marked for a particular unit and approved by the Wing Commander will be used only by the personnel of the unit, with the exception of visitors on official business. Requests for establishment and renewal will be handled as outlined.

4.4. Long term parking, for a period not to exceed 90 days will:

4.4.1. Be requested in writing through the Support Group Commander and approved by same.

4.4.2. Will be coordinated through the Security Forces commander with all pertinent vehicle and owner information.

4.4.3. All vehicles approved for long term parking will be parked only in the designated parking area, which is presently between bldg. 404 and 403.

4.4.4. Have proof of comprehensive, fire, and theft insurance coverage for damage coverage.

**5. Point Assessment and Penalties for Traffic Violations.** Points for violation of traffic regulations will be assessed in accordance with the mandatory points assessment described in AFI 31-204, *Motor Vehicle Traffic Supervision*.

5.1. Members receiving a DD Form 1408 (**Armed Forces Traffic Ticket**), may appeal the ticket. The following procedure shall apply:

5.1.1. Member must request an appeal within five working days (reserve and guard personnel must request an appeal by the next UTA). The request must be in writing and sent to: 914<sup>th</sup> AW/CC, Niagara Falls ARS, and NY 14304-5000.

5.1.2. The Wing commander shall appoint a hearing officer, in rank of Major or above, or a GS-11 or above.

5.1.3. The hearing officer shall hear testimony of the member and may hear from other persons having knowledge of the incident, as determined by the hearing officer.

5.1.4. The hearing officer shall then decide whether the ticket shall stand or be dismissed. The determination of the hearing officer shall be final and binding. A letter from the hearing officer shall be sent to the violator, within five (5) working days after the completion of the appeal, stating his/her decision. A copy of the letter will be sent to the group commander, security forces and judge advocate offices.

**6. Traffic Tickets .** DD Form 1408, **Armed Forces Traffic Ticket**, will be issued for violations committed on the installation and will be processed as follows:

6.1. DD Form 1408 will be prepared in triplicate, with the following distribution:

6.1.1. The original copy will be forwarded by security to the offender's commander, of the dependent's sponsor, or to a civilian employee's supervisor. Any evidence of previous traffic violations by the offender will be indicated when the original ticket is forwarded.

6.1.2. The duplicate copy will be kept on file by the security force section.

6.1.3. The last copy will be given to the offender, or placed under the windshield wiper of a parked vehicle.

6.2. For violations requiring a report of action, the commander or supervisor, to whom the request for report of action take was sent, will complete the "Report of Action Taken on Traffic Violation" portion of the DD Form 1408. Sign and return the original ticket to the security forces squadron by the established suspense date.

6.3. When the report of action taken is returned to security an appropriate entry will be made of AF Form 1313, Drivers record or AF Form 110, **Individual Incident Reference Record**, as applicable.

**7. Impounding of Vehicles.** Vehicles improperly parked or abandoned may be impounded by the Base Security Base Forces, at the direction of the Chief, Security Forces. Owners of impounded vehicles must report to security to obtain a release.

**8. Vehicles Subject to Search.** On the installation, vehicle operators shall open trunks, car hoods, compartments and shall remove car seats for inspection purposes when so requested by security force personnel and directed by the installation commander (Section 21, International Security Act of 1950; 50 USC 797) Acceptance of a decal, temporary registration, or visitor's pass will constitute authorization for such searches.

**9. Safety Requirements:**

9.1. Personnel operating motorcycles, motor bicycles, mopeds and motor scooters on this installation will wear the required safety helmet, safety glasses, face shield or goggles, and hard sole shoes with low heels, in accordance with (IAW) AFI 31-201, *Security Force Standards and Procedures*. This requirement also applies to passengers. Motorcycles are required to have headlights on at all times, while operating on this installation.

9.1.1. Failure to use proper safety equipment may result in a finding of "not in the line of duty due to individual misconduct". Commanders may conduct an investigation according to AFI 31-209.

9.2. Drivers will wear seat belts and passengers at all time while in a moving government vehicle, both on and off base. Drivers will not move vehicles until seat belts are fastened. Except for exceptions stated in AFI 91-207, *US Air Force Traffic Safety Program*.

9.3. The use of seat belts in privately owned vehicles is mandatory.

**10. Traffic Circulation:**

10.1. Normal Operations During normal operations, personnel will enter the installation at the Lockport Road Gate (Main Gate), or Walmore Road Gate (Secondary Gate).

10.1.1. The Lockport Road gate will be opened 24 hours each day, seven days a week. NOTE: During higher threatcons and after normal duty hours this gate may be closed, but security forces will be on duty at the gate, to allow entry to the base after proper identification procedures have been completed.

10.1.2. The Walmore Road gate (Secondary Gate) will be opened for Fuel deliveries, and contractors engaged in a labor dispute. Notification of Security forces is required in advance for posting of security.

10.2. Adverse Road or weather conditions: Provisions for adverse road and weather conditions affecting this installation and employees are delineated in the Base Snow removal and Ice Control Plan, Base Disaster Preparedness Operation Plan, and policy letters sated by the installation commander. Refer to the specific plan for more detailed information.

10.3. Special Events: Due to the small area in which this installation is located (960 acres), vehicle parking for approximately 1600 vehicles will over crowd every parking lot and space available on the installation. Planning for special events are tailored for the specific special event and are formalized at the group or unit commander's meeting designated for the occasion

**11. Traffic During Threatcons:**

11.1. Due to the sensitivity of threatcon procedures, the traffic flow plan, parking and base entry procedures will be confined to "For Official Use Only" and access to plan will be through proper official

authorization. During Threatcon alpha, bravo charlie and delta, the only access to the base will be through the Lockport Road gate unless directed otherwise by the Wing Commander.

## **12. Passengers:**

12.1. Passengers in or on government vehicles will remain seated while the vehicle is in motion and keep their legs and arms inside the body of the vehicle.

12.2. Will not ride on tug fenders unless a suitable seat, with a back and side guard, is installed.

12.3. Will not ride on any part of moving equipment not designed especially for passengers. Exception: Personnel may be transported in the cargo bed of one-half or three fourth ton general purpose pick-up trucks provided the following safety procedures are followed.

12.3.1. Vehicle must be equipped with a working tailgate.

12.3.2. Passengers must be seated on the cargo deck with no part of the body overhanging the sides or rear of the vehicle.

12.3.3. Vehicle will not be operated off base.

**13. Special Operations:** AFJMAN 24-306, chapter 25, *Manual for the Wheeled Vehicle Driver*, provides specific guidance for the following special operations.

13.1. Positioning refueling vehicles and servicing equipment to aircraft.

13.2. Aircraft towing vehicle operator's responsibilities and qualifications.

13.3. Forklift operator's instructions around aircraft.

**14. Vehicle Traffic Flow Plans:** Drivers will conform to the Motor Vehicle Traffic Flow Plan when operating on the AFRES or NYANG aircraft parking ramps.

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