



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5560.2E
B 277
23 Feb 18

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5560.2E

From: Commander, Marine Corps Installations National Capital Region-
Marine Corps Base Quantico
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION

Ref: (a) MCO 5110.1D
(b) MCO 5100.19F
(c) Police, Crimes and Offenses and Motor Vehicle Laws of Virginia
(d) 18 U.S.C., Section 13
(e) MCBO 11240.2C
(f) DoDI 6055.4
(g) MCBO 3570.1
(h) MCBBul 11015
(i) MCBO 5500.4B
(j) MCBO P5100.1D
(k) MCBO 5530.1
(l) American National Standard Institute Standard Z87.1
(m) MCO 4651.4 W/CH 1
(n) OPNAVINST 5530.14E

1. Situation. To publish the motor vehicle and traffic regulations for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), per the references.

2. Cancellation. MCBO P5560.2D.

3. Mission. The operation of motor vehicles on MCINCR-MCBQ is a privilege, which is extended to persons who meet certain qualifications and abide by applicable laws and regulations. This privilege may be withdrawn for cause and/or security measures.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order will provide regulations for motor vehicles on MCINCR-MCBQ that are in compliance with emissions testing and the Clean Air Compliance Act. MCINCR-MCBQ will stay current on all State and Federal laws.

(2) Concept of Operations. This Order is derived and governed by reference (a), which establishes policy, responsibilities, and procedures for motor vehicle traffic supervision on military installations. It applies to all owners and operators of private or commercial vehicles, government owned vehicles and trailers towed by them, motorcycles, motorized bicycles (moped),

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bicycles, as well as pedestrians that are located anywhere on MCINCR-MCBQ. Any conflict between this Order and the contents of existing Bargaining Unit Agreements shall be resolved in favor of the Bargaining Unit Agreement. Any violations of any provisions of this Order or applicable Federal and State laws and regulations may provide a basis for both administrative action and criminal prosecution. Administrative action may include the assessment of points, temporary suspension, or revocation of Base driving privileges. Administrative action does not preclude criminal action taken by the U.S. Government in Federal Court, nor does it preclude action by a military member's command to prefer charges under the Uniform Code of Military Justice (UCMJ).

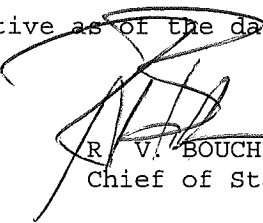
b. Coordinating Instructions. Although responsibilities for enforcement and disposition of motor vehicle offenses are specifically assigned in this Order, those charged with responsibilities cannot be effective without cooperation from all hands aboard MCINCR-MCBQ. All personnel are encouraged to submit recommendations for improvements, and report hazards and offenses to the Commander, MCINCR-MCBQ (B 277), and to provide testimony at judicial and administrative proceedings to ensure that violations are properly addressed.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Commanding Officer, Security Battalion, via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all individuals, military and civilians, aboard MCINCR-MCBQ.

b. Signal. This Order is effective as of the date signed.



R. V. BOUCHER
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION

Location: (Indicate location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1

GENERAL

1. Responsibility. Every motor vehicle operator on Marine Corps Base Quantico (MCINCR-MCBQ) will comply with MCINCR-MCBQ traffic regulations and applicable state traffic laws. These traffic regulations are strictly enforced aboard MCINCR-MCBQ property and within law enforcement jurisdictions. Ignorance of applicable traffic laws or regulations is not a legal defense to a violation of those laws or regulations.

2. Organization and Authority

a. Provost Marshal Office (PMO). PMO has overall staff responsibility to the Commander, MCINCR-MCBQ for all matters about motor vehicle traffic supervision, traffic regulations and their enforcement and traffic engineering.

b. Staff Judge Advocate (SJA). The MCINCR-MCBQ SJA is the principal advisor to the Commander, MCINCR-MCBQ for all matters pertaining to the adjudication or other disposition of traffic citations issued by military/civilian police (MP/CP).

c. Command Inspector General (IG). The MCINCR-MCBQ Command IG is the principal assistant to the Commander, MCINCR-MCBQ for all matters pertaining to the administrative disposition of all violations of these regulations not falling under the cognizance of the SJA.

d. Director, Safety Division. The Director, Safety Division is the principal assistant to the Commander, MCINCR-MCBQ for all matters pertaining to motor vehicle safety.

e. Traffic Court Officer (TCO). The TCO is authorized to hear cases and impose administrative restrictions on personnel found guilty of traffic violations at the MCINCR-MCBQ Traffic Court.

3. Suspension or Revocation of Driving Privileges

a. When it is determined that a person has failed to operate a motor vehicle in a safe and prudent or lawful manner consistent with this Order, the operator's driving privileges may be suspended or revoked. Anyone whose driving privileges are suspended or revoked is forbidden to drive a government-owned, privately-owned or commercially-owned motor vehicle on the base, and is forbidden to allow anyone else to operate their privately-owned vehicle(s) aboard MCINCR-MCBQ, unless that person is a bona fide family member.

b. Unit commanders may request temporary suspension of an assigned member's installation driving privilege for cause (e.g., continued minor driving infractions, numerous parking violations, etc.). Such requests will be submitted in writing to the Base Traffic Court Officer for decision. Reasons for such requests will be explained. Unit commanders retain the authority to suspend a member's government vehicle driving privileges.

4. Motorcycles, Motorized Bicycles (MOPED) and Bicycles. Motorcycles are included in the term "motor vehicles," and all regulations set forth herein

are applicable to them and their operators. Mopeds, when operated under 35 mph or with an engine displacement of 49 Cubic Centimeters or lower and bicycles are not "motor vehicles" for the purposes of this Order. Regulations pertaining to mopeds and bicycles are specified in Chapter 5.

5. Violations.

a. The regulations set forth in this Order are general orders upon which disciplinary or punitive proceedings may be based, in appropriate cases. Civilian violators may be charged for violations of state traffic laws aboard MCINCR-MCBQ in Federal Magistrates Court under reference (c).

b. Any disciplinary or punitive measures taken will be in addition to any administrative sanction that may be imposed by MCINCR-MCBQ Traffic Court pursuant to Chapter 9 of this Order.

c. Notwithstanding any of the provisions of this Order, all persons who have lost their driving privileges to operate a motor vehicle for any reason, regardless of the court or jurisdiction, will not operate any motor vehicle on MCINCR-MCBQ.

6. Driver Education. All military personnel under 26 years of age shall attend traffic safety instruction designed to promote mishap prevention and reinforce positive behaviors toward driving. All drivers' awareness type courses or programs must be first approved by Commandant of the Marine Corps (SD). The first gaining unit/organization will ensure all Marines under the age of 26 receive at least six hours of driver's awareness training within 60 days of check-in. The course must dedicate at least 90 minutes to review and address local area information (e.g., GOV check-out procedures/regulations, local area traffic patterns, local hazards and related safety concerns). All reservists under the age of 26 on active duty for 90 days or more will receive the same training as active duty Marines.

CHAPTER 2

BASE ADMITTANCE

1. Entrances and Exits

a. The only authorized entrances and exits to MCINCR-MCBQ are those which are manned by military police/civilian police or otherwise designated by the Commander, MCINCR-MCBQ.

b. All wheeled vehicles will enter and exit on paved roads unless otherwise authorized by the Commander, MCINCR-MCBQ or designated representatives.

2. Base Access

a. Individuals requesting access to MCINCR-MCBQ must present appropriate identification. While identification alone will not guarantee MCINCR-MCBQ access, the following credentials are approved to identify personnel seeking access to MCINCR-MCBQ:

- (1) Department of Defense (DoD) issued Common Access Card (CAC);
- (2) DoD Uniformed Services Identification and Privileges Card;
- (3) United States Passport;
- (4) U.S. Government issued, Federal Personal Identity Verification (PIV) credentials;
- (5) Transportation Workers Identification Credentials (TWIC);
- (6) Federal, state or local law enforcement credentials;
- (7) Driver's license issued by a State or U.S. territory, provided it contains a photograph and biographical information such as name, date of birth, gender, height, eye color, and address;
- (8) Identification card issued by Federal, state or local government agencies, provided it contains a photograph and biographical information such as name, date of birth, gender, height, eye color, and address;
- (9) School identification card with a photograph;
- (10) Permanent resident card or Alien Registration card (Form I-551);
- (11) Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa;
- (12) Foreign passport with a current Arrival-Departure Record (Form I-94) bearing the same names as the passport and containing an endorsement of the alien's nonresident status and work authorization for employer with authorized purpose aboard MCINCR-MCBQ;
- (13) Employment Authorization Document (EAD) issued by the U.S. Citizen and Immigration Services (USCIS) with a photograph (Form I-765).

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(14) Rapid Gate Card issued to vetted contracted personnel and verified by government personnel to have valid contracted business aboard the installation.

b. Personnel who possess the credentials listed in paragraphs 2.a.(1) through 2.a.(6) above may be granted access without further vetting. Personnel who possess credentials listed in paragraphs 2.a.(7) through 2.a.(13) above shall be vetted before access is granted in accordance with reference (m).

3. Admittance of Motor Vehicles

a. Official motor vehicles of any Federal, state, county, city agency, CSX maintenance or local utilities company will normally be admitted without restriction.

b. Commercial vehicle operators and carriers will comply with instructions relating to the use and operation of motor vehicles contained in this Order.

(1) Scheduled public carriers will normally be authorized access to MCINCR-MCBQ.

(2) Limousines and taxi cabs providing airport service and taxis from nearby areas will be admitted to MCINCR-MCBQ only to discharge passengers or pick-up scheduled passengers.

c. Persons not otherwise required by this Order to register their motor vehicles are normally permitted:

(1) Drivers transiting to and from the Town of Quantico will only use the main gate. Drivers must proceed via Fuller Road and Potomac Avenue only, and must obey the traffic laws and regulations of MCINCR-MCBQ, and the Commonwealth of Virginia.

(2) To hunt, fish, and gather wood in areas west of I-95 in compliance with licenses and permits issued by the Head, Environmental Law Enforcement Section/Game Warden, Natural Resources and Environmental Affairs Branch, G-5.

d. Privately owned Go-carts, privately-owned golf carts or privately owned midget cars equipped with gasoline engines and all other similar motor driven vehicles are prohibited from being operated on MCINCR-MCBQ. Battery operated cars designed for the use of children may be driven in the sponsor's yard or in special use areas only. Golf carts used by Marine Corps Community Service (MCCS) or the National Museum of the Marine Corps (NMMC) and their patrons are only authorized for use on the golf course or in NMMC designated areas of the Marine Corps Heritage Center. Government owned vehicles (GOV), such as fork-lifts, mowers, All-Terrain Vehicles (ATV), etc., are authorized for use in the performance of official duties consistent with all applicable safety regulations.

e. It is a violation of this Order for any permanent personnel, whether military or civilian, to:

(1) Knowingly enter any area within MCINCR-MCBQ while operating a vehicle which is not properly registered.

(2) Knowingly enter any area within MCINCR-MCBQ and operate a motor vehicle while the registered owner's base driving privileges are either suspended or revoked.

f. Any individual who violates the provisions of this Order may be subject to prosecution in the Federal Courts of the United States in addition to any administrative action taken under Chapter 9 of this Order.

g. The admittance of any motor vehicle may be denied by the Commander, MCINCR-MCBQ when such denial is considered to be in the best interest of the government.

4. Hours of Admittance

a. Motor vehicles possessing temporary pass will normally be admitted at any hour.

b. Motor vehicles whose operators present a valid military CAC, military family member's identification card, civilian employee CAC or orders to active or inactive duty will be admitted at any hour provided the operators meet base registration requirements and their base operating privileges have not been suspended or revoked.

c. Motor vehicles that are not properly registered, operators and passengers within the vehicle who do not meet the above requirements may be authorized admittance as the Commander, MCINCR- MCBQ may direct.

d. Authorized sponsors may sponsor guests aboard base at any hour. Family members living aboard MCINCR-MCBQ may sponsor guests after normal visiting hours for the purpose of going directly to the family member's quarters and returning.

e. Non-sponsored visitors may bring motor vehicles aboard base during daylight hours for special events and must depart with their vehicles at the conclusion of the event.

5. Vehicle Registration

a. Types of Registration. There are two types of registration:

(1) Permanent Registration. This type of registration is valid for a period of four (4) years, but may expire earlier (e.g., at the end of active service/contract termination date/end of employment of the vehicle owner).

(2) Temporary Registration. This type of registration is a paper temporary registration to be presented to law enforcement when entering an installation gate. It may be issued:

(a) For periods of 30 days or less for an otherwise qualified registrant to obtain documents or other needed items to obtain a permanent registration.

(b) For a period of temporary duty, or active duty for training when the vehicle does not require permanent registration.

(c) For purposes of a temporary nature where permanent registration is not appropriate (e.g., rental vehicles) as may be approved by PMO.

(3) Registration for Contractors. A paper pass is issued for contractors, their business vehicles, and privately owned vehicles of their employees in the performance of a contract on MCINCR-MCBQ (e.g., construction and repairs) when the duration is expected to be less than 1 year and the employees are not issued government identification cards. This pass is displayed on the vehicle dashboard in front of the driver.

b. Personnel Required to Register Their Motor Vehicles. All personnel who have vehicles stored or are operated aboard the installation are required to register their vehicles with the Quantico Vehicle Registration Office. They must do so within 5 working days of reporting aboard MCINCR-MCBQ or first obtaining the motor vehicle. This requirement applies specifically to the following:

(1) All military personnel assigned for active duty with any organization or activity located on MCINCR-MCBQ, or who reside aboard MCINCR-MCBQ, and their family members.

(2) All civilian employees who are assigned to organizations or activities on MCINCR-MCBQ for employment.

(3) All employees of private organizations and commercial activities operating aboard MCINCR-MCBQ (e.g., Navy Relief Society, credit union, and banks).

(a) Marine Corps Association personnel

(b) Lincoln Housing personnel

(c) AMERSCO environmental contracting personnel

(d) Managers of the Marine Corps Federal Credit Union

(e) Marine Corps Marathon personnel

(f) Managers for MCCS vendors; i.e., McDonalds, Subway, and other business with long term contracts

(4) Any person(s) who frequently enter or operate their motor vehicles anywhere on MCINCR-MCBQ for personal or business purposes such as authorized vendors, government consultants, and employees of government contractors who are expected to be working on MCINCR-MCBQ for one year or more (e.g., food services employees).

(5) Drilling members of a Quantico-based Selected Marine Corps Reserve unit.

(6) Contractors who possess a CAC are authorized to register their POV aboard the base.

d. Personnel Who May Not Register Their Vehicles. The following personnel will not register their vehicles:

(1) The owner/operator of any motor vehicle that would be prohibited to be registered, as being uninsured, improperly insured, or unsafe to operate under MCINCR-MCBQ regulations or laws of the Commonwealth of Virginia.

(2) Military personnel, military family members, or civilian employees who reside at, or are assigned for duty to another base. They must register their motor vehicles from the base at which they perform their duties.

(3) Any person who has been debarred from this or any other U.S. military installation.

(4) Any person who does not possess a valid civilian driver's license or whose driver's license/driving privilege is currently suspended or revoked by any state, Federal, or military authority. Under certain circumstances, such vehicles may be registered on a restricted basis to allow another driver other than the restricted owner to drive.

e. Enforcement of Registration. In addition to such penalties as may be imposed by Base Traffic Court (BTC) or Federal Magistrate, owners and/or drivers of vehicles found parked or operating aboard MCINCR-MCBQ in violation of the requirement to register with the PMO may be prosecuted for trespassing, or violation of a lawful order. In addition, the vehicles may be impounded and removed by towing at the owner's expense.

f. Unlawful Use of Registration or Passes. While no longer issued vehicles maintaining DD Form 2220 are permitted to do so until expired, and remain the property, of the DoD. The unauthorized removal, sale, transfer to another vehicle, mutilation, or altering of a DD Form 2220 or MCINCR-MCBQ pass is prohibited.

g. Continuing Requirements. All persons who have registered vehicles shall continuously comply with the requirements for driver's license, state registration, safety inspection, emissions inspection and insurance upon which the registration was completed.

h. Vehicle Registration Policy

(1) For the purpose of this Order, the owner is considered to fall within the following categories:

(a) Privately Owned Vehicle. The person(s) whose name(s) appear on the state vehicle registration.

(b) Business-Owned Vehicle. The sole owner of the business, a partner of the partnership, or a principal officer of the corporation indicated on the state vehicle registration.

(c) Leased/Rental Vehicle. The private individual, owner of the business, partner of the partnership, or principal officer of the corporation indicated on the vehicle rental/leasing agreement.

(d) Commuter Van Pool. The private individual, owner of the business, partner of the partnership, or principal officer of the corporation indicated on the vehicle rental/leasing agreement.

(2) The vehicle information must be presented at the Vehicle Registration Office (VRO).

(3) The owner must be present at the VRO to register the vehicle. In the case of POVs, exceptions may be made under certain circumstances such as follows:

(a) The owner who is a military member, military retiree, or civilian employee is not present due to temporary duty, illness, hospitalization or deployment and will not return in time to personally comply with registration requirements. The spouse or any other person designated by the owner in a notarized statement or by power of attorney may register the vehicle for that member.

(b) The owner who is a family member residing aboard MCINCR-MCBQO when a military sponsor is not present and cannot return in time to personally comply with registration requirements. The military sponsor, spouse, or any other person designated by the owner in a notarized statement or by power of attorney may register the vehicle for the family member.

(c) When an exception is granted, the person registering the vehicle must provide the same information as would otherwise be required to be provided by the owner.

(4) The owner must go to the VRO and present the following items: follows:

1. Military Personnel, Military Family Members, Military Retirees and Military Retiree Family Members, and Government Employees. An Armed Forces identification card, government employee identification card or identification card required by a contract.

2. Contractors. To obtain temporary registration for contractor business vehicles, a letter from the Military Contracting Officer or military director administering/having cognizance over the contract to PMO attesting to the granting of a contract, the name and address of the company, the location of the work, the days of the week and hours of the day when work will be performed, the estimated number of vehicles, and the duration of the contract period. For multiple vehicles identified in the request, each vehicle's registration and insurance information must be presented prior to registration.

3. Contractor Employees. To obtain contractor passes for employee POVs, a letter from the unit, agency, or organization who employs the contractor, to the Vehicle Registration Office requesting that the privately-owned vehicles listed in the letter be provided with contractor passes. The letter must provide the following information for each employee: name, driver's license number, and description of vehicle to include year, make, state registration, insurance company, and policy number.

(a) Driver's License. Possess a valid State, overseas command, host nation, or international driver's license (within appropriate classification).

(b) Registration. The owner must provide the registration for the vehicle(s) in the name of the owner or the company registering the vehicle. For rented/leased vehicles, the rental/lease agreement will be used for this purpose.

(c) Insurance. The owner must provide proof of insurance by issuance of an insurance card or policy that states the name of the company, the policy number, and expiration date. The owner must sign a certification to the continuing possession of motor vehicle liability insurance coverage that conforms, at least, to the minimum limits prescribed by the laws of the Commonwealth of Virginia for the type of vehicle/business being conducted.

(d) Driver Improvement Completion. Military personnel under the age of 26 must provide evidence of completion of the Driver Improvement Course. Evidence consists of either a course completion card/certificate or annotated in the individuals service record indicating completion of the Driver Improvement Course per reference (b).

(e) Vehicle Safety Inspection. The owner must provide a certificate of completion of a safety and mechanical vehicle inspection within the previous 12 months by the state in which the vehicle is registered. If the state or jurisdiction of registry does not require a motor vehicle safety and mechanical inspection, this provision shall not apply. Unit commanders shall retain the right to require vehicle inspections for those Marines preparing to travel out-of-bounds.

(f) Vehicle Emissions Inspection. Vehicles when required must, provide current proof of passing a vehicle emissions inspection conducted in accordance with the Northern Virginia Inspection and Maintenance (I/M) Program. Vehicles that are or otherwise would be exempt from an emissions inspection under the Northern Virginia I/M program at the time of vehicle registration or re-registration (e.g., electric vehicles, motorcycles, "classic" automobiles) also are exempt from this requirement for MCINCR-MCBQ vehicle registration. Vehicles with proof of a current valid emissions inspection in the following states also will be deemed to have satisfied this requirement for MCINCR-MCBQ vehicle registration, unless and until the vehicle comes to be registered in the Commonwealth of Virginia as may be required by law:

Arizona, California, Colorado, Connecticut, District of Columbia, Georgia, Illinois, Indiana, Maryland, Massachusetts, Missouri, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Utah, Washington, and Wisconsin.

(5) The owner must sign an acknowledgment of implied consent stating, "Entry onto military reservation by vehicle registration, whether permanent or temporary, acknowledges the compliance with Title 18, United States Code. I hereby certify I will abide by all Federal and state laws, including security regulations, traffic laws, the maintaining of insurance coverage for vehicle, and state inspections, where applicable. I understand my vehicle and/or person is subject to search by competent authority while aboard any military reservation. I consent to voluntary breath, blood, and urine testing, and impoundment of the motor vehicle, per references (a) and (c)."

(6) Specified Consent to Impoundment. Personnel registering POVs on DoD installations must consent to the impoundment policy. The POV registration forms will contain or have appended to them a certificate with the following statement: "I am aware that the installation traffic code provides for the removal and temporary impoundment of privately owned motor vehicles that are either parked illegally, or for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by collision, left unattended in a restricted or control area, or abandoned. I agree to reimburse the United States for the cost of towing and storage should my motor vehicle, because of such circumstances, be removed and impounded."

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6. Registration of Motorcycles. With the exception of emissions inspection requirements, all other registration requirements in paragraph 4 above apply. In order to register a motorcycle, the owner must comply with the following additional requirements:

a. Permanent Registration. All motorcycles will be permanently registered with MCINCR-MCBQ.

b. Temporary Registration. This type of registration can be affixed to the left front fork of the motorcycle or carried in the possession of the owner.

c. Operator's Permit/License. Possess a valid motorcycle operator's permit or a driver's license indicating that they are authorized to operate a two-wheeled cycle.

d. Safety Course. Upon registration all military personnel, retirees, civilians, and contractors will provide evidence of completion of Motorcycle Safety Foundation Training, by either presenting a course completion certificate/card per reference (b).

7. Restrictions. The privilege of operating a vehicle will be subject to the following restrictions:

a. MCINCR-MCBQ vehicle temporary registration passes are issued as government property and remain so until legally surrendered by competent authority. The unauthorized sale or transfer to another vehicle, mutilation, forgery of, or obscuring of a temporary pass is prohibited.

b. It is the responsibility of the registrant to maintain the temporary pass and safeguard its condition by routine care. The loss, mutilation, or defacement of a temporary pass will be reported immediately to the VRO who in turn will replace it, if appropriate.

c. The registered owners of any vehicle for which permanent DoD registered vehicle registration have been issued will immediately report to the VRO making notification of their transfer from or termination of employment at MCINCR-MCBQ.

d. No operator of a motor vehicle will drive on MCINCR-MCBQ without the state registration and proof of vehicle liability insurance in the vehicle.

e. Any person who knowingly falsifies any information contained in an application for any vehicle temporary pass or permanent registration may be subject to disciplinary action, civilian prosecution, or other administrative action.

f. No person will transfer a registration plate issued for a POV to another vehicle, except upon sale of the vehicle for which the plates were originally issued or as permitted by the appropriate state law. In all cases the VRO will be notified within 5 days of such change.

g. Transfer of title, sale of the registered vehicle, or change of vehicle description as to body style or color must also be reported. Owners will ensure that the decals are removed and destroyed upon sale of the vehicle.

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h. No person will willfully deface, destroy, or alter the manufacturer's serial or engine number or other distinguishing number or identification mark of a vehicle registered on base; nor should any owner permit the defacing, destroying, or alteration of such number or marks.

i. Those persons who operate a privately owned motor vehicle aboard MCINCR-MCBQ and who have had their driving privileges suspended or revoked by a state or the District of Columbia must report to the installation's Traffic Court Clerk within 24 hours after the imposition of such suspension or revocation to make notification of suspension or revocation. The installation's Traffic Court Clerk/Base Magistrate must document suspensions or revocations in the Consolidated Law Enforcement Operations Center (CLEOC). The registered vehicle(s) must then be removed from MCINCR-MCBQ and stored off-base unless re-registered to a legitimate family member only.

j. The registered owner of each motor vehicle registered on MCINCR-MCBQ must maintain the minimum insurance required by the Commonwealth of Virginia throughout the period of registration. Failure to maintain continuous liability insurance coverage may result in a monetary penalty (imposed by the state), and a loss of driving privileges. The permanent registration of the vehicle with MCINCR-MCBQ is also subject to termination.

k. On or immediately prior to the expiration date, or upon checking out from the installation, the registered vehicle owner must renew or remove the DD Form 2220. The DD Form 2220 is a controlled item and should be returned to Vehicle Registration for appropriate disposition.

l. The following action will be taken by the VRO in regards to personnel placed on the driving revocation/suspension list by the Traffic Court Officer (TCO):

(1) VRO will remove all DD Form 2220s and collect temporary passes from revoked driver's vehicles.

(2) All drivers who are placed on revocation list must re-register their vehicles before driving on MCINCR-MCBQ when their revocation period is terminated.

(3) If restricted/limited privileges are imposed, the appropriate entry in to the vehicle registration system will be made to reflect the type of restriction.

CHAPTER 3

EQUIPMENT

1. General. All vehicle equipment required by law, regulation, or by design must be in good working condition. Paragraph 2 below applies to vehicles having four or more wheels, and paragraph 3 applies to motorcycles.

Vehicles not meeting the appropriate requirements may be issued a traffic citation and/or not permitted aboard MCINCR-MCBQ depending on the circumstances.

2. Operating Equipment. No person will operate any vehicle having four or more wheels upon any road of this Base unless such vehicle is equipped as follows:

a. Horn. The horn must be in good working condition, capable of emitting a sound audible under normal conditions from a distance of not less than 200 feet.

b. Steering and Suspension Assembly. All components must be in good working order, there will be no dangerous or undue looseness anywhere in the steering mechanism.

(1) If the wheels are on the ground and the front wheels are in a straight line, free play must not exceed 2 inches for a 16 inch steering wheel, 2 ¼ inches for an 18 inch steering wheel, 2 ½ inches for a 20 inch steering wheel, or 2 ¾ inches for a 22 inch steering wheel.

(2) Front or rear springs must not be broken or sagging.

(3) The front wheels or front assembly must not be twisted or bent, and there must not be any loose or missing bolts, nuts, or rivets.

(4) If the vehicle is equipped with a power steering system, it will be free from leaks; the fan belt must not be loose or worn.

(5) Shock absorbers will be firmly attached and in serviceable condition.

(6) All front and rear suspension attaching parts will be intact and in serviceable condition.

(7) Lubrication systems will be free of excessive oil leaks.

c. Exhaust System. The exhaust system must be in compliance with approved safety standards and emission control regulations.

d. Brakes. Every motor vehicle, when operated aboard MCINCR-MCBQ will be equipped with brakes adequate to control the movement, or to stop and hold the vehicle. All originally equipped brakes will be in good working order, with two separate means of applying the brakes. If these two separate means of applying the brakes are connected in any way, they will be constructed so that failure of any one part of the operating mechanism will not leave the motor vehicle without brakes.

e. Auxiliary Brake. The auxiliary brake must be in good working order.

f. Speedometer. The speedometer must be in good working order.

g. Windshield Wipers. The windshield wipers must be in good working order.

h. Lights

(1) Headlights. Headlights will be on from sunset to sunrise, when operating the windshield wipers, and in other adverse conditions, as appropriate. Every motor vehicle will be equipped with at least two head lamps, one on each side of the vehicle, in proper working condition, adjusted in accordance with state specifications.

(a) Lenses must not be cracked, broken, missing or discolored.

(b) A high/low beam dimmer switch and indicator must be in good working order.

(c) Materials such as headlight shields, painted lenses and other objects that could interfere with the light beam are not permitted on or within the headlight housing.

(d) Headlights must not project a dazzling or glaring light while on low beam.

(2) Additional Lights. These are not to exceed two mounted on the front of the vehicle, must be adjusted in accordance with state regulations, and must be turned off when oncoming traffic approaches or within 500 feet of any vehicle in front, when possible. Fog lights will be used only when other lights are not appropriate. Fog lights will be permitted to burn, in addition to the vehicle's headlights, during inclement weather conditions only. Fog lights may be amber or clear in color.

(3) Directional Signals. All motor vehicles manufactured after 1 July 1953 must be equipped with electrical or mechanical turn signals. All right-hand drive motor vehicles or vehicles so constructed that the hand signal is not visible to the front and rear will be equipped with electrical or mechanical signals.

(a) Flashing directional signals must be visible from the front and rear.

(b) Directional signals must be securely mounted on vehicles. Wiring and connections must be in good condition.

(c) Lenses must not be cracked, broken, missing or discolored.

(d) Front directional signals must project white or amber light and rear signals must project red or amber light.

(e) Materials such as taillight shields, painted lenses and other objects that could interfere with the light beam are not permitted on or within the front and taillight housing.

(4) Tail lights. Tail lights must be securely mounted to the vehicle and will be clearly visible to vehicles from the rear, but will not be dazzling or glaring. Lenses must not be cracked, broken, missing, discolored, or of a color other than red or amber. All tail lights must be in good working order.

(5) Brake Lights. Brake lights must be visible from the rear; the lenses must be red, and not cracked, broken, missing, or discolored.

(6) License Plate/Tag Light. Rear license plates must be illuminated with a white light during the hours of darkness.

(7) Clearance Lights. Clearance lights are required on any bus or truck with an overall width of 80 inches or more and any trailer or semi-trailer having a gross weight in excess of 3,000 pounds. They must be installed in accordance with state regulations.

i. Tires and Wheels

(1) Tires. All tires must have at least 1/16 inch tread on the running surface. Racing slicks are prohibited.

(2) Wheels. All wheels must be properly mounted and secured.

(3) Mud Flaps. Vehicles with tires that extend past the wheel-well of the vehicle must be equipped with mud flaps or fender extensions to cover the extended portion of the tire.

j. Safety Glass. Approved safety glass must be installed wherever glass is used in doors, windows, windshields, wings, partitions, and rear windows. The term "safety glass" as used in this Order will be construed as meaning glass so treated or combined with other material so as to reduce injury to persons when the glass is cracked or broken.

k. Windshields. Vehicles will be equipped with a permanent windshield, and the glass will not be obstructed by any sign, poster, or other non-transparent material other than a certification or other paper required to be displayed by law or regulation. The windshield glass will be free from breaks, cracks, fogging, scratches, or discoloration which would impair the driver's vision or in any way create a hazard.

l. Windows. The front seat windows, vent windows, and rear windows will not be obstructed by any sign, curtain, poster, or other non-transparent material and will be free from breaks, cracks, fogging or scratches. Tinting must meet Commonwealth of Virginia specifications as outlined in reference (c), regardless of which state the vehicle is originally registered.

m. Mirrors. All vans, station wagons and similar type vehicles that do not have side or rear windows or that have the side and/or rear windows covered must be equipped with appropriate right and left side view mirrors so located as to permit the driver to view the road for a distance of at least 200 feet to the rear. All vehicles operated on MCINCR-MCBQ must be equipped with a mirror enabling the driver to view the road to its rear. Vehicles manufactured from 1966 and after will be equipped with a mirror mounted on the driver's side of the vehicle.

n. Seatbelts and Anchorage

(1) All motor vehicles registered aboard MCINCR-MCBQ and manufactured after January 1, 1964, will be equipped with at least two sets of seatbelts for the front seat of the motor vehicle. In addition, those vehicles manufactured after July 1, 1966, will be equipped with at least two sets of seatbelts for the rear seat of the motor vehicle.

(2) Seatbelts will be securely anchored to the vehicle, and meet manufacturer's specifications.

o. License Plates. No person will operate a motor vehicle aboard MCINCR-MCBQ unless state or territorial vehicle license plates are mounted and securely fastened to the vehicle. The plates will be legible, visible, and present an entirely unobstructed view with the rear plate illuminated with a white light at night.

(1) Tinted license plate covers/lenses are prohibited.

(2) Front license plate requirements will be enforced according to the state in which the vehicle is registered.

p. Body. No person will operate a motor vehicle upon any road on this Base unless the body, fenders, doors, hoods, trunk lid, or other body attachments are intact and in such condition so as not to present a safety hazard. A vehicle that was originally equipped with bumpers as standard equipment must continue to be fitted with bumpers equal to the original equipment. No person will operate any dump truck or pickup truck with its bed raised on any hard surface roadway.

q. Prohibited Equipment. No person will operate a motor vehicle upon any road on MCINCR-MCBQ:

(1) Using a cut-out or straight through muffler on their vehicle.

(2) Using any spot lamp on the vehicle unless such vehicle is so equipped for public service.

(3) Which displays red or blue lights or is equipped with a siren, compression or spark plug whistle on any POV. Red lights are restricted to official city, county, or state fire or emergency medical services vehicles; blue lights are restricted to official police vehicles; sirens are restricted to all the above-mentioned vehicles only.

(4) Using a horn except as a reasonable warning, nor will the driver make any unnecessary or unreasonable loud or harsh sounds by means of a horn or other warning device.

(5) With the manufacturer's specified height of any motor vehicle being elevated or lowered, either in front or back while not maintaining the 14 to 22 inches above the ground by modification, alteration, or change of the physical structure of said vehicle. This measurement will be measured from the lower edge of the main bumper guards.

r. Safety Equipment. All original safety equipment and protective devices will be intact and in proper working condition.

3. Motorcycle Operating Equipment. No person will operate a motorcycle upon any road on MCINCR-MCBQ unless such vehicle is equipped as follows:

a. Steering and Wheel Alignment

(1) Motorcycles will be equipped with front forks that meet design specifications.

(2) Components will not be broken, loose, missing, or show excessive wear.

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(3) Steering head bearing will not be loose, broken, or defective.

(4) Handle bars will not be loose, bent, broken, damaged or welded.

(5) Old School "Get-Back" Biker Whip with a quick release, attached to either the brake or clutch lever are prohibited.

b. Suspension. Motorcycles will not have broken, excessively worn, missing, defective, disconnected, or malfunctioning shock absorbers; broken or excessively sagging springs; or other defective suspension components.

c. Tires, Wheels and Rims

(1) Tires must have 1/16 inch tread on all running surfaces. Racing slicks are prohibited.

(2) Casings, beads, tread, and fabrics will be free of breaks, bulges, cracks, or exposed fabric which exhibits a weakened, unsafe tire condition.

(3) There will be no loose, missing or defective air valves, bolts, nuts or lugs.

(4) There will be no bent, loose, cracked or damaged wheels; defective rims or wheel flanges; or missing, broken, bent, loose, or damaged spokes.

(5) The wheels will be free of missing rivets, studs, nuts, and broken or out-of-adjustment bearings.

d. Exhaust Systems

(1) Motorcycles will be equipped with complete exhaust systems including mufflers which reduce noise to a minimum level and be installed according to design specifications and applicable regulations. Exhaust pipes will not be cut off nor have baffles removed. Straight pipes are prohibited.

(2) Exhaust systems and elements thereto, including exhaust guards, will be securely fastened.

e. Fuel Systems

(1) The fuel tank and piping will be securely installed, and the fuel line will be free from leaks.

(2) The fuel tank will be vented.

(3) The throttle will be aligned and not binding; linkage (including cables) will not be worn, bent, broken, corroded, or missing.

(4) On models with a quick-release throttle, the throttle must return to "off" or "idle" position when released.

f. Brakes

(1) Every motorcycle manufactured after July 1, 1974, shall be equipped with either a split-service brake system or two independently actuated brake systems which shall act on the front as well as the rear wheel(s). Operating levers and pedals shafts will be properly positioned and aligned.

(2) Mechanical parts will not be misaligned, badly worn, broken, or missing.

(3) The brake system will be free of; worn, missing, or defective pins, cables, cords, clevises or couplings; misaligned anchor pins; frozen or rusted inoperative connections; missing spring clips; improper wheel bearing adjustment; and defective grease retainers.

g. Lamps and Reflective Devices. Lamps will be mounted securely to prevent excessive vibration and will not have defective wiring, improper ground, or a defective switch. The power source must maintain lamps at required brightness for all conditions of operation.

(1) Head Lamps. The motorcycle will be equipped with at least one and not more than two head lamps to produce sufficient driving light. The dimmer switch on double filament head lamps will be operative. No person will equip a motorcycle with more than two additional lights. Motorcycles will be operated with headlights on at all times.

(2) Rear Lamps. Rear lamps will be red and visible at night under normal conditions.

(3) Stop Lamp. The stop lamp must be red and will be visible from the rear when actuated by applying the brake. The stop lamp may be combined with other rear lamps.

(4) License Plate Lamp. The license plate lamp will be white in color and illuminate the rear plate during hours of darkness. The lamp should light up when the head lamps are turned on.

(5) Directional Signals. All motorcycles shall have left and right mounted and functioning turn signals on the front and rear of the motorcycle.

(6) Hazard/Emergency Lights. Emergency lights, if installed, will have an approved type switch which will flash front and rear turn signals simultaneously.

(7) Reflectors. All reflectors will be clean and free of cracks.

h. Wiring and Switches. Switches and operating units will be in good condition and will function properly. Wiring will be properly installed and insulated. All connections will be secure and without corrosion.

i. Horn. The horn will be securely fastened and audible under normal traffic conditions for at least 200 feet.

j. Windshield. If installed, the windshield will be firmly mounted so that the operator's vision is not obstructed and will be free of cracks, discoloration, and scratches.

k. Body

(1) There will be no defective or dislocated parts protruding from the motorcycle.

(2) The engine mounting frame or brackets will not be cracked or broken.

(3) Fenders and mud guards will not be broken, missing, or of inadequate design or modification.

(4) Foot rests will be securely mounted and properly located.

(5) Seats will be properly and securely fastened. The seat and its springs will not be broken or otherwise defective and will be so configured as to require the operator to operate the motorcycle in a normal upright sitting position.

(6) Lubrication systems will be free of excessive oil leaks.

(7) Center or side stands will be in proper working order.

(8) At least one rear view mirror will be securely attached to the handlebars; mirror(s) will be free of cracks and discoloration. Mirror(s) will be mounted so as to provide the operator with a clear, undistorted and unobstructed view of at least 200 feet to the rear of the motorcycle.

(9) No person will rake or extend the front wheel by any means. Forks must meet original manufacturer's specifications and be free from any modification.

1. Passenger Equipment. Motorcycles equipped with seating for a passenger will also be equipped with foot rests specifically designed and located for the passenger's use.

m. "Sissy Bars." "Sissy Bars" in excess of 24 inches are prohibited. "Sissy Bars" are considered to be any attachment or structure affixed to the rear of the seat designed for the purpose of back support, luggage tie, or appearance. Such fixtures must have a rounded top. Spiked or other pointed extensions are prohibited. (Hand holds or luggage ties of stock design affixed to the saddle are permitted.)

n. License Plates. No person will operate a motorcycle upon any road on this Base unless state or territorial vehicle license plates are mounted and securely fastened to the vehicle. The plates will be legible, visible, and present an entirely unobstructed view, and will be illuminated with a light at night.

o. Personal Protective Equipment (PPE). Motorcycle/All-Terrain Vehicle (ATV) operators and their passengers are required to use the following personal protective equipment and clothing:

(1) The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle/ATV on Marine Corps installations and for all military personnel operating or riding a motorcycle off installations, on and off-road, in uniform or civilian clothes:

(a) Department of Transportation (DOT) Approved Helmet. A motorcycle protective helmet properly fastened (under the chin) which meets the standards of the DOT or Snell Memorial Foundation (SNELL). (Note: Commanders may authorize use of combat helmets for operating tactical vehicles [e.g., motorcycles, all-terrain vehicles, etc.] during operations and training based on an operational risk assessment.)

(b) Eye Protection. Shatter resistant wrap around glasses, or full-face shield (properly attached to helmet) designed to meet or exceed reference (m) for impact and shatter resistance. A windshield, non-safety

rated eyeglasses, or a fairing alone does not constitute proper eye protection. ANSI approved motorcycle goggles may be worn but must not restrict peripheral vision.

(c) Long-Sleeved Garment. A shirt or jacket that covers the arm to the wrist is required. (While ballistic motorcycle jackets and pants constructed of abrasion resistant materials such as leather, Kevlar, and or Corduroy that contain impact-absorbing padding might be optional - they are strongly encouraged.)

(d) Long-Legged Trousers. Both legs covered to the ankle. (While ballistic motorcycle pants constructed of abrasion resistant materials such as leather, Kevlar, and or Corduroy that contain impact-absorbing padding might be optional - they are strongly encouraged.)

(e) Appropriate Foot Wear. Foot protection is sturdy, above the ankle shoes or boots that provide support and traction when riding or when in transition of movement from a stop/starting position. Unacceptable foot wear is defined as any shoe or boot that has an open toe, open foot/heel design, extensive heel over 2 inches, or a total canvas or rubber material construction. It is strongly encouraged that lace up military boots or sturdy leather or ballistic nylon riding boots be worn that provide the optimum protection.

(f) Appropriate Hand Wear. Hand protection consists of full fingered riding gloves. The glove shall be constructed of, or with, abrasion resistant material. Gloves are preferably designed for riding, have added padding, and retain a natural curl when not worn.

(g) Reflective Gear. The use of brightly colored outer upper garment during the day and/or a retro-reflective upper garment at night is strongly encouraged.

(2) Marines are authorized to wear a motorcycle-riding jacket and/or vest over the uniform while on the motorcycle. The garment must be removed as soon as the Marine dismounts the motorcycle. The garment must not contain graphics or text considered inappropriate with the image of the Marine Corps. While in uniform, riders must meet the minimum PPE requirements of non-uniformed personnel.

(3) Off-road motorcycle operations aboard MCINCR-MCBQ are not authorized.

4. Radar Detection or Emission Devices. The use of radar or laser jamming or detection devices, or emission devices that inhibit speed detection or monitoring are prohibited.

CHAPTER 4
RULES OF THE ROAD

1. General

a. All persons operating a motor vehicle aboard MCINCR-MCBQ are required to adhere to the motor vehicle laws of the Commonwealth of Virginia, this regulation, and all posted regulations and traffic signs.

b. Any offense arising out of the operation of a motor vehicle cognizable under the laws of the Commonwealth of Virginia and assimilated into Federal law, under the provisions of references (a) and (e), will be chargeable as a violation of this regulation.

2. Motorcycles. The following unsafe practices applicable to motorcycle operators are prohibited:

a. Trail riding, hill climbing, "hare and hound" racing and related activities.

b. Carrying passengers or material in front of the operator which will interfere with the control of the motorcycle.

c. Carrying more passengers than the motorcycle's capacity.

3. Speed Restrictions

a. Although there is no minimum speed prescribed, no person shall operate a motor vehicle at such a slow speed as to impede or block the normal or reasonable movement of traffic.

b. Unless otherwise posted, the maximum authorized speed on MCINCR-MCBQ is 45 miles per hour (mph). The following additional maximum speeds apply for the areas and situations indicated:

(1) Fifteen (15) mph in all housing areas, bachelor enlisted quarter's areas, industrial area, unpaved roads, roadways adjacent the installation gates, and passing troops in formation.

(2) Ten (10) mph in any parking area and service lanes in housing and quarters areas where not otherwise posted.

(3) Forty (40) mph for all school buses transporting one or more children, unless otherwise posted.

c. It shall be a violation of this Order to exceed a reasonable speed based on weather and traffic conditions existing at the time regardless of any posted speed limits.

4. Parking Restrictions

a. Vehicles are prohibited from parking in the following areas:

(1) On any street or road in such a manner as to obstruct, impede, or hinder the normal movement of motor vehicle traffic in the regularly used traffic lane.

(2) In any space reserved for General/Flag Officers, Commanding Officers, Department Heads, and Sergeants Major, or in any space reserved for handicapped persons when there are no handicapped persons in the motor vehicle.

(3) In such a manner as to occupy or obstruct more than one marked parking space, or to obstruct access to or exit from parking spaces via the designated traffic lanes.

(4) In any area which has been designated as a no parking area, tow away zone, safety zone, pedestrian crosswalk, fire lane, or emergency vehicle entrance/exit by authorized signs, painting, or by other appropriate means.

(5) Within 15 feet from any fire hydrant, intersection, crosswalk, traffic sign, stop sign, or warning device, or in such a position as to obstruct such intersections, signs, or warning devices from the vision of other traffic.

(6) Counter to the flow of traffic on roads or in parking lots.

(7) On any lawn or grass area that is not a designated parking area.

(8) Except for emergency stops and special events, parking is prohibited on Barnett Avenue and the shoulders of Russell Road and Fuller Road.

b. Trailers, campers, boats, and similar recreational vehicles may not be parked overnight anywhere aboard MCINCR-MCBQ except for the recreational vehicles storage lots managed by MCCA Division. This restriction applies to housing areas as well as other locations on MCINCR-MCBQ. Residents of base housing who own such vehicles will have priority for spaces in these lots.

c. Maintenance, G-6, Public Works, law enforcement and fire/EMS personnel, and authorized contractors may drive or park on the grass and other non-designated parking areas as required in the performance of their official duties.

5. Reserved Parking

a. The Assistant Chief of Staff, G-5 (Head, Family Housing Branch), in consultation with Lincoln Properties, is responsible for the assignment of motor vehicle parking spaces to privatized housing areas for use by residents and guests.

b. The Director, MCCA Division is responsible for the assignment and distribution of motor vehicle parking spaces located at MCCA Division activities and are obligated to notify and negotiate with, if so requested, the Local Union prior to assigning additional reserved spaces.

c. MCINCR-MCBQ subordinate commanders are responsible for assigning and distributing available parking spaces within their designated areas and are obligated to notify and negotiate with, if so requested, the Local Union prior to assigning additional reserved spaces. Maximum efficient use of existing on and off-street parking facilities should be utilized on a non-reserved basis. However, MCINCR-MCBQ subordinate commanders are authorized to reserve parking spaces whenever reserved or assigned parking spaces are needed. The following priorities will be used in the assignment of reserved or assigned parking spaces:

(1) Government-owned vehicles used in direct support of unit or organizational mission.

(2) Government-owned vehicles used in general support of unit or organizational missions, (e.g., couriers, postal, etc.).

(3) Privately-owned vehicles of disabled/handicapped personnel.

(4) Privately-owned vehicles of patrons and visitors.

(5) Privately-owned vehicles of assigned personnel (e.g., General/Flag Officers, Commanding Officers, Department Heads, and Sergeants Major), and employees not otherwise accommodated, with preference given to carpools. Rank or grade will not be the only relative weight to determine qualification for parking eligibility. The primary means of identification of reserved or assigned spaces will be with a numerical designation.

(6) MCINCR-MCBQ subordinate commanders should designate specific parking spaces for motorcycles when practical.

d. Area commanders/activity heads are authorized to assign personnel to serve as parking monitors of their respective lots, after they have notified and given the Local Union a chance to bargain if a bargaining unit employee is to be assigned. Names of monitors will be provided in writing to PMO for filing. Monitors will be provided instruction by PMO on the issuance of MCINCR-MCBQ Form 5560/6, Non-Movement Citation, and will be guided in the performance of their duties by this Order. Monitors will provide copies of all issued citations to the Traffic Court Administrator for processing. Area commanders are required to annually update their parking monitor list with PMO. Authority to issue MCINCR-MCBQ Form 5560/6, Non-Movement Citations, will expire One year from the date of authorization.

e. Except for assignment to existing parking spaces, all other actions affecting parking aboard this Base must be approved not only by the area commander, but also PMO; Director, Safety Division; Assistant Chief of Staff, G-5; and the Fire Chief. If any bargaining unit employees are affected, the Local Union will be notified and given a chance to bargain, if so requested. In addition, Lincoln Properties should receive timely notification of any actions that may affect parking within privatized housing areas.

f. The "Denver Boot" tire locking device is authorized for use as a technique to assist in the enforcement of parking violations where immobilization of the POV is necessary for safety. Booting should not be used if other reasonably effective but less restrictive means of enforcement (such as a warning, ticketing, reprimands, revocations, or suspensions of on-base driving privileges) are available. Local standard operating procedure will be formulated by MCINCR-MCBQ Provost Marshal Office.

6. Impounding and Towing of Privately-Owned Vehicles

a. Disabled Vehicles. The driver of a disabled vehicle will use every reasonable means available to move the disabled vehicle off the roadway, notify the Military Police/Civilian Police (MP/CP), and await arrival of assistance. If it becomes necessary to leave the vehicle, ensure that it is not blocking traffic, leave information concerning the ownership and the vehicle problem on the dashboard, and return with repair personnel within 24 hours to claim the vehicle. If the vehicle is blocking traffic or causing a safety hazard, it will be impounded and removed at the owner's expense.

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b. Seventy-Two Hour Warning Required. A DD Form 2504, Abandoned Vehicle Notice, will be attached to a POV for towing and impoundment not less than 72 hours later for the following circumstances:

(1) No (or expired) state registration plate, DD Form 2220, temporary contractor, special event or visitor pass, or state safety inspection seal when required by the state of registration.

(2) Mechanical or physical condition clearly indicates that although not an immediate threat to public safety, it has equipment and safety defects in violation of this regulation or the Commonwealth of Virginia motor vehicle laws and related statutes.

c. Immediate Impounds. Vehicles which may be immediately towed, use of the "Denver Boot" (tire locking device) or impounded by PMO, with or without the consent of the owner, fall into one or more of the following categories:

(1) The vehicle is parked in such a manner, location, or parking space not otherwise approved for use by that motor vehicle including reserved; restricted or handicapped spaces.

(2) Impedes, hinders, blocks, or otherwise obstructs access to entrances and exits of fire stations; emergency medical clinics; parking lots; fire hydrants; pedestrian crosswalks; safety zones; fire lanes; fire and emergency exits; supply/commissary and exchange activity storage and delivery loading docks; construction and repair worksites; "government vehicle only" parking spaces; and trash dumpster removal.

(3) The vehicle is parked on any street, bridge, tunnel, or sidewalk in such a manner as to obstruct or interfere with the orderly flow of motor vehicle and pedestrian traffic.

(4) The vehicle is not otherwise legally parked and interferes with the conduct of snow removal or military training operations.

(5) The vehicle is parked in a tow-away zone or no-parking zone designated by Base Order.

(6) The mechanical or physical condition of the motor vehicle presents a hazard to the public (e.g., leaking oil or gasoline).

(7) There is probable cause to believe that the motor vehicle was or is presently an instrument in a felony or drug offense, or vehicle identified by the Naval Criminal Investigative Service, Criminal Investigative Division or Traffic Division as having evidentiary value in the prosecution of a felony or drug offense.

(8) There is no reasonable way to establish ownership of the motor vehicle, that is, it has no state registration, no vehicle identification number, and no other documents in the vehicle that could be used to determine ownership.

(9) The vehicle is illegally aboard base or registered to a suspended or revoked driver.

(10) Vehicle that has eluded or fled from MPs or civilian law enforcement agencies or identified as a BOLO vehicle.

d. Immediate Tow. Vehicles found in operation without current liability insurance.

e. Vehicles of Intoxicated Drivers. The driver of a motor vehicle, who is apprehended in connection with driving under the influence, while intoxicated or impaired, will not be permitted to drive the vehicle while there is any evidence of any impairment or intoxication. If there is an unimpaired passenger with a valid driver's license in the vehicle, the MP/CP will ask that the driver give permission to the passenger to drive the vehicle. If there is no passenger, the MP/CP will afford the driver the opportunity to contact a relative or friend to assist. If a friend or relative of the driver cannot respond, the MP/CP has the option of towing the vehicle if it is blocking traffic or leaving the vehicle parked safely with a 24-hour warning tag attached, and or affixing a "Denver Boot" tire locking device. MP/CP will not normally drive the vehicle except when no other reasonable course of action is available and only to avoid a hazardous or dangerous situation. Failure to comply with this provision will result in the vehicle being towed at the owner's expense.

f. Entry onto military reservation by vehicle registration, whether permanent or temporary, acknowledges the compliance with Title 18, United States Code, which includes impoundment of the motor vehicle.

g. When a vehicle is impounded the MP/CP is required to complete a DD Form 2506 and take inventory of all items of considerable value. If a vehicle is impounded as a result of a criminal offense, a search of the vehicle incident to apprehension will be conducted and a DD Form 2506 will be completed annotating items of considerable value and any evidence seized from the vehicle.

7. Towing of Trailers. No person will drive any motor vehicle that is towing or has attached to more than one trailer or semi-trailer, unless authorized by reference (c).

8. Towing and Pushing Vehicles. No motor vehicle will tow more than one other vehicle. Chains and tow bars with a working strength greater than the vehicle being towed and that are designed for towing must be used. Only vehicles that are designed and equipped for pushing operations may push other vehicles.

9. Driving Under the Influence of Intoxicating Beverages or Drugs. Operation of any motor vehicle aboard this Base while under the influence of, or impaired by, alcohol or drugs is specifically forbidden. The provisions in Chapter 8, paragraph 2, of this Order on implied consent and blood alcohol concentration standards will apply.

CHAPTER 5

GENERAL MOTOR VEHICLE REGULATIONS

1. Operator's Permit and License

a. No person will operate a motor vehicle without a valid State, overseas command, host nation, international driver's license (within appropriate classification), chauffeurs' license or permit, or evidence of application for a duplicate of such license or permit.

b. No person whose license has been suspended or revoked will drive any motor vehicle during the period of the suspension or revocation.

c. No person 16 years or older will operate any POV unless such person has first been licensed as an operator, except when under proper supervision and therefore has a Commonwealth of Virginia temporary learner's permit. In this case, a licensed operator will occupy the seat beside the driver and will be responsible for the operation of the vehicle.

d. No person under 16 years of age will operate any privately-owned motor vehicle unless such person has first been licensed as an operator, except when under instruction and therefore has a Commonwealth of Virginia temporary learner's permit. In this case, a parent or legal guardian who is a licensed operator will occupy the seat beside the driver and will be responsible for the operation of the vehicle.

e. No person will display or otherwise use a license or permit issued to another person.

f. No person will display, possess, or use any operator's or chauffeur's license knowing the same to be fictitious or to have been canceled, revoked, suspended, or altered.

g. No person will counterfeit, sell, lend to, or knowingly permit the use by any person not entitled thereto any operator's or chauffeur's license.

2. Responsibility for and Control of Vehicle

a. The senior military passenger or sponsor in a motor vehicle will use reasonable efforts to cause the driver to abide by these regulations and report any violations to proper authorities.

b. No owner or custodian of a motor vehicle will knowingly permit the motor vehicle to be driven by any person who has no legal right to do so.

c. It is the responsibility of the driver of such vehicle admitted to or driven upon this Base to ensure that no persons or items prohibited by these regulations, Federal statutes, or local laws or ordinances are transported onto, within, or off MCINCR-MCBQ in the vehicle.

d. The driver of any vehicle other than a licensed public carrier is responsible for the conduct of the passengers.

3. Passengers

a. No person will operate a motor vehicle which is so loaded or crowded with passengers or property, or both, as to obstruct the view of the road, or impair or restrict the proper operation of the vehicle.

b. No person while driving a motor vehicle will permit more than three persons, including the driver, to ride in the front seat of the vehicle nor will any person carry more persons in a motor vehicle than the vehicle is designed to carry.

c. All passengers will ride inside the passenger compartment of the vehicle. No person will be permitted to ride in the bed of a pickup truck, unless on official business and in the performance of their duties at a reasonably safe speed. The tailgate of a pickup truck, if there is one, will be in the closed position whenever the cargo permits.

d. No passenger will be permitted to ride in any type of vehicle in such a manner that any part of their person, clothing, equipment, or weapon protrudes beyond the exterior of the body or cab of the vehicle. Passengers riding in vehicles with canvas tops or curtains will not lean their person or equipment against the canvas in any manner which will extend the canvas outward.

e. No child, regardless of age, will be left in a vehicle unless in the custody of an adult or a licensed operator.

f. Unless properly licensed to do so, no person will solicit any other person to become a passenger for a fee in a private vehicle. This does not prohibit persons involved in a car pool from sharing associated costs.

g. Vehicles will not stop on the hardtop pavement of a main traffic lane to pick up or discharge passengers, but may move off the roadway or into a parking lot for this purpose (excluding school buses).

h. The driver of a school bus will never move the bus while people are entering or exiting the bus. The driver will see that all persons are in place on the bus and all doors are closed before starting the bus in motion.

4. Hitchhiking and Impeding Traffic

a. Hitchhiking and impeding traffic by pedestrians is prohibited.

b. Hitchhiking is defined as endeavoring by words or gestures to beg, invite, or secure transportation by any motor vehicle not engaged in the carrying of passengers for hire.

c. Impeding traffic is defined as an act which interferes with, blocks, or hinders the normal flow of traffic.

5. Pedestrians, Runners, Hikes and Marching Troops

a. Pedestrians, other than military formations, will walk, jog or run on side of the roadway facing oncoming traffic and will not impede the flow of traffic. Sidewalks, paths or trails will be used where available. If there is no sidewalk but a road shoulder is available, they will use the road shoulder facing oncoming traffic and remain at a minimum of 3 feet off the traveled portion of the road used by vehicles. When jogging, running, or walking in groups there will be no more people abreast than this Order would allow.

b. All runners must wear retro-reflective clothing (e.g. approved Marine Corps Physical Training uniform with reflective piping) and or a reflective belt or vest whenever running along MCINCR-MCBQ roadways from one hour before official sunset and one hour after official sunrise. Personnel shall run facing traffic and obey traffic rules and regulations. Everyone participating in a military formation run or march, must wear retro-reflective clothing; a reflective belt or a vest, not just the road guards. This policy is also applicable to all bicycle riders. Bicycle riders will normally ride with the flow of traffic.

c. Headphones, earphones, or other listening devices are not authorized for wear while, walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device on or within three (3) feet of any traveled portion of any street, roadway, highway, avenue or parking lot along MCINCR-MCBQ roadways. The use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of motor vehicles, and human speech. The use of listening devices while utilizing the base athletic track or while running/walking along the sidewalk, pathway or trails situated off the roadway is authorized.

d. Drivers will exercise due care to avoid colliding with any pedestrian and will give warning by sounding the horn when necessary and exercise proper precaution by reducing speed and, if necessary, coming to a complete stop upon observing any person upon the road.

e. Drivers will yield the right-of-way to a pedestrian crossing a road in a marked crosswalk. Pedestrians will make every effort to utilize a marked crosswalk when attempting to cross from one side of the street to the other.

f. Whenever any vehicle is stopped at a marked crosswalk, or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the road, the driver of any other motor vehicle approaching from the rear will not overtake and pass such stopped vehicle.

g. Organizational physical training fitness, physical fitness test, runs, and hikes

(1) To the maximum extent possible, organizations will avoid conducting physical fitness tests, formation runs and hikes on the shoulders or paved portions of roads.

(2) Large physical training formations, physical fitness tests, and hikes are prohibited on Fuller Road, Barnett Avenue, Russell Road, and Purvis Road without prior notification and approval from PMO. All training and organizational recreation hikes or marches will be coordinated through the Assistant Chief of Staff, G-3. An overlay and two week prior notification is required.

(3) When it is necessary to use paved roads or shoulders for physical fitness events, the organization conducting the event will instruct personnel to face oncoming traffic and remain as far to the left side of the road as possible, except when organizations are utilizing a trailing safety vehicle.

(4) Organized unit physical training through base housing areas is not authorized, with the following exceptions:

(a) Formation runs are allowed along the John Quick Road, Bears Road, and Neville Road loop.

(b) Formations must be no larger than platoon-sized (35 persons max).

(c) Additionally, while on this route, chanting, clapping, exhortations, or other loud utterances are prohibited.

(6) When organizations are utilizing a trailing safety vehicle for a physical fitness event, the unit will march or run with the flow of traffic, immediately followed by the trail vehicle. The trail vehicle will utilize its emergency flashers at all times to alert any traffic approaching from the rear. If necessary to block roads or traffic lanes for safety, the organization conducting the training/physical fitness test will notify PMO and the designated area commander at least 24 hours prior to the event. The organization conducting the event will assign sufficient monitors and road guards along the road and at intersections to enforce safety and to alert motor vehicle traffic of the existence of personnel.

(7) Physical fitness tests and runs will not be conducted on roads or shoulders of roads between 30 minutes before sunset and 30 minutes after sunrise. To the maximum extent practicable, organizations will avoid conducting physical fitness tests, runs, and hikes along roads or shoulders at peak traffic hours and high vehicle density locations.

(8) Foot Marches or Hikes. A foot march or hike is defined as the organized foot movement of any distance by a unit of any size on the roads, trails or any training area. Hike formations on or in the immediate vicinity of primary roadways will travel in two columns, one on each side of the road. Personnel should stay off the main portion of the road. Trailing vehicles will remain behind the right-hand column, as far to the right as possible.

(a) Hikes or marches on paved roads or road shoulders, that occur between 30 minutes prior to sunset and 30 minutes after sunrise, or at peak traffic hours, should be avoided unless mission essential.

(b) Foot marches on or in the immediate vicinity of primary roadways require traffic guards outfitted with reflective vests and stationed 50 meters in front of and to the rear of the column. During periods of reduced visibility, blinking lights will be positioned 100 meters to the front and to the rear of the column.

(c) Aboard this Base, unit commanders have authority to halt and detain vehicles and drivers, who violate the safety and good order of their units, for appropriate MP/CP actions.

6. Bicycles and Motorized Bicycles (MOPED)

a. Bicycles and mopeds will not be operated on the sidewalk. When operated on paved roads the rider will move with the direction of traffic, stay to the extreme right edge of the paved surface, keep a minimum of one hand on the handlebars at all times, obey all signs, traffic signals and orders given by the MP/CP, signal all maneuvers, and yield to pedestrians.

b. The number of riders on a bicycle or moped will not exceed the number of seats for which it was designed.

c. Bicyclists and moped operators will wear a highly visible reflective belt or vest from one hour prior to sunrise and one hour prior to sunset. This belt or vest must be visible from the front and from the rear, and be

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seen from a distance of 300 feet when illuminated by headlights. In addition, operators must wear a helmet that is Department of Transportation, Snell Memorial Foundation or American National Standards Institute approved when operating a bicycle or a moped.

d. Every bicycle, electric personal assistive mobility device, electric power-assisted bicycle, and moped when in use between sunset and sunrise shall be equipped with a headlight on the front emitting a white light visible in clear weather from a distance of at least 500 feet to the front and a red reflector visible from a distance of at least 600 feet to the rear when directly in front of lawful lower beams of headlights on a motor vehicle.

e. All regulations concerning intoxication and motor vehicles apply to bicycles and mopeds.

f. Bicycles and mopeds will be parked in bicycle racks if such racks are available. They will not be left blocking sidewalks, roads, driveways, or parking areas. They will be locked to prevent theft when not in use. The regulations in regard to impoundment and towing of motor vehicles apply to bicycles and mopeds except that they will be taken to a secure area by MCINCR-MCBQ PMO aboard this Base, and there will be no monetary expense to the owner. In addition, impoundment is authorized to prevent theft when the bicycle or moped is found unsecured.

7. Motorized Bicycle Restrictions

a. All mopeds with motors of less than 49cc, having operable pedals and incapable of exceeding 35 miles per hour (mph), will follow the same rules and regulations for bicycles, provided such vehicle will not be operated upon any highway or public street of MCINCR-MCBQ by any person under the age of 16 years old. Mopeds rated 50cc or higher and exceeding 35 mph are required to be registered as a motorcycle and are subject to the provisions of paragraph 2 of Chapter 4. Paragraph 6 above is applicable for mopeds that cannot maintain a speed of 35 mph on a level surface.

8. Honors and Salutes

a. During morning and evening colors, and during the playing of "The National Anthem" over the base loudspeaker system, all vehicles, except official vehicles responding to an emergency, should be brought to a stop and remain stopped until "Carry On" is sounded. Drivers and passengers of such vehicles should remain seated at attention.

b. All persons of the naval service who recognize officers senior to themselves as drivers/passengers in privately-owned and government owned vehicles should render appropriate customs and courtesies.

c. An uncovered flag plate on an official car, or an official car with a general officer's flag displayed, indicates it is occupied by a flag or general officer. This insignia, which is representative of the grade of the passenger, requires that junior personnel render appropriate customs and courtesies.

9. Transportation of Alcoholic Beverages

a. All persons transporting alcoholic beverages within the limits of MCINCR-MCBQ and beyond are subject to the laws of the Commonwealth of Virginia.

b. No person will operate a motor vehicle anywhere aboard MCINCR-MCBQ with an open container of an alcoholic beverage located anywhere in the passenger compartment. Consuming alcoholic beverages by anyone in a motor vehicle, on a bicycle, or on a moped is prohibited.

c. Transportation of alcoholic beverages, in quantities and under conditions not otherwise prohibited, is permitted between places, on and off-base, where possession of such beverages is authorized.

10. Prohibited Areas

a. No vehicle will be driven into any area designated as "Off Limits," "Danger," or "Restricted" unless the operator is authorized access on official business or by proper authority.

b. Training areas, ranges, and off-road travel restrictions are as follows:

(1) Vehicular travel on paved roads in or adjacent to training areas and ranges is authorized as long as range gates are open, except as restricted below.

(2) Off-road (including gravel and dirt road) use is not authorized except as approved by Range Control per reference (i).

(3) Due to live-firing and safety, closed range gates will not be circumvented by any means without express permission from Range Control for areas west of Interstate-95, and from Officer Candidates School for Training Areas 2, 3, and 4.

(4) Recreational use of all-terrain vehicles or four wheel-drive vehicles is prohibited per reference (h).

(5) Hunters must coordinate with the Game Warden per reference (h). Woodcutters and fishermen must coordinate with Range Control per reference (h).

c. No part of a landing field will be used as a roadway.

d. Vehicles will not be driven on the shoulders of any roadway.

11. Use of Seat Belts and Child Restraint Systems

a. All personnel operating or riding in POVs or non-military commercial motor vehicles, to include taxi cabs, aboard the base will wear safety belts. It will be the responsibility of the driver to ensure seat belts or restraining devices are in use and worn properly by all occupants of the vehicle.

b. All occupants of MCINCR-MCBQ commercial vehicles will utilize available restraint devices whenever the vehicle is in motion. If military, the senior ranking occupant in each vehicle will be held responsible for ensuring the seat belt or restraining device is in use and worn properly.

c. Commercial vehicles will be in compliance with reference (c).

d. Child safety seats and child restraints and the criteria (age/weight) for restraining a child will be in proper compliance with reference (c) as approved by DOT.

12. Use of Cell-Phones/Wireless Telecommunication Device

a. It is strictly prohibited for any person to operate a privately owned, government or commercial motor vehicle aboard MCINCR-MCBQ while using any cellular phone/wireless telecommunication device to:

(1) Initiate or answer any call or talk on the device, unless it is configured for hands-free mode;

(2) Manually enter letters or text in the device; or

(3) Read any email or text message transmitted to the device or stored within the device.

b. A cellular phone/wireless telecommunication device is configured for hands-free operation when it does not require it to be picked up, lifted, held, or moved in order to operate it. A cellular phone/wireless telecommunication device will not be in the hand of a driver while operating a vehicle. The use of a hands free cellular phone/wireless telecommunication device is permitted while operating a vehicle. The intent of this provision is that the driver has two free hands to safely operate the vehicle.

c. Use of a wired/wireless ear piece to communicate with the cellular phone/telecommunication device shall be limited to one ear. Multiple ear pieces are prohibited.

13. Headphones, Earphones, Television and Stereo

a. The wearing of any portable headphones, earphones, or other listening devices (except for one ear piece for hand-free cellular device) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

b. The use of television/DVD/entertainment systems shall not be utilized in the driver's compartment or driver's view while the vehicle is in operation.

c. No driver will adjust the level of volume of the vehicle's stereo to such a degree that the volume interferes with the safe operation of the vehicle, or so that the sound is plainly audible to any pedestrian or other vehicle operator from a distance of 15 feet or more.

14. Distracted Driving. Vehicle operators aboard MCINCR-MCBQ shall not be distracted while operating a vehicle. Distracted driving is defined as any action that distracts the driver's attention from the safe operation of the motor vehicle. Such activities have the potential to increase the risk of crashing. Some examples of distractions while driving include but are not limited to the following: eating, drinking, reading, operating radios or CD players, actively programming navigational systems or global positioning equipment, talking on cellular phones, or using computers, etc.

15. Skateboarding, Roller-Skating, Skiing, Horseback Riding and Sleigh Riding. These activities are prohibited on any paved road or parking lot aboard MCINCR-MCBQ except to cross a road at a crosswalk or other authorized crossing point. Skateboarding and roller-skating are prohibited in congested areas such as the Marine Corps Exchange and the steps of Little Hall.

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Personnel skating or skateboarding are required to meet standards set forth in paragraph 6c above.

16. Strollers. Strollers, of any type, are prohibited from use on roads except in marked crossing areas.

CHAPTER 6

MOTOR VEHICLE COLLISIONS

1. Responsibilities of Operators

a. The driver of any vehicle involved in a collision on MCINCR-MCBQ resulting in injury or death to any person will immediately notify the MP/CP by the fastest means available. The driver will give the location of the collision, name, grade (if applicable), address, and phone number from where the call is being made. In addition, the number and possible status of injured person(s) should be provided.

b. The driver of any vehicle involved in a collision on MCINCR-MCBQ resulting in damage to property, in which there is no injury or death will immediately stop the vehicle at the scene of the collision and notify the MP/CP. The drivers will give name, grade (if applicable), address, operator's or chauffeur's license number, the registration number of the vehicle and insurance information to the driver or occupants of all other vehicles involved in the collision or to all other persons whose property is damaged in the collision.

c. The driver of any vehicle involved in a collision on MCINCR-MCBQ with an unattended vehicle resulting in damage to property will immediately stop and attempt to locate and notify the operator or owner. The driver will provide the information required in paragraph 1b above. If the operator or owner cannot be located, such information will be reported immediately to the MP/CP, and a note will be left on the windshield providing the information required in paragraph 1b above.

d. The driver of any vehicle involved in a collision on MCINCR-MCBQ resulting only in damage to property legally upon or adjacent to a road (e.g., traffic signs), or in death or injury to a deer, will notify the MP/CP immediately.

e. The driver of any vehicle involved in a collision on MCINCR-MCBQ involving a government-owned/leased vehicle, or government property, the driver of such vehicle involved will immediately notify the MP/CP by the quickest means of communication available with the circumstances, location, number and extent of injuries and other such information as will assist police, the collision investigator, and ambulances in reaching the scene.

f. In every collision occurring on MCINCR-MCBQ involving only POVs or private property where there are no injuries, and where the vehicle(s) can be normally and safely driven away from the scene and where there is only property damage, the drivers, by mutual consent, are permitted to leave the scene of the collision after having exchanged the information required in paragraph 1b above, however, a collision report cannot be filed with the MP/CP.

2. Obstruction to Traffic. No person will stop, stand, or park a motor vehicle on any roadway and impede the flow of traffic. If involved in a collision, attempt move the vehicle from the roadway when property damage is minor, where it provides the least obstruction possible to traffic.

3. Traffic Collision Investigation. Traffic Collision investigators will complete the appropriate paper work for collisions meeting the following criteria:

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a. Collisions involving GOVs which result in a fatality, personal injury, or where the estimated property damage is \$500.00 or more per vehicle.

b. Collisions involving POVs which result in a fatality, personal injury, or where the estimated property damage is \$1,000.00 or more per vehicle.

c. PMO has no jurisdiction to investigate off-base motor vehicle collisions, but will establish close liaison with local civilian law enforcement agencies to obtain copies of their investigation reports of any collision involving a government motor vehicle, or any death or serious injury of a military member, military family member, or government employee. Furthermore, any government interest traffic collision within a 50-mile radius can be jointly investigated with local authorities if it involves a military member.

CHAPTER 7

GOVERNMENT VEHICLES

1. General

a. The operation and use of GOVs will be in accordance with the provisions of the referenced regulations, and other appropriate directives and instructions.

b. Vehicles operated by appropriated and non-appropriated fund activities will be governed by references (m) and (p).

c. Vehicles leased to the government will be governed by the referenced regulations.

2. Operators

a. No person will operate a government tactical vehicle without a valid U.S. Government Motor Vehicle Operator's Identification Card in possession, unless they are student drivers accompanied by a licensed instructor in accordance with reference (f). No person will operate a commercial GOV exceeding 10,000 pounds gross vehicle weight rating without a valid U.S. Government Motor Vehicle Operator's Identification Card in accordance with reference (f). No person will operate a Commercial GOV weighing less than 10,000 pounds Gross Vehicle Weight Rating without a Basic Motor Vehicle Operators License, issued by MCINCR-MCBQ Traffic Safety Branch/Safety Division.

b. The operator of a GOV is responsible for the safe operation of the vehicle and for the safety of the passengers and safe storage of cargo.

c. The operator of a GOV will not consume, transport, or possess any alcoholic beverage.

d. A driver will not operate a GOV when impaired by fatigue, illness, alcohol, drugs or when otherwise physically unfit.

e. All vehicles operated by unlicensed personnel either for training or for use in the motor vehicle operator's licensing tests will be equipped with a sign on the front and rear of the vehicle with lettering at least five inches high reading "STUDENT DRIVER."

3. Use and Operation

a. GOVs will not be left unattended with the engine running at any time. While stationary, the engine of a GOV will not be operated unless otherwise required for proper utilization of the vehicle. No GOV will idle longer than 5 minutes while not in use.

b. The operation of government commercial-type vehicles will be limited to developed roads, except when otherwise expressly authorized.

c. GOVs, other than tactical vehicles in training or maneuver areas, will not be driven on the shoulders of roadways unless authorized by competent authority.

d. Tracked vehicles will not move on or across any asphalt pavement except at designated concrete crossing ramps. Using units will ensure that the roadway is cleared of all mud and debris after crossing.

e. Units conducting training operations in the field will not move vehicles off paved roads across shoulders and ditches without first preparing bridges or planning to protect the shoulders and ditches, provided that these bridges will be constructed so as not to interfere with the drainage at that point.

f. When parking on a grade, an operator will place the vehicle in low gear or if equipped with an automatic transmission put the gear shift indicator in the "park" position, in addition to effectively setting the parking brake. If parking downgrade, turn the front wheels sharply toward the curb or side of the road; if parking upgrade on the right side of the road, turn the front wheels to the left; if parking upgrade on the left side of the road, turn the front wheels to the right.

g. Pushing and towing will be as follows:

(1) No GOV will be used to push or tow another vehicle unless designated for that purpose. Government vehicles are not authorized to tow POVs.

(2) Two-wheel tactical type trailers will be towed only with a vehicle of the same or higher rated capacity, and only one trailer at a time will be towed.

(3) GOVs will not be towed except by a GOV vehicle designed to do so.

(4) Warehouse tractors may tow a maximum of five warehouse trailers.

h. Backing of GOVs will be as follows:

(1) Use of a ground guide/spotter whenever backing up/reversing GOVs. If a ground guide/spotter is not available the driver must complete a 360 degree walk around of the vehicle to ensure the area is clear of objects and request assistance where available.

(2) No vehicle will be backed until the driver has determined the area is clear.

(3) Before backing, the operator will sound the horn twice to alert personnel in the surrounding area.

(4) Military personnel, if requested, will assist the driver of a GOV by performing the function of a guide in order that the driver may safely back the vehicle.

4. Speed Restrictions

a. No tactical vehicle will be operated in excess of 45 miles per hour (mph) or faster than conditions permit (whichever is slower).

b. GOVs moving in reverse will not exceed 5 mph.

c. Forklift trucks will not exceed 10 mph.

d. Speed restrictions for GOVs on authorized emergency runs are set forth in paragraph 8 below.

e. The maximum speed limit for GOVs on unimproved roads is 15 mph.

5. Equipment

a. No operator of a GOV equipped with seat belts will operate their vehicle without first ensuring all occupants have buckled the seat belts around themselves in the prescribed manner.

b. Cranes and similar type equipment will not be operated closer to power lines than the boom length or height of the vehicle and its equipment except as may otherwise be authorized.

c. The motor vehicle equipment requirements set forth in Chapter 3 of these regulations does not apply to tactical vehicles.

6. Passengers

a. GOVs will transport only authorized personnel.

b. Not more than three persons, including the driver, will ride in the front seat of any GOV, except Crash Fire Rescue vehicles manufactured to hold up to four passengers in the front to include the operator.

c. No person will be permitted to ride in the cargo area of any GOV.

d. GOVs will not be loaded in excess of the authorized passenger capacities or weight rating of the vehicle.

e. No person will extend any part of their body through roof or side openings of any tactical vehicle while in operation on hard surface roadways unless such position is required for the safe operation of the vehicle or while conducting training.

7. School Buses

a. School buses will pick up and discharge passengers at designated bus stops.

b. School bus operators will not drive a school bus with school children embarked at a speed greater than 40 mph.

c. The operator of a school bus will not drive closer than 300 feet to another school bus or closer to any other motor vehicle which they are following on the road than is prudent for safe operating procedures.

d. The operator of a school bus will bring the bus to a full stop before entering or crossing any railroad, main traveled road, or any dangerous thoroughfare and will not proceed until safety is ensured. On any four lane roadway, all buses will stop in the right lane only.

8. Emergency Vehicles

a. The driver of an authorized emergency vehicle responding to an emergency will operate the vehicle with due regard for the safety of all persons.

b. When responding to an actual emergency, emergency vehicle equipment will be used appropriately. The vehicle will be equipped with at least one lighted lamp displaying a red or blue light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicles and an audible siren.

c. The driver of an authorized emergency vehicle, when responding to an emergency call may exercise the following privileges subject to conditions stated elsewhere herein:

(1) Park or stand irrespective of the provisions of these regulations.

(2) Proceed through a red light or stop signal or stop sign after slowing down or stopping as may be necessary for safe operation.

(3) Exceed the authorized speed limits as long as life or property is not endangered.

(4) Disregard regulations governing direction of movement or turning in specified directions is authorized as long as such maneuvers can be executed safely.

d. The driver of an authorized emergency vehicle may use a two-way communication police radio. Use of cell phones, in-car mobile data terminals and other in-car electronic devices are authorized so long as the vehicle is operated in a safe and prudent manner.

e. Any military vehicle(s) committed to a mission of an emergency nature involving the transportation of personnel, supplies, or equipment may proceed on such mission, notwithstanding its involvement in a collision, unless to do so would leave an injured person without assistance. The operator of such vehicle will make a full report of the circumstances of the collision as soon as practical upon the completion of the emergency mission.

9. Convoys. Convoys should be formed and stopped on shoulders or in a parking lot with minimal obstruction to the normal traffic flow. Necessary traffic guards will be posted during all halts and while convoys are being formed.

10. Collisions. The operator of any GOV involved in any collision on and off-base will immediately notify Base Road Masters (703-784-2429) and responsible law enforcement agency. In all cases, the operator will complete a SF-91, Report of Motor Vehicle Accident Form.

CHAPTER 8

ENFORCEMENT OF MOTOR VEHICLE TRAFFIC SUPERVISION

1. General. It is the intent of the Commander, MCINCR-MCBQ to continuously use all available means to reduce motor vehicle collisions. Violators will be educated and disciplined if appropriate by the most effective means available.

a. PMO will supervise and coordinate the enforcement of all traffic regulations and safe driving practices within the limits of MCINCR-MCBQ.

(1) The Commander, MCINCR-MCBQ has authorized PMO MP/CPs to act as agents in enforcing all laws and traffic regulations aboard this Base.

(2) MP/CPs are authorized to stop any vehicle being operated at any place on this Base upon competent orders or upon reasonable belief that a criminal or traffic offense has been, is, or will be committed.

(3) All persons shall comply with any lawful order or direction of law enforcement personnel.

b. In accepting the privilege of operating a motor vehicle aboard MCINCR-MCBQ the operator has given consent to the following:

(1) Blood or Breath Tests. The driver of any vehicle aboard MCINCR-MCBQ has given consent to evidentiary tests for alcohol or other drug content of their blood, or breath, as may be requested by the MP/CP if lawfully stopped, detained, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on MCINCR-MCBQ if the MP/CP has reasonable suspicion to believe that the person is driving under the influence of alcohol or drugs per references (a), (b), and (c). The individual will be advised of the implied consent law in accordance with reference (c). In addition, any refusal will be reported in writing to the licensing authority of the state that issued the driver's license via Department of Motor Vehicles under the Reciprocal State Compact Agreement.

(2) Impoundment. Any owner of any motor vehicle in violation of this regulation and in accordance with paragraph 6, Chapter 4, of this regulation, consents to removal and impoundment of a motor vehicle at the owner's expense. Such persons further agree that they will be monetarily liable for any cost incidental to towing and storage should their motor vehicle be removed or impounded.

2. Detection, Apprehension, and Testing

a. The primary chemical test to be utilized by the MP/CP in connection with a lawful apprehension for suspicion of driving under the influence of intoxicants is the testing of breath. The test will be administered by a person who is qualified as indicated in reference (a).

b. Should the MP/CP have probable cause to suspect that the person has been driving under the influence of drugs other than alcohol, or it becomes absolutely necessary to obtain a blood test, the Staff Judge Advocate (SJA) will immediately be notified for guidance. Blood tests shall be performed per the laws of the Commonwealth of Virginia or Department of the Navy medical procedures.

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c. If the percentage of alcohol in an individual's blood measures 0.20 or higher, MP/CP will arrange for medical personnel to examine the individual. This is done to ensure they are not in any physical danger of further alcohol related injuries (i.e., alcohol poisoning or cardiac arrest).

d. Any person who drives or operates any vehicle or mechanical transportation aboard MCINCR-MCBQ gives consent to a chemical test(s) if he/she is suspected of driving while impaired/intoxicated (implied consent).

(1) Any person who is unconscious or is otherwise incapable of refusal will be deemed not to have consented to a chemical test(s); however, these test(s) may be administered, subject to the provisions of this Chapter.

(2) If a person suspected of driving while impaired refuses the request of the apprehending MP/CP to submit to a chemical test(s), none will be given. The MP/CP invoking implied consent will advise the individual that their failure to submit to or complete such a chemical test(s) will result in the immediate revocation of their driving privileges to operate a motor vehicle aboard MCINCR-MCBQ for a period of at least one (1) year and may result in revocation of their state, territory, or district motor vehicle license.

(3) Any person operating a motor vehicle on MCINCR-MCBQ is subject to a command authorized search (civilians may be ordered by the Federal Magistrate) based on a reasonable belief that he/she is operating a motor vehicle while impaired. If a blood or urine test is authorized by competent authority, or by medical necessity, and the results of the test are positive, the person's driving privileges will temporarily be suspended pending resolution of the matter in an appropriate forum in accordance with paragraph 2-6 of reference (a).

e. The uniform basis for administrative revocation of driving privileges and/or enforcement action against a driver suspected of driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor, is the presumptive laws of the Commonwealth of Virginia. On the date of the signing of this Order, the Commonwealth of Virginia presumes a driver is impaired with a blood alcohol content of .08% in accordance with section 18.2-266 of the Code of Virginia.

f. In accordance with paragraph 2-6 of reference (a), the immediate suspension of installation driving privileges is authorized for those suspected of drunk driving or driving under the influence offenses upon review of reliable evidence by an individual designated in writing by the installation commander.

g. When the designated reviewing official is unavailable, the installation law enforcement officer is authorized to conduct reviews and authorize suspensions.

h. If suspected of drunk driving or driving under the influence the person will receive an "Immediate Suspension of Base Driving Privileges for Alcohol/Drug Related Offenses" notification with a Base Traffic Court hearing date assigned.

i. Notice and hearing requirements for suspensions under this paragraph will be conducted in accordance with paragraph 2-6 of reference (a) and paragraph 6 of Chapter 9 of this order.

3. Drug Countermeasures

a. Special court-martial convening authorities may request in writing to the Traffic Court Officer (TCO) to revoke the base driving privileges of any service member under their command who has been convicted of any drug related offense by court-martial, civilian court or at Article 15 proceedings per reference (a). This includes offenses involving drug paraphernalia. Any drug related offense is grounds for revocation; a motor vehicle does not need to be involved.

b. The TCO is authorized to revoke the base driving privileges of any military member convicted by a civilian court of any drug related offense including offenses involving drug paraphernalia.

c. All MCINCR-MCBQ registered DoD vehicles in the name of the individual whose base driving privileges have been revoked will be removed and surrendered to the Vehicle Registration Office (VRO) as soon as practical after revocation.

4. Serious Crime Convictions. The TCO is authorized to suspend or revoke, as appropriate, the base driving privileges of individuals who have been convicted of any offense, punishable under the Uniform Code of Military Justice by death or confinement in excess of one (1) year, wherein a motor vehicle was instrumental in the commission of the offense. Reports of civil arrests and convictions for off-base violations of civil law by military personnel will normally be processed by PMO and forwarded to the individual's commanding officer who will forward the appropriate case to the Base Traffic Court (BTC). Revocation/Suspension action will be taken only on the written request of the commanding officer/supervisor of the individual.

a. For drug related offenses, paragraph 3 above applies.

b. For civil alcohol related offenses (driving under the influence), paragraphs 2-4 and 2-6 of reference (a) applies, reference (b) applies, and paragraph 3 above applies. Paragraph 2-4 of reference (a) authorizes the immediate suspension of installation driving privileges pending resolution of an intoxicated driving incident regardless of the geographic location of the intoxicated driving incident.

5. Inspection of Motor Vehicles

a. All vehicles are subject to administrative inspection, when authorized by the Commander, MCINCR-MCBQ per reference (j), in order to minimize the unauthorized removal of government property from MCINCR-MCBQ and to discourage the introduction of narcotics, weapons, and other undesirable material onto MCINCR-MCBQ.

b. Searches based on probable cause will be conducted in accordance with the Military Rules of Evidence and applicable Federal Law.

c. Owners are prohibited from displaying on their POVs in any format, to include, but not limited to, signs, posters, bumper stickers, window decals, art, emblems, insignia, or other adornments of an extremist, indecent, sexist, racist, obscene, profane, or defamatory nature, or other messages that are prejudicial to good order and discipline, otherwise violate the standard of decency found in Article 134 (Indecent Language) of the UCMJ, or display a clear danger to the loyalty, discipline, or morale of military personnel, or presents a potential for disruptive conduct and interference

with the mission of the commands. The unauthorized display of any such sign, poster, bumper sticker, window decal, art, emblem, insignia, or other adornments may be grounds for suspension or revocation of Installation driving privileges or denial of access to the Installation.

6. Processing of Violations. Military traffic citations may be issued only by MP/CP and such other persons as PMO may authorize in writing. For non-moving violations, paragraph 8 below also applies.

7. Notification to State Driver's License Agencies. Paragraph 2-11 of reference (a) specifies that the host and issuing state licensing authority will be notified as soon as practical when a person's installation driving privileges are suspended or revoked for any period, and immediately for refusal to submit to a lawful BAC test.

8. Non-Movement Traffic Citations. Representatives designated by area commanders and approved by PMO may issue non-movement traffic citations (parking tickets) for vehicles illegally parked in areas under their cognizance. Non-movement traffic citations will be forwarded by the area commander to the BTC Administrator for processing. Paragraph 5.d. of Chapter 4 applies.

9. Third party Traffic Violation Report (TVR). A third party traffic citation enables Staff Non-Commissioned Officers (SNCO) and Commissioned Officers who witness a traffic violation on base to initiate administrative action against the violator.

a. The complainant may report to MCINCR-MCBQ PMO and fill out the TVR, or go online at <http://quantico.umsc.mil/OPM/?m=tvr> and fill out the TVR electronically.

b. The report will be reviewed to identify the traffic violation and forwarded to the BTC for adjudication. The driver will be notified of the violation and be required to report to BTC on the date assigned.

c. Complainants initiating a third party citation must be prepared to attend BTC, as they were the only witness to the traffic violation.

CHAPTER 9

BASE TRAFFIC COURT

1. General. The Base Traffic Court (BTC) is the agency authorized by the Commander, MCINCR-MCBQ to take administrative action on traffic related violations.

2. Organization and Jurisdiction

a. BTC is composed of a Traffic Court Officer (TCO), Alternate TCO, a Traffic Court Administrator, and a Traffic Court Liaison from PMO. The TCO will be an officer to include GS-11 and above designated in writing by the Commander, MCINCR-MCBQ, whose primary duties are not in the field of law enforcement. The Commander, MCINCR-MCBQ can designate or assign additional personnel to the BTC as necessary for the effective functioning of the BTC.

b. The TCO is authorized to hear cases and impose administrative restrictions on personnel found guilty of traffic violations. For the purposes of this Order, civilian employees include those individuals employed at MCINCR-MCBQ, and any tenant activity aboard MCINCR-MCBQ. In accordance with reference (a), the following personnel are under the jurisdiction of the BTC:

(1) Military and civilian personnel operating government vehicles on or off base.

(2) Military personnel and their family members operating motor vehicles (on this Base or on other DoD installations).

(3) Civilian employees and contract employees operating POVs on base.

(4) Retired military personnel and their family members operating their POVs (on this Base or on other DoD installations).

3. Appearance before the BTC

a. When MP/CP issue a citation for a moving traffic violation, the alleged offender has the option of appearing in BTC or waiving their appearance by signing the "Waiver Statement" on the white portion of the reverse side of the DD Form 1408, Armed Forces Traffic Ticket. By signing the "Waiver Statement," the individual admits guilt and agrees to an assessment against their base driving record of the maximum points for the violation. However, a record check of all individuals receiving traffic citations will be conducted. If it is subsequently discovered that an individual's base driving record (to include the most recent offense) requires further administrative action, the individual will be notified that, despite signing the "waiver statement," their appearance in BTC is mandatory. On the other hand, when an alleged offender elects to appear in BTC, the MP/CP will assign a court date and time on the reverse side of the white and pink ticket and, by signing this statement, the alleged offender agrees to appear in BTC at the specified date and time.

b. Violations committed by active duty and retired military personnel and their family members operating POVs registered at other commands will be forwarded to those commands for action. Military personnel temporarily assigned to this command will have their case adjudicated by the TCO.

c. Individuals cited for non-moving violations may appear in BTC at the time and date specified on the non-movement citation. If the offender wishes to plead guilty to the violation, he or she may do so by providing notice in writing to the BTC that he or she has pled guilty to the offense and will accept the penalty handed down by the TCO for such violation. If it is subsequently discovered that an individual's base driving record (to include the most recent offense) requires further administrative action, the individual will be notified that, despite pleading guilty to the offense their appearance in BTC is mandatory.

d. Military personnel will be in the appropriate uniform of the day during BTC.

e. If appearance at BTC has not been waived or rescheduled via proper coordination with Traffic Court Administrator, appearance is required on the appropriate date. The following will apply for those who fail to appear:

(1) Active Duty Personnel. Active duty personnel who fail to appear on their assigned court date will receive an immediate suspension of Base driving privileges. A letter will be forwarded via their chain of command regarding their driving suspension. This suspension will remain in effect until the Traffic Court Administrator is contacted and the citation is addressed at a subsequent court hearing. If a person executes permanent change of station (PCS) orders prior to appearing for BTC, a letter will be forwarded to that person's future command.

(2) Retired Personnel, Civilian Employees, Military Family Members, and Contract Employees. Retired personnel, civilian employees, military family members, and contract employees who fail to appear on their assigned court date will receive an immediate suspension of Base driving privileges. A letter will be forwarded via certified mail informing them of their driving suspension. This suspension will remain in effect until the Traffic Court Administrator is contacted and the citation is addressed at a subsequent court hearing.

4. Point System

a. The traffic point system provides a uniform administrative device to impartially judge driving performance of personnel. This system is not a disciplinary measure or a substitute for punitive action. Further this system is not intended to interfere in any way with the reasonable exercise of MCINCR- MCBQ Commander's authority to issue, suspend, revoke, deny, or reinstate installation driving privileges. Points will be assessed against an individual's base driving record when the individual is found guilty of a traffic violation. A listing of the traffic violations and their associated point assessments may be found in table 9-1, Base Traffic Court Sentencing Matrix.

b. If an individual is found guilty of four (4) or more moving traffic violations in 12 consecutive months, accumulates 12 points in a 12-month period, or accumulates 18 points in a 24-month period, the individual will be required to appear at BTC. Based on the frequency, flagrancy, severity of violations, and the individual's response to driver improvement measures, one of the following actions may be imposed by the TCO:

(1) Revocation of an individual's base driving privilege for six (6) months up to one (1) year.

(2) Suspension of an individual's base driving privilege for up to six (6) months.

(3) Restriction of an individual's base driving privilege if a suspension or revocation would adversely affect the command's mission or create undue hardship. The restriction will be for the same time period of the revocation or suspension.

c. Points assessed against an individual's base driving record will remain in effect for a period of 24 consecutive months. Completion of a revocation based on points results in the removal of all points assessed prior to the revocation.

d. Violations will remain on an individual's base driving record for the following time periods:

(1) Mandatory revocations of driving privileges for seven (7) years.

(2) Non-mandatory suspensions or revocations for five (5) years as listed in paragraph 14 below.

(3) Chargeable non-fatal collisions or moving violations for three (3) years

5. Driver Improvement Measures. The following driver improvement measures may be required as appropriate per reference (a), (b) and (k):

a. Advisory letter through unit commander or supervisor for person who has acquired six traffic points within 6-month period.

b. Counseling through unit commander of person who has acquired more than six but less than 12 traffic points within a 6-month period, recommending improvements in driver performance.

c. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that have had or may have an adverse effect on driving performance.

d. Attendance at Remedial Driver Training Course

(1) Shall be attended by persons who have been found at fault in a traffic mishap while operating any POV or GOV.

(2) TCO discretion for being convicted of moving violation(s). (3) Failure to attend as assigned may result in suspension or revocation of base driving privileges until successful completion of the course.

e. Recommendation for alcohol or drug evaluation, proof of counseling or treatment. This action is required for all active military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or collision.

6. Administrative Due Process for Suspensions and Revocations

a. Administrative due process for suspensions and revocations will be in accordance with paragraph 2-6 of reference (a).

b. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not be effective until the BTC notifies the offender and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the person makes an application for a hearing within this period. Such application will stay the pending suspension or revocation until such time that the person is provided a hearing. If it is determined as a result of a hearing to suspend or revoke the affected person's driving privilege, the suspension will become effective when person receives written notice of such action.

c. For drunk driving offenses, the offender has the option of requesting a hearing on suspension actions taken in accordance with paragraph 2-4 of reference (a) and paragraph 4.b of Chapter 8 of this order. Such hearing will take place within 14 calendar days of the BTC receiving written receipt of the request. The hearing will cover only those issues specified in paragraph 2-6.c.(9) of reference (a). The TCO will be presented all reliable evidence readily available to include witness statements, military or civilian police report of apprehension, chemical test results if completed, refusal to consent to chemical testing, videotapes, statements by the apprehended individual, field sobriety or preliminary breath test results and other pertinent evidence and will complete a hearing.

d. Pursuant to paragraph 2-4(b)(3) of reference (a), revocation of driving privileges is mandatory for a period not less than one year upon a finding by the TCO that: 1) the person lawfully apprehended for driving under the influence refused to submit to or complete a test to measure the alcohol content in the blood, or detect the presence of any other drug or, 2) upon conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of driver's license for intoxicated driving.

7. Appeals and Requests for Reinstatement of Privileges

a. An appeal of any action administered by the TCO must be submitted in writing to the Command Inspector General(B 051) within 10 working days from the date the individual is notified of the Traffic Court Officer's decision. Each request must state the justification for the appeal and the relief sought. The suspension or revocation will remain in effect pending a final ruling on the request. The Command Inspector General will be the review authority and in this capacity may suspend, mitigate, or set aside any part of the action taken by the TCO. A copy of the decision will be provided to the BTC.

b. Requests for early reinstatement of suspended or revoked base driving privileges will be considered on a case-by-case basis in accordance with paragraph 2-10 of reference (a). The requests will be forwarded with supporting documentation to the Staff Judge Advocate (B 052). Active duty military members will submit their requests via their chain of command. The burden of proof for reinstatement of driving privileges lies with the person applying for probation or reinstatement. The review authority may consider the following factors, among others, when deciding whether to grant reinstatement privileges:

(1) Whether the individual's performance and conduct are of a quality which merits special consideration.

(2) Whether the individual has completed Remedial Driver's Training Course.

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(3) Whether the individual has the written support of their commanding officer, officer in charge, civilian supervisor, or sponsor.

(4) Whether the individual has committed any subsequent traffic offenses aboard the base.

8. U.S. Magistrate's Court Adjudications. When a DD Form 1805, U.S. District Court Violation Notice, is issued by the MP/CP, the alleged offender is required to appear in the U.S. Magistrate's Court in Alexandria, Virginia, as described on the violation notice. Adjudication of the Federal citation is separate from and in addition to BTC.

9. Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) or in Possession of Illegal drugs or paraphernalia

a. If suspension action has not already been taken pursuant to chapter 8, paragraph 2 and 3 of this order, upon notification that an individual has been cited for driving while intoxicated (DWI), driving under the influence (DUI), or in possession of illegal drugs or paraphernalia the TCO will immediately suspend the alleged offender's base driving privileges. The offender shall be afforded the due process protections set forth in paragraph 6 above. The suspension will become a mandatory one (1) year revocation commencing from the date of notification under the following circumstances:

(1) Individual refused a breathalyzer test to determine blood alcohol content.

(2) A conviction or other administrative action resulting in the revocation of driver's license for intoxicated driving.

(3) A determination by the TCO that the individual's cited blood alcohol content was obtained per current regulations.

b. Upon a finding by the BTC that an individual having possessed drug-related contraband, marijuana, or other controlled substances while a passenger or operator of a motor vehicle, said individual will have their base driving privilege revoked for a period of one (1) year.

c. When an individual is found not guilty of driving while intoxicated/driving under the influence or possession of drugs by a court or an administrative tribunal, reinstatement of base driving privileges may be approved by the TCO subject to the limitations set forth in paragraph 2-9 of reference (a).

10. Driving on a Suspended or Revoked License or Privileges

a. Any person whose driver's license is suspended or revoked in any state or the District of Columbia is prohibited from operating POVs/GOVs aboard the base during the period of suspension or revocation. Reinstatement of base driving privileges may be requested when the individual presents a valid operator's license to the BTC.

b. An individual found guilty of operating a motor vehicle aboard the base while their base driving privileges have been suspended or revoked will have their base driving privileges revoked for an additional two (2) years. Military personnel may also be subject to disciplinary action under the UCMJ.

c. Individuals shall notify the VRO within 24 hours of any restriction, suspension, or revocation of their base driving privileges. Failure to self-report within required time limits may result in the additional administrative suspension or revocation of base driving privileges for an additional two (2) years.

11. Mass Transit Operator Violations

a. Mass transit buses are vehicles which are carrying, or are designed to carry passengers from Mass Transit locations to the work place.

b. The risk of multiple loss of life or serious personal injury imposes a heavy responsibility on those operating mass transit vehicles. All operators of GOV buses utilized in the mass transport operation must possess a Valid OF-346 with a bus endorsement. Civilian operators must also possess a valid Commercial Driver's License (CDL) with a Passenger endorsement. Civilian and Active Duty personnel can obtain the proper licenses required by contacting MCINCR-MCBQ Traffic Safety Branch 703-784-2120.

(1) When a licensed mass transit operator is found guilty of a moving violation while operating a mass transit vehicle with passengers aboard, an additional four points will be assessed against the individual's base driving record. This assessment will be in addition to the points normally assigned for the violation.

(2) An accumulation of eight points on the driving record of a licensed mass transit operator will require a mandatory suspension of base driving privileges for 30 days and mandatory attendance at Remedial Drivers' Training Course.

(3) MP/CP will note in the "Remarks" block of the ticket the number of passengers the mass transit vehicle was carrying at the time of the citation.

12. Action

a. Staff Judge Advocate. Assist the TCO in an advisory capacity.

b. Command Inspector General

(1) Perform the functions as the review authority for BTC actions.

(2) Upon appeal of a BTC action, the Command Inspector General will take corrective action if it is determined that the suspension or revocation is not the fault of the individual whose privileges were suspended or revoked.

c. Commanding Officers

(1) Consider the following for appropriate disciplinary or administrative action cases:

(a) A military member's failure to appear before a scheduled BTC.

(b) A military member's failure to attend the Remedial Driver's Training Course as ordered.

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(c) A military member's failure to comply with a base driving suspension or revocation.

(2) Complete the commander's endorsement on each BTC action reporting review and any other action taken.

d. Traffic Court Officer

(1) Ensure compliance with reference (a) as it pertains to BTC records, reports, and operations.

(2) Record on the BTC Docket revocation, suspension, assignment to Remedial Driver's Training Course, or recommendations to the commanding officer. Provide notice to the offender's commanding officer of the results.

(3) Advise the offender's commanding officer of possible violations of the UCMJ which may have been committed.

(4) Revoke or suspend OF-346, U.S. Government Motor Vehicle Operator's Identification Card, or Basic Motor Vehicle Operators Course (BMVOC) License, for moving violations.

(5) Revoke for an additional period of not less than two (2) years base driving privileges of individuals found guilty of driving on suspended or revoked base driving privileges.

(6) Temporarily suspend base driving privileges of personnel who are directed, but fail to attend Remedial Driver's Training Course. After six (6) months, the temporary suspension will automatically become a revocation if the individual has not successfully completed Remedial Driver's Training Course. Satisfactory completion of the course may allow reinstatement of base driving privileges.

(7) Notify PMO of all persons whose base driving privileges have been suspended or revoked.

(8) Refer appropriate cases to the U.S. Magistrate in Alexandria, Virginia.

(9) Impose partial restrictions upon base driving privileges in lieu of a suspension or revocation. The TCO will consider partial restrictions when the adverse effect on either the command's mission or the individual's family is severe. This action must specify in writing where the partial suspension or revocation applies.

(10) If warranted by an individual's base driving record, impose a probationary period in lieu of a suspension.

(11) As soon as practicable, review any immediate traffic suspensions issued by PMO or the authorized designee following drug and alcohol offenses as outlined in paragraph 3 of Chapter 1 of this Order.

e. Director, Safety Division

(1) Conduct Remedial Driver's Training Course per the provisions of reference (k).

(2) Submit reports on attendance to the Traffic Court Officer.

13. Forms

a. DD Form 1408, Armed Forces Traffic Ticket, is a controlled item and is maintained by PMO.

b. DD Form 1805, U.S. District Court Violation Notice, is a controlled item and is maintained by PMO.

c. MCINCR-MCBQ Form 5560/6, Non-movement Citation, is not a controlled item and is available through the base supply system.

14. Violations and Administrative Actions

a. Table 9-1 The Base Traffic Court Sentencing Matrix establishes the Traffic Suspension/Revocation of Driving Privileges/Point Assessment System, which shall serve as a uniform administrative device to impartially adjudicate traffic violations which occur aboard MCINCR-MCBQ.

b. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.

APPEARANCE IS	OFFENSE	MCO 5110.1D	BASE MAGISTRATE
MANDATORY	Unauthorized use of motor vehicle belonging to another, when act does not constitute a felony	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	Mental or physical impairment -unable to operate vehicle	Discretionary Susp up to 6 months or Revocation up to 12 months	Discretionary Susp up to 6 months or Revocation up to 12 months
MANDATORY	Commission of an offense in another State, if committed aboard MCINCR-MCBQ would constitute suspension	Discretionary Susp up to 6 months or Revocation up to 12 months	Discretionary Susp up to 6 months or Revocation up to 12 months
MANDATORY	Fleeing/Eluding Military Police	6 points Discretionary Susp up to 6 months or Revocation up to 12 months	6 points Discretionary Susp or Revocation for 6-12 months
MANDATORY	Racing upon Highway	Discretionary Susp up to 6 months or Revocation up to 12 months	Discretionary Susp up to 6 months or Revocation up to 12 months
MANDATORY	Habitual Violation of Traffic Laws or Regulations (accumulation of 12 points in 12 months, or 18 points in 24 months)	N/A	Discretionary Susp up to 6 months or Revocation up to 12 months/Remedial Driving
MANDATORY	Accumulation of five (5) or more Non-Moving Violations within a 12- month period	N/A	Discretionary Susp up to 6 months or Revocation up to 12 months/Remedial Driving
MANDATORY	Accumulation of three (3) or more Violations of the Same Type (e.g., speeding, failure to register, no insurance) within a six month period	N/A	Discretionary Susp up to 6 months or Revocation up to 12 months/Remedial Driving
MANDATORY	Reckless Driving (wanton/willful disregard for safety of persons or property)	6 points	6 points/Discretionary Susp up to 6 months/Remedial Driving

Figure 9-1--Base Traffic Court Sentencing Matrix

APPEARANCE IS	OFFENSE	MCO 5110.1D	BASE MAGISTRATE
MANDATORY	Unlawful or Fraudulent use of Driver's License or permitting such use	N/A	Suspension up to 6 months
MANDATORY	Unauthorized alteration of State license plates, or registration	N/A	Suspension up to 6 months
MANDATORY	Unauthorized alteration of Base registration or passes	N/A	Suspension up to 6 months
MANDATORY	Carrying a concealed weapon or possession of an unregistered/illegal weapon	N/A	Mandatory Revocation up to 6 months
MANDATORY	Parking in disabled person space without displaying appropriate license plate or placard	N/A	6 Points <u>or</u> Suspension for 1 month
MANDATORY	Failure to wear required personal protective equipment (PPE) or clothing while driving or riding on motorcycle.	3 Points	3 Points/Remedial Driving
MANDATORY	Operating a motorcycle on Base without meeting minimum safety standards and/or satisfactorily completing the appropriate course	N/A	Suspension until compliant/Motorcycle Safety Course
MANDATORY	Operating a motor vehicle on Base without meeting minimum safety standards and/or satisfactorily completing the appropriate course	N/A	Suspension until compliant/Remedial Driving
MANDATORY	Illegal equipment (to include tinted headlight covers, license plate covers)	N/A	3 Points, Suspension until compliant

Figure 9-1--Base Traffic Court Sentencing Matrix

APPEARANCE IS	OFFENSE	MCO 5110.1D	BASE MAGISTRATE
MANDATORY	Failure to maintain current state registration	N/A	Suspension until compliant
MANDATORY	Failure to maintain current/required insurance requirements	N/A	Suspension until compliant
MANDATORY	Failure to register vehicle aboard the Base	N/A	Suspension until compliant
MANDATORY	Failure to possess valid Driver's license	N/A	Suspension until compliant
MANDATORY	Operating with an expired Driver's license	N/A	Suspension until compliant
MANDATORY	Violation of Driver's license restrictions	N/A	Suspension until compliant/Remedial Driving
MANDATORY	Fleeing the scene (hit and run) Property damage only	6 Points	6 Points/Remedial Driving
MANDATORY	Speeding 21 mph or greater over the posted speed limit	6 Points	6 Points/Discretionary Susp up to 6 months/ Remedial Driving
MANDATORY	Speed Contest/Exhibition of Speed	6 Points	6 Points/Discretionary Susp up to 6 months/ Remedial Driving
MANDATORY	Speeding within Construction, Housing, Recreational, School areas (>25 mph)	N/A	Points "doubled" based upon speed/ Remedial Driving
MANDATORY	Use of non-hands free cellular phone while driving motor vehicle	N/A	3 Points/Remedial Driving
MANDATORY	Failure to wear Seatbelt	2 Points	2 Points/Discretionary Susp up to 6 months on (offense)/Remedial
MANDATORY	Improper Child Restraints	2 Points	2 Points/Discretionary Susp up to 6 months on (offense)/Remedial Driving
MANDATORY	Throwing litter from a vehicle	N/A	3 Points <u>or</u> Suspension for 1 month/Remedial Driving
MANDATORY	Knowingly operate a defective or unsafe vehicle	2 Points	2 Points/Suspension until compliant
MANDATORY	Carrying an excessive number of passengers/ passengers in prohibited areas	N/A	3 Points/Remedial Driving
MANDATORY	Illegal Off-roading	N/A	3 Points/Remedial Driving
MANDATORY	Owner knowingly and/or willfully permitting a physically impaired person	6 Points	6 Points/ Discretionary Susp up to 6 months

Figure 9-1--Base Traffic Court Sentencing Matrix

APPEARANCE	OFFENSE	MCO 5110.1D	BASE MAGISTRATE
OPTIONAL	Speeding 1-10 mph over the posted speed limit	3 Points	3 Points
OPTIONAL	Speeding 11-15 mph over the Posted speed limit	4 Points	4 Points
OPTIONAL	Speeding 16-20 mph over the posted speed limit	5 Points	5 Points
OPTIONAL	Speed too fast/unsafe for conditions	2 Points	2 Points
OPTIONAL	Speed too slow/unsafe /impeding for conditions	2 Points	2 Points
OPTIONAL	Following too close	4 Points	4 Points
OPTIONAL	Wearing headphones or earphones while driving	3 Points	3 Points
OPTIONAL	Failure to yield (as required)	4 Points	4 Points
OPTIONAL	Passing a School Bus displaying flashing red lights (embarking/discharging passengers))	4 Points	4 Points
OPTIONAL	Failure to obey Traffic signs, signals, or instructions from a Traffic Officer or Road Guard	4 Points	4 Points
OPTIONAL	Improper Passing	4 Points	4 Points
OPTIONAL	Improper Overtaking	3 Points	3 Points
OPTIONAL	Lane Splitting (Motorcycles)	N/A	3 Points
OPTIONAL	Improper Turning Movement (no sign involved)/Illegal U-Turn	3 Points	3 Points
OPTIONAL	Failure to signal or giving improper signal	3 Points	3 Points
OPTIONAL	Crossing double or solid Lines/Failure to maintain lane of travel	N/A	3 Points
OPTIONAL	Inattention to driving	N/A	3 Points
OPTIONAL	Failure to properly utilize headlights as required (fog, rain, etc.)	N/A	3 Points
OPTIONAL	Improper use of high beams	N/A	3 points
OPTIONAL	Illegal Parking/Parking in Fire Lane	N/A	3 Points
OPTIONAL	Driver involved in collision if deemed responsible (used only as additive to points assessed)	1 point	1 point
AS DIRECTED BY TCO	Violations not otherwise listed	N/A	As adjudged by BTC

Figure 9-1--Base Traffic Court Sentencing Matrix