

**1 April 1999**

**Security**



**MOTOR VEHICLE TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides uniform procedures to be used in supervision of the base traffic program. It establishes responsibilities and provides instructions to owner/operators of privately owned vehicles (POV), snowmobiles, bicycles, and motorcycles. It also provides for administration of a traffic system. It establishes a traffic point system and stipulates the posting of collateral or appearances before a United States Magistrate for certain motor vehicle violations. All traffic laws of the State of Minnesota apply at Minneapolis-St Paul International Airport Air Reserve Station (MSP IAP ARS) except as otherwise noted in this instruction. This instruction pertains to all personnel who have a need to operate a POV or government owned vehicle on this base. It implements AFRD 31-2, *Law Enforcement*.

**SUMMARY OF REVISIONS**

This revision deletes the use of 934 AW Form 26, **Department of Defense Warning Citation**. All Security Police have been changed to Security Forces. A (I) indicates revisions from the previous edition.

**1. Responsibilities:**

1.1. The Installation Commander:

1.1.1. Establishes an effective traffic enforcement program.

1.1.2. Maintains traffic records and analyzes the enforcement program to ensure maximum effectiveness.

1.1.3. Maintains liaison with civilian police agencies.

1.1.4. Ensures that the traffic system becomes a part of the entire base safety program.

1.2. The Chief of Safety establishes traffic safety programs as required by AFI 91-207, *The US Air Force Traffic Safety Program* and AFRC directives.

### 1.3. The Chief of Security Forces:

1.3.1. Develops and enforces all traffic regulations/instructions.

1.3.2. Administers traffic violation and driver record system.

1.3.3. Establishes liaison with civilian police agencies.

1.3.4. Coordinates all aspects of the base traffic program with the Director of Safety and Base Civil Engineer.

1.4. The Base Civil Engineer will procure and erect all traffic control signs after coordination with the Director of Safety, traffic safety coordination committee, and Chief of Security Forces. All signs procured and installed will conform to the *Manual of Uniform Traffic Control Devices for Streets and Highways*.

1.5. All personnel operating or riding in any motor vehicle on base will wear seat belts, when available, according to AFI 91-207, *USAF Traffic Safety Program*.

## 2. Traffic Point System:

2.1. The traffic point system is used to provide the commanders and supervisors with an impartial device in evaluating driver's performance. The assessment of points is not to be construed as a disciplinary action. Points will be assessed and recorded on AF Form 1313, **Drivers Record**, upon receipt of the action taken by the unit commander or civilian supervisor, or when the violation, for which points are assessable, requires the issuance of a DD Form 1805, **Violation Notice**:

2.1.1. Any person who has accumulated 6 points will be counseled by his/her commander or supervisor.

2.1.2. When an individual accumulates 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, his/her commander or supervisor will be advised by the Installation Commander that action is being taken to revoke or suspend the driving privileges of the individual on base for a period of six months or longer. When an individual receives two traffic violations, the commander or Chief of Security Forces may cause removal of the decal and restriction of driving privileges to certain areas on the base. Suspension of installation driving privileges may be implemented for a period not to exceed six months when an individual receives four parking/standing violations in a 365-day period. Suspensions may be implemented by the commander when an individual continually violates standing or parking regulations/ instructions.

2.1.3. Any individual whose driving privileges have been revoked or suspended may appeal by letter to the Installation Commander. Appeals must be initiated within 10 workdays from the date the individual is notified of the suspension or revocation action. Appeals or grievances of civilian employees will be processed according AFI 36-1203, *Administrative Grievance Systems*.

2.2. Assessments of traffic violations will be as shown below. Points will not be assessed for parking violations; however, posting of collateral may be required as shown in paragraph 2.4.

2.3. Suspension/Revocation of Driving Privileges. When an individual whose driving privileges have been suspended or revoked is apprehended driving on this installation, his/her driving privileges will result in the original period of suspension or revocation being increased by two years. See attachment 1 for violations and penalties.

2.4. Point Assessment/Posting of Collateral. When two or more violations are committed on a single occasion, assessment of points will be for the one offense having the greater value. See attachment 2 for violations, collateral and points.

### 3. Administrative Actions:

3.1. All traffic violations will be presented to the commander or supervisor of the individual concerned on DD Form 1408, **Armed Forces Traffic Ticket**, and/or DD Form 1569, **Incident Complaint Report** and require the commander or supervisor to complete and return the action taken for all violations in compliance with the suspense date listed on the form.

3.1.1. Traffic violators may be issued a DD Form 1408 as a warning citation. A record of the warning citation will be maintained on file at the security forces desk. Future violations if of a similar nature, may be issued a DD Form 1408 or DD Form 1805 based on previous issuance of the warning citation. If the warning citation issued requires a response from the violator, a DD Form 1408 or DD Form 1805 may be issued if the response is not received within the appropriate time limit.

3.2. Traffic violations for which DD Form 1805 are issued require the individual to either post collateral to the U.S. Clerk of District Court in the amount indicated for the offense or appear before a United States Magistrate. A copy of the DD Form 1805 and any traffic violation reports on military personnel or DoD civilian employees will be forwarded to the commander or supervisor of the violator.

3.3. When a military member who has accumulated points is transferred to another installation, AF Form 1313 will be forwarded to his/her new duty station.

### 4. Traffic Law Enforcement:

4.1. The entire system will be enforced and administered by the Chief of Security Forces. The following personnel are designated as authorized representatives of the Chief of Security Forces:

4.1.1. Department of Defense Security Forces.

4.1.2. 934th Security Forces Squadron.

4.1.3. Reserve personnel of the other branches of the Armed Services who are Security Forces, in a duty status, and performing those duties under the supervision of the Chief of Security Forces.

4.2. The traffic system will be supervised and inspected by selective enforcement. The use of time-distance speed checks is authorized anywhere on this base. All security force vehicles used for speed checks have had their speedometers calibrated, and radar devices have an authorized frequency.

**5. Motor Vehicle Accidents.** All accidents involving any vehicles on base will be reported to and investigated by security forces. All required reports will be accomplished. All accidents off-base involving government owned vehicles will also be reported. The primary responsibilities of personnel involved in accidents are safeguarding life and property. Accident reporting is secondary.

**6. Speed Laws.** The speed limits for this installation are:

6.1. Area " D " - (Air National Guard area), 25 miles per hour (mph) on roadways; 10 mph on flight-line.

6.2. Area "N" - (934 AW). 20 mph on roadways: 10 mph on flightline.

6.3. Parking Lots - 10 mph.

**7. Parking.** The various types of parking authorized are:

7.1. Individual Reserved Parking. This parking is authorized only for the unit commanders or civilian supervisors of a major function, handicapped employees and two spaces for AFGE Local 1997 officials. Total number of reserved parking spaces will be limited to one percent of the total number of parking spaces on this installation. All other personnel will park on a first-come first-serve basis. Authorized personnel who desire to have an individual reserved parking place must submit AF Form 332, **Work Request**, to the Base Civil Engineer for erection of the sign. Disapproved requests will be returned to the individual by the Chief of Security Forces.

7.2. General Purpose Parking. General-purpose parking are those parking spaces designated by painted hash marks or stripes. General-purpose parking is intended for the day-to-day parking during the workweek. Parking is prohibited on the following avenues and streets: Kittyhawk Ave, Earhart Ave, Lindbergh Ave (west side parking only), Doolittle Ave, Apollo Ave, LeMay Ave, Grissom Ave, 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> streets.

7.3. Winter Parking. During the period of 1 November through 15 April, overnight parking is prohibited in all parking spaces except for long term parking areas, and buildings 711 and 716 parking for lodging guests. Vehicles left overnight in any other space will be ticketed by security forces, and if required to facilitate snow or ice removal, will be towed.

7.4. Short Term Parking. Authorized parking in all general-purpose parking areas for 5 days or less by base employees during the period of 15 April through 1 November.

7.5. Long Term Parking. Long term parking are privately owned vehicles parking for over 5 days. The desk sergeant will provide parking locations.

7.5.1. Security Forces maintains a log of these vehicles. This accountability enables Security Forces to respond to any contingency. The first sergeant or designee of a deploying unit may request a long term parking log from the desk sergeant, complete it, and return it prior to the unit deploying. Upon your return, advise the desk sergeant.

7.5.2. The Installation Commander or the United States Air Force assumes no responsibility for fire, theft, damage, or vandalism to the vehicle while parked on this base.

**8. Snowmobiles.** Operation of snowmobiles on base is prohibited except in unusual circumstances and only with the prior approval of the Installation Commander.

RICHARD R. MOSS, Colonel, USAFR  
Commander

## Attachment 1

## DRIVING VIOLATIONS - REVOCATIONS/SUSPENSIONS

VIOLATIONS	PENALTY
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	1-year revocation is mandatory on conviction.
Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (10 % or greater).	1-year revocation is mandatory on conviction.
Driving a motor vehicle while a habitual user or under the influence of any narcotic or while under the influence of any other drug to a degree rendering him/her incapable of safe operation thereof. Any felony in the commission of which a motor vehicle is used.	1-year revocation is mandatory on conviction.
Fleeing the scene involving death or personal injury (Hit and Run) See Minnesota Uniform Vehicle Code (MUVc).	1-year revocation is mandatory on conviction.
Perjury or making false affidavit or statement under oath to responsible officials or under law or regulations relating to the ownership or operation of motor vehicles. (See MUVc 6-205)	1-year revocation is mandatory on conviction.
Unauthorized use of a motor vehicle belonging to another which act does not amount to a felony.	1-year revocation is mandatory on conviction.
Refusal to submit to chemical test. (Implied consent) (See MUVc 6-205).	1-year revocation is mandatory on conviction.
Commission of an offense for which mandatory revocation is required on conviction.	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.
Is incompetent to drive a motor vehicle (Example: Mental, physical impairment).	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.
Has committed an offense in another state, which if committed on the installation, would be grounds for suspension or revocation.	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.
Has permitted an unlawful or fraudulent use of an official driver's license.	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.

Has been convicted of fleeing or attempting to elude a police officer.	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.
Has been convicted of racing on the highway.	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.

## Attachment 2

## DRIVING VIOLATIONS-COLLATERAL/POINTS ASSESSED

41CFR CODE 101-20.312	COLLATERAL	POINTS ASSESSED
<b>Operating vehicle on a street or highway without current license plates or tabs:</b>		
Failure to display	\$10.00	3
Expired (within 3 months)	\$25.00	3
No plates or tabs (including expired more than 3 months)	\$25.00	3
<b>License plates to be attached to vehicles:</b>		
Failure to display license plates.	\$10.00	3
Display of unauthorized plate.	\$35.00	3
<b>Failure to display base registration (DD Form 2220, DOD Registered Vehicle)</b>		
Vehicle not registered	\$10.00	3
Expired (more than 3 months)	\$25.00	4
Display of an unauthorized or improperly placed decal	\$25.00	3
<b>Driver's license:</b>		
No valid driver's license	Mandatory Court Appearance	6
Violation of operator's restrictions (physical/mental).	\$20.00	3
Refusal to display	\$20.00	3
Failure to have in immediate possession (if a defendant, within 3 days of the violation, provides proof to the charging agency of being validly licensed at the time of violation, the agency shall reduce to a warning, and notify the defendant, the court, and CVB of the dismissal).	\$30.00	4
Possess/Display/Refuse to Surrender a Canceled/ Revoked/ Suspended/Fictitious/Altered driver's license or ID Card; to loan or permit unlawful use to another; to alter driver's license or ID Card	Mandatory Court Appearance	0
Driving while license revoked or suspended	Mandatory Court Appearance	0
Permitting unauthorized person (including minor/ward) to operate vehicle under control of accused	\$30.00	4
Violation of any restriction of an "Occupational" Operators permit	Mandatory Court Appearance	0
No motorcycle operator license or license endorsement	\$30.00	6
<b>Exceeded posted speed limit or speed to fast for conditions:</b>		

5 to 10 mph over	\$10.00	3
11 to 15 mph over	\$30.00	4
Over 15 but not more than 20 mph	\$40.00	5
Over 20 mph	\$50.00	6
Failure to operate vehicle in a careful or safe manner	\$40.00	6
Failure to comply with traffic signals and direction of Law Enforcement or other authorized officials	\$25.00	4
Failure to stop for stop sign, traffic signal, or pedestrian crosswalk when occupied by pedestrian	\$25.00	4
Driving on the wrong side of the roadway	\$15.00	4
Failure to yield right-of-way from alley, driveway, building, parking lot, stop sign, or to an authorized marching unit.	\$25.00	4
<b>U Turns prohibited:</b>		
In front of traffic	\$10.00	3
Not in front of traffic	\$30.00	3
Failure to signal turn, stop, or start	\$10.00	3
Operating an unsafe vehicle to include: Head lamps, tail lamps, turn signals, brakes, bald or unsafe tires mufflers and obstructed windshield or no windshield wipers	\$25.00	3
Failure to set brakes, stop engine, or remove keys when parking	\$25.00	3
<b>Failure to wear seatbelt:</b>		
The driver	\$35.00	3
A passenger riding in any seat who is 15 years or over and fails to wear safety belt will be fined. (The driver will not get fined for passenger)	\$10.00	0
Children four years old or under and not exceeding 50 lbs in weight are required to be in an approved infant/child car seat	\$35.00	3
Failure to wear protective helmets and eye protection while operating or riding a motorcycle, ATV or moped	\$25.00	3
Violation of traffic regulation by bicyclist	\$10.00	1
Radar detection device or device to simulate erroneous speeds prohibited	\$20.00	3
Littering	\$50.00	4
<b>Parking Violations:</b>		
Contrary to posted signs, curbing and/or street markings	\$10.00	0
Without disabled person permit	\$50.00	0
Individual reserved parking (when requested)	\$25.00	0

Overnight or extended period	\$20.00	0
Privately owned vehicles on flightline (without prior approval)	\$20.00	0
Within 15 feet of a fire hydrant or in a fire lane	\$20.00	0
Blocking an intersection, loading zones, or entrances to any building	\$10.00	0
Any grass or seeded area	\$10.00	0
Blocking waste dumpsters in any manner as to hinder the pickup and/or delivery	\$10.00	0
<b>Alcoholic beverages and narcotics:</b>		
Operation of a motor vehicle while under the influence	Mandatory Court Appearance	0
Possessing while entering upon the property, prohibited alcoholic beverages, any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines	Mandatory Court Appearance	0