

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**

**VANCE AIR FORCE BASE
INSTRUCTION 31-218**

3 DECEMBER 2025

Security

**MOTOR VEHICLE TRAFFIC
SUPERVISION**



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This instruction implements and extends the guidance of Air Force Policy Directive (AFPD) 31-1, *Integrated Defense* and Air Force Instruction (DAFI) 31-218(I), *Air Force Motor Vehicle Traffic Supervision*. This publication applies to all personnel operating a motor vehicle or transportation device on Vance Air Force Base. It outlines the Vance Air Force Base Traffic Supervision Program, to include but not limited to, traffic accident reporting requirements, revocation, and suspension procedures. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the Vance Air Force Base Publications and Forms Manager. (DAF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

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Chapter 1

DELEGATION OF AUTHORITY.

1.1. The Installation Commander. Delegates authority for the administration of the base motor vehicle traffic supervision program, including the authority to revoke, suspend, or restore base driving privileges in accordance with DAFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, and this instruction to the 71 MSG/CC. The 71 FTW/CC is the final approving authority for any and all amendments to this instruction.

1.2. The Defense Force Commander (DFC). Will ensure personnel engaged in law enforcement and adjudication activities will follow the provisions of DAFI 31-103, *Law and Order Operations*, in reporting all criminal and traffic violations and utilize Air Force Justice Information System (AFJIS) to support reporting requirements and procedures.

1.3. Security Forces (SF) Members. Will exercise overall staff responsibility for directing, regulating, controlling traffic, and enforcing laws and regulations pertaining to traffic control. Will assist traffic engineering functions at Vance by participating in traffic control studies designed to obtain information on traffic problems and usage patterns.

Chapter 2

DRIVING PRIVILEGES.

2.1. Requirements for Driving Privileges.

2.1.1. Operating a Government Owned Vehicle (GOV) or Privately Owned Vehicle (POV) on Vance AFB is a privilege granted by the Installation Commander. Motor vehicle operators will comply with the laws and instructions for motor vehicle operation and registration on and off the installation. Failure to comply with the laws and instructions may result in administrative action, fines, and/or punitive action.

2.1.2. The operator of a motor vehicle must possess and produce upon request by law enforcement personnel, the following:

2.1.2.1. A valid state driver's license, lawfully licensed to operate motor vehicles in appropriate classifications, not under suspension or revocation in any state. Non-US citizens must possess a valid and current international driving permit. The United States does not issue international driving permits to foreign visitors.

2.1.2.2. If a person is driving on Vance AFB with a learner's permit, IAW Oklahoma state law, the passenger in the vehicle must be 21 years of age and must also possess a valid driver's license.

2.1.2.3. Valid state registration. All vehicles operated on Vance AFB will display license plates in accordance with the requirements of the state where the vehicle is registered.

2.1.2.3.1. Under the Service Members Civil Relief Act of 2003, military members may retain their original state of residency throughout their service, despite living in various states, solely by reason of their military service. The act, by implication, allows military members to register their vehicles in one of two places, either their state of residence or the state in which they are currently living.

2.1.2.4. Proof of Valid Insurance. Proof of current insurance consists of an insurance card or other documents issued by the insurance company, that have a policy effective and expiration date. Vehicle operators must maintain the minimum levels of insurance required by Oklahoma state liability requirements. **NOTE:** Electronic documents can be shown via cellular devices or tablets to show proof of insurance.

2.2. Stopping and Inspecting Personnel or Vehicles. SF may conduct on-base traffic stops when there is a reasonable basis to enforce a traffic regulation. Searches of vehicles may be necessary when probable cause of criminal activity exists.

2.2.1. SF will conduct Random Installation Entry/Exit Vehicle Checks (RIEVC) as directed by the 71 MSG/CC. The intent is to protect the security of the command, government property, and discourage pilferage. RIEVCs are not conducted merely to establish probable cause. Inspections ensure the security, military fitness, and good order and discipline of the installation and may include an examination to locate and confiscate unlawful weapons and other contraband.

2.3. Implied Consent to Blood, Breath, or Urine Tests. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting

installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on Vance AFB. Testing will be completed using generally accepted scientific and medical methods and standards.

2.3.1. For all nonconsensual extraction of blood, Security Forces will coordinate with SJA for approval.

2.3.2. Any person requesting an additional test will pay at their own cost. The test must be approved by the State and completed as soon as possible with any delay noted on the results.

2.4. Implied Consent to Vehicle or Trailer Impoundment. As a condition to accepting installation driving privileges, drivers give their consent for the removal and temporary impoundment of their POV or trailer if it: 1) is illegally parked or parked for unreasonable periods; 2) interferes with military operations; 3) creates a safety or security hazard; 4) is disabled by accident or incident; 5) is left unattended, or adjacent to a restricted, controlled, or off-limits area; or 6) is abandoned. Drivers also agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

2.4.1. An unreasonable period is defined as a period of time in excess of three consecutive days. Abandoned is defined as any vehicle or trailer left parked in excess of seven consecutive days when the vehicle or trailer owner is unknown or cannot be determined. In either case, the vehicle or trailer is subject to towing.

2.5. Suspension or Revocation of Driving Base Privileges. The Installation Commander or Designee may, for cause or any lawful reason, administratively suspend or revoke driving privileges on the installation. The suspension or revocation of installation driving privileges, for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this regulation.

2.5.1. Driving privileges may be suspended when other measures fail to improve a driver's performance. Measures should include written and/or verbal counseling, as well as rehabilitation programs, such as driver's education or re-accomplishment of a Motorcycle Safety Course. Private driver's education programs will be at the personal expense to the operator. Vance AFB does not maintain the capability to conduct on-base driver's education, therefore this is a tool for Commanders, but cannot be mandated. Driving privileges may also be suspended for up to 12 months if a driver continually violates installation parking regulations.

2.5.2. The Installation Commander or Designee has discretionary power to withdraw the authorization of active duty military personnel, DoD civilian employees, Non-appropriated funds (NAF) employees, contractors, and subcontractors to operate GOV.

2.5.3. Immediate suspension of installation driving privileges pending resolution of an intoxicated driving incident is authorized regardless of the geographic location of the intoxicated driving incident.

2.5.3.1. For off-base intoxicated driving incidents, reliable evidence readily available will be presented promptly to the Installation Commander or Designee for review and

authorization of immediate suspension of installation driving privileges, pending resolution of the intoxicated driving incident in the following circumstances:

- 2.5.3.1.1. Refusal to take or complete a lawfully requested chemical test to determine contents of blood, breath, and/or urine for alcohol or other drugs.
 - 2.5.3.1.2. Operating a motor vehicle with a BAC (Blood Alcohol Content) of 0.08 percent by volume (0.08 grams per 100 milliliters) or higher.
 - 2.5.3.1.3. An arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.
- 2.5.3.2. For on-base intoxicated driving incidents, SF patrolmen will provide a copy of the preliminary suspension to the individual at the time of the incident.
- 2.5.4. The revocation of installation driving privileges is IAW DAFI 31-218.

Chapter 3

GENERAL TRAFFIC REQUIREMENTS.

3.1. Operating Speed Restrictions. No person will drive a vehicle at a speed greater than is reasonable and prudent under existing conditions. Every person will drive at a safe and appropriate speed when approaching or crossing an intersection, traveling on a narrow or winding roadway, when special hazards exist with respect to pedestrians, other traffic, or by reasons of weather/road conditions.

3.1.1. Maximum Limits: The maximum speed limit on Vance Air Force Base is 25 miles per hour (mph) unless otherwise posted or as indicated below:

3.1.1.1. Family Housing, through installation gates, and unpaved surfaces...15 mph.

3.1.1.2. In close proximity to marching or running formations...10 mph.

3.1.1.3. All parking lots...10 mph.

3.1.1.4. Aircraft Parking ramp...5 mph.

3.1.1.5. Flight Line Road...15 mph.

3.1.2. Excessive speeding (seven mph or more over) in base housing, Eisenhower Elementary or Child Development Center (CDC) may result in a one-week suspension of base driving privileges for the first offense. The second violation within 365 days may result in a 30-day suspension, and a third violation within 365 days may result in a six-month suspension. Driving suspensions will start the calendar day after the rebuttal period has passed unless the suspected violator has submitted a rebuttal to 71 SFS/S5R.

3.1.3. Minimum Limits: An operator may not drive at a speed which impedes the normal and reasonable movement of traffic. **EXCEPTION:** When reduced speed is necessary for safe operation or in compliance with law or other traffic control devices.

3.1.4. Exhibition of Speed: Motor vehicle operators will not accelerate in any manner which causes the wheels of their vehicle to break traction with the pavement/road surface or revving of engine.

3.2. Proper Passing of a Stationary Emergency Vehicle. The driver of a motor vehicle, upon approaching a stationary authorized emergency vehicle that is displaying any combination of red or blue lights, will: drive with due caution and will slow down to 15mph with due regard to the road, weather, and traffic conditions. The first violation may result in a one-week suspension of base driving privileges, and the second violation within 365 days may result in a 30-day suspension.

3.3. Obedience to SF Members. Any driver of a motor vehicle who willfully flees or otherwise attempts to elude any SF member is subject to having his/her installation driving privileges suspended for a period of up to six months or revocation for a period not to exceed one year. The order or direction of the SF member may be oral, by hand/body gesture, use of emergency lights and/or siren, or any other signal which clearly indicates the SF member's intent.

3.4. School Buses. The driver of a motor vehicle, upon meeting (from either direction) a school bus which has stopped on a roadway for the purpose of receiving or discharging passengers with

overhead flashers operating will stop before reaching the bus. Drivers will not proceed until the bus resumes motion, until signaled by the bus driver to proceed, or the visual signals are no longer activated.

3.5. Cellular Phones (Operator Distraction). The use of cellular phones while operating a motorized vehicle, moped, scooter, bicycle, or skating is prohibited. **EXCEPTION:** If a vehicle operator is using a cellular phone, they must be using the hands-free functions while operating motorized vehicles. **NOTE:** Cellular phones with speaker phone capability cannot be used while being held in the person's hand; this is not considered hands-free operation.

3.5.1. Cellular Phone Penalties: The following penalties and guidelines apply to cellular phone violations on Vance AFB. Two violations within 365 days may result in a seven-day driving suspension. A third violation within 365 days may result in a 30-day driving suspension; further violations may result in more severe consequences

3.6. Reveille or Retreat. Drivers will render customs and courtesies IAW DAFI 90-1201.

3.7. Vehicles Entering Yield Intersections. The driver of a vehicle approaching a yield sign will slow to a speed which is reasonable for the existing conditions and will yield the right-of-way to any vehicle in the intersection or approaching so closely as to constitute an immediate hazard. **NOTE:** If a driver is involved in a collision with a vehicle in an intersection after driving past a yield sign without stopping, such collision is deemed prima facie evidence of the driver's failure to yield right-of-way.

3.8. Traffic Circles. Motorists in the traffic circle have the right-of-way. Motorists exiting the traffic circle must use their turn signal indicating their intent to exit the traffic circle.

3.9. Parking. Parking is authorized only in designated areas and IAW other traffic laws, the directions of a SF member, or traffic control devices. Further guidance is outlined below (violations will constitute a security and/or safety concern, and the vehicle will be subject to towing at the owner's expense):

3.9.1. Do not park within 15 feet of a fire hydrant.

3.9.2. Do not park at any spot officially designated for another person or agency.

3.9.3. Do not park upon any seeded or grassy area or the shoulder of the road except:

3.9.3.1. Utility vehicles being used in the performance of repair, maintenance, or construction.

3.9.3.2. During special activities and events when parking on seeded or grassy areas and the shoulder of roads has been authorized.

3.9.4. Do not park within 15 feet of trash containers or in a manner that blocks access to the container.

3.9.5. Do not park on either side of any road on the installation unless the pavement is marked with signs or other traffic control markings as an authorized parking area.

3.9.6. Do not park on streets in housing areas where your vehicle impedes other vehicles, including emergency vehicles and school buses.

3.9.6.1. Do not park on either side of the street that faces against the direction of travel.

3.9.6.2. Do not park on the median side of the road in cul-de-sacs.

3.9.6.3. Do not park a vehicle which would block or intrude into any portion of another's driveway.

3.9.7. Do not park recreational vehicles (RV), boats, campers, or trailers in any location other than the approved RV Storage Lot spaces, which is provided and maintained by Outdoor Recreation.

3.9.7.1. Boats, trailers, moving rental trucks, and RVs may only be parked in standard parking spaces throughout the installation for up to 72 hours.

3.9.7.2. Base Lodging guests are authorized to park RVs and box trucks overnight at the base park parking lot. These vehicles will not be parked off paved surfaces (on grassy areas). Owners must ensure the vehicles, boats, or trailers are properly registered.

3.9.7.3. Personnel residing in base housing may park trailers, box trucks, campers, and other RVs for no longer than 72 consecutive hours for the purpose of loading, unloading, charging batteries, preparation for use, or storage. Long-term parking is available with Outdoor Recreation or commercial off-base locations for all vehicles not authorized in base housing. Violators are subject to towing.

3.9.7.4. Personnel residing in dormitories may park box trucks, boats, trailers, RVs, trailers, campers, sport watercraft, motorcycle trailers, cars in tow, or any non-passenger vehicles in the dormitory parking areas only for the purpose of loading or unloading. This may not exceed 72 hours. Long-term parking is available with Outdoor Recreation or commercial off-base locations for all vehicles not authorized in dormitory parking areas. Violators are subject to towing.

3.9.8. The only approved installation parking areas for deployed or TDY personnel to park their vehicles long term is the parking area between Bldg. 525 and Elam Rd (marked by signs) and the Outdoor Recreation area. If vehicles are parked in these areas, it is the vehicle owner's responsibility to ensure their vehicle is maintained. Parking in these areas is at the owner's risk and owners will leave contact information for a local point of contact with owning unit First Sergeant.

3.9.8.1. Due to OPSEC, do not leave duration of TDY/deployment dates or locations.

3.9.9. Unmanned Moving Containers: In order to preserve safety and security, unmanned moving containers (containers used to move personal household goods left without an immediate means of removal, i.e., no driver or not connected to a truck) must comply with the following guidance when placed on the installation:

3.9.9.1. Containers will only be placed in the housing area.

3.9.9.2. Containers must be less than 8 feet wide.

3.9.9.3. Containers must be placed a minimum of 15 feet from any fire hydrant.

3.9.9.4. Containers must not block the line of sight at intersections for traffic in any direction.

3.9.9.5. Containers must not block driveways, even if the driveway is at a vacant house.
EXCEPTION: You may block your own driveway.

3.9.9.6. Containers must not block, prohibit or restrict normal traffic flow.

3.9.9.7. Containers must be placed only on paved areas.

3.9.9.8. Containers must be placed on the parking side of the street or driveway.

3.9.9.9. Containers must be removed within 72 hours of placement. **EXCEPTION:** Owner can show proof of coordination with moving company for scheduled pick-up.

3.9.9.10. Prior to bringing a container on base, the member must notify the base fire department of the placement location and dates the container will be on base.

3.9.9.11. During periods of increased security measures, unmanned containers may not be allowed on the installation. Members may contact the Wing Antiterrorism Program Manager to inquire of the current situation.

3.9.10. Motorcycle Parking: Motorcycles, scooters, motor-driven cycles and motorized bicycles may park in normal parking spaces when motorcycle-only spaces are full or non-existent. Three motorcycles in one space is authorized. Motorcycles are not authorized to park in non-parking areas or on any curb or sidewalk.

3.9.11. Suspended Drivers Parking Area: The designated parking area for individuals with suspended base driving privileges is the Visitor Control Center/Bldg. 72 parking lot or the parking spaces to the north of Bldg. 75 when the Baker Gate Complex is in use.

3.9.12. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.

3.10. Reserved Parking. To facilitate official GOV business, key personnel may be authorized reserved parking spaces near their primary work center based upon number of spaces available. Reserved parking spaces will be approved for no more than 10 percent of all available spaces for a particular facility or parking area, except for handicap parking which must comply with uniform federal accessibility standards. **NOTE:** Handicapped parking does not count against the 10 percent of reserved parking limit.

3.10.1. Facility managers will complete an AF Form 332, CE Work Request, for all reserved parking requests and route through Base CE, Engineer Community Planner for Coordination. Base CE will forward requests to the 71 MSG/CC for final approval.

3.10.2. Temporary signs may be used to reserve parking spaces for distinguished visitors (DV). These signs may be put in place the night prior to the visit to ensure the spaces are empty. Temporary signs will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the DV. Temporary signs will not be used for personnel who work within the facility, nor will they be placed in spaces reserved for handicapped parking.

3.11. Parking Wardens. 71 SFS/S3O will manage the installation parking warden program as needed.

3.11.1. The unit commander, director or detachment chief exercising jurisdiction over a particular facility or building may appoint Parking Wardens (designated military or Air Force civilian employees) for specific building/facility parking lots. They will also direct/dictate the scope of operations and time spent dealing with parking issues. This is an additional duty; therefore, Parking Wardens are not appointed solely to focus on parking, but to assist the

facility manager in enforcing parking plans and to randomly monitor parking areas or deal with illegal parking issues. Personnel will not write parking tickets without having been appointed in writing as specified above and having attended the specified training.

3.11.2. A listing of a unit's parking wardens will be provided to 71 SFS/S5R initially and when changes are made. Parking Wardens will follow the same ticket writing procedures as SF members and are only authorized to write parking tickets for non-moving violations.

3.11.3. 71 SFS/S3T will ensure Parking Wardens are trained on specific Parking Warden duties. There will be initial training when assigned and remedial training as needed.

3.11.3.1. Parking Wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the personnel authorized to use reserved parking spaces. Handicapped, GOV, and mission parking are reserved, but are not assigned to any one specific person or vehicle.

3.11.3.2. Parking Wardens will enforce compliance with these parking rules and regulations by writing parking tickets and/or calling SF to report a vehicle for towing, according to this instruction. Tickets will be turned into 71 SFS/S5R within three days of the date of issue.

3.12. Maintenance of Vehicles on Roads and Parking Areas.

3.12.1. Do not perform maintenance on a vehicle stopped or parked on a roadway except for minor maintenance required to render the vehicle immediately operational.

3.12.2. Do not leave a vehicle unattended on a road or parking area while the vehicle is supported by jacks, stands, or blocks. If a vehicle breakdown requires a vehicle to be left while maintenance/towing options are researched, notify BDOC. All vehicles abandoned due to maintenance issues must be towed or moved within 24 hours.

3.13. Alcohol & Drug Related Offenses.

3.13.1. Blood Alcohol Content (BAC) and Breath Alcohol Content (BrAC) Standards. The following standards are applied at VAFB for military and civilian personnel:

3.13.1.1. Members under any form of conveyance with a BAC or BrAC of 0.08 percent or higher are charged with drunken driving or driving under the influence. The assimilation of Oklahoma Law is considered more stringent and will be enforced. A suspension of base driving privileges will be automatically issued upon notification of drunken driving or driving under the influence. Violators will be issued a Preliminary Suspension of Base Driving Privileges memorandum upon detention/apprehension for an intoxicated driving incident by the apprehending SF patrolman. The duration of the suspension will last until the resolution of the incident IAW the Preliminary Suspension of Base Driving Privileges memorandum.

3.13.1.2. Members under any form of conveyance with a BAC or BrAC of 0.05 percent to 0.07 percent or who fail to successfully perform during a field sobriety test are presumed to be impaired. Consider the normal capitalization and/or BAC/BrAC along with the other evidence of impairment before determining whether the individual could safely operate the vehicle.

3.13.2. Minors under the age of 21: Under Oklahoma laws, any minor with any measurable BAC or BrAC will be considered under the influence.

3.13.3. Refusal of Implied Consent Procedures: A civilian or military member who refuses to provide a proper breath, blood, or urine sample during the course of a suspected intoxicated driving incident, will be cited via CVB Form 1805, Central Violations Bureau, or DD Form 1408, Armed Forces Traffic Ticket, (as appropriate) and their driving privileges will be suspended IAW established procedure.

3.13.4. Other Alcohol Related Offenses: Military and civilian personnel can be apprehended or cited for operating a vehicle with an open container. Do not drive or ride in a vehicle with an open container of alcoholic beverage in the driver or passenger compartment of the vehicle. Open container(s) include, but is not limited to, a bottle, can, or any other receptacle containing an alcoholic beverage with the seal around the lid, cap, or cork having been broken, removed, or otherwise nonexistent. In the event a vehicle has no storage outside the driver or passenger compartment, place open containers in an area (trunk or truck bed) not accessible to the driver or any other person in the vehicle while it is in motion.

3.14. Unauthorized Vehicle Accessories. The use of aftermarket radar, dash cameras, and laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DoD Installations. While entering the installation, these devices will be switched off and removed from the windshield. Vehicles with stock cameras will have their video recording capability switched off in the vehicle's settings.

3.15. Littering. The discharge or throwing of trash or any other item onto the roadway or property of Vance AFB is prohibited.

3.16. Headlights. Utilize headlights during periods of low light conditions, during fog, rain, when windshield wipers are activated, or any other time when personnel and vehicles cannot be seen clearly. All motorcycles, mopeds, motor scooters, three wheeled vehicles, and Off-Highway Vehicles (OHV) will have headlights turned on at all times when operating on a Vance AFB on or off road.

3.17. Eluding Traffic Control Devices. It is unlawful for any person to drive through parking lots or other areas to elude or bypass specific traffic control devices.

3.18. Unattended Motor Vehicles. No vehicle will be left running unattended. **EXCEPTIONS:** When vehicle is parked in a resident's driveway, garage, or carport in base housing and SF or other emergency vehicles performing official duties.

3.18.1. No person will leave a child or children under the age of 12 years or pet unattended in a vehicle.

3.19. Vehicle Noise and Quiet Zones/Hours. Motor vehicle operators will not operate their vehicles in such a manner as to disrupt or otherwise cause a disturbance to those around them. This applies to all areas of the installation; however, special emphasis is placed on those areas identified as "Quiet Zones", such as base housing and dormitory parking lots or during base wide "Quiet Hours" which are between 2200 and 0600 daily.

3.19.1. Acceleration of a vehicle and/or revving of engine in such a manner as to cause a loud or unusual noise is prohibited.

3.19.2. Unnecessary use of vehicle horns or audible equipment (including vehicle stereo systems) is prohibited. For vehicle stereos, the volume level will not be set in such a manner as to be clearly audible from 50 feet or more in any direction.

3.20. Seat Belts/Safety Restraints.

3.20.1. Use of Seat Belts: All personnel who operate or who are passengers in a motor vehicle will wear seat belts within the confines of Vance AFB. Buses (not to include the driver) and tractors are exempt from the seat belt requirement if the option of a belt is not available. **NOTE:** Cars manufactured after model year 1966 require a manufacturer-approved restraint system meeting federal traffic safety standards.

3.20.1.1. Seatbelts must be worn in a manner consistent with their original design and may not be altered from their intended functions.

3.20.1.2. There may be no more occupants in any vehicle than there are individual seatbelts.

3.20.2. Child Restraint Devices or Systems: Operators of vehicles are responsible for ensuring that all children be properly restrained by a child passenger restraint device and a system meeting applicable federal motor vehicle safety standards established by the Department of Transportation and the Oklahoma Child Passenger Safety Law.

3.20.3. Pickup Bed Passengers: Riding in the beds of pickup trucks, whether POV or GOV, is prohibited on Vance AFB. If contingencies require passengers in the beds of GOVs, approval by the organizational commander is required.

3.21. Dependents. Dependents who are cited for multiple violations may be required to appear in front of the Dependent Review Board.

Chapter 4

MOTORCYCLES, MOTOR SCOOTERS AND MOPEDS.

4.1. Manner of Riding.

- 4.1.1. No person will operate a motorcycle that does not have a permanent or regular seat attached.
- 4.1.2. No person will use a motorcycle to carry more than one person unless it is equipped with a sidecar or extra seat and support for the passenger's feet.
- 4.1.3. No person operating a motorcycle, motor scooter, or moped will carry any package, bundle, or article which prevents the use of both hands in the control and operation.

4.2. Operator Requirements.

- 4.2.1. Operators will operate motorcycles with the headlights on at all times.
- 4.2.2. Active duty military members and military reservists who operate a motorcycle, motor scooter, or moped on the installation and DoD civilian employees whose duty description requires operating a GOV motorcycle are required to attend an approved motorcycle rider safety course IAW DAFI 91-207. Personnel must possess their safety course card, proof of insurance and valid motorcycle driver's license on them at all times while operating a motorcycle on the installation. Operation of mopeds requires a valid state driver's license.
- 4.2.3. Motorcycles, motor scooters and mopeds are required to have a rear-view mirror.
- 4.2.4. All operators and passengers of street-legal and off-road motorcycles, motor scooters, and mopeds, are required to wear approved protective helmets, eye protection, hard-soled shoes, long sleeved shirt or jacket, full-fingered gloves or mittens, and long trousers while in operation.
 - 4.2.4.1. Head Protection: A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218, shall be worn and properly fastened under the chin.
 - 4.2.4.2. Eye Protection: Goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87+ for impact and shatter resistance will be worn and properly used. A windshield does not constitute proper eye protection.
 - 4.2.4.3. Hand Protection: Gloves will be made from leather or other abrasion-resistant material and sturdy, non-slip type to permit a firm grip on controls.
 - 4.2.4.4. Foot Protection: Sturdy, over the ankle footwear that affords protection for the feet and ankles must be worn (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn). Sandals, low quarters, sneakers, and similar footwear will not be used.
 - 4.2.4.5. Tactical Motorcycle Rider Protection: All on-duty riders of Government-owned motorcycles operating off-road will also wear knee pads, shin guards, and padded full-fingered gloves. Special duty requirements may dictate limited compliance. Risk management will be accomplished by the functional commander prior to riding.

4.2.4.6. DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, establishes guidelines for the wear of protective equipment with the uniform.

Chapter 5

PEDESTRIAN AND BICYCLE SAFETY.

5.1. Wearing a Device That Affects Hearing (Headphones). Personnel are prohibited who are walking, jogging, running, bicycling, skating, or skateboarding on roadways from using any listening or entertainment devices (other than hearing aids) in order to not impair the recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

5.1.1. Use of headphones is authorized when walking/running/jogging on installation sidewalks.

5.2. Pedestrians. Individuals will use existing sidewalks or running trails where available. Where these are not available, runners/walkers will do so in such a manner as to face oncoming traffic.

5.3. Carrying Articles. No person operating a bicycle will carry any package, bundle, or article which prevents the use of both hands in the control and operation of the bicycle.

5.4. Clinging to Vehicles. No person riding upon any bicycles, roller skates, roller blades, sleds, skateboards, or toy vehicles will attach themselves to any vehicle upon a road, parking area, or driveway.

5.5. Riding on Roads. Bicycles will be ridden in a safe and prudent manner, adhering to all traffic signs and rules of the road. Bicyclists will ride as near to the far-right side of the road as is reasonably safe and will exercise caution near parked cars.

5.6. Bicycles on Sidewalks. Do not operate bicycles on sidewalks, except small bicycles operated by children under the age of 12. **EXCEPTION:** Adults/guardians accompanying children under the age of 12. Increased caution and yielding to pedestrians should be exercised.

5.7. Parking Bicycles. Bicycles should be parked in bicycle racks, where available. Bicycles may be parked on seeded areas and next to buildings but not in building entry ways or approaches to entry ways.

5.8. Equipment for Bicycles. Every bicycle must be equipped with a brake or brakes. All bicycles will also be equipped with reflectors or reflective tape and must have an operating headlight during hours of diminished visibility. Additionally, operators and passengers are required to wear clothing and helmets as listed in DAFI 91-207, *The Traffic Safety Program*, and all applicable supplements.

5.9. Personal Protective Equipment. Approved protective helmets are required to be worn at all times while utilizing bicycles, roller blades, roller skates, skateboards, or similar type vehicles. During hours of darkness, riders will wear reflective vest/jacket or outer garment containing retro-reflective material.

Chapter 6

IMPOUNDMENT/TOWING OF VEHICLES/TRAILERS.

6.1. Requirements. Vehicles/trailers should not be impounded unless they clearly interfere with ongoing operations or movement of traffic, threaten public safety, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. At no time will vehicles be towed for beautification purposes due to unsightly appearance nor will they be towed if abandoned until SF conduct abandoned vehicle procedures or if the vehicle has been deemed property of the United States Government.

6.2. Inappropriate Impoundment. The impoundment of vehicles/trailers would be inappropriate when reasonable alternatives to impoundment exist.

6.2.1. Attempts should be made to locate the owner of the POV and have the vehicle removed.

6.2.2. Another responsible person may be allowed to drive or tow the vehicle/trailer with permission from the owner, operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that SF personnel are not responsible for safeguarding the vehicle/trailer unless formal impoundment is initiated by SF personnel.

6.3. Justified Impoundment. Impounding of vehicles/trailers is justified when any of the following conditions exist:

6.3.1. The vehicle/trailer is illegally parked on a street or is double parked and interferes with the orderly flow of traffic.

6.3.2. The vehicle/trailer is illegally parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, or blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.3.3. The vehicle/trailer is illegally parked blocking an emergency exit door of any public place (base theater, club, medical clinic, or other facility).

6.3.4. The vehicle/trailer interferes with street cleaning or snow removal operations and attempts to contact the owner have been unsuccessful.

6.3.5. The vehicle/trailer interferes with emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

6.3.6. The vehicle/trailer has been used in a crime or contains evidence of criminal activity.

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

6.3.8. The vehicle/trailer is mechanically defective and is a hazard to others using the public roadways creating a safety concern or impassable roadway.

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

6.3.10. Any vehicle or trailer which has been deemed property of the United States Government.

6.3.11. SF personnel reasonably believe the vehicle is abandoned.

6.4. SF Process. SF may issue any vehicle or trailer suspected of being abandoned a DD Form 1408, *Armed Forces Traffic Ticket*, for an abandoned vehicle. The DD Form 1408 is utilized to identify possible abandoned vehicles or trailers. On the reverse side of the DD Form 1408 will be instructions for the owner to contact BDOC within three duty days to verify the vehicle(s) or trailer(s) has (have) been moved or otherwise attended to.

6.4.1. After a three-day period, if the vehicle/trailer has not been moved or the deficiency corrected, SF will complete a DD Form 2504, *Abandoned Vehicle Notice*, and will conspicuously place on the vehicle/trailer. The notice will instruct the owner to contact SF within three duty days to verify the vehicle or trailer has been moved or otherwise attended to or impoundment action will be initiated. This action will be documented by an entry in the AF Form 53.

6.4.2. The remaining copies of the DD Form 2504 will be forwarded to SF Investigation section for processing and possible impoundment action. Investigations will attempt to identify the owner of the vehicle/trailer. If the owner can be identified, SF will contact the owner and the owner's unit commander or first sergeant with instructions to have the vehicle/trailer repaired or moved.

6.4.3. If the vehicle has not been removed after three days, or the owner cannot be determined, SF will arrange for the removal of the vehicle/trailer. SF, in coordination with the Staff Judge Advocate, may arrange for towing and/or impoundment by a commercial vendor at the owner's expense.

6.4.3.1. Vehicles whose owner cannot be determined may be held by the commercial vendor IAW Oklahoma Admin Code Section 595:25.

6.5. Vehicles/Trailers Stolen or Involved in Criminal Activity. When the vehicle/trailer is to be held for evidentiary purposes, the vehicle/trailer will remain in the custody of SF/OSI until law enforcement purposes are served.

6.5.1. Recovered stolen vehicles/trailers will be released to the registered owner, unless held for evidentiary purposes or to the law enforcement agency reporting the vehicle stolen, as appropriate.

6.5.2. A vehicle/trailer held at the request of other authorities will be retained in the custody of SF/OSI until the vehicle can be released to such authorities.

Chapter 7

VEHICLE ACCIDENTS.

7.1. Reporting Accidents. All vehicle accidents occurring on base will be immediately reported to BDOC. SF will respond to and investigate all major accidents. In the case of multiple incidents, responses will be directed to the highest priority first. Vehicle operators are not to move their vehicles from the point of impact unless a hazard or life-endangering situation exists. GOV operators involved in an off-base accident need to first report the accident to local civil police authorities and then to BDOC. Witnesses, passenger or pedestrian to an accident must contact BDOC and remain at the scene of the accident until released by SF.

7.2. Major Vehicle Accidents and Investigation. Only certified Traffic Management Collision Investigators may complete the major accident investigation. A major vehicle accident is defined as accidents involving GOV/POV or government property consisting of:

7.2.1. Fatalities.

7.2.2. Personal injury to vehicle operator, passengers, and/or pedestrians.

7.2.3. SF member reasonably believe damages to personal or government property exceed \$10,000.

7.2.4. Disabling damages to involved vehicles. **NOTE:** Punctured/flat tire(s), bent fenders, loose cables, etc. are considered functional damages and, on their own, do not constitute a major vehicle accident.

7.2.5. Indescribable or difficult to explain circumstances.

Chapter 8

PERSONAL TRANSPORTATION DEVICES.

8.1. Personal Transportation Devices (PTDs). PTD is defined as a device that has a motor, battery, or electric propulsion system that powers movement. It does not include items covered under the Americans with Disabilities Act, listed at: <https://www.ada.gov/opdmd.htm>.

8.2. Requirements to operate a PTD on the installation.

8.2.1. Operators of PTDs may operate on installation bike paths and will cross roadways only at marked or regulated crosswalks and intersections. PTDs operating in the roadway will follow established rules of the road. When operating on sidewalks, PTDs will yield to pedestrian foot traffic and vehicles when crossing roadways.

8.2.2. PTDs will not exceed 15 mph.

8.2.3. Operators of PTDs will wear Personal Protective Equipment (PPE) as follows:

8.2.3.1. At a minimum, a bicycle helmet must be worn at all times in accordance with the helmet manufacturer's instructions. Use of a full-coverage or full-face helmet is highly encouraged.

8.2.3.2. Operators will wear highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility.

8.2.3.3. Operators should follow all PTD manufacturer's PPE recommendations and are highly encouraged to use impact or shatter-resistant eye protection, sturdy over-the-ankle footwear, full-finger gloves, and knee and elbow pads.

8.2.3.4. A PTD may only carry one person on it while in motion.

8.2.4. PTDs will be equipped with the following at a minimum:

8.2.4.1. Operational brakes for all wheels.

8.2.4.2. Operational headlights and taillights, which must be on at all times.

8.2.4.3. Rear view mirrors, mounted on the left or right handlebar.

8.2.5. Parking PTDs: PTDs may be parked on seeded areas and next to buildings but not in building entry ways or approaches to entry ways.

8.2.6. Operators of PTDs who are under the influence of drugs and/or alcohol are subject to VAFBI 31-218 Chapter 2, as well as the Uniform Code of Military Justice and/or local law.

Chapter 9

OFF HIGHWAY VEHICLES (OHV) AND GOVERNMENT VEHICLES - OTHER (GVO).

9.1. Use of Government Owned GVOs. Requirements to operate Government-Owned GVOs (i.e. Utility Terrain Vehicles [UTVs]) are outlined below. The 71 FTW/CC authorizes the routine use of OHVs and GVOs in traffic, industrial, and pedestrian environments IAW DAFI 91-207 and AFI 90-802. This guidance applies regardless of if the OHV/GVO (UTV) is classified as a vehicle or equipment.

9.1.1. A DD Form 2977 will be accomplished for each type of UTV operated by a squadron, signed by the squadron commander (Section 3, Block I), and routed to the wing commander for signature (Section 12, Block D). The signed DD Form 2977 will be the wing commander's authorization to operate in traffic, industrial, or pedestrian environments and will be valid for as long as the UTV is in use or until there is a change in the UTV's intended purpose.

9.1.2. Must comply with all requirements as stated in DAFI 91-207 and DAFI 91-207 AETCSUP. This applies to non-tactical Utility Terrain Vehicles (UTV) as well as tactical UTVs.

9.1.3. While operating GVOs (Government-Owned) and OHVs (Contractor-Owned), operators and passengers must comply with UTV Configuration, Operating Environment, and Vance AFB (to include Kegelman Auxiliary Field) PPE Requirements below:

9.1.3.1. UTV Configuration Type 1: Completely enclosed with a Roll-Over Protection System. Doors and windshield must always remain in place (doors installed and in the closed position, windshield in the closed position).

9.1.3.2. UTV Configuration Type 2: Open air variety, no cab/cage or those without a Roll-Over Protection System. UTV Type 1 with doors removed or open, windshield removed or in the up position.

9.1.3.3. Operating Environment Type 1: On-base (to include Kegelman Auxiliary Field) with a speed limit of 25 mph or less. Operated on or off-road. **Excludes Airfield Drainage Ditches**

9.1.3.4. Operating Environment Type 2: Off-base (while executing official duties) at any posted speed limit. Operated on or off-road. While off-road, drive at an appropriate speed for the conditions encountered, speeds will not exceed 25 mph.

9.1.3.5. PPE Requirement Type 1: Seatbelts will be used by the operator and all passengers; headlights will always be used.

9.1.3.6. PPE Requirement Type 2: Seatbelts will be used by the operator and all passengers; headlights will always be used. Shatterproof eyeglasses or eye goggles meeting the American National Standards Institute (ANSI) Z87+ standard will be used. Do not depend on eyeglasses or sunglasses for eye protection unless they are shatterproof as designated by the manufacturer and bear the ANSI Z87+ marking as required.

9.1.3.7. PPE Requirement Type 3: Seatbelts will be used by the operator and all passengers; headlights will always be used. Always wear approved helmets bearing a U.S.

Department of Transportation (DOT) label. If the helmet does not have a face shield, shatterproof eyeglasses or eye goggles meeting the ANSI Z87+ standard will be used. Do not depend on eyeglasses or sunglasses for eye protection unless they are shatterproof as designated by the manufacturer and bear the ANSI Z87+ marking as required. Wear a pair of protective gloves. Wear over-the-ankle boots for support and protection. Wear long sleeves and long pants to protect arms and legs.

9.1.3.8. Based on the above UTV Configuration, Operating Environment, and PPE Requirements there are four possible scenarios. PPE Type 3 is always highly recommended regardless of the UTV Configuration or the Operating Environment. See table below for scenarios:

Figure 9.1. Possible Scenarios.

Scenario 1: (UTV Type 1) + (Environment Type 1) = (PPE Type 1)
Scenario 2: (UTV Type 1) + (Environment Type 2) = (PPE Type 3)
Scenario 3: (UTV Type 2) + (Environment Type 1) = (PPE Type 2)
Scenario 4: (UTV Type 2) + (Environment Type 2) = (PPE Type 3)

9.2. Transportation Purchase Requirements. IAW AFI 24-302, *Vehicle Management*, and the vehicle manager guidebook, the local Fleet Management and Analysis team, AFFS/LGT, will be involved in the purchasing process of GVOs to ensure proper authorization and accountability. Prior to purchase, provide AFFS/LGT with pictures, dimensions, prices, product name, retailer, owning organization and the UTVs intended purpose. Once AFFS/LGT determines that the GVO is equipment, contact AFFS/LGRMCE for further guidance. If AFFS/LGT determines the desired purchase is a vehicle they will provide further guidance.

9.3. Equipment Material Specialist (Supply) Purchase Requirements. AFI 23-101_DAFGM2022-01, *Equipment Accountability Element (EAE)* serves as the base equipment review and authorization activity and manages all base level equipment items within their purview. Once the GVO is declared equipment, the EAE team will initiate the required AF 601 to ensure authorization can be established allowing the unit to possess the asset prior to the unit requisitioning the asset. Upon arrival of the asset, the EAE team will visually inspect the asset, collecting all documentation allowing them to place the asset onto the correct equipment account in DPAS for accountability. The assigned Equipment custodian will be provided the documentation to be filed in their Equipment Custodian binder as well as an equipment label to be placed on the asset by the EAE team.

9.4. MAJCOM Purchase Requirements. Purchasing organizations must complete an AETC Form 187 prior to purchase and maintain the form for the duration of ownership. This requirement only applies to new purchases after 1 January 2024. Any vehicles already in the unit's possession do not have to comply with this requirement. Ensure the AETC Form 187 is routed through Transportation, Unit Resource Advisor, Vehicle Control Officer, Fire Department, Civil Engineering Electrical, Wing Safety office, and your Squadron Commander. The AETC Form 187 will be submitted to Wing Safety for review and to ensure all necessary information has been captured. If a disparity occurs between the Wing Safety office and the Squadron Commander's concurrence/approval, the Wing Commander will be the adjudicating authority.

9.5. Vance AFB Purchase Requirements. Whenever purchasing a GVO, only UTV Type 1s will be considered. An exception to policy will be submitted to the 71 FTW/CC for the purchase of an UTV Type 2 with justification for mission requirement(s). Exception to policy approvals for UTV Type 2 will be documented on the DD Form 2977. Regardless of the funding source, if a GVO must be purchased, it will be done in such a manner that allows for sufficient time to meet the requirements outlined in Paragraphs **9.2 – 9.4**. Regardless of the funding source, if a GVO must be purchased, it will be done in such a manner that allows for sufficient time to meet the requirements outlined in paragraphs **9.2, 9.3** and **9.4** without exception.

9.6. Use of Contractor Owned OHVs. Contractor-owned OHVs must comply with UTV Configuration, Operating Environment, and Vance AFB (to include Kegelman Auxiliary Field) PPE Requirements outlined in **Paragraphs 9.1.3**.

9.6.1. A DD Form 2977 will be accomplished for each type of OHV operated by the contractor and signed by the contract/program manager (Section 3, Block I). Prior to routing the DD Form 2977 to the wing commander for signature (Section 12, Block D), coordinate with the appropriate Contracting Officer Representative and Contracting Office. The signed DD Form 2977 will be the wing commander's authorization to operate in traffic, industrial, or pedestrian environments and will be valid for as long as the OHV is in use or until there is a change in the OHVs intended purpose.

9.7. Use of Privately Owned OHVs. Privately owned OHVs must be licensed and registered with the state of Oklahoma as a motor vehicle and must be insured.

9.7.1. Only OHVs that are enclosed with a Roll-Over Protection System will be authorized. The doors and windshield must always remain in place (doors installed and in the closed position, windshield in the closed position).

9.7.2. The OHV will always remain on paved surfaces (common installation roadways designed for public use only) and will not operate off-road. The OHV will not be operated in industrial areas such as the airfield or flightline. The operator and passengers will always wear seatbelts. Headlights will always be used.

9.7.3. Individuals must successfully complete an appropriate off-road performance-based safety training (at their own expense) prior to on-installation operation and provide a copy of their certificate with the DD Form 2977 to be routed to the wing commander. (DAFI 91-207, paragraph 4.4.6.1) A course such as the Recreational Off-Highway Vehicle Association (ROHVA) course is considered an appropriate course. The ROHVA Safety E-Course meets the intent of this guidance. The course (in-person or E-Course) is a requirement regardless of the OHV's status as "street legal" and despite the OHV always remaining on paved surfaces. The OHV operator must have completed a (ROHVA course), and the certificate must be maintained on their person or inside their OHV.

9.7.4. A DD Form 2977 will be accomplished, for each type of OHV operated by any individual and signed by their household member's respective squadron commander or contract/program manager (Section 3, Block 1) then routed to the wing commander for signature (Section 12, Block D). For retirees and/or civilians residing in base housing and do not have an owning squadron commander, the wing commander will be the overall approval authority for OHV use on base. The signed DD Form 2977 will be the authorization to operate

in traffic and will be valid for as long as the OHV is owned. The OHV operator must maintain the wing commander signed DD Form 2977 on their person or inside their OHV.

9.7.5. Failure to produce these items upon request while operating an OHV on base may result in the operator being directed to park the vehicle in the nearest safe location, not impeding traffic, and discontinue use until the operator follows this directive.

9.7.6. Failure to abide by requirements in this policy may result in the operator being cited.

JOSHUA D. LUNDEBY, Colonel, USAF
Commander, 71st Flying Training Wing

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

AFI 23-101, Material Management Policy, 02 September 2024

AFI 33-322, Records Management and Information Governance Program, 12 June 2023

AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program, 17 July 2018

AFI 90-802, Risk Management, 01, April 2019

DAFI 31-118, Security Forces Standards and Procedures, 21 September 2022

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

DAFI 36-2903, Dress and Personal Appearance of Air Force Personnel, 29 February 2024

DAFI 91-207, US Air Force Traffic Safety Program, 09 January 2024

DAFMAN 31-103V1, Law Enforcement Operations, 1 May 2024

DoDI 6055.04, DoD Motor Vehicle and Traffic Safety, 9 January 2024

Adopted Forms.

DD Form 1408, Armed Forces Traffic Ticket, 1 December 1987

CVB Form 1805, Central Violations Bureau, January 2019

AF Form 847, Recommendation for Change to Publication, 22 September 2009

Attachment 2

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM.

A2.1. Driving Records. AFJIS is the system used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on the installation. If a driver accumulates 12 or more points to their driving record within a 365-day period, revocation of driving privileges for one year will be considered by the installation commander or designee.

Table A2.1. Suspension and Point Assessment for Moving Violations:

Violation	Points Assessed
A2.1.1. Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1
A2.1.2. Speed too fast for conditions.	2
A2.1.3. Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
A2.1.4. Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
A2.1.5. Failure to properly restrain children in a child restraint system while moving in accordance with Federal Transportation Law or Oklahoma Child Safety Act. See note #1.	2
A2.1.6. Operating an unsafe vehicle. See note #2.	2
A2.1.7. Improper turning movements (no official sign involved).	3
A2.1.8. Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
A2.1.9. Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, moped, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
A2.1.10. Improper overtaking.	3
A2.1.11. Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
A2.1.12. Failure to yield to pedestrians in designated walkway/crosswalk.	3
A2.1.13. Using a hand-held electronic device while driving on an installation	3
A2.1.14. Other moving violations (involving driver behavior only).	3
A2.1.15. One to 10 miles per hour over posted speed limit.	3
A2.1.16. Over 10 but not more than 15 miles per hour above posted speed limit.	4
A2.1.17. Failure to stop for school bus or school-crossing signals.	4
A2.1.18. Failure to yield right of way to emergency vehicle.	4
A2.1.19. Following too close.	4

A2.1.20. Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
A2.1.21. Improper passing.	4
A2.1.22. Failure to yield (no official sign involved).	4
A2.1.23. Traveling 15-19 mph above posted speed limit.	5 30 Day Suspension
A2.1.24. 20 mph or greater above posted speed limit.	6 6 Month Suspension
A2.1.25. Speed contests.	6 30 Day Suspension
A2.1.26. Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6 30 Day Suspension
A2.1.27. Fleeing the scene (hit and run)-property damage only.	6 30 Day Suspension
A2.1.28. Owner knowingly and willfully permitting a impaired person to operate the owner's motor vehicle.	6
A2.1.29. Reckless driving (willful and wanton disregard for the safety of persons or property).	6
A2.1.30. Driving While Intoxicated/Driving Under the Influence (Greater than .08 BAC/BAT).	8 1 Year Revocation
NOTES: 1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification, etc. Assess four points when no restraint system of any kind is used. 2. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).	

Table A2.2. Point Assessment for Non-Moving Violations:

Violation	Points Assessed
A2.2.1. Unattended child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #3.	6
A2.2.2. Improper Registration (fraudulent tags).	4
A2.2.3. Misuse of handicap decal. See note #1.	3
A2.2.4. Illegally parked in designated handicap area (no decal, license or placard displayed).	3
A2.2.5. Unattended Vehicle (while running).	3
A2.2.6. Abandoned Vehicle.	3
A2.2.7. Improper Parking. See note #2.	2
A2.2.8. Improper Registration (expired or unregistered).	2
NOTES: 1. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes	

parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead.

2. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic, and those areas designated for emergency vehicles).

3. When an AF Form 3545, Incident Report, will also be accomplished. Revocation of driving privileges for 1 year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.

A2.2. Point System Procedures: Distribute citation copies and process point assessments IAW DAFI 31-103 and SF Training Reference Guides. When two or more violations are committed on a single occasion, points may be assessed for each violation.

A2.2.1. Rebuttal process for DD Form 1408: If the violator wishes to make a written rebuttal, the violator must submit a rebuttal letter articulating his/her position to the DFC through 71 SFS/S5R five days of receipt of the ticket. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence. 71 SFS/S5R will obtain a written statement from the SF patrolman who issued the ticket for inclusion in the rebuttal package and log the DD Form 1408 into a local suspense tracking system in AFJIS and obtain the answers to the following questions to give to the rebuttal authority:

A2.2.1.1. Is the offense on the citation suspensible?

A2.2.1.2. If the rebuttal authority allows, does the offender wish to make a personal appearance or produce a written rebuttal?

A2.2.2. Reports and Analysis places the yellow copy of the DD Form 1408 in the suspense file pending disposition and sets a 14-day suspense for command action.

A2.2.3. Complete blocks 19-23 on the back of the white copy and annotate any prior history, points assessed, and the suspense date. In the Report of Action Taken on Traffic Violation, black out the words 'No Action Taken'; this is not an option. If applicable, attach the driving history for the violator from AFJIS. Forward the white copy to the violator's commander for action. If a DD Form 1408 was issued during the course of an accident investigation, attach a copy of the accident report to the ticket when it is sent for command action. If response on command action is not received by the due date, forward a Notice of Late Suspense memorandum, which can be electronic, providing an additional 7-day suspense. If the additional suspense is not met, send a Notice of Second Late Suspense memorandum to the unit commander with a courtesy copy to the group commander. Suspense extensions will be granted by DFCs on a case-by-case basis. Notices of Late Suspense can be completed electronically as long as 71 SFS/S5R maintains a copy of the read receipt. The completed package will be forwarded to the DFC for his/her annotation/recommendation and subsequently to the rebuttal authority (71 MSG/CC) for final decision. Once the rebuttal authority has made a decision, 71 SFS/S5R will notify the violator of the final outcome of his/her ticket rebuttal in writing. Once finalized, record command action and enter it into the AFJIS case database.

A2.3. Rebuttal process for CVB Form: Violators who receive a Central Violations Bureau (CVB) Form may rebut the ticket through the Magistrate Court System on the date scheduled by the CVB. The violator may call the Magistrate for additional information regarding the status of their ticket. Staff Judge Advocate (SJA) and 71 SFS/S5R representatives, along with the court clerk, will take into account all information presented by the violator and determine if the ticket merits dismissal. SJA has the final word on whether or not to dismiss the ticket. 71 SFS/S5R serves primarily in an advisory and administrative capacity. If the violator still wishes to rebut the CVB Form and requests a hearing with the federal magistrate, 71 SFS/S5R will obtain a court schedule through SJA and notify the SF patrolman who issued the citation of their scheduled appearance. The federal magistrate will make the final determination as to guilt or innocence. CVB provides 71 SFS/S5R with a list of the status of all processed tickets. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in DAFI 31-218(I) are accomplished.

A2.4. Disposition of Driving Records: Follow AFI 33-322, *Records Management and Information Governance Program*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component or military and civilian retirement or when continued access to an installation is authorized. Retain or destroy according to AFI 33-322 records on civilian personnel who are terminating on-base employment.

Table A2.3. Oklahoma State And US Code Violations.

Statute	Offense
Driving Offenses	
47 OS 11-403	Failure to Yield at Stop or Yield Sign
47 OS 11-502	Failure to Yield to Pedestrian in Crosswalk
47 OS 11-404	Failure to yield right of way entering Hwy
47 OS 11-504	Failure to exercise due care to avoid collision w/pedestrian
47 OS 11-309	Failure to drive/maintain in a single lane of traffic
47 OS 11-901	Reckless Driving (Careless or Wanton Manner)
47 OS 6-303B	Driving Under Suspension/Revocation
47 OS 6-112	Driving without license in driver possession
47 OS 6-113	Driving in violation of restricted license
47 OS 6-303A	Driving without a valid license
47 OS 11-308	Driving wrong way on one-way street/rotary traffic island
47 OS 6-301 (1)	Display of a suspended, revoked, or canceled driver's license
47 OS 11-906.4	Driving Under the Influence (DUI) Underage
47 OS 11-902	Driving Under the Influence (DUI) Adult
47 OS 761	Driving while Impaired (DWI - .06-.07 BAC)
47 OS 7-606	Failure to produce valid proof of insurance for inspection
47 OS 1151(A)(2)	Altering a certificate of Title/Registration/License Plate/Decal
47 OS 1151(A)(5)	Operating a vehicle without proper license plate or decal
47 OS 1151 (C)	Failure to Register Vehicle within 30 days of purchase
47 OS 12-206	Defective Stop Lamps (Not Tail Lights)
47 OS 12-206.1	Defective Turn Signals
47 OS 12-422	Illegal Tint/Sunscreen in window

21 OS 540A	Eluding a Police Officer (Pursuit)
47 OS 11-103	Failure to Obey Lawful Order (Police/Security Forces)
47 OS 11-201	Failure to Obey Traffic Sign or Signal (Cones, Barricades)
47 OS 10-103	Failure to remain at the scene of an accident (Vehicle Damage)
47 OS 10-105	Failure to fulfill duty upon striking an unattended vehicle
47 OS 10-106	Failure to notify owner of property damaged from an accident
47 OS 11-310	Following too Closely
47 OS 11-1102	Improper backing upon any street/highway
47 OS 11-403	Failure to Yield at Stop or Yield Sign
47 OS 11-502	Failure to Yield to Pedestrian in Crosswalk
47 OS 11-404	Failure to yield right of way entering Hwy
47 OS 11-504	Failure to exercise due care to avoid collision w/pedestrian
47 OS 11-309	Failure to drive/maintain in a single lane of traffic
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47 OS 10-103	Failure to remain at the scene of an accident (Vehicle Damage)
47 OS 10-105	Failure to fulfill duty upon striking an unattended vehicle
47 OS 10-106	Failure to notify owner of property damaged from an accident
47 OS 11-310	Following too Closely
47 OS 11-1102	Improper backing upon any street/highway
47 OS 11-303	Improperly Passing/Overtaking a vehicle
47 OS 11-603	Improperly Starting a parked/stopped vehicle (Squealing Tires)
47 OS 11-1003	Improperly Stopping/Parking
40 OS 12-405.1	Improper Towing of a Vehicle (Strap/Rope instead of fixed bar)
47 OS 11-604	Improper turn signal
47 OS 11-401	Failure to yield right of way
47 OS 11-1101	Unattended Vehicle

47 OS 11-801	Speeding 1-10 over
47 OS 11-801	Speeding 11-15
47 OS 11-801	Speeding 16-20
47 OS 11-801	Speeding 21-25
47 OS 11-801	Speeding 26-30
47 OS 11-801	Speeding 31-35
47 OS 11-801	Speeding 36 or more
47 OS 10-112	Giving false information in an accident report
47 OS 11-301	Driving on the wrong side of the road
47 OS 12-417	No seat belt
32 CFR 634.25(c)	Talking on cell phone on DoD Installation
47 OS 11-901(d)	Texting/Emailing/Cellphone Other violation
47 OS 11-501	Pedestrian Failure to Obey Traffic Control Device
47 OS 11-502(b)	Walking into the path of a Vehicle
FIREARMS	
21 OS 1289.13	Transporting a loaded firearm in a vehicle (Other than Police)
21 OS 1289.8	Unauthorized carry of a concealed weapon by Peace Officer
21 OS 1289.9	Carry of a Firearm while intoxicated
21 OS 1272	Unlawful Carry of an offensive weapon (Knuckles, Blackjack)
Offenses Against the Public Peace	
21 OS 649 (a)	Assault on a Peace/Police Officer
21 OS 649.1	Assault on a Police Dog/Horse
21 OS 649.2	Killing/Causing Death of Police Dog/Horse
21 OS 1362	Disturbing the Peace (Disorderly Conduct)
21 OS 1753.3	Littering from a Vehicle
21 OS 268	Resisting an Executive Officer performing official duty
21 OS 267	Use of Force/Violence to prevent executive officer from duty
21 OS 522	Injury/Destruction/Taking of property from custody of Officer
21 OS 540	Obstruction of a Police Officer
21 OS 1171	Loitering (Public/Private) to observe in clandestine manner
21 OS 1319	Resisting any Legal Process
21 OS 1312	Participating in a Riot
18 USC 701	Manufacture/Sale/Possession of illegal US Gov't Identification
21 OS 1541.1	Obtain/Attempt money/property of another by trick/deception
18 USC 1382	Unlawful entry onto a Military Installation
Drug Offenses	
10A OS 2-8-222	Minor in possession of any intoxicating beverage
21 USC 844(a)	Possession of a Controlled Substance (Drug/Pill/Liquid)
21 USC 846	Attempt/Conspiracy to commit a Drug Offense
63 OS 2-405	Possession of Drug Paraphernalia (Bong, Pipe, etc.)
37 OS 8	Public Intoxication
21 OS 1220	Transporting Low Point Beer in a Vehicle (TOC – Beer)
21 OS 1220	Transporting High Point Beer/Liquor in a Vehicle (TOC – Alcohol)
Property Offenses	
18 USC 1382	Damage to Gov't Property (Under \$1000)

18 USC 643	Embezzlement of Public Money (Under \$1000) by Gov't Employee
18 USC 662	Receiving Stolen Property (Under \$1000)
18 USC 641	Theft of Gov't Property (Under \$1000)
18 USC 113 (a) (5)	Simple Assault
18 USC 113 (a) (4)	Assault (Striking, Beating, Wounding)
18 USC 2113 (b)	Bank Theft