

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 30**

**SPACE LAUNCH DELTA 30
INSTRUCTION 91-103**

7 JANUARY 2022

Security



**INSTALLATION MOTOR
VEHICLE CODE RULES OF THE ROAD**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This Instruction implements Air Force Instruction (AFI) 31-218(I), *Motor Vehicle Traffic Supervision*, 14 July 2017. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision of personnel that operate vehicles on Vandenberg Space Force Base (VSFB). This includes, but is not limited to granting, suspending or revoking the privilege to operate a privately owned vehicle (POV); driver performance records; driver improvement programs; and police traffic supervision. Violations of this Instruction will be handled in accordance with Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*, 22 Jun 2017 and the Uniform Code of Military Justice (UCMJ). Failure to observe applicable provisions of this Instruction, by military personnel, is a violation of Article 92, UCMJ. Department of Defense (DoD) civilians, contractors and dependents will be assessed points as outlined in this Instruction for traffic code violations that may result in administrative disciplinary actions up to and including loss of base driving privileges and debarment. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974. This Instruction is an integral part of AFI 31-115 [SUPERSEDED 18 AUG 2020] and DoDI 6055.04, *DoD Traffic Safety Program*. It applies to all persons subject to AFI 31-218(I). All motor vehicle and traffic Instructions not specifically covered by this Instruction but which are covered by AFI 31-218(I), *Motor Vehicle Traffic Supervision*, or the California Penal Code (CPC) or California Vehicle Code (CVC), are in force and enforceable on VSFB. If this Instruction and the California Codes conflict, this Motor Vehicle Code will have precedence on VSFB over military members. Violations of this Instruction and applicable California Codes will be addressed in accordance with AFI 31-218(I), the Uniform Code of Military Justice (UCMJ), and/or Federal Court. This publication requires collecting and/or maintaining information protected by the Privacy Act of 1974, 5 U.S.C. § 552(a), 44 U.S.C.

§ 3101, and Presidential Executive Orders 9397 and 13478. The applicable SORNs F031 AF SF C and F031 AF SP L are available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. Privacy Act Advisory statements required by AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, for those forms subject to those provisions are either incorporated into the form or in a separate statement accompanying the document. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Send suggested changes to this Instruction on an AF Form 847, *Recommendation for Changes of Publication*, to 30SFS/S5SX, 108 Colorado Ave, Vandenberg SFB, CA 93437-6300.

SUMMARY OF CHANGES

This Instruction was revised to reflect the formatting and provisions set forth in AFI 31- 218(I), *Motor Vehicle Traffic Supervision*. It revised procedures for suspending and revoking driving privileges, the administrative hearing process, point assessment amounts and delegated authorities, and added short-term driving suspensions and alternative vehicles.

Chapter 1—INTRODUCTION	5
1.1. Program Management.....	5
1.2. Application.....	5
1.3. Responsibilities.....	5
Chapter 2—DRIVING PRIVILEGES	7
2.1. Driving Privileges Requirements.....	7
2.2. Driver License Requirements.	7
2.3. Stopping and Inspecting Personnel or Vehicles.....	8
2.4. Suspending or Revoking Driving Privileges.....	9
2.5. Reciprocal Procedures.	12
2.6. Administrative Due Process for Suspensions and Revocations.....	12
2.7. Restoring Driving Privileges on Acquittal.....	15
2.8. Restricted Driving Privileges.....	15
2.9. Driving while Suspended or Revoked.	15
2.10. Reinstatement of Base Driving Privileges.	16
Chapter 3—VEHICLE REGISTRATION	17
3.1. Registration and Driver Requirements.....	17
Chapter 4—TRAFFIC PLANNING AND CODES	18
4.1. Traffic Planning.....	18

4.2.	Installation Traffic Code – Rules of the Road.	18
4.3.	Traffic Law Enforcement Principles.	22
4.4.	Pedestrians.	25
4.5.	Speed Measuring Devices.	26
4.6.	Traffic Accident Investigation.	26
4.7.	Traffic Accident Investigation Reporting.	26
4.8.	Parking.	28
4.9.	Parking Warden Program.	32
4.10.	Traffic Violation Reports.	32
4.11.	Operating Privately Owned Alternative Vehicles.	34
4.12.	Operating Bicycles.	37
4.13.	Operation of Skateboards, Roller-Skates/Blades/Kick-Scooters.	37
4.14.	Portable Devices.	38
4.15.	Vehicle Maintenance.	38
4.16.	Littering, Throwing, Depositing or Dumping Matter.	38
4.17.	Traffic Complaint Procedures.	38
4.18.	Traffic Incidents Occurring Off the Installation.	39
Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM		40
5.1.	Driving Records.	40
Table 5.1.	Suspension/Revocation of Driving Privileges (See Notes 1 and 2).	40
5.2.	Point System Application.	42
Table 5.2.	Point Assessment for Moving and Non-Moving Violations.	43
Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES		45
6.1.	General Considerations.	45
6.2.	Vehicle Abatement.	46
6.3.	Procedures for Impoundment.	47
6.4.	Abandoned Vehicles.	48
6.5.	Expired Registration.	49
6.6.	Illegally Parked Vehicles.	49
6.7.	Evidence.	50
6.8.	Apprehension/Arrest of Driver.	50
6.9.	30 SFS/S5PS Responsibilities for Impoundment.	50

Chapter 7—TRANSPORTATING PRIVATELY OWNED FIREARMS	51
7.1. General Considerations.....	51
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	52
Attachment 2—EXTENSION/RENEWAL OF STATE DRIVER LICENSE FOR ACTIVE DUTY PERSONNEL ONLY	55

Chapter 1

INTRODUCTION

1.1. Program Management. This Instruction implements policy, assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Vandenberg Space Force Base (VSFB).

1.2. Application. This Instruction and the California Vehicle Code (CVC) apply to all pedestrians, bicyclists, skateboarders, roller-skaters/bladers, and personnel operating a Privately Owned Vehicle (POV), Commercial Vehicle (CV), Government Owned Vehicle (GOV), leased motor vehicle, two and three-wheeled motorcycles, motorized scooters, motorized mopeds and motorized bicycles (including those defined in CVC 312.5) on VSFB, unless this Instruction states otherwise. Security Forces may take or direct action in accordance with this Instruction and the CVC.

1.2.1. For the purpose of this Instruction, the word motorized refers to any wheeled mode of transportation propelled by combustion (petrol) engines, electric motors, or combination of the two (i.e. hybrid electric vehicles and/or mechanical assist).

1.3. Responsibilities.

1.3.1. The Space Launch Delta 30 Commander (SLD 30/CC) establishes and manages the base traffic supervision program and regulates traffic and personnel movement on VSFB.

1.3.2. The SLD 30/CC has delegated full authority to act on all matters concerning motor vehicle traffic supervision on VSFB to the Vice Commander for Installation Support (SLD 30/CV), the Chief of Installation Support (formerly the 30 MSG/CD), and the Deputy Director for Installation Support (formerly the 30 MSG/DD).

1.3.2.1. For the purpose of this Instruction, the term delegated authority/authorities refers to those delegated full authority to act on motor vehicle traffic supervision by the SLD 30/CC.

1.3.3. The delegated authority is given the authority to suspend or revoke base driving privileges and/or reinstate full or partial driving privileges under the provisions of AFI 31-218(I), *Joint Motor Vehicle Traffic Supervision*.

1.3.3.1. The SLD 30/CC is the final authority for all appeals pertaining to suspension and revocation decisions per this Instruction. No further appeal or request for reconsideration will be accepted.

1.3.3.2. The 30 SFS/CC is the final appeal authority for violations cited on DD Form 1408, Armed Forces Traffic Ticket and DD Form 1805, United States District Court Violation Notice.

1.3.3.3. Delegated authorities are responsible for conducting administrative due process hearings, including towing appeal procedures, under this Instruction.

1.3.4. The SLD 30 Staff Judge Advocate (SJA) advises the delegated authority and/or appeal authorities on due process appeals and/or hearings for suspending/revoking base driving privileges. The SJA 30 SJA or his or her attorneys and assistants will coordinate on all suspension/revocation case files.

1.3.5. Unit commanders, first sergeants, supervisors and staff agency chiefs of military and civilian employees will, when appropriate, initiate disciplinary action for military and civilian personnel per the Uniform Code of Military Justice (UCMJ), Department of Defense Instructions, Department of the Air Force Instructions, and federal and state laws.

Chapter 2

DRIVING PRIVILEGES

2.1. Driving Privileges Requirements.

2.1.1. The Installation Commander grants the privilege to drive a Government Owned Vehicle (GOV) or Privately Owned Vehicle (POV) on VSFB. If a person accepts that privilege, the person must comply with the laws and Instructions governing motor vehicle operation and registration on VSFB. Consequently, upon an Installation Entry Controller's request, anyone operating a motor vehicle on VSFB must produce the following:

2.1.1.1. A valid DoD, military or base affiliated identification card.

2.1.1.2. A valid state, provincial, or foreign driver license.

2.1.1.2.1. The State of California does not recognize an International Driving Permit (IDP) as a valid driver license. California does recognize a valid license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident (CVC 12502 and CVC 12505).

2.1.1.3. If applicable, a DBIDS pass or AF Form 75, Visitor/Vehicle Pass, in addition to a driver license, passport or alien registration card.

2.1.1.4. Proof of current vehicle registration.

2.1.1.5. Proof of current vehicle insurance, which can be provided in electronic form per CVC 16028(a).

2.2. Driver License Requirements.

2.2.1. All personnel who operate a GOV will comply with AFI 24-301, *Ground Transportation* requirements regarding operating general purpose GOVs (i.e., 1 ½ ton truck, sedan, or six passenger truck) and special purpose GOVs (i.e., buses, or any other vehicle over 1 ½ tons) must be in possession of a valid state driver license. Additionally, personnel operating special purpose GOVs must possess an AF IMT 2293, US Government Owned Vehicle Identification Card, or computer generated GOV driver license. Individuals requesting issuance of AF IMT 2293 or computer generated GOV driver license will obtain an AF Form 171, Request for Driver's Training and Addition to U.S Government Driver's License, from their Squadron Commander, Vehicle Control Officer (VCO), Vehicle Control Non-Commissioned Officer (VCNCO), or delegated personnel when no VCO program is assigned to that unit, and provide it to the 30th Logistics Readiness Squadron, Fleet Manager (30 LRS/LGRDDO).

2.2.2. Active duty personnel who possess an out-of-state driver license and are stationed at VSFB, will comply with their respective state's Department of Motor Vehicles (DMV) driver license extension/renewal policy (refer to [Attachment 2](#)). Within 10 days of PCS arrival to VSFB, active duty members possessing a foreign driver's license and/or expired California driver's license must renew their driver's license through the California DMV.

2.2.3. Dependents and Retirees. Spouses may retain their out of state driver license with their dependent ID card. Dependent children must obtain a California driver License within 10 days of residency (CVC section 12505) to lawfully operate a motor vehicle. Retirees must also obtain a California driver license if they are domiciled in California.

2.2.4. Civilians and Contractors: Those residing in California temporarily, that can show proof of contract obligations to Vandenberg SFB, are exempt from obtaining a California Driver License. Civilians are not exempt from obtaining a California driver license while domiciled in California.

2.2.5. Individuals that PCS from VSFB to a different state or overseas assignment, who possess a California driver license, will receive a renewal extension in accordance with CVC 12817. Licensees must contact a California DMV to update their driving record, and the DMV will send the licensee a DL 236 card to carry with the expired California driver license. The DL 236 card states the provisions of CVC 12817.

2.3. Stopping and Inspecting Personnel or Vehicles.

2.3.1. Title 50 U.S.C., Section 797, grants Installation Commanders the authority to stop, inspect, search and impound motor vehicles at installation gates and Restricted Areas to ensure the safety and security of all personnel and resources under their control.

2.3.2. Reasons for conducting these activities may include, but are not limited to, increased force protection conditions, installation entry point checks, random anti-terrorism measures, random vehicle inspections and when there is probable cause to search pursuant to alleged or suspected criminal activity.

2.3.3. Installation Entry Point Checks (IEPCs) and Random Vehicle Inspections (RVIs).

2.3.3.1. IEPCs and RVIs are a random inspection of vehicles directed by the Installation Commander or delegated authority, and are not considered a search. Military and civilian personnel are subject to these inspections. IEPCs and RVIs apply to both vehicles and pedestrians entering or exiting the installation.

2.3.3.2. If an individual refuses to submit to inspection of his or her vehicle, then the following actions will be completed:

2.3.3.2.1. If the operator is a civilian, he/she will be asked for identification and advised he/she will be denied access to the base until the vehicle has been inspected. If the operator refuses to have the vehicle inspected, the operator/owner will be advised that failing to submit to an IEPC or RVI may result in revocation of base driving privileges and/or barment actions. If the owner/operator still refuses, he/she will be denied authorization to operate the vehicle on base. Security Forces will conduct a walk around of the vehicle to determine whether evidence in plain view justifies legal authority for search and/or seizure. SLD 30/SJA will be consulted for further guidance.

2.3.3.2.2. Vehicles under military personnel control will be handled in the same manner; however, military personnel will be advised the IEPC/RVI is a lawful order by the Installation Commander and failure to submit to an examination will result in their apprehension for the offense of Article 92, Failure to Obey Order or Regulation, Uniform Code of Military Justice (UCMJ). If the individual continues to refuse, he/she will be apprehended and SLD 30/SJA will be consulted for further guidance regarding examining the vehicle.

2.4. Suspending or Revoking Driving Privileges.

2.4.1. The SLD 30/CC delegated authorities have discretionary authority and may withdraw anyone's authorization to operate a Government Owned Vehicle (GOV), Privately Owned Vehicle (POV) or Commercial Vehicle (CV) on the installation for lawful reasons related to both moving and non-moving traffic violations.

2.4.1.1. For purposes of this Instruction, non-moving violations include but are not limited to any violation of this Instruction and/or the CVC that is unrelated to the actual movement of the vehicle. Examples include: registration/insurance violations, driver's license violations, and parking violations.

2.4.2. Suspension.

2.4.2.1. Delegated authorities can suspend driving privileges up to 12 months when lesser measures fail to improve a driver's performance, a driver has habitual non-moving violations, or a driver has serious violations.

2.4.2.1.1. Serious violations are those that have a suspension/revocation period of no less than one year per **Table 5.1**.

2.4.2.2. Unit commanders may request suspending base driving privileges of any driver(s), whose attitude(s) and actions display evidence of unsafe driving practices. The request will contain the reasons for requesting the driving privileges suspension, a suggested duration, the driver's circumstances (living quarters, family members, distance from base, recent disciplinary action or punishment, etc.) and be endorsed by the Unit CC or Unit First Sergeant. Unit commanders will send requests to the delegated authority through the Commander, Security Forces (30 SFS/CC) and 30th Security Forces Squadron, Reports and Analysis (30 SFS/S5R).

2.4.2.3. Intoxicated Driving Incidents. Intoxicated driving is defined as the operator of any vehicle having their ability to operate a vehicle impaired by drugs and/or alcohol. Within this Instruction, a drug is defined as any substance which, when entered into the body, impairs an individual's ability to operate a vehicle.

2.4.2.3.1. Delegated authorities may immediately suspend installation GOV, POV, or CV driving privileges pending resolving an intoxicated driving incident that involves active duty military personnel, family members, military services retired members and DoD civilian personnel. This applies regardless of the geographic location, on or off base, of an intoxicated driving incident. Active duty military personnel must notify the

Base Defense Operations Center (BDOC) when arrested for an off-base intoxicated driving offense listed in paragraphs [2.4.2.3.2.1](#) – [2.4.2.3.2.6](#) Note: Non-DoD civilian personnel will not have driving privileges suspended for off base intoxicated driving incidents.

2.4.2.3.2. After reviewing available evidence, driver's privileges will be suspended pending resolving the intoxicated driving incident under the circumstances outlined below:

2.4.2.3.2.1. Refusing to take or complete a lawfully requested chemical test or standard field sobriety test to determine Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC).

2.4.2.3.2.2. Refusing to take or complete a lawfully requested chemical test to determine the presence of drugs in the body.

2.4.2.3.2.3. Operating a motor vehicle with BAC or BrAC of 0.08% by volume or higher.

2.4.2.3.2.4. Operating a motor vehicle while having divided attention skills impaired by alcohol with a BAC of 0.05 percent by volume but less than 0.08% BAC or BrAC by volume.

2.4.2.3.2.5. Operating a motor vehicle with a BAC or BrAC of 0.01% while under the age of 21 years old, or any other violation of the provisions under CVC 23136.

2.4.2.3.2.6. Receiving an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.4.2.3.3. Preliminary Notice of Driving Suspension. On duty SF, with the approval of the delegated authority for any of the above reasons, can issue in duplicate the pre-signed preliminary notice of driving suspension. The preliminary suspension will remain effective until a delegated authority makes a final decision. The recipient will endorse the notice and indicate the date received. Commanders and first sergeants will ensure military personnel arrested off base for DUIs report to Security Forces to be issued the preliminary notice of driving suspension on the next duty day. A copy will be maintained with the case file and the original will be provided to the violator. The preliminary suspension cannot be rebutted, nor can a request for hearing be submitted until a delegated authority decides.

2.4.2.4. Short-term driving suspensions.

2.4.2.4.1. Throughout this section, a "short-term suspension" is any installation driving suspension that lasts 30 days or less.

2.4.2.4.2. On duty SF members are authorized to issue pre-signed suspension memorandums for offenses warranting short-term suspension. Applicable offenses are listed in [table 5.1](#).

- 2.4.2.4.3. When a suspension memorandum is issued, the SF patrol officer will prepare two copies of the memorandum, one for the member and one for 30 SFS/S5R. The memorandum will state the offense, the number of days the member will be suspended, and when the suspension will begin. Suspensions will begin two duty days after the citation is issued. Once the suspension period has ended, driving privileges will be automatically reinstated.
- 2.4.2.4.4. Violating a short-term suspension can result in an additional suspension of up to 6 months.
- 2.4.2.5. Delegated authorities may impose multiple suspensions to run consecutively or concurrently.
- 2.4.3. Revocation.
- 2.4.3.1. Delegated authorities will immediately revoke a person's GOV license for a period of not less than one year in the following circumstances:
- 2.4.3.1.1. A person is lawfully detained for intoxicated driving and refuses to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, this Instruction or AFI 31-218(I). When revocation action for an implied consent refusal is combined with another revocation, it will run concurrently.
- 2.4.3.1.2. A conviction, non-judicial punishment, or a military or civilian administrative action resulting in suspending or revoking a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.
- 2.4.3.1.3. When a serious incident involving a motor vehicle occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.
- 2.4.3.2. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges
- 2.4.4. 30 SFS/S5R will notify 30 LRS/LGRDDO of all suspension/revocations. Individuals whose base driving privileges are suspended or revoked will surrender their AF IMT 2293 or computer generated GOV driver license to their squadron VCO or VCNCO. The VCO/VCNCO will notify 30 LRS/LGRDDO who will concurrently suspend or revoke the individual's AF IMT 2293 or computer generated GOV driver license for the duration of the base driving privilege suspension or revocation. The VCO/VCNCO will turn in AF IMT 2293s to the Operator Records and Licensing office within 10 days.
- 2.4.5. Individuals that are the sole operators of their vehicle are not authorized to park or store their vehicles anywhere on the installation during the suspension or revocation period unless they obtain written authorization from the SLD 30/CV through the 30 SFS/CC and 30 SFS/S5R. Individuals wishing to park vehicles at the Visitor Control Center prior to entering installation may obtain "Temporary Parking Pass" from Visitor Control Center Technician. (Note: Members that reside on base may park at their residence)

2.5. Reciprocal Procedures.

2.5.1. The SLD 30/CC will honor revocations and may honor suspensions issued by other installation commanders, regardless of service component affiliation. Revocations remain effective during reassignment unless the issuing authority terminates the revocation before reassignment. Anyone with suspended or revoked privileges may petition a delegated authority for partial or limited driving privileges.

2.5.2. 30 SFS/S5R will review all available inbound history records and cross-reference the names in the Air Force Justice Information System (AFJIS) for suspension or revocation. Inbound suspension and revocations will be added to the installation Suspension/Revocation/Barment/Warrant (SRBW) listing.

2.5.3. Upon receiving written notice of suspension or revocation from the California DMV, an out-of-state DMV, or a Reports and Analysis section from another installation, 30 SFS/S5R will take comparable administrative actions (suspension, revocation or point assessment) for the violation. 30 SFS/S5R will prepare a suspension/revocation case file and coordinate it through the SLD 30/JA before the SLD 30/CV approves the action and a command authority presents it to the offender.

2.5.4. 30 SFS/S5R will notify the licensing authority, and gaining installation if applicable, of the state where the license is issued upon final adjudication by SLD 30/CV of suspension or revocation (for a period of 1 year or more only) of an offender's license. The notification will include the basis for the suspension or revocation, such as refusal to submit to a lawful blood or breath alcohol test, and include the Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) level if applicable

2.6. Administrative Due Process for Suspensions and Revocations.

2.6.1. When a delegated authority considers suspending or revoking a driver's driving privileges, he or she will notify the driver in writing and state what action is being taken and the reason for it. The delegated authority will coordinate this notice with SLD 30/JA.

2.6.2. Suspension/revocation case files, with all supporting documentation, will be coordinated through the 30 SFS/S5R. SLD 30/JA will review evidence within seven calendar days from receiving the case file. The case file will then be submitted to a delegated authority for approval and presented to the offender.

2.6.3. When an individual is suspected of intoxicated driving:

2.6.3.1. Delegated authorities will notify the individual of the following in the preliminary suspension notification for intoxicated driving (Note: preliminary suspensions cannot be contested):

2.6.3.1.1. The reason for the preliminary suspension.

2.6.3.1.2. Reinstatement is not automatic.

2.6.3.1.3. The order of suspension or revocation and any exceptions (i.e. full suspension of driving privileges, except Highway-1).

2.6.3.1.4. Compliance standards for military, DOD civilian employees, and dependents/retirees/other personnel.

- 2.6.3.1.5. Direction to sign the acknowledgment of receipt and to return the signed letter to S5R.
- 2.6.3.1.6. Member's right to an administrative hearing with a delegated authority.
- 2.6.3.2. For active duty military personnel or DoD civilian employees, delegated authorities will send a written notice of preliminary suspension for intoxicated driving to the member's commander or civilian equivalent. For non-installation, non-DoD affiliated civilians, delegated authorities will issue the written notice of preliminary suspension for intoxicated driving by certified mail. For others, if the person is employed on the installation, delegated authorities will send the notice to their commander or civilian equivalent.
- 2.6.3.3. Delivering notice pending action:
 - 2.6.3.3.1. For military members, 30 SFS/S5R will notify the member's First Sergeant in writing of the pending administrative action. The unit First Sergeant will notify SFS when the member is made aware of the pending revocation.
 - 2.6.3.3.2. For civilians or contractors, the same procedures as military personnel will be followed.
- 2.6.4. For finalized suspension and revocation actions, the member has the right to an administrative hearing with the delegated authority.
 - 2.6.4.1. To request an administrative hearing, a member must provide written notice to 30 SFS/S5R within 14 calendar days of receiving notification of the pending action. This notice must include:
 - 2.6.4.1.1. One memorandum from the member, addressed to the delegated authority, stating the reasons why the member believes suspension or revocation is not appropriate.
 - 2.6.4.1.2. One memorandum from the member's commander or equivalent, addressed to the delegated authority, stating his or her position on the pending suspension or revocation.
 - 2.6.4.1.3. Any other supporting documents the member wants the delegated authority to consider when determining whether to impose a suspension or revocation.
 - 2.6.4.2. To coordinate an administrative hearing, the office of the delegated authority will establish a time and date for the hearing and notify 30 SFS/S5R of the time and date. 30 SFS/S5R will notify the member's first sergeant of the hearing through an official Memorandum for Record (MFR) within two duty days of receipt from delegated authority.
 - 2.6.4.3. If the member does not request an administrative hearing within the 14-day period, the suspension/revocation case file will be delivered to the delegated authority for approval.
 - 2.6.4.4. Delegated authorities will conduct the administrative hearing by weighing all case facts and evidence. Hearings for intoxicated driving will cover only the pertinent issues of whether or not:

2.6.4.4.1. The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs.

2.6.4.4.2. The person was lawfully cited or apprehended for an intoxicated driving offense.

2.6.4.4.3. The person was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test.

2.6.4.4.4. The person refused to submit to the test for alcohol, breath or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicated the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension.

2.6.4.4.5. The testing methods used were valid and reliable, and the results were accurately recorded and evaluated.

2.6.4.5. If because of a hearing the delegated authority determines to suspend or revoke the affected person's driving privilege, the revocation or suspension will become effective when the person receives the written notification of such action. If written notification cannot be verified through either a return receipt for mail or delivery through command channels, the hearing authority will determine the effective date on a case-by-case basis.

2.6.4.6. After a hearing, if the delegated authority imposes revocation or suspension the person whose driving privilege has been suspended or revoked will have the right to appeal or request reconsideration. Such request must be forwarded through command channels to the SLD 30/CC within 14 calendar days from the date the individual is notified of the administrative hearing suspension or revocation result. The suspension or revocation will remain effective pending a final ruling on the request.

2.6.5. For revocation actions based on intoxicated driving:

2.6.5.1. The revocation is mandatory on conviction or other findings that confirm the charge.

2.6.5.2. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

2.6.5.3. Notice that revocation is automatic may be placed in the suspension letter, or sent in a separate letter. Revocation is not effective until the driver receives the written notice, or facts show that reasonable attempts were made to notify the individual.

2.6.5.4. Revocations cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for restoring all or partial driving privileges.

2.6.6. A delegated authority's decision may be appealed by submitting a request in writing to SLD 30/CC through the 30 SFS/CC, 30 SFS/S5R, and SLD 30/JA. SLD 30/CC's decision is final and cannot be appealed.

2.7. Restoring Driving Privileges on Acquittal.

2.7.1. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, delegated authorities will vacate the suspension of driving privileges except when:

2.7.1.1. The preliminary suspension was based on refusal to take a BAC test.

2.7.1.2. The person was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.

2.7.1.3. The State authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.8. Restricted Driving Privileges.

2.8.1. The delegated authorities may grant restricted base driving privileges to individuals whose authority to drive on the installation was suspended or revoked. The individual must have a valid state driver license or be authorized partial or restricted driving privileges by proper civilian authority.

2.8.1.1. A request for restricted driving privileges may be submitted in writing at the due process hearing or at any other time to the delegated authorities. Any restricted driving privileges granted will be specified in writing and provided to the offender.

2.8.1.1.1. Hearing requests will be submitted via memorandum to 30 SFS/S5R at 108 Colorado Ave, Rm 152, Vandenberg SFB, CA 93437.

2.8.1.1.2. Memorandums by military personnel must be endorsed by his/her commander.

2.8.1.2. Restricted driving privileges may be granted for mission requirements, unusual personal or family hardship, or when there is a delay not attributable to the offender of more than 90 days in dispositioning the charge.

2.8.1.3. Before an offender drives on the installation a delegated authority must first approve permission in writing. The offender must have a copy of the restricted driving authorization letter in his/her possession when operating a motor vehicle on the installation until a delegated authority reinstates driving privileges.

2.8.1.4. Individuals determined to have violated the restricted driving authorization will have their restricted driving privileges revoked and may be subject to an additional driving suspension or revocation, or other action.

2.8.1.5. Disapproved requests for restricted driving privileges may be appealed to the SLD 30/CC. The SLD 30/CC's decision is final and cannot be appealed.

2.9. Driving while Suspended or Revoked.

2.9.1. The offender's driving privileges will remain suspended or revoked indefinitely until the offender shows proof that he/she successfully completed an approved driver training course, drug or alcohol program, or other program deemed necessary by the delegated authorities or local authorities based on the offense that led to the suspension or revocation.

2.9.2. Any individual discovered driving on the installation while their state driver license or base driving privileges are suspended or revoked will receive a two (2) year revocation per AFI 31-218(I). If the base driving privileges are suspended, the two (2) year revocation will take effect the last day of the suspension. Military personnel may also receive administrative or disciplinary action per the Uniform Code of Military Justice (UCMJ). DoD civilian personnel may also receive administrative or disciplinary action per AFI 36-704, Discipline and Adverse Actions. Contractor or non-base connected personnel in violation of suspension or revocation may result in administrative barment under Title 18 U.S.C., Section 1382.

2.9.3. Any individual discovered driving on the installation while on a two (2) year revocation will receive an additional five-year revocation of installation driving privileges. Military personnel may also receive administrative or disciplinary action per the UCMJ. DoD civilian personnel may also receive administrative or disciplinary action per AFI 36-704. Contractor or non-base connected personnel in violation of suspension or revocation may result in administrative barment under Title 18 U.S.C., Section 1382.

2.10. Reinstatement of Base Driving Privileges.

2.10.1. For reinstatement of suspended/revoked base driving privileges due to a DUI or DWI related incident, submit the following documentation no earlier than 60 calendar days prior to the expiration of suspension/revocation to 30 SFS/S5R:

2.10.1.1. Reinstatement request letter (if military the letter must be endorsed by the First Sergeant or CC).

2.10.1.2. Completion letter for an approved alcohol and drug evaluation and rehabilitation program.

2.10.1.3. Valid state driver's license.

2.10.1.4. Proof of current registration and insurance.

2.10.2. For reinstatement of suspended/revoked base driving privileges due to any reason other than a DUI or DWI related incident, submit the following documentation no earlier than the day of expiration of the suspension to 30 SFS/S5R:

2.10.2.1. Reinstatement request letter (if military the letter must be endorsed by First Sergeant or CC).

2.10.2.2. Valid state driver's license.

2.10.2.3. Proof of current registration and insurance.

Chapter 3

VEHICLE REGISTRATION

3.1. Registration and Driver Requirements.

3.1.1. Vehicle operators must have the below listed credentials immediately available upon demand as required by state law or installation directives. Upon a Security Force member's request, failure to show proof of required documentation can result in denying base driving privileges.

3.1.1.1. A valid state, provincial, or foreign driver license supported by a DoD, military, or base identification card.

3.1.1.2. A current registration as required by the state or authority in which the vehicle is registered. A person need not own the vehicle to register it; however, they must have a lease agreement, power of attorney, or the owner's notarized letter granting permission to use the vehicle and specifying the inclusive dates. Vehicles with temporary registration or awaiting a new registration from a transfer of ownership or license plates will be issued a pass pending permanent registration.

3.1.1.2.1. Vehicles registered with DMV in Planned Non-Operation (PNO) status are for storage or maintenance purposes. Only base housing residents, who register their vehicle in PNO status, may keep their vehicle on base provided the registrant maintains vehicle insurance on the vehicle. The PNO vehicle must be stored in the resident's garage or parked in the driveway and cannot be parked on the highway or driven until DMV issues a current registration. "Highway," as defined in CVC 360, "is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel," and includes streets.

3.1.1.2.2. Active duty and DoD civilian employees, who have foreign license plates on their POV and have returned from an overseas assignment, will register their vehicle and obtain U.S. license plates from a DMV within thirty days of employment or PCS arrival with vehicle at this installation.

3.1.1.2.3. Proof of meeting the minimum automobile insurance requirements for the State of California. Each motor vehicle registrant must have and maintain motor vehicle insurance in the amounts California State law requires. Proof of insurance must be readily available upon demand.

3.1.1.3. Proof of compliance with federal and state emission requirements.

3.1.1.3.1. Active duty and DoD Civilian personnel employed or assigned to the installation who own and operate an out-of-state registered vehicle on the installation may report to the VCC for Vehicle Identification Number (VIN) verification if needed.

3.1.1.3.2. Any individual who owns and/or operates privately owned, out-of-state registered vehicles on VSFB must adhere to Title 42 U.S.C., 7418(d) and California Health and Safety Code Section 44011.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic Planning.

4.1.1. Any changes made to the existing traffic circulation design or base parking plan must be coordinated through the Traffic Safety Coordination Group (TSCG).

4.1.2. The TSCG will consist of a representative from the following: SLD 30 Safety, 30 CES Base Civil Engineer, 30 CES Base Traffic Engineer, and 30 SFS. SLD 30 Vice Commander for Mission Support (SLD 30/CV) or other delegated authority will chair the TSCG and will meet regularly, as the chair determines.

4.2. Installation Traffic Code – Rules of the Road.

4.2.1. This section of this Instruction establishes the uniform rules governing supervising and controlling installation traffic. All provisions apply on all land areas under the Installation Commander's jurisdiction. DoD, USAF Directives and Instructions, and the United States Code apply to base traffic rules. All CVC relevant portions apply on the installation. The CVC web address is: <http://www.dmv.ca.gov/pubs/vctop/vc/vc.htm>. The following additional prohibitions and requirements apply:

4.2.1.1. Security Forces, including unit commander appointed traffic wardens, are authorized to issue the DD Form 1408, Armed Forces Traffic Ticket. Security Forces are authorized to issue the Central Violations Bureau notice (CVB notice). These persons will be trained on properly completing the DD Form 1408 IAW AFM 31-201v7. 30 SFS/S5 will train appointed traffic wardens.

4.2.1.2. Vehicle operators will not operate radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed on the installation as stipulated in DoDI 6055.4, *DoD Motor Vehicle and Traffic Safety*. Such devices will be turned off, unplugged and stored out of view while the vehicle is on base.

4.2.1.3. Traffic violations cited on the CVB Notice under the CVC will be referred to the Federal Magistrate's Court for prosecution under Title 18 U.S.C., Section 13, Assimilative Crimes Act.

4.2.1.4. State license plates must always be clearly visible on base. Vehicle operators must clear obstructions from the license plates before entering the installation.

4.2.1.5. Highway is defined as "a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel," and includes streets (CVC 360).

4.2.1.6. Unsafe/defective vehicles. Operators of unsafe/defective vehicles may continue to drive their vehicle after being cited depending on the severity of the unsafe condition or defect (i.e., inoperative headlight or cracked windshield). Security Forces may allow motorists to resolve the unsafe condition or defect before 30 SFS/S5R processes the citation by marking the DD Form 1408 "Warning" box and indicating in the remarks section that it is a "Fix-it Ticket". The ticket issuer will forward it to the 30 SFS/S5R, which will maintain it on file for three days. Offenders have three days to fix the unsafe condition or

repair the defect and present their copy of the DD Form 1408 (pink violator carbon copy) with evidence of the repairs to the BDOC. Security Forces will inspect the vehicle to ensure corrective actions were completed, write on the violator's carbon copy of the DD Form 1408 "corrected" and forward it to S5R. S5R will void the original ticket and carbon copies. If evidence of the repair is not presented within three days, the DD Form 1408 will be forwarded to S5R for processing and point assessment against the operator's base driving record.

4.2.1.7. Tinted windows must conform to CVC 26708, Material Obstructing or Reducing Driver's View, and CVC 26708.2, Sun Screening Devices requirements.

4.2.1.8. Gang affiliated, obscene or profane language or images may not be attached, affixed to or displayed from a vehicle in any manner.

4.2.1.9. Motorists' violations of this Instruction will be reported to the squadron commander, first sergeant and/or civilian supervisor exercising disciplinary authority over the offender via DD Form 1408, Copy 1 - Commanding Officer of Violator or Appropriate Civil Agency (white copy).

4.2.1.10. Vehicles without fixed seats. To the extent possible, personnel should be transported in vehicles with fixed seats (e.g., sedans, station wagons, vans, buses). When non-tactical vehicles without fixed seats must be used to transport personnel due to mission requirements, each passenger must remain seated wholly in the body of the vehicle. All occupants must follow the risk management principles in DoDI 6055.01 to reduce the risk of transporting personnel in vehicles without fixed seats.

4.2.1.11. Non-Tactical Motorcycle and ATV Rider Protection. The PPE for non-tactical government-owned motorcycle and ATV riders during off-road operations should include knee and shin guards and padded gloves.

4.2.2. Towing, Searching, Impounding, and Inventorying Vehicles.

4.2.2.1. Violating this Base Traffic Code and the California Vehicle Code assimilated provisions will result in vehicle impoundment only in circumstances permitted by AFI 31-218(I) and this Instruction. **Chapter 6** of this Instruction contains vehicle impoundment guidance.

4.2.3. Operating motorcycles and any other self-propelled, open, two-wheel, three-wheel, and four-wheel vehicles powered by a motorcycle-type engine.

4.2.3.1. Drivers of any vehicle listed in **paragraph 4.2.3** must have the applicable California M1 or M2 endorsement or the equivalent out-of-state endorsement or appendage to their standard vehicle operating license.

4.2.3.2. Active duty military who operate any vehicle listed in **paragraph 4.2.3** on the installation must complete one of the following motorcycle rider safety courses in **paragraph 4.2.3.2.1**, **paragraph 4.2.3.2.2**, or a SLD 30 Safety approved equivalent course that includes hands-on training.

4.2.3.2.1. Course IVA, Basic Rider Course (BRC). Motorcycle Safety Foundation (MSF) BRC, MSF: Riding and Streets Skills.

4.2.3.2.2. Course IVB, Experienced Rider Course (ERC). MSF Experienced Rider Course.

4.2.3.2.3. Base affiliated civilians who operate any vehicle listed in [paragraph 4.2.3](#) on the installation are exempt from the requirement to complete a motorcycle rider safety course; however, the operator must have a DMV motorcycle endorsement on his/her driver's license and must wear the appropriate personal protective equipment as outlined below. Exception: DoD Civilians who operate these vehicles in an official duty capacity must complete an approved motorcycle rider safety course.

4.2.3.2.4. Active duty personnel who operate any vehicle listed in [paragraph 4.2.3](#) on or off duty, on or off an AF installation must attend or have attended an approved motorcycle rider safety course regardless of if the member intends to operate the vehicle on-base.

4.2.3.2.5. All privately owned motorcycles in both on- and off-road modes, must have headlights turned on at all times when operated on the installation.

4.2.3.3. Operators of any vehicle listed in [paragraph 4.2.3](#) will not ride more than two abreast, will utilize headlamps during operation, and must have rearview mirrors on each side of the handlebars.

4.2.3.4. Wearing safety equipment is mandatory for all operators and passengers of any vehicle listed in paragraph 4.2.3. per AFI 91-207, *USAF Traffic Safety Program*, and this Instruction. In addition to complying with all traffic laws, the below requirements and guidance provide additional clarification for two-wheeled vehicle operators and their passengers wearing personnel protective equipment. If an operator or their passenger violates these requirements and is cited, the operator will be assessed three (3) points on their base driving record and may be subject to other administrative action. All operators and passengers will wear the following safety equipment as a minimum:

4.2.3.4.1. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.

4.2.3.4.2. Eye Protection. Goggles, wrap around glasses, or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1-2020, or UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.

4.2.3.4.3. Gloves. Full-fingered gloves or mittens are required. Gloves or mittens will be made from leather or other abrasion-resistant material.

4.2.3.4.4. Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles. They must have low heels and protect the ankles from burns and abrasions and provide a good grip on the road surface and foot pads. No sandals, sneakers, or open-toed shoes or high heels.

4.2.3.4.4.1. Long-sleeved shirt or jacket and pants. Wearing a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders will select protective attire that incorporates fluorescent colors and retro-reflective material or supplement PPE with additional fluorescent colors/retro-reflective garments (e.g., safety vests).

4.2.4. Driver Distractions.

4.2.4.1. Operators of Privately Owned Vehicles (POVs), Commercial Vehicles (CVs) and Government Motor Vehicles (GOVs) will not “use” electronic/voice communication devices unless the vehicle is safely parked or they are using a hands-free device. This includes, but is not limited to, cell phones and personal digital assistants. Wearing any other headset covering, earplugs in, or earphones, resting on, or inserted in, both ears while operating a motor vehicle is prohibited. Using these devices impairs driving and masks or prevents recognizing emergency signals, alarms, announcements, approaching vehicles, and human speech.

4.2.4.1.1. Driver distractions are not limited to technology and can encompass actions induced by the driver that are hazardous to others and/or themselves. These actions can include eating, drinking, reading, writing, searching within one’s motor vehicle while driving, failing to control an animal, applying cosmetic products, or any other action that may cause unsafe handling of a motor vehicle or other motorists to react defensively. There is not a designated safe speed in which the above actions can be done while driving. In regards to those actions, the safest speed is zero mph (CVC 22350), and driving could be considered reckless driving (CVC 23103(a)).

4.2.4.2. Operators holding an electronic/voice communication device in their hand away from the ear and talking or listening to a message on speaker while driving constitutes “use” and is also prohibited.

4.2.4.3. Violating this policy is a primary offense, which means Security Forces may conduct a traffic stop on a violator solely based on seeing the infraction.

4.2.4.4. Driving while talking or using an electronic/voice communication device, without a hands-free device, falls under the “Other Moving Violations (Involving Driver Behavior)” AFI 31-218(I), [Table 5.2](#) (point assessment). Motorists cited for violating this policy will be assessed 3 points on their base driving record.

4.2.4.5. Accessory equipment should be mounted in a manner that does not interfere with the driver’s line of sight.

4.2.5. Off Road Vehicle Use.

4.2.5.1. No vehicle will be operated or parked on a dirt, seeded sod, graveled area or unpaved surface unless it is specifically authorized by posted signs or is designated as a parking area, or when entering or leaving a parking area where there is no access to a paved surface. Exception: Personnel conducting official duties that require using the unpaved roadway.

4.2.6. Child Restraint and Supervision.

4.2.6.1. All children under eight years of age or less than 4'9" must be properly secured in a child passenger restraint system meeting applicable federal motor vehicle safety standards (CVC 27360).

4.2.6.2. No child under the age of six years old shall be left unattended in a motor vehicle or without the supervision of a person who is 12 years of age or older when conditions present a significant risk to the child's health or safety and/or the vehicle's engine is running or the vehicle's keys are in the ignition, or both. Reference CVC 15620(a)(1) and CVC 15620(a)(2).

4.3. Traffic Law Enforcement Principles.

4.3.1. All vehicles will be operated within existing speed limits on established installation roadways. This Instruction includes additional or unique requirements. During off-base operation, all Government Owned Vehicles (GOVs) will be operated within legal speed limit established for the type of vehicle being operated, or the posted speed limit, whichever is more stringent.

4.3.2. All personnel in a moving motor vehicle on the installation or in a moving GOV off base will use occupant protective devices (restraints, air bags, child safety seats, etc.) required by 49 Code of Federal Regulation, **Part 571**, Federal Motor Vehicle Safety Standards.

4.3.3. Basic Laws.

4.3.3.1. All POV or other conveyance drivers will possess a current and valid operator's license when operating a motor vehicle. Upon a Security Force's or other authorized person's request drivers will produce their license.

4.3.3.2. Unlawfully using a driver license is prohibited.

4.3.3.3. It is unlawful to operate a vehicle without a valid vehicle permit or state registration.

4.3.3.4. It is unlawful to operate a vehicle without proof of required vehicle insurance.

4.3.3.5. It is unlawful to operate a motorcycle, motorized scooter, motorized moped, or motorized bicycle without the appropriate motorcycle endorsement referenced in **paragraph 4.2.3** of this Instruction.

4.3.4. Speed Limitations.

4.3.4.1. Speed limits on base generally mirror the CVC.

4.3.4.2. The speed limit on the installation is 35 miles per hour (mph) unless otherwise posted, or as stated herein.

4.3.4.3. The designated speed limits are:

4.3.4.3.1. Housing areas, 25 mph.

4.3.4.3.2. Roadways within the Dormitory (1300) area, 25 mph. Note: Dormitory areas are considered "Housing Areas" as applicable in **Table 5.2**.

4.3.4.3.3. Parking areas, 10 mph, unless stipulated otherwise.

- 4.3.4.3.4. Troop formation or other pedestrian congested areas, 10 mph.
- 4.3.4.3.5. Approaching any installation entry control point, 10 mph. Note: All inbound drivers must come to a complete stop at the gate unless otherwise directed by the entry controller.
- 4.3.5. Moving Violations.
 - 4.3.5.1. Vehicle operators:
 - 4.3.5.1.1. Will not back their vehicle into a traffic lane except when backing from a parking space or driveway. Must have unobstructed vision in all directions.
 - 4.3.5.1.2. Will yield to all emergency vehicles utilizing emergency lights and/or siren per CVC 21806(a). When a Security Forces member directs to yield or stop, through hand signals, voice, emergency lights, siren or any combination of these, it is unlawful for the motor vehicle operator to willingly refuse or fail to do so.
 - 4.3.5.1.3. Will not leave their vehicle on the main traveled portion of the roadway or street when experiencing a mechanical failure.
 - 4.3.5.1.4. Will be equipped with operational headlamps and tail lamps on all vehicles, including two and three-wheeled vehicles (CVC 24400).
 - 4.3.5.1.5. Will use headlamps during darkness, or inclement weather, or both. Inclement weather, as defined in CVC 24400(b), is a weather condition that either prevents a driver of a motor vehicle from clearly discerning a person or another motor vehicle on the highway from a distance of 1,000 feet or requires the windshield wipers to be in continuous use due to rain, mist, snow, fog, or other precipitation or atmospheric moisture.
 - 4.3.5.1.6. Will not drive their vehicle with only the parking lamps lighted except when the lamps are being used as turn signal lamps (CVC 24800).
 - 4.3.5.1.7. Dim headlamps to parking lamps when approaching within 100 feet of an installation entry control point during nighttime. Exception: Vehicles equipped with daytime running lights.
 - 4.3.5.1.8. Will not drive through or attempt to use any parking lots as a thoroughfare.
 - 4.3.5.1.9. Will use seatbelts while operating a motor vehicle, and will ensure passengers utilize seatbelts (CVC 27315). All motorists entering the installation entry control point and observed not wearing seat belts will be informed of the requirement and directed to comply in lieu of issuing a DD Form 1408. Note: Motor vehicles manufactured prior to 1966 do not require seatbelts but are recommended.
 - 4.3.5.1.10. Will not wear a headset covering, earplugs in, or earphones, resting on, or inserted in, both ears except for motorcycle intercom systems.

4.3.5.1.11. Will not operate, or permit the operation of, any sound amplification system (e.g., car stereo) that can be heard outside the vehicle from 50 feet or more (CVC 27007) when the vehicle is being operated upon a highway as defined in CVC 330. Driving while producing excessive noise from a vehicle falls under the “Other Moving Violations (Involving Driver Behavior)” listed in AFI 31-218(I), [Table 5.2](#) (point assessment). Motorists cited for violating this policy will be assessed three (3) points on their base driving record.

4.3.5.1.12. Will not modify the exhaust system of a motor vehicle in a manner that will amplify or increase the noise emitted by the vehicle so that it does not comply with the provisions of CVC 27150, or exceeds the motor vehicle and motorcycle noise limits established in CVC 27201 – 27207.

4.3.5.1.13. Will not drink an alcoholic beverage (CVC 23220) or possess an open container of alcoholic beverage (CVC 23222) in the vehicle. Container is defined as any bottle, can or other receptacle containing any alcoholic beverage that has been opened, or seal broken, or the contents of which have been partially removed. For the purpose of this Instruction, alcoholic beverages are defined as wine, liquor, spirits, beer, malt liquor, or other beverages generally considered as an intoxicant. For the purpose of this Instruction, “in the vehicle” is defined as the area where occupants of the vehicle have easy access, i.e., in a car or similar vehicle the front or back seats, floor, glove box etc., in a truck or RV the cab or operating area of the vehicle. If a question arises, SJA will advise if the open container is “in the vehicle,” and the law enforcement officer will decide.

4.3.5.1.14. Will not allow passengers to ride in the back of a pick-up truck or a flatbed motor truck (CVC 23116).

4.3.5.1.15. May overtake and pass to the right of another vehicle only under the following conditions:

4.3.5.1.15.1. When the vehicle overtaken is making or about to make a left turn.

4.3.5.1.15.2. Upon a highway within a business or residential district with unobstructed pavement of sufficient width for two or more lines of moving vehicles in the direction.

4.3.5.1.15.3. Upon any highway outside of a business or residence district with unobstructed pavement of sufficient width and clearly marked for two or more lines of moving traffic in the direction of travel.

4.3.5.1.15.4. On a one-way street.

4.3.5.1.15.5. On a highway divided into two roadways where traffic is restricted to one direction on each roadway.

4.3.5.1.15.6. May overtake and pass a vehicle upon the right only when able to do so safely. However, drivers must never drive off the paved or main traveled portion of the roadway. The provisions of this section shall not relieve the driver of a slow moving vehicle from the duty of driving as closely as practical to the right hand edge of the roadway.

4.3.6. Right-of-Way. In addition to the rules contained in the CVC, the following apply:

4.3.6.1. Troop formations have the right-of-way over all vehicular traffic.

4.3.6.2. Moving aircraft or launch equipment, whether towed or piloted, has the right-of-way over all vehicles. **Emergency response vehicles will not assume the right-of-way.**

4.4. Pedestrians.

4.4.1. Pedestrians in marked crosswalks have the right-of-way with limitations contained in the applicable CVC. Pedestrians will not walk out in front of oncoming traffic, even in marked crosswalks. Pedestrians will not create a hindrance to traffic or place themselves in danger by walking into the path of a vehicle.

4.4.2. Per AFI 91-207 and AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, personnel in performance of assigned duties (i.e., part of construction or maintenance activities) that are exposed to a traffic environment must wear a highly visible vest or jacket during the day. During hours of darkness or periods of reduced visibility (such as inclement weather night), personnel exposed to a traffic environment must wear a fluorescent or reflective vest or jacket, or use organizational clothing with sewn-on reflective tape.

4.4.2.1. During hours of darkness, periods of reduced visibility (such as inclement weather), personnel conducting flight line operations must wear a fluorescent or reflective vest, jacket or belt.

4.4.2.2. On-duty Security Forces are not required to wear a reflective garment during the hours of darkness/inclement weather while on duty, to include while posted at an installation entry control point or conducting a foot patrol. Exception: Security Forces must wear a fluorescent or reflective vest or jacket when posted at a traffic control point directing traffic during reduced visibility or darkness, during Random Vehicle Inspections, and while on scene at a traffic collision.

4.4.3. Pedestrians will walk on sidewalks or paths whenever provided. When necessary to walk on roadways, pedestrians will walk on the left side of the roadway (CVC 21956). Pedestrians may cross the roadway between adjacent intersections controlled by traffic control devices or by DoD Guards or Security Forces; pedestrians shall not cross the roadway at any place except in a crosswalk (CVC 21955).

4.4.4. Joggers will use sidewalks wherever provided, and will give the right-of-way to vehicles when not in crosswalks or on sidewalks. During the hours of darkness/inclement weather, reflective clothing or devices (i.e., reflective belt) visible from the front and back must be worn to increase visibility to drivers. Joggers will not exercise in the roadways with high-density traffic or during peak traffic periods without road guards or safety spotters for traffic control. These individuals must obey the same traffic rules as pedestrians when crossing intersections controlled by traffic control devices, and will not create a hindrance to traffic or place themselves in danger by crossing into the path of a vehicle. Wearing one portable headphone, earphone, or other listening device while jogging on the installation is acceptable while exercising outside designated physical fitness areas.

4.5. Speed Measuring Devices.

4.5.1. When used in a manner prescribed by the manufacturer and AFI 31-218(I), Security Forces are authorized to use radar, electronic or mechanical traffic measurement devices on all roadways, per this Instruction or CVC. All traffic measuring devices will comply with rules and regulations regarding their use.

4.5.2. Recertification. Certify operators every three years or more frequently when required by the State or governing jurisdiction. The 30 SFS/CC must document and maintain certification and training standards in the unit training section, and forward records to gaining unit commanders when personnel PCS.

4.6. Traffic Accident Investigation.

4.6.1. Security Forces will complete an accident investigation for any major vehicle accident on the installation, complete an AF Form 1315, *Accident Report*, and document the accident summary as an incident report utilizing AFJIS.

4.6.2. 30 SFS/S5R is the office responsible for providing accident data to agencies authorized to receive that data as defined by the DFC.

4.6.3. A major accident is any vehicle accident involving a fatality, injury, disabling damage or property damage (either government or private property) that exceeds \$10,000.00.

4.6.4. A minor accident is any vehicle accident in which there are no injuries or property damage exceeding \$10,000.00.

4.6.5. An injury is defined as any of the following caused or aggravated by a motor vehicle accident:

4.6.5.1. Any condition requiring medical attention.

4.6.5.2. Complaint or report of pain or injury regardless of whether medical attention is sought.

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

4.7. Traffic Accident Investigation Reporting.

4.7.1. Minor Accident. Vehicle operators involved in an on-base minor vehicle accident not involving government property may report the incident to Security Forces immediately or via written report within 24 hours of the accident. Vehicle operators involved in an on-base minor vehicle accident involving a GOV or government property will report the accident to Security Forces immediately.

4.7.1.1. Vehicle operators involved in an accident resulting in only property damage must locate and notify the property owner and furnish all pertinent information (CVC 20002).

4.7.1.2. Drivers operating a GOV who are involved in an accident, regardless of whether it occurred on or off base, must report the accident to their squadron VCO/VCNCO and/or the 30 LRS, Vehicle Dispatch (30 LRS/LGRDDO) within 24 hours.

4.7.1.3. Drivers operating a GOV who are involved in an accident off the installation must immediately notify the local civilian law enforcement agency having jurisdiction, as well as law enforcement personnel of the nearest military installation.

4.7.1.4. If the parties involved choose to report the accident immediately, Security Forces will determine whether a patrol response is warranted based on the severity of the accident and authorize the vehicle(s) to remain in place or be moved by the driver(s).

4.7.1.5. If the accident involves only minor damage to the POV(s) and the vehicle(s) can be safely and normally driven from the scene under its own power and all parties choose to report the incident via written report within 24 hours, the following information must be included:

4.7.1.5.1. Location, date, and time.

4.7.1.5.2. Identification of all drivers, pedestrians, and passengers involved.

4.7.1.5.3. Identification of vehicles involved.

4.7.1.5.4. Direction and speed of travel of each vehicle involved, including a sketch of the collision and roadway with street names and north arrow.

4.7.1.5.5. Property damage involved.

4.7.1.5.6. Environmental conditions at the time of the incident (weather, visibility, road surface condition, and other factors).

4.7.1.5.7. A narrative description of the events and circumstances concerning the accident.

4.7.1.5.8. Information in the written report cannot be used in criminal proceedings against the person submitting it unless it was originally categorized a hit and run and the violator is the person submitting the report. Rights advisement will be given prior to any criminal traffic statements provided by violators.

4.7.2. Major Accident. Vehicle operators involved in an any on-base major vehicle accident will report the accident to Security Forces immediately. Operators will not move their vehicles until Security Forces authorizes it, except in a situation where the position of the vehicle(s) may endanger other motorists and/or create a safety hazard.

4.7.2.1. Security Forces responding to on-base vehicle accidents will accomplish the following:

4.7.2.1.1. Render first aid and arrange for medical assistance, as needed.

4.7.2.1.2. Protect personal property.

4.7.2.1.3. Normalize traffic.

4.7.2.1.4. Identify witnesses and personnel involved.

4.7.2.1.5. Conduct a formal investigation.

4.7.3. Operators involved in any vehicle accident resulting in injury to any person shall immediately stop the vehicle at the scene of the accident, render first aid and provide the other driver with all pertinent information (CVC 20001 and CVC 20003).

4.7.4. Active duty personnel will report off-base accidents to Security Forces immediately if the accident involves severe injuries to military personnel or damage to government property.

4.8. Parking.

4.8.1. Parking on base is authorized only where indicated by painted parking spaces, signs, metal plates attached to the curb or building or by proper markings. Parking along curbs is not authorized unless marked as stated above. The 30th Civil Engineering Squadron is the only authorized agency to paint parking spaces and/or install signs.

4.8.1.1. General Rules for Stopping, Standing or Parking.

4.8.1.1.1. No person shall stop, stand or park in any of the following areas and/or under the following conditions, except when complying with the law or directions from Security Forces or an official traffic control device:

4.8.1.1.1.1. In areas where parking is dangerous to highway or road users, or where parking a vehicle would unduly interfere free traffic movement.

4.8.1.1.1.2. In excess of the restricted or limited parking time, as indicated by signs or markings.

4.8.1.1.1.3. In areas designated by white markings as non-parking areas.

4.8.1.1.1.4. At red-painted curbs (CVC 21458(a)). A vehicle may stop at a yellow curb only to load or unload (CVC 21458(a)(2)).

4.8.1.1.1.5. On streets or roads without curbs unless specifically designated as a parking area.

4.8.1.1.1.6. In spaces legally and officially designated as reserved parking unless the parking sign or markings apply to the operator.

4.8.1.1.1.7. Within 25 feet of an intersection or exit/entrance to a parking lot (automobiles).

4.8.1.1.1.8. Within 100 feet of an intersection or exit/entrance to a parking lot (vans, campers, trailers).

4.8.1.1.1.9. Within 15 feet of a fire hydrant (CVC 22514). Within 15 feet of the driveway entrance to any fire station (CVC 22500(d)).

4.8.1.1.1.10. In posted or marked fire lanes, or next to buildings in a manner which would delay or hinder fire-fighting apparatus.

4.8.1.1.1.11. In or near a crosswalk or adjacent to a traffic control device in such a manner that would obstruct a driver or pedestrian's view, and/or creates a safety hazard to pedestrians or vehicular traffic.

4.8.1.1.1.12. Straddle across designated parking spaces, or take up two or more spaces to park a single vehicle. Vehicles shall be parked between the painted lines of spaces marked by a painted white delineation line, or parked so as not to extend beyond that area necessary for the vehicle size.

4.8.1.1.1.13. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere or obstruct the view of other motorists.

4.8.1.1.1.14. On the side of the street facing oncoming traffic. Where parallel parking is authorized, vehicles will be parked in the same direction as the flow of traffic.

4.8.1.1.1.15. In any marked (i.e., diagonal or crosshatched strips painted on the pavement) or posted prohibited parking area.

4.8.1.1.1.16. Off paved areas or any seeded or unimproved area anywhere on the installation, unless such areas have been specifically designated and properly marked for parking. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

4.8.1.1.1.17. Privately owned firearms (POF) may not be left unattended in a motor vehicle. Exceptions: When vehicle is parked at the Rod and Gun Club, in a designated hunting area, or while the owner is conducting authorized recreational activities.

4.8.1.1.1.18. Within a designated facility standoff area.

4.8.1.1.2. No disabled vehicle will be parked or left unattended for more than eight (8) hours. Vehicles parked overnight in parking spaces and lots reserved for base residents or used by patrons and/or employees of any establishment on base are considered illegally parked unless the driver received permission from any of the following personnel as they apply to the respective parking location: 30th Civil Engineer Squadron, Housing Office (30 CES/CEH), base housing resident, Dorm Manager, Building Custodian, or the establishment's organizational leadership (i.e., Commander or First Sergeant). Privately owned boats, campers/shells, and recreation/utility/camping trailers will not be parked in any of the housing areas, dormitory areas, lodging areas, and parking lots nor will they be parked on streets longer than 72 hours. These vehicles may be parked in the secure parking lots collocated off 13th St and New Mexico Ave or the lot at Iceland Ave and Utah Ave by Building #11193. 30th Force Support Squadron, Outdoor Recreation (30 FSS), located in Building #10260, controls all lots. Exceptions: Base Exchange (BX) vendors may park their trailers in the parking lot on the southwest side of Building #10400 adjacent to South Dakota Avenue or any other location SLD 30/CV approves. An AAFES representative will issue a permit or placard to the vendor, who will display it on the vehicle while it is parked on base. Integrated campers/trucks, no larger than one ton, from which the shell cannot be removed and which are an individual's only form of transportation and do not have a parking spot, may be parked in the housing areas.

Guests who are registered at billeting and staying in the Temporary Lodging Facility may park U-hauls, boats, campers/shells, and recreation/utility/camping vehicles and trailers at designated lodging parking lots if they are staying at lodging. The Vandenberg Lodging staff may issue a permit or placard to the guest, who will display it on the vehicle while it is parked on base.

4.8.1.1.3. "For Sale" vehicles must be parked in the Privately Owned Vehicle Resale Lot on South Dakota Ave adjacent to Outdoor Recreation. Outdoor Recreation located at Building 10260 issues permits. Exception: When used for daily commute and parked at the owner's work place or residence.

4.8.1.1.4. Commercial buses will only park and operate from bus stops the Installation Commander designates.

4.8.2. Reserved Parking.

4.8.2.1. Reserve parking spaces will be approved for no more than twenty (20) percent of all available spaces for a particular facility or parking area except for handicap parking, which must comply with uniform federal and state accessibility standards.

4.8.2.2. Temporary signs, cones or stanchions may be used to reserve parking slots for visiting dignitaries or special function quests. This equipment may be put in place the night before the visit to ensure the space is empty. Equipment will be allowed to remain in place for the visit duration and must be removed immediately following visiting dignitaries' departure or special function completion. Personnel requesting to use or reserve another organization's parking spaces must coordinate with the respective Building Custodian or senior leadership for authorization.

4.8.2.3. The requesting organization's squadron commander will determine the number of visitor and GOV/POV parking spaces required.

4.8.2.4. Emergency response vehicles are authorized to park where practical when responding to emergencies.

4.8.2.5. Reserved parking spaces are limited to GOV/POV, handicapped, visitors, general officers, MAJCOM, Space Launch Delta commanders and Vice commanders, Group and Deputy commanders, two-letter delegated authorities, commanders, first sergeants and motorcycles. Limited spaces for Colonel, GS/GM-15, and Chief Master Sergeants may be made in larger parking lots. The Traffic Safety Coordination Group (TSCG) will review and approve/disapprove special parking slots (i.e. Base Exchange, Commissary, etc.) for installation recognition award winners.

4.8.2.6. The below guidelines outline who and/or what type of vehicle may park in the following reserved parking spaces, and are set forth in approving, disapproving and prioritizing reserve parking requests:

4.8.2.6.1. GOV Parking. These parking spaces are for official government vehicles used during duty and non-duty hours in direct support of the Space Launch Delta mission. An official government vehicle is defined as a vehicle owned or leased by the US Government that bears a military or federal government issued license plate for conducting official business. GOV spaces are not assigned to a particular person or position.

4.8.2.6.1.1. Government vehicles assigned to the Air Force Office of Special Investigations (AFOSI), Security Forces Office of Investigations (30 SFS/S2I), law enforcement agencies and protective services operations may bear other than military or federal government issued license plates for official purposes, and are authorized to park in a GOV space.

4.8.2.6.2. Handicap Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Handicapped person(s) must be operating such vehicles or be in the company of the driver at the time he/she parks in the handicapped space. Handicapped parking spaces are not assigned to any particular person or position. Personnel needing a handicap decal (CVC 22511.55) or handicap specialized plate (CVC 5007) will go to DMV with a doctor's prescription and complete DMV Reg 195, Application for Disabled Person Parking Placard or Plates. Pass and Registration honors State issued handicapped decals, placards, signs, etc.

4.8.2.6.3. Visitor Parking. These spaces are for public service facilities and will be located as close to the building entrance/exit as practicable. Employees will not park their vehicles in designated visitor parking. Visitors are defined as those personnel who are not assigned or attached to that organization. Visitor parking may have imposed time restrictions (e.g., 15 minutes, 1 hour) and any space marked with a time limit is a visitor parking spot.

4.8.2.6.4. General Officer Parking. Spaces reserved for any general officer or their spouse, and are not assigned to any particular person or position.

4.8.2.6.5. Commander Parking. Spaces reserved for military or civilian equivalent individuals who hold the position of Space Launch Delta or unit commander.

4.8.2.6.6. Colonel, GS/GM-15, and CMSgt Parking. A designated parking area for active duty, reservist and guard personnel, including their spouses, within these pay grades. These spaces may be established in large parking lots and must be kept to a minimum. The vehicle should display the appropriate vehicle decal to park in these spaces, which are first come first served.

4.8.2.6.7. Group/squadron/detachment commanders isolated from other units on base with separate and adequate parking spaces around their building may designate slots to their immediate staff (e.g. executive officer, manager, and first sergeant). These slots are assigned to a position, not a particular person.

4.8.2.6.8. First Sergeant Parking. Parking for designated Unit First Sergeant.

4.8.2.6.9. Parking for alert aircrew and first responder (e.g., Security Forces, Fire Department, ambulance) GOVs only.

4.8.2.6.10. Motorcycle Parking. Public service buildings should provide a zone where several motorcycles can be parked. Public parking areas should also provide this type of parking availability. Motorcycles are not allowed to park in diagonal or crosshatched strip areas. Motorcycle parking reserved signs will only be installed for a demonstrated need or if the space in question will accommodate motorcycles but not full-sized vehicles.

4.8.2.7. Processing reserved parking requests.

4.8.2.7.1. Requests for reserved parking are coordinated through the Building Custodian for the commander's approval/recommendation. For the purposes of this procedure, the commander is the unit commander or for facilities occupied by more than one unit, the senior officer exercising control over the facility.

4.8.2.7.2. Business facilities that do not operate with a designated squadron (i.e., AAFES, Commissary, Armed Forces Bank, etc.) will coordinate all reserved parking requests through the TSCG for approval under the provisions of [paragraph 4.8.2.1](#) for requesting reserved parking.

4.8.2.7.3. The Building Custodian will evaluate each request. If the unit commander approves the request, the Building Custodian will complete an AF IMT 332, Base Civilian Engineer Work Request. The request will indicate the type of work requested, justification for it, a diagram of the parking spot and an approving official's letter. This information is forwarded to SLD 30 CES to assign a work order number, and forwarded to the TSCG for approval. The TSCG will meet quarterly, or as needed, to review all traffic, parking, roadway construction or landscaping related AF IMT 332s. The TSCG will approve or disapprove the work orders and will prioritize the approved AF IMT 332s. The TSCG will send approved work orders back to 30 CES for installation per the TSCG's set priority. 30 CES will return disapproved requests (i.e. exceeds the 20 percent limit, creates a traffic hazard etc.) to the originator. The requestor may appeal the TSCG decision by forwarding a letter to the SLD 30 Vice Commander for Mission Support (SLD 30/CV) outlining why their reserved parking request should be reconsidered. SLD 30/CV will review the appeal and render a final decision.

4.9. Parking Warden Program.

4.9.1. 30 SFS/S5 manages the parking warden program. Unit commanders may designate personnel in their unit as Parking Wardens to issue DD Forms 1408, *Armed Forces Traffic Ticket*, for parking violations. Parking wardens must have a minimum pay grade of E-5 or O-1 and above to be considered for designation. This designation will be by Air Force or Space Force memorandum and maintained by Reports and Analysis. Additionally, Wardens must attend a Reports and Analysis training course before issuing any citations.

4.9.2. DD Forms 1408 will be used only to cite parking violations around respective unit buildings. Completed DD Forms 1408 will be sent to Reports and Analysis for action.

4.10. Traffic Violation Reports.

4.10.1. Anyone operating a motor vehicle or bicycle on a public street or highway that violates a provision of this Instruction regarding operating a motor vehicle or any provision of the California Vehicle Code (CVC) has committed a moving violation. Except as otherwise set forth herein, DD Form 1408, Central Violations Bureau (CVB) Notice, Air Force Justice Information System (AFJIS) incident report, or AF Form 1315, *Accident Report*, are authorized methods of documenting and/or enforcing this Instruction's requirements based on the jurisdictional location of the offense and patrolmen's discretion. Personnel from other installations will be identified and their infraction forwarded to the appropriate agency for action. S5R is responsible for distributing information concerning infractions.

4.10.2. A DD Form 1408 will be issued to all active duty personnel, cadets/mid-shipmen of the military academies, including the Coast Guard academy, Reservists on active duty orders or performing inactive duty training including commuting to and from training, Guardsmen in federal service under Title 10 of the United States Code, civilian personnel operating a GOV, and juvenile offenders. The applicable forms will be forwarded to the appropriate commander or supervisor for action. Juvenile offenders, as defined IAW AFI 31-115, is a person who has not attained his or her eighteenth birthday unless the individual is a service member with an age waiver, will be processed through the SLD 30/SJA for referral to civilian juvenile court.

4.10.3. Military/civilian supervisor action. When the civilian supervisor, first sergeant or commander exercising disciplinary authority over the violator receives the DD Form 1408, Copy 1 - Commanding Officer of Violator or Appropriate Civil Agency (white copy), he/she will conduct an inquiry into the incident and take appropriate action. The action taken will be annotated on the reverse side of the white copy and returned to Reports and Analysis. The action taken will be updated in AFJIS and disposed of per AFI 33-364, *Records Disposition--Procedures and Responsibilities*, and the Air Force Records Information Management System record disposition schedule.

4.10.4. Reports and Analysis will not assess any points against an individual's base driving record if they are acquitted or the court dismissed their citation.

4.10.5. Federal Magistrate's Court Procedures.

4.10.5.1. A CVB notice will be issued as a citation to any individual not subject to the UCMJ including Guardsman or Reservists under Title 32 orders and all civilian personnel operating a POV. Violators cited with a CVB Notice who must appear in Magistrate's Court, will be notified via mail of the specific court date.

4.10.5.2. A separate CVB Notice will be issued for each offense committed against this Instruction or the CVC. If an individual has not been given a mandatory appearance, but has been assessed a fine on the CVB Notice, and the individual wishes to plead guilty to the charge rather than appear in court, the individual may mail a check or money order to: Central Violations Bureau, Post Office Box 71363, Philadelphia, PA 19176-1363. All such offenses referred to the Federal Magistrate Court will be handled in that system for any criminal penalties. Referral to the Federal Magistrate Court neither precludes nor requires further administrative action based on the traffic offense involved.

4.10.5.3. Motorists receiving a CVB Notice are given the option of forfeiting collateral by paying a fine for minor traffic violations or attending court for rebuttal. Under these circumstances, all defendants have the option to appear and contest any citation. More serious traffic violations require court appearance. All court hearings are located at U.S. District Court, 1415 State St, Santa Barbara, CA 93101.

4.10.5.4. If a defendant is notified to appear before the Magistrate and fails to appear, the Magistrate orders a bench warrant to be issued for the defendant's arrest after a finding of probable cause exists that the offense occurred or an abstract is added to the defendant's driver license. If a warrant is issued, the warrant is forwarded to the United States Marshal/Santa Barbara Sheriff's Office for service upon the defendant. Once the case has been referred to the Magistrate, it is out of military jurisdiction.

4.10.6. Violation Appeal Procedures. Any individual receiving a DD Form 1408 who believes they have been unfairly or unlawfully cited may contest the citation's validity. 30 SFS/CC is the final decision authority for all violations cited on the DD Form 1408.

4.10.6.1. The individual who received the ticket may contest the validity of the citation within five duty days of receipt of the DD Form 1408.

4.10.6.2. The individual must submit a written rebuttal letter to 30 SFS/CC, Attention: 30 SFS/S5R, Building 13675, 108 Colorado Ave, Room #152, Vandenberg SFB 93437-6300. Before submitting the letter, the individual must coordinate it through their first sergeant or unit commander outlining the nature of the protest, and facts and circumstances surrounding alleged violation. A letter of protest should indicate date and time of offense and ticket number. The unit first sergeant or commander must endorse the protest letter.

4.10.6.3. The 30 SFS/CC will conduct an inquiry and take action.

4.10.6.4. When requested, Reports and Analysis will provide 30 SFS/CC with any information recorded on the suspense copy of DD Form 1408 (or supporting statements of the issuing Security Forces member that may be pertinent to the commander's decision).

4.10.6.5. The 30 SFS/CC will return the ticket with his/her annotated decision to 30 SFS/S5R.

4.11. Operating Privately Owned Alternative Vehicles.

4.11.1. Golf Carts.

4.11.1.1. Operating a golf cart on VSFB property is prohibited, unless SLD 30/CC has approved it in writing.

4.11.1.2. If golf cart use is approved by the SLD 30/CC, operators will ensure:

4.11.1.2.1. Privately owned golf carts are registered and insured as motor vehicles IAW CVC 16028(a).

4.11.1.2.2. Passengers shall not ride on a golf cart or portion of the golf cart not designed or intended passenger use.

4.11.1.2.3. Golf carts are restricted to streets with a speed limit of 25 mph or slower.

4.11.2. Mopeds and Motorized Bicycles.

4.11.2.1. A "motorized bicycle" or "moped" is a two-wheeled or three-wheeled device having fully operative pedals for propulsion by human power, or having no pedals if powered solely by electrical energy, and an automatic transmission and a motor that produces less than 4 gross brake horsepower and can propel the device at a maximum speed of not more than 30 miles per hour on level ground.

4.11.2.2. CVC 406(a) defines an electric-powered mini-motorcycle as a "motorized bicycle." As such, it is subject to all vehicle equipment, registration, driver license (M2 endorsement), and helmet requirements.

4.11.2.3. Requirements to operate a moped or motorized bicycle at VSFB:

4.11.2.3.1. Registration and insurance.

4.11.2.3.2. Special license plate issued by the DMV.

- 4.11.2.3.3. M2 license [CVC 12500(b)].
- 4.11.2.3.4. Motorcycle helmet.
- 4.11.2.3.5. Required Equipment: headlamp, tail lamp, stop lamp, side and rear reflex reflectors, and adequate brakes; along with any other equipment applicable to motor-driven cycles per 49 USC Ch. 301, *Motor Vehicle Safety*.
- 4.11.3. Low Speed Vehicles.
 - 4.11.3.1. Low speed vehicles are subject to all provisions applicable to a motor vehicle or other vehicle driver. Operating a low speed vehicle on VSFB is prohibited, unless SLD 30/CC has approved it in writing. Operating a low speed vehicle requires:
 - 4.11.3.1.1. A valid driver's license.
 - 4.11.3.1.2. Current insurance and registration.
 - 4.11.3.1.3. License plates registered with the California DMV.
 - 4.11.3.2. Equipment requirements:
 - 4.11.3.2.1. Headlamps.
 - 4.11.3.2.2. Front and rear turn signal lamps.
 - 4.11.3.2.3. Tail lamps.
 - 4.11.3.2.4. Stop lamps.
 - 4.11.3.2.5. Reflex reflectors.
 - 4.11.3.2.6. An exterior mirror mounted to the driver's side of the vehicle and either an exterior mirror mounted to the passenger's side of the vehicle or an interior mirror.
 - 4.11.3.2.7. Parking brake.
 - 4.11.3.2.8. Windshield.
 - 4.11.3.2.9. A Vehicle Identification Number (VIN).
 - 4.11.3.2.10. Type one or type two seatbelt assembly.
 - 4.11.3.2.11. Horn.
 - 4.11.3.3. Low Speed vehicles are restricted to streets with a speed limit of 35 mph or slower.
- 4.11.4. Motorized Scooters.
 - 4.11.4.1. CVC 407.5 defines a motorized scooter as any two-wheeled device that has handlebars, has a floorboard that is designed to be stood upon when riding, and is powered by an electric motor, human propulsion or a source other than electrical power. Motorized scooters are not considered motor vehicles and do not require registration, license plates, or insurance.

4.11.4.2. A motorized scooter may be operated on a bicycle path, trail or bikeway, but not on a sidewalk or exceed 15 mph. If operated on the roadway, it must be operated in the bicycle lane if there is one. On roads without bicycle lanes, motorized scooters may be operated where the speed limit is 25 mph or less, and shall be ridden as close to the right hand curb as possible, except to pass or turn left. Operating motorized scooters on highways, as defined in CVC 360, with speed limits in excess of 25 miles per hour is prohibited (CVC 21235).

4.11.4.3. Operating a motorized scooter requires the user to wear a bicycle helmet and have a valid driver's license or permit.

4.11.4.4. CVC 407.5 states mini-motorcycles or "pocket bikes" are not "motorized scooters." Mini-motorcycles are not manufactured with a conforming 17-digit vehicle identification number (VIN) and as a result, are not eligible to be registered with DMV as a legal motor vehicle or as an off-highway vehicle. These vehicles are not for use on a highway, as described in CVC 330, and can only be operated on private property (with the owner's permission) by persons 16 years of age or older with a driver license containing the appropriate motorcycle class/endorsement. Operation of mini-motorcycles are not permitted on VSFB.

4.11.4.5. CVC 405 defines a gasoline-powered mini-motorcycle as a "motor-driven cycle." As such, it is subject to all vehicle equipment, registration, driver license (M1 endorsement), and helmet requirements.

4.11.5. Electric Bicycles (E-Bikes).

4.11.5.1. An electric bicycle is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts [CVC 312.5(a)]. There are three classes of electric bicycles.

4.11.5.1.1. A class one electric bicycle, or "low-speed pedal-assisted electric bicycle," is a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 mph.

4.11.5.1.2. A class two electric bicycle, or "low-speed throttle-assisted electric bicycle," is a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 mph.

4.11.5.1.3. A class three electric bicycle, or "speed pedal-assisted electric bicycle," is a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 mph and is equipped with a speedometer.

4.11.5.2. A person riding an electric bicycle, as defined in this section, is subject to CVC 21200-21213, *Operation of Bicycles*.

4.11.5.3. Electric bicycles manufactured on or after 1 January 2017 must have a label that is permanently affixed in a prominent location. The label shall contain the classification number, top assisted speed, and motor wattage of the electric bicycle.

4.11.5.4. Electric bicycles that do not fall within the classifications listed in [para. 4.11.5.1](#) are classified as mopeds/motorized bicycles and share their requirements for operation as listed in para. 4.11.3.2 per CVC 405.

4.11.5.5. Equipment required for operating bicycles is also required to operate electric bicycles.

4.11.6. Off Highway Vehicles (OHVs).

4.11.6.1. OHV is defined as any motorized land vehicle predominantly used for recreational purposes on unimproved roads, trails, and other areas not suitable for conventional two wheel drive vehicles. This includes, but not limited to, all-terrain vehicles (ATVs), off-highway motorcycles or dirt bikes, utility terrain vehicles (UTVs or side-by-side vehicles), and snowmobiles.

4.11.6.2. Operation of an OHV on VSFB property is prohibited, unless SLD 30/CC has approved it in writing.

4.12. Operating Bicycles.

4.12.1. Bicyclist operating a bicycle during the hours of darkness and/or inclement weather will wear a bright upper outer garment or a fluorescent or reflective vest, jacket or belt that is visible from the front and back to increase visibility to drivers.

4.12.2. Bicycles must be equipped with a lamp emitting a white light that is visible from the front and to the sides from a distance of 300 feet, and a rear red reflector or light visible from a distance of 500 feet during the hours of darkness (CVC 21201(d)(1), CVC 280).

4.12.3. No bicycle will be used to carry more persons than for which it is designed. Exception: Bicycles with baby seats attached (CVC 21204).

4.12.4. No person operating a bicycle shall carry any package, bundle, or article which prevents the operator from keeping at least one hand upon the handlebars (CVC 21205).

4.12.5. Persons riding a bicycle on a roadway or any paved surface shall have all the rights and be subject to all the provisions, applicable to the drivers of a motor vehicle by law (CVC 21200).

4.12.6. **Wearing Bicycle Helmets.** Anyone operating a skateboard, roller-skates/blades, kick-scooters, two-wheeled or three-wheeled bicycle on the installation, including passengers, must wear a properly fastened and approved [e.g., Consumer Product Safety Commission, ANSI or Snell Memorial Foundation] bicycle helmet. Workers operating bicycles in areas that require using ANSI approved hard hats for protection from falling and flying objects are authorized to use hard hats instead of approved bicycle helmets if the hat is properly fastened with a chinstrap.

4.13. Operation of Skateboards, Roller-Skates/Blades/Kick-Scooters.

4.13.1. Operators will comply with pedestrian related traffic laws, obey traffic control signs and signals, and use available sidewalks. Operating skateboards, roller- skates/blades and kick-scooters in the following areas is prohibited: sidewalks or walkways near schools, public and business areas, and parking lots, and any roadway (except for incidental access associated with pedestrians). When using the roadway, use the extreme left-hand edge of the roadway *traveling toward oncoming traffic* (CVC 21956). Operators may use sidewalks in the housing area.

4.13.2. Skateboarding ramps or jumps are prohibited on the sidewalks or streets. The Youth Center Skate Park is only authorized location for ramps and jumps. Patrons must wear a helmet meeting standards specified in [paragraph 4.12.6](#) of this instruction at all times while using the Park. We highly encourage wearing knee and elbow pads.

4.14. Portable Devices.

4.14.1. Wearing portable headphones, earphones, or other listening devices within both ears while operating a motor vehicle (except when using a hearing aid, hands-free device or hands-free operating mode), jogging, walking, bicycling, or skating on all roads of VSFB is prohibited.

4.15. Vehicle Maintenance.

4.15.1. Any major POVs repairs or any repairs requiring work under the vehicle, including removing or replacing an engine and any type of lubricant change, is prohibited from being conducted anywhere on base except at the AAFES Service Station and the Auto Hobby Shop.

4.16. Littering, Throwing, Depositing or Dumping Matter.

4.16.1. No person shall throw or deposit, nor shall the registered owner or the driver, if such owner is not then present in the vehicle, aid or abet in the throwing or depositing upon any highway (CVC 23112), as described in CVC 330, or any area, public or private (CVC 38320), any bottle, can, garbage, glass, nail, offal, paper, wire, any substance likely to injure or damage traffic using the highway, or any nauseous or offensive matter of any kind.

4.16.2. Except in areas designated by the SLD 30/CV and/or 30 CES, no person shall place, deposit or dump, or cause to be placed, deposited or dumped, any rocks, refuse, garbage, or dirt in or upon any highway (CVC 23112), as described in CVC 360, or area, public or private (CVC 38320), including any portion of the right-of-way thereof, without consent of 30 CES and the State or local agency having jurisdiction over the highway, or the property owner or public agency having jurisdiction over the area.

4.17. Traffic Complaint Procedures.

4.17.1. Security Forces will not cite drivers who receive a traffic complaint involving a moving violation unless the traffic offense is committed in the presence of an on-duty SF member. The complaint will be recorded in the SF Blotter and the complainant and driver's first sergeant or DoD civilian supervisor will be notified of the complaint. Security Forces may cite drivers who receive a traffic complaint involving a parking violation if the vehicle is still illegally parked when the patrol officer arrives on-scene.

4.17.2. Personnel requesting to make a traffic complaint regarding a moving violation should attempt to identify the vehicle license plate number and issuing state, and the driver's physical characteristics. The complainant should contact Security Forces with this information first, and then proceed to the BDOC to complete a written statement. A traffic complaint will not be processed without a written statement. This statement serves as the legal basis to lawfully pursue the registered owner and vehicle information through the California Law Enforcement Telecommunications System (CLETS). The complainant will not be provided with the registered owner's information, as this would violate California Penal Codes 11142 and 13303. Traffic complaints involving parking violations, where the driver is still illegally parked when the patrol officer arrives on-scene, do not require the complainant's statement.

4.17.3. Once the registered owner is identified by CLETS and cross-referenced against the base civilian and military alpha rosters and/or AFJIS, Security Forces will attempt to locate the registered owner and verify if he/she was operating the vehicle at the time of the complaint. If the suspected traffic offender is identified, SF will request the driver provide a written factual statement; and forward the complainant and driver's information and statements to the respective first sergeant or DoD civilian supervisor for action.

4.18. Traffic Incidents Occurring Off the Installation.

4.18.1. Service members, contractors, and DOD civilian employees must comply with state and local traffic laws when operating GOVs off the installation.

4.18.2. Active duty personnel must report all off-base traffic violations to their supervisor, first sergeant, or commander within 24 hours.

4.18.3. Any off-base traffic incident involving a GOV must be reported to the individual's chain of command within 24 hours.

4.18.4. Any individual who operates a GOV or POV regularly on the installation will notify their chain of command upon any civilian departmental actions taken against their driving privileges (suspension, revocation, restriction, etc.) within 24 hours.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. The Air Force Justice Information System (AFJIS) will be used to record vehicle traffic accidents, moving and non-moving violations, and suspension or revocation actions for installation drivers.

5.1.1. Principal individuals involved in motor vehicle accidents will be identified as “S” (subject) or “V” (victim).

5.1.2. Accidents will be identified appropriately as: “MVA” (minor vehicle accident); “NLD” (no liability determined); “PD” (property damage); “PI” (personal injury) “G” (government); “P” (private); “V” (vehicle); and “FO” (fixed object).

Table 5.1. Suspension/Revocation of Driving Privileges (See Notes 1 and 2).

<p>Violation: Driving while driver’s license or installation driving privileges are suspended or revoked.</p> <p>Consequence: On installation commander determining facts, mandatory two-year revocation.</p>
<p>Violation: Refusal to submit to or failure to complete chemical tests (implied consent).</p> <p>Consequence: On installation commander determining facts, mandatory one-year revocation.</p>
<p>Violation:</p> <ol style="list-style-type: none"> 1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. 2. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is 0.08percent by volume or higher (0.08% or greater on civilian, military, and their dependents operating privately owned out-of-state registered vehicles on the installation; violation of civil law off post). 3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of anyother drug (including alcohol) to the degree rendered incapable of safe vehicle operation. 4. Driving or being in actual physical control of a motor vehicle while having a BrAC or BAC of 0.01% or greater while under the age of 21 years old. 5. Using a motor vehicle to commit a felony. 6. Fleeing the scene of an accident involving death or personal injury (hit and run).

7. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.
8. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.
9. Using a motor vehicle to transport stolen government or stolen privately owned property.
10. Accumulating 18 points within 24 months.

Consequence:

On conviction, one-year suspension is mandatory

Violation:

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.
2. Commission of an offense in another jurisdiction which, if committed on the installation, would establish grounds for suspension or revocation.
3. Permitting an unlawful or fraudulent use of an official driver's license.
4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.
6. Excessive parking and other non-moving violations as covered under Chapter 4.
7. Fleeing the scene of an accident involving damage to government or private property.
8. Convicted of Driving While Impaired (DWI) where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is at least 0.05 percent and less than 0.08 percent by volume.
9. Accumulating 12 points within 12 months.

Consequence:

Suspension for a six months or less or revocation not to exceed one year is discretionary.

Violation:

1. Exceeding the speed limit in base housing or school zones by 10 mph or more.
2. Parking in a handicapped parking zone.

Consequence:

First Offense: Suspension of on-base driving privileges for a period of 14 days. Second Offense: Suspension of on-base driving privileges for a period of 30 days.
Third Offense: Suspension of on-base driving privileges for a period of 6 months.

Note:

1. When imposing a suspension or revocation for an off-installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of State or host nation driving privileges. This effective date can be retroactive.
2. No points are assessed solely for revocation or suspension actions. Except for implied consent violations, base revocations on a conviction by a civilian court, military courts-martial, non-judicial punishment under Article 15 of the UCMJ, or a separate hearing as otherwise addressed in this Instruction. If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). Apply the installation commander's policy systematically and not on a case-by-case basis.

5.2. Point System Application. The DD Form 1408, CVB Notice and police reports serves as a basis for determining point assessment. The 30 SFS/CC has delegated his authority to assess traffic points against violators to Reports and Analysis assigned personnel. The number of points assessed will be recorded on the operator's installation driving record, along with suspensions or revocations. In addition to those offenses outlined in AFI 31-218(I), **Tables 5.1 and Table 5.2**, the offenses specified in **Table 5.2** below will result in point assessments against the violator's base driving record and suspending base driving privileges. Points will be doubled for speeding related offenses in housing areas.

Table 5.2. Point Assessment for Moving and Non-Moving Violations.

Violation	Points
Driving with defective equipment (headlights, mirrors, etc.) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Driving without appropriate personal protective equipment (helmet, eye protection, etc.) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Failure to use seatbelt	02
Operating a vehicle without a valid driver's license	03
Operating a vehicle without current motor vehicle insurance	03
Operating a vehicle without current motor vehicle registration	03
Wearing headphones in both ears while driving	03
Operating vehicle while physically impaired	06
Operating a vehicle with an opened container	04
Fleeing/attempting to elude police	06
Reckless operation of a vehicle (as described in Article 111, UCMJ)	06
Fleeing the scene (property damage)	06
Speed contest	06
Speed contest (Housing Areas)	12
Speed too fast for conditions	02
Speed too fast for conditions (Housing Areas)	04
Speed too slow/impeding traffic	02
Speed 1-10 over limit	03
Speed 1-10 over limit (Housing Areas)	06
Speed 11-15 over limit	04
Speed 11-15 over limit (Housing Areas)	08
Speed 16-19 over limit	05
Speed 16-19 over limit (Housing Areas)	10
Speed 20+ over limit	06
Speed 20+ over limit (Housing Areas)	12
Following too close	04
Failure to yield to emergency vehicle	04
Failure to stop for school bus	04
Failure to stop for school sign	04
Failure to obey traffic signs/signals	04

Failure to obey Security Forces	04
Improper passing	04
Failure to yield (no sign)	04
Improper turning	03
Improper over taking	03
Operating unsafe motor vehicle or motor vehicle with defective equipment	02
Talking or texting on a cell-phone while operating a motor vehicle without a hands-free	04
Driver responsible for accident (as determined by a major vehicle accident investigation)	02
Operating radar detection device to indicate the presence of speed recording instruments orto transmit simulated erroneous speed	03
Inattentive driving-causing accident (Example: driving while talking or using an electronic/voice communication device, excessive noise emitting from vehicle, drinking from or in possession of an open container of alcohol, etc.)	04
All other infractions	03

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. General Considerations.

6.1.1. Implied Consent to Vehicle Impoundment. As a condition to accepting installation driving privileges, drivers give their consent for removing and temporarily impounding their POV or the vehicle they own or operate if any of the conditions listed in [paragraph 6.1.3](#) are met.

6.1.2. The basic decision to be made for each potential impoundment is if impoundment is necessary and lawful per AFI 31-218(I) and the assimilated provisions of the CVC. A POV should not be impounded unless it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned. If other reasonable alternatives exist impounding vehicles is inappropriate. When possible, attempt to locate the POV owner and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if he/she first have permission from the owner, operator, or person empowered to control the vehicle. However, in such cases Security Forces is not responsible for safeguarding the vehicle.

6.1.3. Impounding a POV is authorized at the direction of delegated authorities or 30 SFS/CC, or when any of the following conditions exist:

6.1.3.1. The vehicle is illegally parked:

6.1.3.1.1. On a street or bridge, in a tunnel, or is double-parked and interferes with orderly traffic flow.

6.1.3.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.1.3.1.3. In a restricted, controlled or off-limits area, including, but not limited to, areas cordoned off to implement 25-meter standoff during increased FPCONs.

6.1.3.1.4. When blocking an emergency exit door of any public place.

6.1.3.1.5. In a “tow-away” zone that is marked so with signs.

6.1.3.2. The vehicle interferes with or is involved in one of the following:

6.1.3.2.1. Street cleaning or debris removal operations after attempts to contact the owner fail.

6.1.3.2.2. Emergency operations during a natural disaster, fire, or other emergency.

6.1.3.2.3. The vehicle was used in a crime or contains evidence of criminal activity.

6.1.3.2.4. The owner or person in charge of the vehicle is apprehended and therefore unable (or unwilling) to arrange removal of the vehicle.

6.1.3.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

6.1.3.2.6. The POV is disabled by a traffic accident and the operator is unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

6.1.3.2.7. The POV displays an expired registration of more than 6 months while operated or left standing on a public street or parking lot.

6.1.3.2.8. The POV threatens public safety or convenience.

6.1.3.2.9. The POV is stolen or abandoned.

6.1.3.3. A POV operated by an individual without a valid driver's license under the following circumstances is subject to storage/impoundment under the CVC and Security Forces discretion (Note: Security Forces will attempt reasonable alternatives to storage/impoundment before contacting 30 SFS/S5PS for approval. Reference [paragraph 6.2.5](#) of this Instruction.):

6.1.3.3.1. The POV operator does not have a valid driver's license listed in Section 2.2. of this Instruction.

6.1.3.3.2. The POV operator's driver's license is suspended or revoked by civil authorities.

6.1.4. Vehicles will be impounded using an authorized civilian towing company or the 30th Logistics Readiness Squadron, Vehicle Operations Flight (30 LRS/LGRDDO). The decision to place a vehicle into a towing company's storage lot is at the sole discretion of the 30th Security Forces Squadron, Police Services (30 SFS/S5PS). Before impounding a vehicle, SF will conduct an inventory of the vehicle contents when practical.

6.1.5. Civilian towing companies will remove abandoned vehicles from the installation at no cost to the Air Force or Space Force. Abandoned vehicles and unclaimed property will be disposed of by tow companies per applicable CVCs and 10 U.S.C. 2575, Disposition of Unclaimed Property.

6.1.6. 30 SFS/S5PS and towing companies will conform to the federally mandated unclaimed vehicle and unclaimed property retention period of 45 days per 10 U.S.C. 2575. If the required retention period has been met, and the owner/lien holder has not made arrangements or fails to reclaim his/her vehicle or personal property contained in it, 30 SFS/S5PS or the towing company (depending on who maintained storage and accountability of the vehicle and personal property) will dispose of the vehicle. Additionally, the registered owner or lien holder will be solely responsible for paying all incurred tow, storage, and disposal fees.

6.1.7. The Air Force or Space Force are not liable for any vehicle damages incurred resulting from being impounded by 30 SFS and towed by 30 LRS or a civilian towing company.

6.1.8. If the owner cannot be contacted or the owner refuses when conditions within this Instruction are present, the on-duty SF Supervisor shall determine if the vehicle will be driven or moved without the owner's consent.

6.2. Vehicle Abatement.

6.2.1. 30 SFS/S5PS, located in Building 13675, Room 153, has the overall primary responsibility of managing the vehicle abatement program and implementing impoundment procedures.

6.2.2. 30 SFS/S5PS directs removing abandoned vehicles and is responsible for contacting the towing company. The civilian towing company will recover all costs of towing and storage directly from the vehicle owner or other designated representative.

6.2.3. A local wrecker company primarily based out of Lompoc, CA will tow vehicle impoundments. All vehicles will be towed at the owners expense to one of the wrecker company's impound lots. The impound lots are fenced areas with vehicle and pedestrian gates that are secured via lock and key and controlled by the wrecker service with video surveillance.

6.2.4. Towing and storage fees are at the registered owner's expense, and are determined by California law and the civilian tow company.

6.2.5. POV operators involved in a traffic stop, who are violating this Instruction and/or the CVC assimilated provisions, should not have their vehicle towed for minor vehicle infractions. Security Forces should use reasonable alternatives based on the violation, such as issuing a warning or citation, ordering the driver not to operate the vehicle, or having an authorized driver remove the vehicle from base.

6.3. Procedures for Impoundment.

6.3.1. Smitty's Towing is the only authorized civilian towing company eligible to tow vehicles from the installation for law enforcement related reasons as authorized by the 30th Security Forces Squadron. 30 LRS/LGRDDO, may also be contacted to tow vehicles that present traffic, safety or firefighting obstacles.

6.3.2. Security Forces should make reasonable efforts to identify and contact the vehicle owner before requesting tow authorization from 30 SFS/S5PS or 30 SFS/S2I. Reasonable efforts may include conducting a CLETS check, attempting to ascertain the location of the owner through Pass and Registration, cross-referencing the military/civilian alpha roster, AFJIS or Defense Enrollment Eligibility Reporting System (DEERS), going to the residence or contacting the duty section of the vehicle owner.

6.3.3. If the vehicle owner is determined to be active duty military, cadets/mid-shipmen of the military academies to include the Coast Guard academy, Reservist on active duty orders or performing inactive duty training including commuting to and from training and Guardsmen in federal service under Title 10 of the United States Code, Security Forces should contact the unit first sergeant regarding vehicles determined to be abandoned, illegally parked, or possessing a registration that has been expired for more than six (6) months. First sergeants should be afforded the opportunity to locate and ascertain the status of the vehicle owner (e.g., leave, deployed), and arrange to have the vehicle properly parked, registered, or moved off the installation. If the first sergeant is unable to contact the owner within a reasonable time, Security Forces personnel will contact 30 SFS/S5PS for authorization to have the vehicle impounded.

6.3.4. 30 SFS/S5PS authorizes towing a vehicle after determining if impoundment is necessary and lawful. If a tow company declines to provide service, 30 SFS/S5PS may suspend the company's services for 24 hours.

6.3.5. Prior to towing, Security Forces will inventory and account for valuable items found in the vehicle and provide an assessment of existing exterior and interior damage. The CHP Form 180, Vehicle Report, will be utilized in lieu of DD Form 2505, Abandoned Vehicle Removal Authorization and the DD Form 2506, Vehicle Impoundment Report, which will be accomplished by 30 SFS/S5PS after removing abandoned vehicles only. Annotate the contents and damage on the CHP Form 180. Usually, the ignition key and personal property found in the vehicle should remain with the vehicle. But, this is not necessary unless the vehicle is deemed abandoned, in which case an inventory will still be done but nothing will be removed from the vehicle. A vehicle inventory is intended to protect an owner's property and protect Security Forces and tow companies against claims of lost, stolen, or vandalized property. Any property, not related to a crime, may be returned to the vehicle registered owner or property owner only but should be patted down for weapons for the Security Forces member's safety before handing it over. Completing the CHP Form 180 shall be done legibly and accurately. Any items seized as part of a criminal investigation shall be recorded on an AF Form 52, and secured in evidence lockers.

6.3.6. Once the CHP Form 180 has been completed and the vehicle has been towed, the SF Controller will enter the vehicle into CLETS. If the vehicle was towed for one day, it will be entered as "stored/towed". If the vehicle was impounded for longer because the vehicle operator violated license provisions, or the vehicle contains evidence of criminal activity or is stolen, it will be entered as "impounded". A copy of the blotter entry and CLETS printout will be forwarded to 30 SFS/S5PS. All tows will be done IAW with CVC or in any circumstance specific to this Instruction.

6.4. Abandoned Vehicles.

6.4.1. Vehicles that appear to be abandoned will be issued a DD Form 2504, *Abandoned Vehicle Notice*.

6.4.2. Vehicles are considered abandoned when the following conditions exist:

- 6.4.2.1. The vehicle has been parked in the same spot for at least three consecutive days.
- 6.4.2.2. There are no signs the vehicle has been moved for an extensive period.
- 6.4.2.3. The vehicle appears not to be roadworthy. Examples of non-moving or non-road worthy vehicles include, but are not limited to:
 - 6.4.2.3.1. Flat tires.
 - 6.4.2.3.2. Uncovered broken windows.
 - 6.4.2.3.3. Excessive accumulation of dirt.
 - 6.4.2.3.4. Mechanical or restoration work in progress.

6.4.3. Once a suspected abandoned vehicle has been identified, the issuing authority (30 SFS/S5PS or patrol officer) will place a DD Form 2504 on the vehicle with instructions for the owner to contact the 30 SFS/S5PS. The SF Controller will document issuing a DD Form 2504 in the SF Blotter and notify 30 SFS/S5PS. The issuing authority will attempt to identify the registered owner of the vehicle by conducting a vehicle CLETS check and cross-referencing the military/civilian alpha rosters, AFJIS and DEERS. All appropriate printouts will be stapled to the DD Form 2504 and forwarded to 30 SFS/S5PS. The issuing authority will annotate the

reason the vehicle is suspected to be abandoned in the “location” block of the DD Form 2504. The issuing authority will conduct a CLETS check of the vehicle registration and attach the printout to the DD Form 2504 and forward to 30 SFS/S5PS. A second copy of the DD Form 2504 will be left on the vehicle.

6.4.4. After three days of notice, if the owner does not remove the vehicle or does not resolve the issues that led to the issuance of a DD Form 2504 the vehicle may be towed.

6.4.5. After a vehicle has been deemed abandoned and the owner cannot be identified, 30 SFS/S5PS may have the vehicle towed. A DD Form 2505, Abandoned Vehicle Removal Authorization, will be completed and a copy issued to the towing agency before moving the vehicle. Verbal authorization will be sufficient in cases where prompt removal is necessary (safety hazard, mission impairment). In all cases, the DD Form 2505 will be completed following the vehicle impoundment.

6.5. Expired Registration.

6.5.1. Any vehicle or trailer driven, moved, or left standing on any highway, or in any off-street public parking area with a registration expired over six months may be towed immediately at the registered owner’s expense.

6.5.2. Vehicles with expired registration less than six months may be cited under [Table 5.2](#).

6.6. Illegally Parked Vehicles.

6.6.1. Before towing an illegally parked vehicle, Security Forces will make reasonable attempts to contact the owner to have the vehicle removed.

6.6.2. If the owner cannot be located within a reasonable amount of time or is unable to remove the vehicle in a reasonable amount of time, the vehicle may be towed if it is:

6.6.2.1. Parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, or blocking a driveway where any of these conditions create a hazard to other traffic or public safety.

6.6.2.2. Parked blocking an emergency exit at a public place while patrons are occupying the area.

6.6.2.3. Parked on the roadway interfering with traffic flow.

6.6.2.4. Left unattended in an off-limits, controlled or restricted area and presents a safety or security hazard or adversely hinders mission requirements.

6.6.2.5. Parked in a construction area, provided the construction company gave advance notice prohibiting parking.

6.6.2.6. Illegally parked for three (3) consecutive days (requires a written statement by complainant or firsthand knowledge by Security Forces).

6.6.2.7. Disabled by accident and the owner is unavailable, unwilling, or physically unable to arrange for towing the vehicle. Disabled vehicles, resulting from an accident, will be towed commercially at the driver's expense. The CHP Form 180 will only be accomplished if the towing service requests the form be accomplished.

6.7. Evidence. Vehicles towed for evidentiary purposes will be done so through coordination with 30 SFS/S5PS and 30 SFS/S2I. 30 SFS/S2I will enter the vehicle into CLETS as “impounded.”

6.8. Apprehension/Arrest of Driver. Should it become necessary to impound a vehicle because the driver was apprehended, Security Forces will completed a CHP Form 180, *Vehicle Report*, and the vehicle towed to the respective towing company’s storage lot.

6.9. 30 SFS/S5PS Responsibilities for Impoundment.

6.9.1. Establish a vehicle case file on the impounded vehicle and update the Impound Vehicle Log. Within three days of the impoundment, complete a tow letter and DD Form 2507, *Notice of Vehicle Impoundment*, and mail the registered owner and/or lien holder the letter and notice via certified mail. Document the notification in the Impound Vehicle Log and maintain the PS Form 3811, *Domestic Return Receipt*, in the case file.

6.9.1.1. Since Security Forces does not maintain an impound lot for abandoned vehicles, all tows will be done by off base wrecker. Those companies will dispose of the vehicle in accordance with the California Vehicle Code and Title 10 U.S.C. 2575.

6.9.1.2. Within seven days after the date on which the property comes into custody, 30 SFS/S5PS shall begin practical diligent efforts to find the owner (or the heirs, next of kin, or legal representative of the owner). That effort may not exceed 45 days. If the owner (or the heirs, next of kin, or legal representative of the owner) is determined but not found, the property may not be disposed until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at their last known address. When diligent effort to determine the owner (or heirs, next of kin, or legal representative of the owner) is unsuccessful, the property may be disposed of without delay, except that if it has a fair market value of more than \$300, the property may not be disposed of until 45 days after the date it is received at a storage point (Title 10 U.S.C. 2575).

6.9.2. The owner must also show proof of a valid driver license, current registration, and motor vehicle insurance before the vehicle will be released.

6.9.3. 30 SFS/S5PS will sign the release authorization on the CHP Form 180 or local form provided by the tow company, which informs the towing company the owner has met all requirements to retrieve their vehicle. Towing and storage fees are the sole responsibility of the registered owner or last registered owner on file. The towing and storage rates are the towing company’s private right; the Air Force does not dictate or control them.

6.9.4. Once the vehicle has been released to the owner, lien holder, or towing company if unclaimed, 30 SFS/S5PS will maintain all associated paperwork within a vehicle case file folder. The vehicle case file should include the following:

6.9.4.1. DD Form 2504 if issued.

6.9.4.2. CLETS printout.

6.9.4.3. CLETS printout for vehicle “stored/towed”.

6.9.4.4. CHP 180 if the vehicle was towed.

6.9.4.5. SF Blotter entry explaining the reason for tow.

Chapter 7

TRANSPORTATING PRIVATELY OWNED FIREARMS

7.1. General Considerations.

7.1.1. Transporting all firearms on the installation is prohibited except to and from authorized storage or shooting areas, including hunting areas. Firearms must be cleared, safe and placed in a locked container. The term "locked container" means a secure container that is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. This includes the trunk of a motor vehicle, but does not include the utility or glove compartment or center console.

7.1.2. Transporting firearms on bicycles, motorcycles, or any two or three-wheeled vehicle is prohibited. Firearms will not be stowed in a way to appear to be a concealed weapon. Examples of concealment: hiding a firearm or dangerous weapon on one's person, transporting a firearm or dangerous weapon in a POV hidden from view, unless secured in a locked, enclosed container to include the trunk, not the center console or utility or glove compartment.

7.1.3. Ammunition may be transported in the same area as firearms, but no ammunition may be inside any part of the firearm (e.g., inserted magazine, round not chambered); transporting a loaded, secured firearm is prohibited.

ROBERT A LONG, Colonel, USSF
Commander

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

49Code of Federal Regulations, Part 571, Federal Motor Vehicle Safety Standards.

AFI 24-301, Vehicle Operations

AFI 31-218(I), Joint Motor Vehicle Traffic Supervision

AFI 33-322, Records Management and Information Governance Program

AFI 33-364, Records Disposition--Procedures and Responsibilities

AFI 36-704, Discipline and Adverse Actions

AFI 91-207, USAF Traffic Safety Program

Title 10U.S.C. 2575, Disposition of Unclaimed Property

Title 18U.S.C., Section 13, Assimilative Crimes Act

Title 18U.S.C., Section 1382, Entering military, naval, or Coast Guard property

Title 42U.S.C., 7418(d)(1990 CAA, 188d), Vehicles Operated on Federal Installations

Title 50 U.S.C., Section 797, Penalty for violation of security regulations and orders

DoD 4160.21-M, Defense Reutilization Marketing Manual

DoDI6055.01, DoD Safety and Occupational Health Program, 14 Oct 14

DoDI6055.04, Department of Defense Motor Vehicle and Traffic Safety, 27 Aug 21

AFOSH91-501, Air Force Consolidated Occupational Safety Standard

California Vehicle Code, 2021 Edition Uniform Code of Military Justice

Adopted Forms

AF Form 52, Evidence Tag

AF Form 75, Visitor/Vehicle Pass

AF Form 1315, Accident Report

CHP Form 180, Vehicle Report

DD Form 1408, Armed Forces Traffic Ticket

DD Form 2504, Abandoned Vehicle Notice

DD Form 2505, Abandoned Vehicle Removal Authorization

DD Form 2507, Notice of Vehicle Impoundment

PS Form 3811, Domestic Return Receipt

Abbreviations and Acronyms

30 CES—30th Civil Engineering Squadron
30 LRS—30th Logistics Readiness Squadron
30 SFS/CC—30th Security Forces Commander
30 SFS/S2I—Investigations
30 SFS/S5PS—Police Services
AAFES—Army Air Force Exchange Store
AFI—Air Force Instruction
AFJIS—Air Force Justice Information System
AFOSI—Air Force Office of Special Investigation
ANSI—American National Standards Institute
BAC—Blood Alcohol Level
BrAC—Breath Alcohol Content
BDOC—Base Defense Operations Center
BRC—Basic Rider Course
BX—Base Exchange
CHP—California Highway Patrol
CLETS—California Law Enforcement Telecommunication System
CPC—California Penal Code
CV—Commercial Vehicle
CVB—Central Violations Bureau
CVC—California Vehicle Code
DBIDS—Defense Biometric Identification System
DEERS—Defense Enrollment Eligibility Reporting System
DMV—Department of Motor Vehicles
DoT—Department of Transportation
DUI—Driving Under the Influence
FPCON—Force Protection Condition
GOV—Government Owned Vehicle
IAW—In Accordance With
IDP—International Driving Permit
IEPC—Installation Entry Point Check

mph—miles per hour

MSF—Motorcycle Safety Course

PCS—Permanent Change of Station

PNO—Planned Non-Operation

POV—Privately Owned Vehicle

POF—Privately Owned Firearm

RVI—Installation Random Vehicle Inspection

S5—Security Programs and Analysis

S5R—Reports and Analysis

SF—Security Forces

SFS—Security Forces Squadron

SJA—Staff Judge Advocate

SLD 30—Space Launch Delta 30

SLD 30/CV—Space Launch Delta 30 Vice Commander

SLD 30/CC—Space Launch Delta 30 Commander

SLD 30/SJA—Staff Judge Advocate

SRBW—Suspension/Revocation/Barment/Warrant Listing

TSCG—Traffic Safety Coordination Group

UCMJ—Uniform Code of Military Justice

UNECE—United Nations Economic Commission for Europe

VSFB—Vandenberg Space Force Base

VCC—Visitor Control Center

VCNCO—Vehicle Control Non-Commissioned Officer

VCO—Vehicle Control Officer

VIN—Vehicle Identification Number

VIP—Very Important Person

Attachment 2

EXTENSION/RENEWAL OF STATE DRIVER LICENSE FOR ACTIVE DUTY
PERSONNEL ONLY

Table A2.1. Extension/Renewal of State Driver License For Active Duty Personnel Only.

DISCLAIMER THE FOLLOWING TABLE IS SUBJECT TO CHANGE IAW LOCAL STATE LAWS OR RULES ***DISCLAIMER***		
STATE	AUTOMATIC EXTENSION	NOTES
Alabama	No	May renew by mail
Alaska	Yes	License valid until 90 days after discharge or return to Alaska; may renew by mail
Arizona	Yes	License valid until 6 months after discharge; may renew by mail or online
Arkansas	No	May extend by application for no longer than the earlier of 30 days after first tour of duty or return to state. Must have been licensed by state at time of entry to service; may renew by mail
California	No	License valid until 30 days after discharge; may renew by mail, must obtain a DL 236 with expired DL
Colorado	Yes	License valid until three years past expiration date or 90 days after return to state, whichever occurs first; may renew by mail
Connecticut	No	May renew by mail, must have a photo on file
Delaware	No	May renew by mail
District of Columbia	No	May extend by application for up to 6 years; must renew every 4 years; may renew by mail but limited to one renewal by mail
Florida	No	Must request extension by mail or phone. Extension is valid until of 90 days after discharge or return to state
Georgia	Yes	6 month grace period after discharge or return to state
Hawaii	No	May renew by mail (limited to two consecutive renewals by mail)
Idaho	No	May extend by application; extension valid for no longer than four years or 30 days after discharge, whichever occurs first; may renew by mail. Multiple extensions may be granted not to exceed active duty status period

STATE	AUTOMATIC EXTENSION	NOTES
Illinois	No	May extend by application; extension valid no longer than 45 days after discharge or return to state; may renew by mail. Must carry a Military Deferral Certificate with DL
Indiana	Yes	License valid until 90 days after discharge; may renew by mail
Iowa	Yes	License valid until 6 months after initial tour of duty. Must have had Iowa License at time of entry into military; may renew by mail.
Kansas	No	Renewable, w/o exam, for six months after discharge or 90 days after return to state. If stationed overseas, may renew by mail.
Kentucky	No	May renew by mail
Louisiana	Yes	License valid until 30 days after discharge; may renew by mail.
Maine	Yes	License valid until 30 days after discharge
Maryland	Yes	License valid until 30 days after discharge or return to state; may renew by mail
Massachusetts	Yes	License valid until 30 days after discharge
Michigan	Yes	License valid 30 days from first leave of absence following expiration or discharge; may renew by mail
Minnesota	Yes	License valid until 90 days after discharge; may renew by mail; must provide proof of military status
Mississippi	Yes	License valid until 90 days after discharge or return to state, whichever occurs first; may renew by mail
Missouri	No	May renew w/o exam, until 30 days after discharge; may renew by mail
Montana	Yes	License valid until 30 days after honorable discharge; may renew by mail
Nebraska	No	License valid until 30 days after discharge; may be renewed by mail. Must obtain Form 07-08 to carry with expired DL
Nevada	No	May extend by application; may renew by mail or online
New Hampshire	No	May renew by mail
New Jersey	Yes	May renew by mail

STATE	AUTOMATIC EXTENSION	NOTES
New Mexico	Yes	30 day grace period upon return to state
New York	No	License valid until 6 months after discharge; however must file a MV-75 form to maintain record at DMV prior to expiration; may renew by mail
North Carolina	No	May renew by mail
North Dakota	Yes	License valid until 30 days after discharge; may renew by mail
Ohio	Yes	License valid until 6 months after discharge; may renew by mail
Oklahoma	Yes/No	If serving overseas, expired license valid until 30 days after return to CONUS; may renew by mail
Oregon	No	May renew by mail or online
Pennsylvania	Yes	License valid until 45 days after discharge or return to state
Rhode Island	No	Members may apply for a special license that is good until 30 days after discharge; may renew by mail
South Carolina	No	May renew by mail or online
South Dakota	No	May renew by mail
Tennessee	No	License valid until 30 days after separation date on the DD Form 214 or reassignment to state; may renew by mail, must have code 30 placed
Texas	Yes	License valid until 90 days of honorable discharge or return to state; may renew by mail
Utah	Yes	License valid until 90 days after discharge; may renew by mail
Vermont	No	License valid until 30 days after discharge, but no longer than 4 years past expiration date; may renew by mail. Must print extension letter and carry it with DL
Virginia	No	May request an extension by mail. Must carry an extension card with DL and renew within 30 days of returning to the state
Washington	Yes	License valid until 90 days after honorable discharge; may renew by mail

STATE	AUTOMATIC EXTENSION	NOTES
Washington DC	No	Qualify for absentee DL renewal by mail; renewal valid for 5 years, must update permanent address information within 72 hours
West Virginia	Yes	License valid until 6 months after discharge under honorable conditions; may renew of mail
Wisconsin	Yes	License valid until 30 days after return to state or 90 days after discharge, whichever occurs first; may renew by mail
Wyoming	No	May extend by application; may renew by mail
DISCLAIMER THE ABOVE TABLE IS SUBJECT TO CHANGE IAW LOCAL STATE LAWS OR RULES ***DISCLAIMER***		
For the most current information regarding each state's military extension policy, contact the respective state's DMV or visit the following website: http://www.U.S.C.g.mil/d9/D9Legal/Driver_License.pdf		