



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
ASO P5110.1H
PMO
3 Feb 23

AIR STATION ORDER P5110.1H Administrative Change

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

Ref: (a) MCO 5110.1D
(b) MCO 5100.19F
(c) MCO P5300.17A
(d) South Carolina Criminal Law and Motor Vehicle Handbook
(e) Assimilative Crimes Act (Title 18 U.S.C. § 13)
(f) Manual for Courts-Martial
(g) DoD Minimum Antiterrorism Standards for Buildings
(h) Tri-Command Military Housing Resident Guide
(i) MCO 5580.2B W/CH 1 Law Enforcement Manual
(j) Towing Agreement
(k) DoD Instruction 6055.04 DoD Traffic Safety Program
(l) MCO 5100.29C
(m) MCO 11240.106C
(n) SECNAV Notice 5210 Implementation of New Department of the Navy
Bucket Records Schedules
(o) SECNAV M-5210.1 Records Management Manual
(p) MCO 5215.1K Marine Corps Directives
(q) MCO 5210.11F Marine Corps Records Management Program

Encl: (1) Motor Vehicle Traffic and Entry Regulations

1. Situation. Publish policy and guidance for motor vehicle and traffic regulations and entry requirements for access to Marine Corps Air Station (MCAS) Beaufort, and Laurel Bay Housing Area.

2. Cancellation. ASO P5110.1G

3. Mission. To promulgate the motor vehicle and traffic regulations and the traffic court procedures for MCAS Beaufort. Penalties for violation of the standards and rules of conduct set forth by this Order include the full range of statutory and regulatory sanctions for military personnel and civilians. This Order is a regulatory general order and all provisions herein apply to all Department of Defense (DoD) personnel without further implementation. A violation of these provisions, and the laws and regulations promulgated by these provisions, is punishable in accordance with the Uniform Code of Military Justice (UCMJ) for military personnel, and is the basis for appropriate disciplinary action and criminal prosecution of civilians aboard MCAS Beaufort.

4. Execution. Administrative changes are as follows:

a. Remove appendix f: 1408/1805 Traffic/Non-Traffic Offenses of 7 Oct 22.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Insert appendix f: 1408/1805 Traffic/Non-Traffic Offenses of 3 Feb 23.

5. Administration and Logistics.

a. Recommendations concerning revision of the contents of this Order shall be submitted to the PM.

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions per references (n) and (o) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to references (p) and (q) for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all Military personnel and civilians that operate a motor vehicle within Marine Corps Air Station Beaufort and its properties.

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



K. R. ARBOGAST

DISTRIBUTION: A

ASO P5110.1H

PMO

3 Feb 23

LOCATOR SHEET

Subj: MOTOR VEHICLE TRAFFIC

Location:

(Indicate the location(s) of copy/copies of this Order.)



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4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Commander's Intent. All military personnel, family members, and civilians operating motor vehicles within the limits of MCAS Beaufort and Laurel Bay Housing area, will comply with the contents of this Order. As used in these regulations "MCAS Beaufort," "the Air Station," "station," "installation" or "reservation" are general terms used to describe all real estate over which the Commanding Officer (CO) MCAS Beaufort exercises exclusive jurisdiction. The Provost Marshal (PM) will enforce the regulations contained herein and forward reports of violations as appropriate.

(2) Concept of Operations. This Order provides guidance for ensuring a safe and secure quality of life for the personnel who work, live, and visit the installation. The CO, MCAS Beaufort grants motor vehicle operating privileges and installation access for MCAS Beaufort and may suspend or revoke driving privileges for the sake of safety and security of others and for violations of this Order. This Order, along with references (a-1), identify the minimum qualifications for registering and operating motor vehicles aboard the Installation.

b. Subordinate Element Missions. Ensure all members of your unit are abiding by the rules and regulations set forth in this Order.

5. Administration and Logistics.

a. Recommendations concerning revision of the contents of this Order shall be submitted to the PM.

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(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

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6. Command and Signal

a. Command. This Order is applicable to all Military personnel and civilians that operate a motor vehicle within Marine Corps Air Station Beaufort and its properties.

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

A handwritten signature in black ink, appearing to read "K. R. Arbogast", written in a cursive style.

K. R. ARBOGAST

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RECORD OF CHANGES

Log completed change action as indicated.

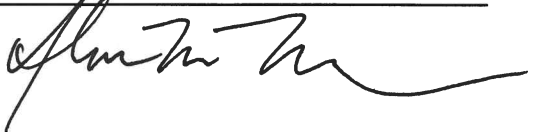
Change Number	Date of Change	Date Entered	Signature of Person Entering Change
1	3 FEB 23	3 FEB 23	

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	RESPONSIBILITIES, DEFINITIONS, AND POLICIES.....	1-1
1000	Responsibilities.....	1-1
1001	Definitions.....	1-1
1002	General.....	1-5
1003	Traffic Citations.....	1-5
1004	Driving While Impaired.....	1-5
1005	Illegal/Illicit Drugs.....	1-6
1006	Traffic in Airfield Operations Area.....	1-6
Chapter 2	VEHICLE REGISTRATION AND VEHICLE PASSESS.....	2-1
2000	Policy.....	2-1
2001	Procedures.....	2-1
2002	Registration Requirements.....	2-3
2003	Termination of Registration and De-Registration.....	2-3
2004	Changes to Vehicle Registration.....	2-4
2005	Vehicle Passes.....	2-5
2006	Vehicle Identification.....	2-6
Chapter 3	TRAFFIC SUPERVISION.....	3-1
3000	General.....	3-1
3001	Driver's License.....	3-1
3002	Restraint System.....	3-2
3003	Loading.....	3-2
3004	Speed Limit.....	3-2
3005	Following.....	3-3
3006	Vehicles in a Convoy.....	3-3
3007	Backing.....	3-3
3008	Dimming Lights.....	3-3
3009	Parking and Unattended Vehicles.....	3-3
3010	Storage of Recreational Vehicles.....	3-5
3011	Emerging from Alleyways.....	3-5
3012	Sidewalk Operations.....	3-5
3013	Attachment to Vehicles.....	3-5
3014	Headphones.....	3-5
3015	Cellphones.....	3-6
3016	Littering.....	3-6
3017	Racing.....	3-6
3018	Pedestrians and Joggers.....	3-6
3019	Troop Formations.....	3-7
3020	Motorcycle Specific Regulation.....	3-7
3021	Towing and Pushing Vehicles.....	3-10
3022	Operation of Emergency Vehicles.....	3-10
3023	Honors and Salutes.....	3-10
3024	Alcoholic Beverages.....	3-10
3025	Equipment.....	3-11
3025	Use of Another's Vehicle.....	3-11
3027	Government Vehicles.....	3-11
3028	Bicycle/Moped Traffic Regulations.....	3-13
3029	Golf Carts.....	3-15

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
3030	Scooter/Roller Blades/Roller Skate/Street Luge and Skate Board Regulations.....	3-15
3031	Radar Detection Devices.....	3-15
3032	Noise Origination from Within Vehicles.....	3-15
3033	Traffic Violation Report.....	3-16
3034	Reporting Accidents.....	3-16
3035	Accidents Aboard MCAS Beaufort.....	3-16
3036	Accidents Not Aboard MCAS Beaufort.....	3-17
3037	Judge Advocate General Manual Investigation.....	3-17
3038	Standards for Impoundment	3-17
3039	Procedures for Impoundment.....	3-18
3040	Disposition of Vehicle After Impoundment.....	3-19
3041	Commercial Wrecker Service.....	3-19
3042	Government Wrecker Service.....	3-21
3043	Commercial Wrecker Service Liaison Responsibility.....	3-21
Chapter 4	STATION TRAFFIC COURT.....	4-1
4000	Station Traffic Court.....	4-1
4001	Remedial Driver Training School.....	4-2
4002	Government Operations License Suspension/Revocation.....	4-3
4003	Driver Records.....	4-3
4004	Chemical Testing Policies and Procedures.....	4-4
Appendices		
A.	Temporary Suspension of Driving Privileges Letter.....	A-1
B.	Motorcycle Operation Education Course.....	B-1
C.	Motorcycle Inspection Criteria.....	C-1
D.	Request Letter for Commercial Wrecker Service.....	D-1
E.	Vehicle Removal Authorization.....	E-1
F.	1408/1805 Traffic/Non-Traffic Offenses.....	F-1
G.	Driving Privileges Suspension/Revocation Awareness Letter.....	G-1
H.	Traffic Violation Notification Letter.....	H-1
I.	Instructions and Request for Special Events Authorization.....	I-1
J.	Request for Special Events Pass.....	J-1
K.	Notice to Drivers of Explosive-Laden Vehicles.....	K-1
L.	Traffic Accident Waiver Form.....	L-1

CHAPTER 1

RESPONSIBILITIES, DEFINITIONS, AND POLICIES

1000. Responsibilities

a. General. The regulations set forth herein govern the registration and operation of all vehicular traffic aboard MCAS Beaufort and the Federal Government owned and/or controlled lands under the jurisdiction of the CO, MCAS Beaufort, to include the Laurel Bay housing community.

b. Enforcement. The PM is delegated the authority to enforce these regulations. It is the duty and responsibility of all officers and noncommissioned officers to set personal examples by their safe driving habits and to report all observed violations of driving procedures. Family members and civilians have the right to report unsafe driving habits to military police. Violations should be reported to military police and include the vehicle's state and license plate number, a description of the vehicle, and the time and location of the offense. At no time will persons other than military police pursue individuals suspected of a traffic offense. Military policemen are the agents through whom the CO exercises police power in the control of vehicles operated aboard the station. Military police are authorized to stop any vehicle or person at any location under lawful orders or upon reasonable belief that a criminal or traffic offense has been, or is about to be, committed. No person shall willfully fail or refuse to comply with any lawful order or direction of a military policeman invested by regulations with law enforcement authority.

1001. Definitions

a. Abuse. The use of alcohol, drugs, or other substance to the extent that it has an adverse effect on the user's health, personal or professional behavior, family, community, or the Naval Service.

b. Air Station. All areas under the command and control of the CO, MCAS Beaufort, to include the Laurel Bay housing community.

c. Exclusive Jurisdiction. Sole jurisdiction for a given area including executive, legislative, and judicial authority. MCAS Beaufort, to include the Laurel Bay housing community, is exclusive jurisdiction.

d. Alcoholic Beverages. Any beverage which contains alcohol.

e. Blood Alcohol Concentration (BAC) Standards. As a uniform basis for administrative revocation of driving privileges and/or taking enforcement action, the amount of alcohol in a driver's blood, as indicated by chemical analysis.

f. Chemical Breath Test Device. An instrument using photoelectric or other physical or chemical means to quantitatively determine blood alcohol concentration.

g. Conviction. A final adjudication that may include one or more of the following:

- (1) Plea of nolo contendere accepted by a court.

(2) Plea of guilty or finding of guilty (or tantamount to a finding guilty) on any charge of violating state, federal, or foreign criminal law, or the UCMJ.

h. Driver. Any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. For example, sitting in a parked car behind the steering wheel, keeping it in restraint or in a position to control its movement. The word "driver" is interchangeable with the word "operator."

i. Driver's License. A license to operate a motor vehicle issued or recognized under the laws of South Carolina.

j. Driving Privilege. The privilege extended by an installation commander to a person, permitting the operation of a motor vehicle within the limits of the installation.

k. Driving While Impaired (DWI)/Refusal. Any driver who is administered a chemical or blood alcohol test which reveals a BAC of .08 or above, or who refuses a chemical or blood alcohol test.

l. Drug Use Incident. Irresponsible drug use or wrongful use of a substance occurs when the preponderance of the evidence establishes that the service member used, abused, possessed, manufactured, or trafficked a controlled substance, substance, chemical, and/or a prescribed or over-the-counter drug or pharmaceutical compound.

m. Emergency Vehicle. Fire, military police, ambulance, and such other vehicles as may be designated by the CO.

n. Hitchhiking. Soliciting by words or gestures, transportation from passing motor vehicles not commercially engaged in the carrying of passengers for hire, except while at an authorized share a ride station.

o. Illegal/Illicit Drugs. Drugs prohibited by law or lawful drugs when obtained or used without proper authority, to include the abuse of otherwise legal drugs.

p. Juvenile. Any person who has not reached their 18th birthday and is not a member of the United States armed forces.

q. Minor Vehicle Accident. An occurrence involving the operation or movement of a vehicle in which there is no personal injury and which results in damage to any property totaling less than \$500.

r. Moped. Any two-wheel or three-wheel device having operative capability by:

(1) An automatic transmission, if equipped with a transmission.

(2) A motor that produces less than two gross brake horsepower and:

(a) Propels the device at a maximum speed of no more than 30 miles per hour on level ground.

(b) Has a maximum engine size of 50 cubic centimeters.

s. Motorcycle. Any motor vehicle with a seat or saddle for the rider and designed to travel with not more than three wheels in contact with the ground. Tractors and mopeds are excluded.

t. Motor Vehicle. Any vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets, roads, and highways. Vehicles operated only on a rail or rails are excluded.

u. Moving Violation. A violation of any traffic law, ordinance, or regulation while operating a vehicle. Moving violations typically involve one or both of the following:

v. Unsafe Act. An act or omission in traffic that is hazardous.

w. Unsafe Condition. Causing or permitting an illegal and possibly hazardous condition of:

(1) Highways, roads, or streets used by traffic.

(2) Vehicles used in traffic.

(3) A pedestrian or driver in traffic.

x. Non-moving Violation. A violation of any traffic law, ordinance, or regulation affecting vehicle or user safety upon the street or highway but not promulgated primarily with the object of making their use safe.

y. Person. Every person, firm, co-partnership, association, company, corporation, or other legal entity.

z. Point System. An administrative aid to evaluate driver performance by assessing weighted point values for moving traffic violations. Appendix F shows assessments under the point system as per reference (b), chapter 6.

aa. Possession. The exercise of actual physical custody and control over a controlled substance. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises control.

ab. Privately Owned Vehicles (POVs). POVs are those vehicles which belong to individuals, firms, associations, companies, corporations, co-partnership, or any other legal entity. Vehicles belonging to U.S. government agencies are not privately owned.

ac. Reciprocity. Reciprocal action between state and military authority to suspend or revoke an individual's government operator's permit, or state driver's license, based upon action initiated by either jurisdiction. For example, if an individual is arrested for DWI off-station, that individual's on-station driving privileges will be revoked for at least one year.

ad. Reckless Driving. Operation of a vehicle with culpable disregard of foreseeable consequences to others; operation of a vehicle in a heedless manner actually or immediately dangerous to the occupants or to the rights and safety of others. Speed alone may not be used to determine this violation.

ae. Revocation of Driver's License. The termination by formal action of state authority of a person's license or privilege to operate a motor vehicle on a public highway. Termination shall not be subject to renewal or restoration except that application may be presented and acted on by the state after the expiration of the applicable period of time prescribed by state law. Such action disqualifies the individual from operating a privately owned motor vehicle on a military installation since they are no longer licensed to drive.

af. Revocation of Driving Privileges. Action taken by an installation commander to terminate the privilege to operate a motor vehicle on a military installation. This action is normally levied by the Traffic Court Hearing Judge and may be for a period of up to 24 months.

ag. School Bus. Any motor vehicle used for the organized transportation of school children bearing markings indicating the purpose for which used.

ah. State. One of the 50 United States of America constituent political entities that share its sovereignty with the United States Federal Government, also known as the Commonwealth.

ai. Suspension of Driver's License. Termination by state authority of a person's license or privilege to operate a motor vehicle on the public highways. The license may not be renewed until after the expiration of the suspension period. A suspended state driver's license disqualifies the individual from operating a privately owned motor vehicle on a military installation since the individual is no longer licensed to drive.

aj. Suspension of Driving Privileges. The temporary withdrawal, by an installation commander, of a person's privilege to operate a motor vehicle on a military installation for up to 12 months. Privileges normally are restored on the day after the date the suspension ends, provided the individual files proper paperwork with the traffic court clerk at the Provost Marshal's Office (PMO).

ak. Termination of Registration. Action taken by a competent authority to terminate vehicle registration or pass.

al. Trafficking. The wrongful distribution (includes sale or transfer) of a controlled substance, wrongful possession, or introduction into a military unit, base, station, ship, or aircraft of a controlled substance with the intent to distribute.

am. Vehicle. Every device in, upon, or by which any person or property may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon fixed rails or tracks. For the purposes of this definition, bicycles shall be deemed vehicles and every operator of a bicycle upon a highway shall be subject to the provisions of these regulations applicable to the driver of a vehicle.

an. Vehicle Accident. An occurrence involving the operation or movement of a vehicle, in a sequence of events, which usually produces unintended injury, death, or property damage. People will have the option to sit, but won't have to.

1002. General

a. Local Law Enforced. Operation of government and privately owned motor vehicles on this installation is regulated by the Traffic Code of the State of South Carolina, except as modified or stated herein. Traffic enforcement is the responsibility of military police.

b. Operating Vehicles. The privilege to drive on this installation is contingent upon operating any vehicle in a safe, lawful, and prudent manner.

1003. Traffic Citations

a. Types. Armed Forces Traffic Tickets (DD Form 1408) are used for referral to MCAS Beaufort Station Traffic Court and U.S. District Court Violation Notices (DD Form 1805) are used for referral to a U.S. magistrate.

b. Moving Violations. Only PMO personnel are authorized to issue traffic citations for moving violations committed aboard this Installation. However, any person, military or civilian, observing an offense can report it to Military police using the Traffic Violation Report procedures noted in paragraph 3132 of this Order.

c. Parking Violations. Unauthorized parking in a seeded, restricted, or handicap area may be reported to the PMO by phone. The call must include the time, date, location, and type of violation, type of pass if visible, vehicle color, body type, make, year, state license number, and name of owner or operator, if known.

d. Warning Tickets. Warning tickets may be issued for minor violations. If an individual receives more than one warning ticket in a 30 day period or more than two in a six month period, the PM may direct that the most recent one requires a traffic court appearance.

1004. Driving while Impaired (DWI)

a. Presumptive Limit. The state of South Carolina and this installation consider a 0.08 percent blood alcohol level as presumptive evidence (no other evidence is required) of impairment of driving skills. No quantitative limits are set on other drugs.

b. Procedures. Military police, suspecting that a vehicle operator is under the influence of alcohol or another drug, will perform the following:

(1) Detention. After stopping a vehicle or deciding that an operator may have been driving under the influence (DUI) of alcohol or another drug, military police will detain the operator. The driver may be checked for weapons, or moved to a better location before further investigation. The driver will not be allowed to drive again until it has been determined that there no longer exists any influence of alcohol or other drugs, or that there is insufficient evidence to warrant further action.

(2) Field Sobriety Testing. The driver's vehicle will be secured by military police or the driver. Military police will administer a standardized field sobriety test as directed by the Standard Operating Procedures. If there is insufficient evidence of impairment when taken with other evidence of the influence of alcohol (as determined by military police), the driver will be released.

(3) Apprehension. If evidence of impairment of driving ability is sufficient, military personnel will be placed under military apprehension and civilian personnel will be informed that they are being detained. The driver may be searched and may be restrained with handcuffs or other measures as necessary to prevent escape or injury.

(4) Testing. The driver will be offered the opportunity to submit to a chemical blood, urine, or breath test to determine the level of blood alcohol and/or presence of drugs. The driver will be informed of the South Carolina and this installation's Implied Consent Law and the consequences of refusal to submit to a test, which includes revocation of their privilege to operate a motor vehicle aboard the installation for one year. The driver will indicate in writing (if able) their choice, or refusal, to submit to a test.

(5) Refusal. Military police will warn the driver that refusal to complete such a chemical test will result in revocation of the privilege to operate a motor vehicle on the installation for one year. If the suspect continues to refuse to complete the test, the driver will receive a temporary letter of suspension documenting the revocation of their installation driving privileges. Visitor's or guests who refuse to submit to a chemical test will have their temporary pass confiscated.

(6) Suspension. Once a positive test for BAC or presence of other drugs has been completed and the driver has been charged with a DWI, the driver will receive a temporary letter of suspension documenting the revocation of their installation driving privileges. Visitor's or guests will have their temporary pass confiscated.

c. Driving While Impaired/Refusal, Off-Station. Any person stationed aboard the Air Station who is administered a chemical or blood alcohol test which reveals a BAC of .08 or above, or who refuses a chemical or blood alcohol test while off-station, will report to the PMO for processing immediately upon returning to the installation. Upon being processed by the PMO, that person's installation driving privileges will be temporarily suspended until that person appears before the MCAS Beaufort Traffic Court.

1005. Illegal/Illicit Drugs. A drug-related incident, drug use, or wrongful use of a substance occurs when the preponderance of the evidence establishes that the individual used, abused, possessed, manufactured, or trafficked a controlled substance, substance (e.g., fungi), chemicals (e.g., chemicals wrongfully used as inhalants), a prescribed drug, over-the-counter drug, or pharmaceutical compound. All individuals with confirmed illegal drug use shall be prohibited from operating government vehicles. Unit commanders shall notify the MCAS Beaufort CO, through the PM, of individuals who have been confirmed of illegal drug use as defined above. The individual will report to the PMO Traffic Court Clerk with a copy of the message from the drug lab and will be scheduled for the next traffic court date. Additionally, the individual will receive suspension of installation driving privileges. The Traffic Court Judge shall issue the revocation.

1006. Traffic in Airfield Operations Area

a. Pedestrians/Bicycles. Pedestrians and bicyclists are prohibited on any runways, runway crossing, taxiways, or aircraft parking aprons.

b. Vehicles. Vehicles other than government vehicles conducting operational tasks are prohibited on runways and taxiways. The aircraft

parking areas are restricted to line-maintenance vehicles and vehicles required for flight operations. Vehicles which require access to the runway or taxiway must obtain clearance from Airfield Operations and be escorted by a vehicle that has 2-way radio communication with the Air Traffic Control Tower on a frequency that is recorded by Air Traffic Control. All vehicles, except yellow emergency vehicles, that need to proceed onto the runways or taxiways, will display a checkered red and white flag provided by Airfield Operations. All vehicles will avoid running over runway or taxiway lights. Taxiing or towed aircraft will always be granted the right of way. Strict attention and adherence to traffic control devices is required. All persons operating a vehicle on aircraft movement areas will possess a valid airfield driver's license issued by Air Traffic Control, unless they are being escorted by a vehicle driven by a person who possesses a valid airfield driver's license issued by Air Traffic Control.

c. Emergency Vehicles. When Merritt Field (KNBC) is open, emergency vehicles will cross the runway only when authorized by the Air Traffic Control Tower. When KNBC is closed, emergency vehicles will only cross runways during bona fide emergencies, and only as needed. At no time when KNBC is open, will vehicles proceed onto aircraft movement areas or disregard traffic control devices without clearance from the Air Traffic Control Tower.

d. Speed Limit. As per reference (j), the following speed limits shall be observed for all vehicles operating anywhere inside the controlled flight line, parking ramps, taxiways, runways, designated vehicle lanes, Combat Arms Loading Area (CALA), Aircraft Rescue Fire Fighting (ARFF) apron, and ordnance areas:

(1) Five mph is the maximum authorized speed when operating within 100 feet of aircraft, within aircraft parking ramps at night, within the fuel pit areas, within 50 feet of Aircraft Parking Shelters (sun shades), in the CALA, ARFF apron, and when towing an aircraft.

(2) 15 mph is the maximum authorized speed for aircraft parking ramps during the day.

(3) 25 mph is the maximum authorized speed on taxiways.

(4) 35 mph is the maximum authorized speed on runways.

(5) Emergency Response Vehicles responding to an emergency may exceed runway speed limits. Airfield Operations personnel conducting runway surface checks may exceed the 35 mph runway speed limit but shall use good judgement and practice caution when performing surface checks.

(6) Emergency vehicles shall adhere to the above speeds except during an actual emergency or drill and then proceed at appropriate, safe speeds.

CHAPTER 2

VEHICLE REGISTRATION AND VEHICLE PASSES

2000. Policy

1. Motor vehicles which are owned by a person who resides, performs duty, is employed on, or frequently uses the facilities of the Air Station will be registered in accordance with this Order.

2. Vehicles designed exclusively for construction and materials handling, such as bulldozers, which are solely for off road use, are not required to be registered.

3. Temporary passes may be issued to authorized persons, military or civilian, who may have temporary requirements for access to the Air Station or who are awaiting completion of requirements for permanent registration aboard the installation.

a. Gate sentries will only issue temporary passes for weekends/holidays with an expiration date valid until the next business day.

b. Temporary passes shall be displayed in the lower left corner of the driver's side windshield.

4. All permanent military personnel and civilian DoD employees shall register their vehicles at the Vehicle Registration Office within 30 days of reporting aboard MCAS Beaufort.

2001. Procedures

a. Application for registration will be made in person, with the vehicle to be registered, at the Vehicle Registration Office (Building 277).

b. Installation registration may be renewed in those instances where the service member (sponsor) is transferred to an overseas area and the spouse or other dependent family members continue to reside in the geographic area contiguous to the installation.

c. Vehicle registration data entry requirements. The following information will be entered into Consolidated Law Enforcement Operations Center (CLEOC):

- (1) Person ID type.
- (2) Person ID.
- (3) Last name.
- (4) First name.
- (5) Base registered.
- (6) Registration expiration date.
- (7) Person registering vehicle.

- (8) Status.
- (9) Vehicle identification number.
- (10) Vehicle tag number.
- (11) Vehicle tag state/territory.
- (12) Vehicle tag country.
- (13) Vehicle tag expires.
- (14) Color.
- (15) Year.
- (16) Make.
- (17) Style.
- (18) Model.
- (19) Number of doors.
- (20) Current owner's name.
- (21) Contractor.
- (22) Sub-contractor.
- (23) Power of attorney (POA) name.
- (24) POA expires.
- (25) Inspection state/territory.
- (26) Inspection expires.
- (27) Lien holder.
- (28) Insurance company.
- (29) Full insurance policy number.
- (30) Insurance policy expiration date.
- (31) Additional information.
- (32) Driver's license number and state.
- (33) Driver's license expiration date.

d. Contractors must have the days of employment documented in the CLEOC/NJIS data base. This can be achieved and re-verified during the background screening approval process that is documented in CLEOC/NJIS by Installation Security Manager Office personnel.

2002. Registration Requirements

a. Applicants for registration of privately owned vehicles must report to the Vehicle Registration Office where a vehicle registration form will be completed on each vehicle to be registered. Registration will require:

(1) A valid active duty, reserve, retired, family member, or civilian identification card, or a letter from Marine Corps Community Services stating that a DoD civilian retiree is an active member of the Club System (see paragraph 2102.3).

(2) Evidence of vehicle ownership and certificate of state registration, as required by the state in which the vehicle is registered.

(3) A valid state driver's license.

(4) Certification of the continuing possession of motor vehicle liability insurance in an amount not lower than the current South Carolina minimum. Proof of insurance must be shown at time of registration. Proof of insurance may be shown through electronic devices.

(5) Evidence of satisfactory completion of a Military Drive Safe Course for all military drivers under 26 years old.

b. Motorcycles. Persons desiring to register a motorcycle are also required to possess a valid driver's license with motorcycle endorsement or permit as required by South Carolina or the individual's state of license. Military members must also produce evidence of satisfactory completion of the Motorcycle Safety Foundation (MSF) approved curriculum taught by MSF certified instructors, as per the requirement found in reference (c), enclosure (1), paragraph 2a. If an individual possesses a valid MSF certification from another DoD installation or state it will be honored.

c. All motor vehicle operators must produce, upon demand of military police or other competent authority, valid vehicle registration and proof of financial responsibility (insurance). Insurance cards are not acceptable unless they indicate the name of the insurer, the vehicle insured, and the effective dates of the insurance. Proof of insurance may be shown through electronic devices.

2003. Termination of Registration and De-Registration

a. The PM, or designated representative, shall terminate the registration of a privately owned motor vehicle when:

(1) The owner fails to maintain all registration requirements in a valid status.

(2) The owner uses, or knowingly permits the use of, the motor vehicle as a conveyance in the commission of a criminal offense or in connection with illegal activities (e.g., hit and run).

(3) The owner knowingly permits the operation of the motor vehicle by an unauthorized driver. An unauthorized driver is any driver whose operation is in violation of regulations, including but not limited to, a driver who is revoked, suspended, unlicensed, or impaired due to alcohol or drugs.

(4) The owner is apprehended for any drug related charge, regardless of the location (e.g., barracks, family quarters, or off-base).

(5) The owner is apprehended for DUI.

b. Termination of registration will take place as follows:

(1) The subject's name will be added to the revoked driving privileges list if a person refuses to submit to or complete a chemical test, has a BAC of .08 percent or more, is apprehended for any drug related charge at any location, or the person is under the age of 21 and has consumed any amount of alcohol (BAC does not have to be .08 percent or greater).

(2) A temporary suspension of driving privileges letter (Appendix A) will be issued by the apprehending military policeman. This letter will be signed by the subject and witnessed by a third party.

c. Personnel will de-register their vehicles by reporting to the Vehicle Registration Office when:

(1) The driving privileges of the registrant are suspended or revoked, on or off-station. If the Traffic Court Judge has authorized a special status sticker, the registrant will report to have that sticker issued.

(2) The owner sells, transfers, or otherwise disposes of the vehicle.

(3) The service member is released from active duty, except when a member is in official transition and rates base/installation privileges or the member is transferred to a drilling reserve unit in the area. Upon checkout, a forwarding address shall be entered into the CLEOC/NJIS database.

(4) The service member is transferred from the Air Station and no family members will be remaining in the geographic area.

(5) The service of a federal civilian employee is terminated.

2004. Changes to Vehicle Registration

a. All changes concerning registered vehicles will be reported to PMO via the Vehicle Registration Office within 72 hours or the next duty day. These changes include, but are not limited to, changes of insuring company, color, state tag number, organization, or sale of the vehicle.

b. Additionally, the following circumstances shall be included as grounds for changes/updates to vehicle registration:

(1) Vehicle ownership is transferred.

(2) Vehicle owner's installation driving privileges are revoked or suspended.

(3) Vehicle was towed off the installation.

(4) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.

(5) Vehicle was used in the commission of a criminal offense.

(6) Fraudulent, inaccurate, or incomplete application information is determined or failure to provide updated information.

(7) Fraudulent use of a pass to gain access to the installation.

(8) Vehicle contains narcotics, narcotics paraphernalia, or contraband.

(9) Vehicle owner has been identified by urinalysis as positive for wrongful drug use.

(10) Abandoned vehicles that have been impounded.

2005. Vehicle Passes. The Vehicle Registration Office will issue temporary vehicle passes under the following circumstances:

a. A 30 day temporary pass will be issued to fulfill permanent registration requirements.

b. MCAS Beaufort and Laurel Bay Guests and Visitors. Visitors who do not require frequent access to this Installation and/or privatized housing, and do not qualify for permanent vehicle registration may obtain a vehicle pass as described below.

(1) Military police at the Laurel Bay housing gate can issue temporary vehicle passes valid until the next business day; however, any short or long-term guests will be required to obtain additional passes from PMO's Vehicle Registration Office.

(2) The Vehicle Registration Office may issue vehicle passes to long-term guests for periods up to 30 days. Long-term guests are required to update their vehicle passes on a monthly basis at PMO's Vehicle Registration Office.

(3) Visitors that require the operation of a motor vehicle aboard the installation and/or housing must have in their possession the following:

(a) Valid Driver's License.

(b) Valid State Vehicle Registration.

(c) Proof of Insurance.

(d) Permission to Use Permit, if required.

(4) Official Guests and Visitors. Official guests and visitors requiring access to MCAS Beaufort will be issued temporary vehicle passes in accordance with their respective dates of TAD or length of site visit.

c. Motorcycles. Active duty motorcycle operators that have successfully completed an MSF approved curriculum taught by MSF certified instructors, and have a valid motorcycle learner's permit will be allowed to operate their motorcycle aboard the Air Station.

d. The Vehicle Registration Office supervisor will resolve unusual cases including, but not limited to, the following:

(1) Newly assigned personnel who need to change vehicle insurance to meet South Carolina liability standards prior to permanent registration.

(2) Newly purchased vehicles with temporary state registration tags.

(3) Personnel on Temporary Additional Duty to the Installation.

(4) Personnel that need to complete Driver's Improvement Course or need permission to use permits prior to permanent registration.

2006. Vehicle Identification

a. Vehicles for hire (taxi cabs, Uber, ride sharing, etc.) hired off of the installation by military personnel, family members, or U.S. Government employees are authorized to take their fares directly to their required destination.

b. Vehicles for hire are required to exit the installation immediately upon discharging their fares.

c. All passengers are required to show valid identification to show affiliation to the installation in order to have access granted.

d. Vehicle for hire drivers will remain in their vehicles at all times.

e. Vehicles for hire may not "cruise" or otherwise solicit the installation for fares.

f. Neither MCAS Beaufort nor Laurel Bay housing shall have a designated parking area for fares.

CHAPTER 3

TRAFFIC SUPERVISION

3000. General

1. Operators of motor vehicles will obey traffic control signs and devices unless directed otherwise by military police or other designated traffic control personnel.

2. Driving a vehicle in a negligent or willful disregard for the rights or safety of others is prohibited. This includes driving at a speed or in a manner so as to endanger any person or property.

3. Vehicle operators shall drive only on designated roads and parking areas, and shall not drive, stop, stand, or park vehicles, whether attended or unattended, on sidewalks, lawns, or seeded areas, except when authorized by proper authority or necessitated by an emergency.

4. All drivers, traveling in either direction, will bring their vehicles to a complete stop when approaching a school bus that is loading or unloading passengers. Vehicles will remain stopped until the bus is again in motion.

5. All drivers will immediately drive to the side of the road and come to a complete stop when signaled by military police using flashing blue/red lights, siren, or hand signals.

6. Right of Way

a. All drivers shall yield the right of way to emergency vehicles (ambulance, military police, crash crew, fire, or EOD vehicles) exhibiting a flashing red or blue light or sounding a siren. When an emergency vehicle approaches, drivers will immediately drive to a position as near as possible and parallel to the right edge or curb, clear of intersections, and will stop and remain stopped until the emergency vehicle passes, unless otherwise directed by military police.

b. When two vehicles approach or enter an intersection or junction at approximately the same time, the driver of the vehicle on the left will yield the right-of-way to the vehicle on the right, unless the vehicle on the right is required to stop or yield the right of way by a sign or traffic control personnel.

c. The driver of a vehicle entering a through road from a driveway or parking lot exit shall yield the right of way to all approaching vehicles.

d. Pedestrians have the right of way at all times on walkways and in crosswalks, except when emergency vehicles are approaching.

7. All rules and regulations contained in references (e) and (f) are applicable to vehicle operators aboard the Air Station except in case of conflict with this Order, in which case this Order will take precedence to the extent authorized by federal law and regulation.

3001. Driver's License. No person will be permitted to drive a privately owned vehicle on the installation unless they possess a valid state driver's license or a recognized driver's license issued by their country of origin.

Individuals driving tactical vehicles shall possess a valid government license.

3002. Restraint Systems

1. All military personnel driving or riding in any vehicle, on or off the Air Station, and all individuals driving or riding in any vehicle on the Air Station are required to wear seat belts at all times while the vehicle is in motion. The number of passengers in any vehicle may not exceed the number of properly installed safety belts. Transporting any person in the bed of a pickup truck is prohibited. Motorcycles are exempt from these requirements. Violators may be denied access to the installation.

2. The following criteria apply to child safety seats.

a. Rear-facing child safety seat:

(1) Required for all children from birth to one year old.

(2) Required for all persons weighing less than 20 pounds.

b. Front-facing child safety seat: Required for all children who are one to five years old and weigh between 20 and 40 pounds.

c. Belt-positioning booster seat: Required for all children who are one to five years old and weigh between 40 and 80 pounds and who cannot sit with their back against the vehicle seat back and bend their legs over the seat edge without slouching.

d. Children under six years old may not sit in the front passenger seat. This restriction does not apply if the vehicle has no rear passenger seats or if all other passenger seats are occupied by children less than six years old.

3003. Loading

1. Privately owned vehicles shall not be operated with more than three persons in the front seat or so loaded as to exceed the normal carrying capacity as designated by the manufacturer, to obstruct the driver's view, or to interfere with the operation of the vehicle.

2. If operating a vehicle with a load extending four feet or more from the bed. A red light during the hours of darkness, and a red flag no less than twelve inches square during the hours shall be displayed at the extreme end of the load.

3. No person shall ride in the cargo areas of a motor vehicle, except when the vehicle has been modified with restraints to accommodate such purposes.

3004. Speed Limit

1. Regardless of any speed limits imposed by either this Order or by road signs, drivers shall not operate a vehicle at a speed greater than is reasonably prudent based upon the conditions present. In any case, the posted speed limit shall not be exceeded. Extra caution will be exercised when approaching, crossing, or traveling on intersections, curves, or any narrow or winding road, and when special hazards exist with respect to pedestrians, traffic, weather, or road conditions.

2. Drivers shall exercise due caution when approaching and passing pedestrians and troop formations. The speed limit when approaching or passing a column of troops in formation, or other pedestrians on the roadway, is 10 miles per hour (mph).

3. Except as otherwise posted, the maximum speed aboard the Installation is 25 mph. The maximum speed in any parking area is 10 mph. The maximum authorized speed in family housing is 20 mph, except where otherwise posted.

3005. Following. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicle and existing traffic and road conditions.

3006. Vehicles in a Convoy

1. Crossing road intersections between vehicles in a moving convoy is prohibited.

2. Vehicles moving in a convoy will not be passed by vehicles not in convoy within the limits of the Air Station, unless there is an open lane of travel.

3. Convoys, or groups of vehicles in a joint movement, will comply with all traffic rules unless otherwise directed by accompanying military police.

3007. Backing

1. A ground guide is required when backing tactical vehicles.

2. Backing across sidewalks or onto traveled portions of roads will be executed only after drivers have made a complete stop and assured themselves that the movement can be completed without endangering pedestrians or interfering with oncoming vehicular traffic.

3008. Dimming Lights

1. During the hours of darkness, high beam lights will be dimmed when approaching another vehicle from the front or rear, or when stopped where headlights shine on any portion of the roadway or street.

2. During the hours of darkness, if possible, only parking lights will be used when approaching the gate sentries.

3009. Parking and Unattended Vehicles

1. Vehicles shall be parked in designated parking areas when available or where designated by appropriate authority.

2. Vehicles parked in a parking lot will be parked in a parking space marked by white lines.

3. The assignment/marketing of specific/reserved parking spots is only authorized for commanding officers, executive officer, the unit senior enlisted advisor, designated handicap spaces, government owned vehicles, and Commanding General and dignitaries (i.e. CG/VIP). Requests for additional specific/reserved spaces shall be routed for approval to the MCAS Beaufort Commanding Officer (Attn: S-4 Director).

4. Vehicles parked on roads or streets will be parked on the right side in the direction of the flow of traffic unless angular parking is authorized by appropriate signs or markings. Vehicles will not be parked on the shoulder of any road unless the location is marked as an authorized parking area.

5. Vehicles shall be parked to allow free access and unobstructed exit from vehicle and to other parked vehicles. No vehicle will be parked in a double parked position.

6. Parking or stopping a vehicle in any of the below listed places is prohibited with the exception of designated parking spaces, experiencing mechanical difficulties, or when complying with a traffic order or device:

- a. Within 15 feet of any fire hydrant or fire hose outlet.
- b. On designated lawn, grass, or seeded areas.
- c. Within 15 feet of any stop sign or 20 feet of any intersection.
- d. Within 50 feet of any building.
- e. In front of any driveway or loading zone.
- f. On any roadway so as to obstruct traffic, traffic control signs, or refuse collection.
- g. Within 100 feet of any vehicle accident or emergency.
- h. In any reserved parking space. Military sponsors are responsible for their dependents and guests.
- i. Along a red/yellow curb which designates a no parking zone.
- j. On a sidewalk or crosswalk.
- k. Within 20 feet of a driveway entrance to any emergency facility.
- l. In service driveways or fire lanes.
- m. Within 30 feet of any flight line fence.
- n. On any area where prohibited by a traffic control sign, to include housing areas.
- o. Along sidewalks in Laurel Bay Housing.
- p. In isolated areas of the Air Station during hours of darkness, except when required by official duty or emergency. Isolated areas are defined as off-the-road areas that are not immediately adjacent to living or normal working areas. Parking of vehicles adjacent to unoccupied buildings and in unauthorized areas is prohibited.

7. Privately owned vehicles will not be parked within any motor pool where government owned vehicles are parked, stored or repaired.

8. All drivers who experience a vehicle breakdown on a roadway or adjacent to any building must notify the Military Police Desk Sergeant at (843) 228-6710 of the type of difficulty, type of car (year, make, etc.), and estimated

time of recovery. Any vehicle which becomes inoperative shall be moved clear of the roadway. If a disabled vehicle cannot be moved clear of the roadway, parking lights or emergency flashers will be left on during darkness and other means available, such as flares or reflectors, will be used to warn other traffic. In all cases, disabled vehicles shall be reported immediately to military police, who may have the vehicle removed from the roadway at the owners expense if required for safety.

9. Before leaving any vehicle, the driver will stop the engine, lock the ignition, remove the ignition key from the vehicle, and if parking on a perceptible grade, set the parking brake and turn the front wheels to the curb or side of the road.

10. No vehicle will be left occupied solely by a person who cannot readily exit in the event of an emergency. Children under the age of 10 will not be left unattended in vehicles. A child is unattended unless in the custody of a person at least 12 years old. No pet of any kind shall be left unattended in any vehicle for any period of time, no matter how short.

11. Personally owned vehicles are not permitted to park overnight aboard the installation (to include Laurel Bay housing) for the purpose of sleeping within the vehicle without the approval from the installation commander. The use of a camper, RV, or like accommodation for the purpose of sleeping shall also require prior approval by the installation commander.

3010. Storage of Recreational Vehicles

1. All RVs, to include boats and trailers, shall be stored only in authorized locations.

2. Marine Corps Community Services South Carolina shall establish a consolidated storage lot behind building 933.

a. This lot is approved for use by all authorized personnel and patrons of MCAS Beaufort.

b. All individuals who store RVs in this lot shall abide by the regulations set forth in reference (1).

3. The MCAS Beaufort S-4 shall designate the parking lot between buildings 612 and 1172 for RVs belonging to Marines who reside in the barracks.

3011. Emerging from Alleyways. The driver of a vehicle emerging from an alley or driveway shall stop the vehicle immediately before reaching a sidewalk or the area extending across the alley or driveway, and yield the right-of-way to any pedestrian or other traffic before entering the roadway.

3012. Sidewalk Operations. The operation of any motor vehicle on the sidewalk is prohibited, except as required by emergency personnel.

3013. Attachment to Vehicles. The vehicle operator will not allow riders of bicycles, coasters, skateboards, roller blades, scooters, or any vehicle to attach themselves to the vehicle while it is moving.

3014. Headphones. The wearing of headphones, earphones, or other devices, attached or otherwise, that cover both ears is not authorized while operating a motor vehicle. Operators of heavy equipment may wear ear protection while

driving aboard the Air Station. Motorcycle operators whose helmets have built in speakers shall not attach the power cord for such speakers.

3015. Cellphones. Drivers may wear an earpiece to use a hands free cell phone. The use of cell phones while operating a motor vehicle aboard the Air Station is prohibited unless used in a hands free method. Texting or manipulating cellular/iPod/electronic devices while operating a motor vehicle is prohibited.

3016. Littering

1. The discarding of bottles, cans, trash, cigarettes, or any litter whatsoever on the Air Station streets or roads is prohibited. The vehicle operator is responsible for any litter discarded from the vehicle.

2. Persons moving a wrecked or damaged vehicle from the roadway shall be responsible for the removal of any plastic, glass, injurious materials, and any other debris dropped from that vehicle.

3017. Racing. No person shall drive any vehicle on the Air Station in an unlawful race, speed contest, or competition.

3018. Pedestrians and Joggers

1. Pedestrians, joggers, and troop formations should remain off the roadway and utilize sidewalks and trails where possible.

2. In addition, all pedestrians will:

a. Cross roads at intersections or crosswalks whenever possible.

b. Walk/jog on the left side of the road facing oncoming traffic in the absence of sidewalks.

c. Comply with orders or directions of military police.

d. Not enter any crosswalk or roadway when vehicle traffic is close enough to constitute an immediate hazard to pedestrians or vehicles.

e. Not stand on the roadway to solicit a ride in any vehicle.

3. Wearing personal listening devices during physical training outdoors reduces the ability to hear private, commercial, tactical, and emergency vehicles; roadway construction, maintenance, and repair equipment; and/or verbal calls and commands, which can decrease one's situational awareness. Individuals not wearing appropriate personal protective equipment (PPE) or using required safety gear during physical training outdoors can increase the chance of not being seen by motorists and roadway workers.

a. The wearing of personal listening devices (e.g., headphones, earphones, earbuds, etc.) in one or both ears while walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device on or within three feet of any portion of any street, roadway, highway, avenue, or parking lot on any MCIEAST installation is prohibited. The use of personal listening devices while on a running/walking track or trail, sidewalk, or pathway where vehicles are prohibited is authorized. Personal listening devices shall be completely removed prior to and while crossing streets, roadways, highways, avenues, and entrances to

parking lots. This does not apply to hearing aids, nor does it negate the requirements for PPE where work conditions dictate hearing protection.

b. A reflective belt or vest that is visible from a 360 degree field of view shall be worn during physical training outdoors while walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device before morning colors (0800), after evening colors (sunset), and during periods of reduced visibility (e.g., rain, fog, etc.).

(1) Individuals preparing to participate in and/or departing for physical training outdoors with the approach of evening colors shall wear a reflective belt or vest that is visible from a 360 degree field of view.

(2) The Marine Corps sweat suit, with integrated reflective material, when properly worn in total, meets the requirements set forth in para. 4.b. above.

3019. Troop Formations

1. Pedestrians and troop formations should remain off the roadway where possible.

2. Personnel in charge of troop formations will ensure that they:

a. Travel as close as possible to the right edge of the roadway, except when turning left, and ensure persons accompanying the formation, such as unit leaders, are not in the traffic lane.

b. Do not halt the formation at an intersection where it will block traffic or otherwise cause a hazard.

c. Post road guards at crossroads and intersections. Road guards must wear reflective vests/belts at all times and carry working lighting equipment (flashlights) during the hours of darkness or reduced visibility. All members of formations at a double time pace must wear a reflective vest or belt during hours of darkness or reduced visibility.

d. Comply with directions from military police or other traffic control persons.

e. Maintain as close a formation as possible. If necessary, form stragglers into another formation to minimize traffic delays while crossing roadways.

f. Cross roadways using the most expedient means to clear the roadway, such as flanking movement if in columns.

g. Only government vehicles are authorized for escorting/trailing formations.

3. Troop formations will not run in the housing areas.

3020. Motorcycle Specific Regulations

1. In addition to obeying general traffic regulations as delineated in this Order, motorcycle operators will also observe the following special rules set forth in this section.

- a. Appendix B details the mandatory Motorcycle Operation Education Course.
 - b. Appendix C contains the Motorcycle Inspection Criteria and Checklist.
2. A motorcycle may be operated aboard the Air Station only by its registered owner or individuals authorized by the registered owner, if they meet the criteria set forth in paragraph 2101.6 of this Order.
3. Motorcycles should be parked in spaces specifically marked for them whenever possible.
4. Motorcycle state safety inspection policies will be enforced in accordance with the registering state requirements.
5. Motorcycle operation will be confined to improved road surfaces and designated parking areas. Trail riding, hill climbing, racing, and related activities are expressly prohibited.
6. The following unsafe practices are forbidden:
- a. Sidesaddle riding by passengers.
 - b. Riding between lanes of moving traffic.
 - c. Riding between a lane of traffic and parked cars.
 - d. Passing another vehicle in the same lane.
 - e. Use of the same traffic lane with more than one motorcycle abreast.
 - f. Carrying more than one passenger unless the vehicle is designed to do so (i.e. motorcycle with a side car and some trikes).
 - g. Passing other motor vehicles on the right where prohibited.
 - h. Exhibitions of speed, breaking traction, or lifting the front or rear wheel off the ground while operating the motorcycle.
 - i. Sitting passengers in front of the operator of the motorcycle.
7. Motorcycles will not be parked inside any MCAS building, with the exception of the Hobby Shop Garage.
8. No person riding upon a motorcycle shall attach himself to the motorcycle or to any other vehicle on the roadway while in operation.
9. There are no authorized areas for the personal or unofficial operation of mini bikes, dirt bikes, ATVs or other off road, non-licensed, non-insured vehicles aboard the Air Station. This applies, but is not limited to, small vehicles normally designed to be operated off road and not configured to be operated on roadways, such as Kawasaki Mules, Yamaha Rhinos, golf carts, Cushman utility vehicle, John Deere Gators, etc.
10. Operators of government and privately owned motorcycles (both street and off-road versions) permitted to operate on DoD installations must be appropriately licensed to operate on public highways. A valid OF 346, U.S.

Government Motor Vehicle Operator's Identification Card, fulfills the licensing requirement for operators of tactical motorcycles.

11. Personal Protective Equipment (PPE)

a. The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle aboard DoD installations and for all military personnel operating or riding on a motorcycle off installations, on and off road, in uniform or civilian clothes.

(1) A properly fastened (under the chin) protective helmet which meets the standards of the Department of Transportation (DOT) or the Snell Memorial Foundation.

(2) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses, or fairing alone is not considered proper eye protection.

(3) Protective riding gear should contain minimal organizational insignia, reference to manufacturer, motorcycle brands, graphics, or wording. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply.

(4) Hard-soled shoes with heels, such as work or hiking boots. The use of leather boots or over the ankle shoes is encouraged. No form of sneakers are allowed.

(5) Properly worn long-sleeved shirt or jacket, long-legged trousers, and full-fingered gloves or mittens.

b. The PPE for motorcycle operators during off-road operations should also include knee and shin guards or Marine Corps boots and padded full-fingered gloves.

12. Equipment

a. Government-owned (non-tactical) and privately owned motorcycles shall not be operated on a Marine Corps installation without a rearview mirror mounted on each side of the handlebars or fairing. The mirrors shall afford a clear view of at least 200 feet to the rear.

b. Each motorcycle passenger shall be provided with a regulation seat and footrests.

13. When operated on any DoD installation, all Government or privately owned motorcycles must have headlights turned on (if so equipped).

14. These, and all Marine Corps policies regarding motorcycle safety, apply to active duty personnel in possession of a motorcycle endorsement on their state driver's license or a motorcycle learner's permit, and/or those who own or operate a government or privately owned motorcycle, on or off base, as well as to all civilian personnel operating a motorcycle on base.

15. The following documents will be carried by all personnel when riding on base, and by all active duty personnel when operating a motorcycle, on or off base.

a. MSF course completion certificate (for military members).

- b. Current driver's license with valid motorcycle endorsement.
- c. Vehicle registration.
- d. Proof of insurance.

3021. Towing and Pushing Vehicles

- 1. No more than one vehicle will be towed by another vehicle.
- 2. Tow bars shall be used when towing vehicles. Towlines or chains shall not be used.
- 3. No vehicle shall be towed or drawn at a speed in excess of 25 mph or the posted speed limit whichever is lower.
- 4. No vehicle shall be pushed by another vehicle.

3022. Operation of Emergency Vehicles

- 1. Drivers of emergency vehicles shall:
 - a. Obey all traffic laws, except in an emergency when they may:
 - (1) Park or stand in any location.
 - (2) Proceed through stop signs but only after slowing down as necessary for safe operation.
 - d. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.
- 2. Police cars, fire trucks, and ambulances are authorized emergency vehicles. Volunteer Fire Department vehicles are not considered authorized emergency vehicles, and shall not use sirens and lights aboard the installation.

3023. Honors and Salutes

- a. At morning and evening colors, and during the playing of the National Anthem, all vehicles, except those responding to authorized emergencies, shall be brought to a stop and shall remain stopped until "Carry On" is sounded.
- b. All persons of the Naval service who recognize officers senior to them as drivers/passengers in privately owned and government vehicles shall render the appropriate salute.

3024. Alcoholic Beverages

- 1. No alcoholic beverage in an opened or unsealed container shall be in any vehicles.
- 2. No person who is under the influence of alcohol or any physically debilitating drugs shall operate a motor vehicle within the confines of the Air Station.

3025. Equipment. All equipment on every vehicle, required by law, regulation, or for safety, must be in good working condition. Vehicles not meeting the appropriate South Carolina state requirements shall not be permitted on the Air Station. In cases where questions arise on operating equipment not covered by state regulation or this Order, the PM will determine if the vehicle in question will be allowed to operate on board the Air Station.

3026. Use of Another's Vehicle

1. Privately owned motor vehicles registered on the Air Station, or bearing a temporary pass, shall not be loaned to another person unless the registered owner has motor vehicle liability insurance to cover the borrower or the borrower has liability insurance to cover themselves while operating any privately owned vehicle. It will be the lender's responsibility to ensure that the borrower's driving privileges are not suspended or revoked.

2. Written permission to operate or be in possession of a privately owned vehicle is not required if the registered owner is in the vehicle or the operator is a family member of the registered owner.

3. No person other than a recorded owner shall drive a motor vehicle registered on the Air Station, or bearing a temporary pass, unless that person is qualified in their own right to enter or be aboard the installation at the time of use of the vehicle or the recorded owner of the vehicle is present.

3027. Government Vehicles

1. No person shall operate a government vehicle with a gross vehicle weight (GVW) of 10,000 pounds or above unless they are a student driver or have in their possession a valid U.S. Government Motor Vehicle Operator's Identification Card (OF-346) with a capacity equal to, or greater than, that authorization on the permit. For operation of automotive equipment under 10,000 pounds GVW, military personnel are required to possess either a valid state driver's license or an OF-346, U.S. Government Motor Vehicle Operator's Card. The exception to the above will be drivers of tactical vehicles and emergency type vehicles such as ambulances and Military Police and crash crew, who will be required to possess a U.S. Government Motor Vehicle Operator's Identification Card, or a State accredited Emergency Vehicle Operator Course (EVOC) certificate/license.

2. Special Equipment and Vehicles. Per reference (m); all operators require an OF-346, which shall reflect the class type, and capacity of equipment that the individual is authorized to operate, in order to be dispatched the following vehicles:

a. 4x4 vehicles of any type (Medical Examiner's Certificate not required).

b. Vehicles with passenger capacity of 12 through 15 (Medical Examiner's Certificate not required).

c. Vehicles over 10,000 lbs. and up to 26,000 lbs. GVWR.

d. Vehicles with passenger capacity greater than 16.

e. Vehicles over 26,000 lbs. GVWR.

- f. Emergency vehicles.
 - g. Special purpose vehicles (boom, garbage, dump trucks, etc).
 - h. Engineering equipment.
 - i. MHE.
 - j. Weight handling equipment (WHE).
 - k. Construction equipment.
 - l. Any vehicle or equipment used for HAZMAT purposes.
3. All government vehicles operated by unlicensed personnel, either for training or for use in the Government Motor Vehicle Operator's Licensing Test, shall be equipped with signs on the front and rear of the vehicle with lettering at least five inches high reading "STUDENT DRIVER."
4. A restraint system (seat belts) will be worn by all operators and passengers of government vehicles so equipped, on or off the Installation at all times while the vehicle is in motion. The number of passengers in any U.S. Government vehicle may not exceed the number of properly installed safety belts. Motorcycles are exempt from this requirement.
5. The speed of all tactical wheeled vehicles, including motor transport items, in convoy or single run is limited to the posted speed limit or 45 miles per hour, whichever is slower. This restriction applies on and off-base.
6. The highest ranking occupant of a government motor vehicle is responsible for ensuring that the operation of the vehicle conforms to the provisions of these and all applicable regulations.
7. Operator Duty Time. Per reference (c), to reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific duty hour limits for Marine Corps vehicle operators. These duty time limits will consider the degree of risk involved in various motor vehicle operations (e.g. weapons convoys, reserve drill, annual training, flight line operations, and public highway operations). Duty hour limits during normal operations will include the following minimum requirements.
- a. Drivers will be provided with at least eight consecutive hours of rest (off-duty) during any 24-hour period. Commanders shall ensure that preceding a known prolonged work or sleep loss period, off-duty time will be kept as free of work-related requirements as possible, and ideally should be spent at rest or asleep.
 - b. An operator will not drive more than 10 hours in a duty period (including rest and meal breaks). Mission essential billets requiring shifts in excess of 10 hours (e.g. security patrols, severe weather operations, training support, snow removal) will develop specific written procedures to minimize the hazards of increased mission required driving time. To reduce the potential for traffic mishaps caused by operator fatigue following extended duty or shift work, commanders will establish written rest-recovery guidance. At a minimum, the guidance will include:

(1) Options to mitigate fatigue in periods of extended duty or shift work.

(2) The requirement to assess the risks associated with using fatigued personnel to operate a motor vehicle. The assessment should consider time on duty, the individual's physical condition, driving conditions, and length of travel.

(3) Control measures such as alternative means of transportation or designating rest stops for fatigued personnel until they are sufficiently rested to operate a motor vehicle.

c. Drivers will take rest breaks (at least 15 minutes) every two hours of driving or every 100 miles, whichever occurs first. These breaks are in addition to regular meal breaks.

d. Duty time limits will comply with this Order and any additional international standards as applicable. A means of recording driving time must be established for designated motor vehicle operators who operate government motor vehicles on a regular basis.

e. When transporting Hazardous Materials (HAZMAT) or explosives, two qualified/certified drivers will be assigned to the vehicle if the trip requires more than eight hours of travel.

f. Commanders shall establish maximum driving times and mileage limits for Marines on orders, leave, and/or liberty. These mileage limits must not exceed allowable limits suggested when using the Travel Risk Planning System.

g. Operators of a government owned vehicle involved in a traffic collision must complete an SF-91 Motor Vehicle Accident Report and notify law enforcement to complete a police report from the jurisdiction in which the incident originally took place. The original, completed SF-91 shall be provided to the motor pool vehicle dispatcher and a copy to PMO.

3028. Bicycle/Moped Traffic Rules. The term "bicycle" throughout this Order includes mopeds. The following provisions apply to all persons riding bicycles.

1. Enforcement. Except where specifically provided by law or in this Order, all traffic regulations apply to operators of bicycles. Bicycle riders will obey all applicable traffic regulations, signals, signs, and devices governing the operation of motor vehicles, except when dismounted at which time pedestrian regulations apply. Military police may issue minor offense reports (MORs) or DD Form 1408 to owners and operators of bicycles who do not comply with these laws and regulations. Family members that continue to disobey traffic regulations while riding mopeds or bicycles shall be detained and the item will be confiscated by the PMO and the sponsor will be required to pick up the family member and the item. Family member operators can be issued traffic citations for violations of this Order and will be required to appear before the Air Station's Traffic Court Judge.

2. Sponsor/Parental Responsibility. Sponsors/parents will ensure that family members and guests are properly instructed in the safe operation of bicycles and that they understand and obey the laws and regulations. The minimum age for a moped operator is 16.

3. Operator Responsibility. Operators of bicycles will observe the following:

- a. Use bike lanes when available.
- b. When emerging from an alley, driveway, or building, yield right-of-way to all approaching vehicles and pedestrians.
- c. Keep at least one hand on the handle bars at all times.
- d. Ride as near to the right side of the roadway as practical.
- e. Bicycles will not be parked on a street or in a service driveway and will be secured with a chain and lock, or other locking device.
- f. Bicycles will neither be towed by another vehicle, nor tow another vehicle, except trailers manufactured for that purpose.
- g. Bicycles are permitted only on streets, roads, and parking areas, and not on athletic fields, tracks, lawns, seeded areas, and sidewalks. Bicycles will be ridden with the traffic and kept to the right edge of the roadway to avoid interference with faster moving vehicles. Mopeds will not be driven on sidewalks at any time. In the interest of safety, children operating tricycles, bicycles, or other foot powered devices with a height of less than 16 inches may ride on sidewalks.
- h. The maximum speed limit for bicycles is 30 mph unless a lower speed limit is posted for the area being ridden through.
- i. Bicycles may not be ridden while under the influence of alcohol or other drugs. Violators may be subject to the same penalties as driving a motor vehicle under the influence of alcohol or drugs.
- j. Bicycle operators will not wear radio headsets, earphones, or other devices which obstruct their hearing.

4. Required Equipment. Bicycles/mopeds must be equipped with:

- a. A crystal (white) reflector facing forward and unobstructed when viewed from the front.
- b. An amber reflector on each side of the bicycle facing outward.
- c. A red reflector facing rearward and unobstructed when viewed from the rear.
- d. Bicycles/mopeds will not carry any other passengers except when the vehicle is equipped with an additional firmly fixed seat for that purpose.
- e. Bicycles will be equipped with brakes that will enable the operator to make the braked wheel skid on dry, level, clean pavement.
- f. Moped headlights will be on at all times when in operation. Mopeds will have a rearview mirror attached to each side of the handlebars. Every person operating or riding on a moped aboard the Air Station or off-station will wear a helmet and suitable eye protection. Suitable eye protection is defined as goggles with neck or head strap, or full-face shield attached to

the helmet. A windshield, fairing, spectacles, or sunglasses are not considered suitable eye protection.

g. Properly fastened DOT approved bicycle helmets will be worn by all personnel who ride bicycles on the installation's streets, roadways, sidewalks, and posted bicycle/running trails.

5. Required Equipment for Night Riding. All bicycles/mopeds used at night must be equipped with:

a. A functioning headlight beam of 30 feet and a taillight or red reflector. Bicyclists will wear a reflective upper garment or vest.

b. Mopeds must be equipped with a headlight beam of 500 feet and a red taillight.

3029. Golf Carts. Privately owned golf carts or low speed vehicles will be registered and operated in accordance with South Carolina state law, and properly registered with the Vehicle Registration Office. This provision does not apply to government owned vehicles.

a. Golf carts must be insured, permitted, and registered with SCDMV.

b. Golf carts may only be operated on roadways.

c. Golf carts may be operated during daylight hours only.

d. Drivers must be at least 16 years old with a valid driver's license.

3030. Scooter/Rollerblade/Roller Skate/Street Luge and Skateboard/Hoverboard Regulations

1. Required Equipment. Non-motorized vehicle or foot powered device operators must also be equipped with:

a. Helmets. All non-motorized vehicle or foot powered device operators shall wear properly fastened helmets while riding aboard the Air Station. Elbow, wrist, and kneepads are strongly recommended.

b. Non-motorized vehicle or foot powered device operators are encouraged to wear brightly colored or reflective clothing to increase visibility during darkness.

3031. Radar Detection Devices. Per reference (1), the use and/or visual display of radar detection devices designed to indicate the presence of electronic speed measuring instruments, or transmit erroneous speeds, is prohibited.

3032. Noise Originating from Within Vehicles

1. The driver will ensure that noise (whether from a car stereo or other source) does not exceed the following limits:

a. Shall not be heard above engine noise from any point outside the vehicle when all windows are closed.

b. Shall not be heard above engine noise from a distance of greater than 10 meters (30 feet) from the vehicle when one or more windows are open.

c. Shall not be such as to interfere with the vehicle operator's ability to hear emergency vehicles approaching using sirens.

d. No obscene language will be heard outside the vehicle with window open or closed.

3033. Traffic Violation Report (TVR)

1. The purpose of a TVR is to have a procedure for any person, military or civilian, to report traffic violations via a third-party complaint process.

2. Personnel Authorized to File a TVR. All nonoperational/off duty military police officers will utilize the TVR in reporting violations. Additionally, anyone who observes a motor vehicle violation is authorized to file a TVR. No report will be acted upon unless the complainant completes a witness statement and indicates a willingness to testify against the violator.

3. Personnel Subject to a TVR

a. On-Base Violations. Any person, military, dependent, civilian employees or contractor, operating either a private or government owned vehicle aboard MCAS Beaufort, or the Laurel Bay housing area is subject to a TVR.

b. Off-Base Violations. TVRs will not be accepted for off-base violations.

4. Reportable Violations. All violations, moving or non-moving, are reportable using the TVR process.

5. Reporting Violations

a. Personnel reporting any violation are encouraged to come to PMO and file a TVR, enclosure (1) pertains. Telephonic reports will not be accepted.

b. Police officers receiving the report and witness statement shall issue the violator an Armed Forces Traffic Ticket, DD Form 1408.

c. United States district court violation notices, DD Form 1805, will not be issued as a result of a TVR.

3034. Reporting Accidents. All traffic accidents involving government vehicles occurring on or off of the installation will be reported immediately to the PM or their representative.

3035. Accidents Aboard MCAS Beaufort

1. Military police will perform detailed on the scene and follow up investigations for all motor vehicle accidents involving a fatality, personal injury, or property damage. Military Police will investigate all accidents that involve a government vehicle and any vehicle accident where the potential for litigation against the U.S. Government or other significant federal interest exists. Investigation results will be recorded utilizing the military police reporting system. The original copy will be retained within the PMO.

2. A traffic accident waiver (Appendix K) form may be issued at the discretion of on scene law enforcement officers. This discretion must meet specific requirements to be utilized. If these requirements are not met, then a case control number will be created. Prior to the completion of the traffic accident waiver form a Department of Motor Vehicles FR-309 Form will be issued to both parties. The traffic accident waiver form may be completed if the following pertains to the investigation:

- a. The accident did not result in any type of injury or death.
- b. The accident did not cause major damage to the property of any person or private organization.
- c. The accident did not cause any damage to government property.
- d. The accident was not caused by any serious violation of the law.
- e. Both parties involved have valid vehicle insurance, driver's license, and vehicle registration.
- f. Both parties involved agree who is at fault for the accident.
- g. Both parties involved understand the traffic accident waiver form.
- h. Both parties involved are witnessed by responding officers/investigators exchanging personal information for insurance purposes only.
- i. Both parties are present at the time or shortly after law enforcement arrives on scene.

3036. Accidents Not Aboard MCAS Beaufort. The PM or his authorized representative will, through liaison with civil law enforcement agencies, perform detailed on-the-scene and follow up investigations, and obtain copies of respective agency reports for all motor vehicle accidents involving government vehicles or accidents resulting in death or disabling injury to MCAS Beaufort military personnel occurring within 50 miles of the Air Station. All accidents that involve a government vehicle or any vehicle accident where the potential for litigation against the U.S. Government or other significant federal interest exists shall be investigated. All accidents outside the designated area will be investigated by the nearest military activity, upon request of the unit to which the involved personnel or material are attached.

3037. Judge Advocate General (JAG) Manual Investigations. Commanding officers exercising special courts martial convening authority or higher will conduct investigations into motor vehicle accidents occurring both on and off the Air Station, when required by the JAG Manual. Relevant information obtained by the PMO will be made available to the appointed investigating officer/body.

3038. Standards for Impoundment. POVs will be impounded if they clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. Impoundment will only occur if reasonable alternatives do not exist.

1. Attempts will be made to locate the owner of the POV and have the vehicle removed.
2. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found.
3. Another responsible person may be allowed to drive or tow the POV with permission from the owner/operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that military police personnel are not responsible for safeguarding the POV.
4. The owner of any vehicle left unattended and/or illegally parked, to include boats/RVs/trailers, for 24 hours shall be directed to remove the vehicle if the owner can be identified/located. If the owner cannot be found or fails to remove the vehicle as directed, the vehicle will be impounded by PMO and towed off station by a commercial wrecker to a commercial storage lot. All charges and expenses for towing and storage will be borne by the owner of that vehicle.
5. Those unattended/illegally parked vehicles that may be impounded and towed immediately at the owner's expense fall into one or more of the following categories. Vehicles that:
 - a. Present a traffic hazard to the motoring public.
 - b. Block the normal flow of traffic.
 - c. Are being stripped or vandalized.
 - d. Have been illegally brought aboard the Air Station by a suspended or revoked driver. If present, a spouse or other legal owner may remove the vehicle if otherwise competent and authorized..
 - e. Have been involved in the commission of a crime. Such vehicles may be impounded as evidence.
 - f. Have inadequate insurance coverage.
 - g. Have illegal registration or plates.
 - h. Interfere with operational commitments.
 - i. Are being repaired or having maintenance performed beyond any emergency requirements, or require any mechanical fluids to be changed that pose an environmental hazard.

3039. Procedures for Impoundment

1. An abandoned vehicle notice will be conspicuously placed on vehicles considered unattended. The owner will be allowed three days from the date the POV is tagged to remove before impoundment action is initiated. After the 72 hour notice has been reached, a diligent effort to find the owner (or the heirs, next of kin, or legal representative of the owner) shall begin to the maximum extent practicable, no later than seven days after the date on which the 72 hour notice has expired. After this period has passed, a contract wrecker service will be contacted to remove the vehicle.

2. An inventory, completed by the Accident Investigation Division, will list personal property and be completed to protect the owner, law enforcement personnel, the contractor, and the Command. Personal property found will remain in the vehicle and an inventory will be kept by law enforcement and the contracted tow company.

3. A notice of vehicle impoundment will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and request information concerning the owner's intentions pertaining to the disposition of the vehicle.

4. If the vehicle is to be held for evidentiary purposes, it will remain in the custody of military police until law enforcement action is complete.

5. A recovered stolen POV will be released to the registered owner unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

3040. Disposition of Vehicles After Impoundment

1. If the POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle will then be returned to the owner without delay unless directed otherwise by competent authority.

2. If the vehicle is unclaimed after 30 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing the appropriate release form, the vehicle will either be released to the lien holder or processed as abandoned property.

3041. Commercial Wrecker Service

1. All commercial wrecker services operating aboard the Air Station will comply with state and county regulations pertaining to the towing and storage of motor vehicles and property, and operate in accordance with reference (1).

2. All wrecker services must be available on a 24-hour basis.

3. Wrecker owners and operators are prohibited from soliciting business at traffic accident scenes.

4. When called, the wrecker service must immediately inform the Military Police Desk Sergeant whether a wrecker is available to make the tow. There will be no substitutions of wrecker services. If one wrecker service is not available, the wrecker service cannot accept the call and another service will be contacted to make the tow.

5. The maximum response time for the summoned wrecker service is 30 minutes. If due to climatic conditions, i.e., snow, ice, or storms, the wrecker service is unable to meet the 30 minute response time, then an additional 15 minutes will normally be allowed. If climatic conditions are favorable and the response time has expired, then the next wrecker service on the wrecker rotation list will be contacted for the tow.

6. No wrecker service is authorized to exceed the posted speed limit aboard the Air Station.

7. All wrecker services will be equipped as follows:

- a. Prescribed emergency lights.
 - b. Dual rear tires.
 - c. Hand and power winches.
 - d. Flares.
 - e. Broom.
 - f. Shovel.
 - g. Fire extinguisher.
 - h. Pry bar.
 - i. Dollies
 - j. Vehicle unlocking device(s).
8. Wreckers must be capable of extracting vehicles from ditches, mud, or creeks.
9. Once the first hook is connected, that wrecker owner/operator assumes responsibility for any additional damage or loss to the motor vehicle or property until such time as the owner receives the motor vehicle or property.
10. When damage is unlikely to result to the towed vehicle by towing it without using a vehicle dolly, the wrecker owner/operator will attempt to mechanically place the transmission in the neutral position and/or disconnect the driveshaft as appropriate for the vehicle being towed.
11. The wrecker owner/operator will ensure all debris is removed from the roadway prior to leaving the traffic accident scene.
12. Wrecker services will not release towed vehicles unless authorized by the registered owner, military police, or the title to the vehicle/property is obtained from the State.
13. The wrecker services must notify the Military Police AID at 843-228-2314/2858 when it obtains title to a vehicle or desires to otherwise dispose of it. This does not include returns to registered owners.
14. The wrecker services will maintain accurate records of all vehicles/property removed from the Air Station. These records will include but not be limited to the following:
- a. Date, time, and location of tow.
 - b. Name of military police authorizing the tow.
 - c. Name of wrecker service driver.
 - d. Date state notified of tow.
 - e. Date title applied for.
 - f. Final disposition of vehicle.

15. All wrecker service owner/operators will apply to PMO for designation as an authorized wrecker service for the Installation in writing per Appendix D.

16. To safeguard against the unauthorized removal of vehicles from the installation, all towing companies will fill out the MCAS Vehicle Removal Authorization Form (Appendix E). Furthermore, any towing company which states that it is coming aboard the installation to repossess a vehicle, will be instructed to report to the Staff Judge Advocate (SJA), so the SJA can ensure the towing company has the proper paperwork for removal. Towing companies attempting to gain access after-hours will be instructed by the gate sentries to report to the SJA on the next business day.

17. Authorized wrecker services are authorized to charge a fee for their services not to exceed \$200.00 for basic tow and \$300.00 for special tow. Wrecker services are outlined in the Air Station wrecker service agreements.

3042. Government Wrecker Service

1. Government wreckers shall be utilized to tow impounded vehicles that fall into one or more of the following categories:

- a. The owner cannot be identified.
- b. The vehicle is to be impounded, for example, as evidence.
- c. The owner is TAD, deployed, UA, or otherwise temporarily away from the Air Station.
- d. The owner has been transferred to another duty station.

2. Motor vehicles/property not claimed by the owner within 180 days will be disposed of in accordance with the current edition of DoD Manual 4160.21M, Chapter 4, Paragraph 40.

3043. Commercial Wrecker Service Liaison Responsibility

1. The AID Chief will maintain liaison with the commercial wrecker services desiring to operate aboard the Air Station.

2. Maintain an authorized wrecker services list and rotation log.

3. Maintain on file and review annually an acceptance agreement statement between the wrecker service and the Air Station.

4. Maintain a record of all vehicles/property that are impounded.

CHAPTER 4

STATION TRAFFIC COURT

4000. Station Traffic Court

1. Authority. The Air Station Traffic Court is an administrative system established by the CO, MCAS Beaufort to promote traffic control and safety aboard the Air Station. Actions by the Station Traffic Court include, but are not limited to, assignment of points, suspension or revocation of driving privileges, and assignment to Remedial Driver Training. Attendance at the Station Traffic Court is mandatory, except when the Station Traffic Court Judge delegates guilty plea adjudication to the PMO traffic court clerk for non-mandatory offenses. When the delegation occurs and the driver wants to plead guilty, they must submit a plea, via email, to the PMO traffic court clerk or the case will be handled as a failure to appear.

2. Offenses Handled. Station Traffic Court will handle offenses involving violations of military orders and instructions pertaining to traffic and parking violations, littering, as well as all violations committed by government vehicle operators aboard this installation.

3. Point Assessments. The PMO will record the appropriate number of points on an individual's driving record when notified of a traffic violation adjudicated by station, state, or federal court, or when state authority disposes of the violation committed within its jurisdiction by point assessment. When more than one violation is committed on a single occasion, points will be assessed, either in part or as a total sum of all tickets, at the discretion of the Traffic Court Judge.

4. Suspension/Revocation of Driving Privileges. Upon reasonable cause, the Station Traffic Court is authorized to suspend or revoke driving privileges. PMO will notify an individual of suspension/revocation in writing and will also notify the individual's commanding officer per appendixes A, F, G, and H. Commanders are responsible for ensuring compliance. Before the permanent suspension/revocation of driving privileges, the individual will be afforded an opportunity to show cause why the Station Traffic Court should not take this action. Failure to request a hearing, or to appear on the date assigned, will automatically result in suspension/revocation of driving privileges:

a. For the duration of any state suspension/revocation of a driver's license.

b. For up to six months for receiving six citations for illegal parking, including warning citations, in a six month period.

c. For accumulating 12 or more points within 12 consecutive months, or 18 points within 24 months.

d. For operating a vehicle while privileges or license has been suspended by military or civilian authority.

e. When convicted by court-martial or when non-judicial punishment is imposed for driving under the influence of alcohol.

f. Upon forfeiting bail or being convicted for driving under the influence of alcohol or drugs, manslaughter involving a vehicle, negligent

homicide involving a vehicle, or the commission of any felony crime involving a vehicle.

g. For one year upon refusal to be tested for alcohol or other drugs, per the implied consent law.

h. When notified of a positive result of a urinalysis test, or for having drugs or drug paraphernalia in a vehicle.

i. Suspension/revocations of state driving privileges that occur off station, related to an alcohol-related offense are to be immediately handled by the Station Traffic Court Judge following the incident. The suspect will report to PMO for processing and their installation driving privileges will be temporarily suspended. The suspect will be instructed to contact the PMO Traffic Court Clerk at (843) 228-7493 for the issuance of a traffic court date. Furthermore, it is the individual's responsibility to contact the traffic court clerk to provide information regarding adjudication by a civilian court from the off station case. If the state revoking/suspending the suspect's privileges grants limited driving privileges, then the suspect will show proof of this, along with a letter of recommendation from their unit commanding officer for limited driving privileges, to the Traffic Court Judge for consideration.

5. Reinstatement of Driving Privileges. Driving privileges which have been revoked or suspended are automatically reinstated upon expiration of revocation or suspension, provided all imposed preconditions have been met. Persons whose driver's license is suspended or revoked will not be granted driving privileges until they have been relicensed by the authority originally invoking the suspension or revocation.

6. Appeal. Any person whose installation driving privileges have been suspended or revoked by the Station Traffic Court may appeal in writing to the CO, MCAS Beaufort, via their chain of command within 10 working days from the date of the notice. An appeal must be based on fact and will be judged on its merits. The appeal must state clearly why the action warrants review by the CO. Unit commanders shall process appeals as expeditiously as possible and verify serious family hardship or other facts, and include a recommendation. Suspensions remain in effect while the appeal is being processed.

4001. Remedial Driver Training School

1. General. Remedial Driver Training School (Attitudinal Dynamics of Driving course) is established per reference (b) and is operated by the Department of Safety and Standardization. The school provides six hours of instruction conducted during working hours. Failure to complete the course when required will result in suspension of driving privileges until the course is satisfactorily completed.

2. Mandatory Attendance. The Station Traffic Court and PMO may direct military personnel to attend when appropriate. Unless this training has been successfully completed within the preceding three months, all military personnel must attend the earliest available class when they:

- a. Accumulate six traffic points in one year.
- b. Are at fault in an accident while operating a government vehicle.

3. Assignment of Civilians. Civilian personnel, contractor employees, and family members cannot be directed to attend remedial driver training for the same offenses which military personnel can be assigned. However, they can be offered a choice of attending the school, completing an eight hour National Safety Council's Defensive Driving Course (Alive at 25) conducted off-station, or having their installation driving privileges suspended. Civilian employees will not be paid for the time spent attending either school.

4. Procedures

a. The Department of Safety and Standardization will publish schedules and will provide the facilities and instructors to support the Remedial Driver Training School (Attitudinal Dynamics of Driving course). The Department of Safety and Standardization will submit a report of attendees to the PM, with a copy to the Station Inspector, within one working day after each class.

b. Personnel assigned to attend the Remedial Driver Training (Attitudinal Dynamics of Driving course) will be notified upon the conclusion of their traffic court hearing by the traffic court judge. Failure to report to the scheduled class without appropriate approval or failure to complete the course will result in suspension of driving privileges, and possibly disciplinary action under the UCMJ.

c. Unit commanders may order military personnel to attend the Remedial Driver Training when such training is deemed appropriate.

4002. Government Operator's License Suspension/Revocation

1. PMO will notify commanding Officers when the Station Traffic Court suspends a military member's driving privileges. MCO 11240.66D states that, when warranted, commanding officers have authority to suspend an OF-346 and prescribe required administrative actions. Commanders may grant exceptions when it is determined that such suspension would seriously affect military mission requirements. However, PMO will be notified in writing within three working days of such action. If the suspension is based upon a suspension of a state driver's license by civil authorities, then per reference (b), operation of a government vehicle will be restricted to on installation.

2. PMO will notify the Human Resource Office when the Station Traffic Court suspends the driving privileges of a civilian employee. If the employee possesses a valid OF-346 when notified, then appropriate action will be taken under the Federal Personnel Manual, Chapter 930 or other applicable laws and regulations concerning civilian personnel.

4003. Driver Records

1. Maintenance. PMO will maintain a record of all traffic violations by drivers of vehicles registered aboard the Installation. Notice of traffic violations by persons whose vehicle is registered at another installation will be forwarded to the other command for adjudication.

2. Forwarding Upon Transfer. Individual driving records reflecting incidents related to the operation and registration of motor vehicles will be forwarded to the next duty installation when the service member is transferred.

3. State Notification. Per reference (m), state driver's license agency of DoD personnel will be notified when installation driving privileges have been revoked for one year or more following adjudication of an intoxicated driving offense or upon refusal to submit to a lawful BAC test.

4004. Chemical Testing Policies and Procedures. Breath tests are performed by qualified personnel within PMO, using a quantitative chemical breath test device approved by designated authorities of the state. Persons accepting MCAS Beaufort driving privileges shall be deemed to have given their consent to evidentiary tests for alcohol or other drug content of their blood, breath, and/or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on U.S. military property while suspected to be under the influence of intoxicants. The person has a right to refuse to be tested. The test results, or the fact of the person's refusal, will be admissible as evidence at trial on the offense charged. The driver will indicate in writing their choice, or refusal, to submit to a test. Refusal to take any requested test or tests will result in an immediate revocation of the person's driving privileges for 12 months.

APPENDIX A

TEMPORARY SUSPENSION OF DRIVING PRIVILEGES LETTER



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
PMO/35BE
(DATE)

From: Provost Marshal, Marine Corps Air Station Beaufort
To:

LNAME	FNAME	MI	RANK	EDIPI
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Subj: TEMPORARY SUSPENSION OF DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D
(b) ASO P5110.1F
(c) DepO P5560.8B

1. Per the references, your driving privileges aboard Marine Corps Air Station Beaufort, South Carolina and Marine Corps Recruit Depot Parris Island, South Carolina, and any other military installation, to include all housing areas, are suspended pending your appearance before the Air Station or Depot Traffic Court.

2. This temporary suspension is based on your apprehension or detention for driving under state suspension and/or driving under the influence of alcohol or drugs at _____ hours on _____ at _____.

3. In view of your chemical test result of _____ percent BAC or your refusal to submit a chemical test sample or a report received from another jurisdiction, your driving privileges are suspended in accordance with the following Orders:

- _____ MCO 5110.1D Chapter 2-4.3(d) (Report of DUI/Refusal)
- _____ ASO P5110.1F Para. 1202, sec. 2, subsection (e) (Refusal)
- _____ ASO P5110.1F Para. 1202, sec. 1, in conjunction with sec. 3 (.08 percent BAC or higher)
- _____ ASO P5110.1F Para. 1101, sec. 29, 30, 33, and 34 (Driving on a Suspended or Revoked License)
- _____ ASO P5110.1F Appendix (J), Code 47 (Fraudulent use of License Plate or Station Pass)
- _____ ASO P5110.1F Para. 2104, Sec. 2, subsection (b) (.001% or higher, under 21 years or age)
- _____ ASO P5110.1F Para. 1203 (Illegal/Illicit Drugs)
- _____ DepO 5560.8B Enclosure 8, sec. 2, subsection (b) 2, (c) (Refusal)
- _____ DepO 5560.8B Enclosure 8, sec. 2, subsection (c) 1, (c) (.05 percent - .079 percent BAC, DWI)

Initials _____

Subj: TEMPORARY SUSPENSION OF DRIVING PRIVILEGES

_____ DepO 5560.8B Enclosure 8, sec. 2, subsection (c) 1, (b) (.001% or
higher, under 21 years of age)
_____ DepO 5560.8B Enclosure 8, sec. 2, subsection (b) 2, (e) (Report of
DUI)
_____ DepO 5560.8B Enclosure 8, sec. 2, subsection (c) 1, (d) (.08% BAC
or higher)
_____ Other _____

4. You are not authorized to allow anyone other than bona fide dependent(s) to operate your vehicle(s). Failure to comply may result in an additional two years added to your suspension and recommendations for disciplinary action will be forwarded to your Commanding Officer.

(Provost Marshal's signature)

RECEIVING ENDORSEMENT

I have read, understand, and had explained the provisions of my suspension letter and will comply.

(Signature of Individual)

APPENDIX B

MOTORCYCLE OPERATION EDUCATION COURSE

1. Operator Training. Military members operating government or privately owned motorcycles, mopeds, motor scooters, or ATVs must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active duty Marines operating motorcycles whether on or off base.

a. The safety course must include the following.

(1) The Motorcycle Safety Foundation (MSF) for motorcycles or Specialty Vehicle Institute of America (SVIA) for ATV's will use approved curriculum taught by MSF or SVIA certified instructors.

(2) Hands-on training.

(3) A performance-based and knowledge-based evaluation.

b. Operators of military motorcycles will complete the formal military motorcycle (MILMO) off road operator's course.

c. The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Services organizations.

d. Motorcycle training required by this Order shall be provided at no cost to military and DoD personnel (including annual leave).

e. Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

f. Record of Course Completion. In accordance with reference (c), each Marine is responsible to ensure the appropriate course completion codes are entered into MCTFS. A statement attesting to the date and location of course completion is a mandatory element for TMS reporting and will be entered upon successful completion of each course. Installation Traffic Safety Offices will maintain course completion records (e.g. sign-up sheets, sign-in rosters, attendance rosters and completion card logs) per local written procedures.

(NOTE: The above paragraph, paragraph 10-11, page 4-3 of Ref (c))

2. MCAS Beaufort currently offers the following two courses from the MSF. Both courses meet or exceed the Marine Corps order requirements quoted above, including hands-on training, a knowledge-based evaluation (written test), and a performance-based skills evaluation (riding test).

a. Basic Rider's Course (BRC) Level 1. The MSF BRC is designed to be a safe, effective, and enjoyable training event for participants who have little or no riding experience. The primary goal of this course is to provide an introduction to the fundamentals of safe, responsible motorcycling, including the knowledge and skills that lead to licensing and motorcycle operation on the streets and highways.

b. Advanced Rider's Course (ARC) Level 2. The MSF ARC is designed to provide a safe, effective, and enjoyable training event for participants. It

is intended to facilitate the development of riders. Participants should have successfully completed the MSF Basic Rider's Course or equivalent, or have sufficient riding skills and experience to operate a motorcycle with basic proficiency.

3. Scheduled courses should have between 6 and 12 participants. Class size should not exceed 12.

4. The Department of Safety and Standardization will have overall responsibility for administration and coordination of the motorcycle safety course.

5. If an individual possesses a valid MSF certification from another DoD installation or state, it will be honored.

APPENDIX C

MOTORCYCLE INSPECTION CRITERIA

1. Prior to the inspection by an inspector or Motorcycle Club representative, a period of instruction will be given to owners on preventative maintenance with emphasis on critical motorcycle systems and subsystems.

2. The following motorcycle equipment shall be inspected. Motorcycles not meeting the criteria set forth herein shall not be permitted to continue operating aboard the Air Station.

a. Steering and Wheel Alignment

(1) Motorcycles will be equipped with stock front forks or extensions not exceeding six inches. The frame and front fork will not be bent or damaged.

(2) Wheels will not be out of line.

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

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

(5) Handlebars will not be loose, bent, broken, or damaged. No portion of the bars may extend more than 15 inches above the depressed seat per South Carolina law 56-5-3650(b).

b. Suspension. The motorcycle will not have:

(1) Broken, excessively worn, missing, defective, disconnected, or malfunctioning shock absorbers.

(2) Broken or excessively sagging springs, or other defective suspension components.

c. Tires, Wheels, and Rims

(1) Tires must have 1/16 inch or more tread on all running surfaces and must be properly inflated.

(2) Tires without cornering tread are prohibited.

(3) Casings, beads, tread, and fabrics shall be free of breaks, bulges, cracks, or exposed fabric or cracks that indicate a weakened, unsafe tire condition.

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

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

(6) Wheels will not have missing rivets, studs, or nuts, or broken or out of adjustment bearings.

d. Exhaust System

(1) Motorcycles will be equipped with an exhaust system that is complete with mufflers.

(2) Exhaust systems which discharge forward of the rear tire or above the level of the rear tire are prohibited with the exception of those exhaust systems which are routed above the level of the rear tire by the manufacturer.

(3) The exhaust system and its elements, including exhaust guards, will be securely fastened.

e. Fuel System

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

(2) If the fuel tank is of a vented design it must function properly.

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

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

f. Brakes

(1) The brake system will not have worn, missing, or defective pins, cables, rods or couplings; misaligned anchor pins; frozen, rusted, or inoperative connections; missing spring clips; improper wheel bearing adjustment; or defective grease retainers.

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

(3) Operating levers and the pedal shaft will be properly positioned and aligned. A dual braking system is required.

(4) From an initial speed of 20 mph, the operator must demonstrate that the motorcycle can be stopped within 30 feet by braking.

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

(1) Head Lamps. The motorcycle shall be equipped with at least one and not more than two headlamps to produce a driving light sufficient to render clearly discernible a person 200 feet ahead. The dimmer switch on double filament headlamps will be operable.

(2) Rear Lamps. Lamps are red in color and visible at night under normal atmospheric conditions from a distance of 500 feet to the rear of the motorcycle.

(3) Stop Lamps. Shall display a red or amber light visible from a distance of not less than 100 feet to the rear in normal sunlight and shall

be actuated upon application of the brake. The stop lamp may be combined with other rear lamps. If combined with the turn signal lamp, the stop lamp does not operate when the turn signal lamp is functioning.

(4) License Plate Light. Lights will be white in color with enough illumination so that the license plate can be read from a distance of 50 feet to the rear of the motorcycle. The light will be activated by the same switch that activates the headlamp.

(5) Turn Signal System. It will consist of amber or white front lamps and red or amber rear lamps that are visible from the front and rear at a distance of 200 feet.

(6) Hazard Warning Lamps. If so equipped, this system will have an approved type switch that flashes front and rear turn signals simultaneously.

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

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

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

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

k. Body Items

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

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

(3) Fenders and mudguards 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 attached. 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 position.

(6) The clutch will be properly aligned and not binding. Cables or linkage will not be worn, twisted, corroded, broken, or missing.

(7) The drive chain or belt will be undamaged, properly adjusted, and lubricated, and equipped with a properly installed chain or belt guard.

(8) The lubrication system will be in proper working order.

(9) The center or side stand will be in proper working order.

(10) The rear view mirrors will be free of cracks and discoloration

and shall be mounted to provide the operator with a clear, undistorted view of at least 200 feet to the rear of the motorcycle.

l. Passenger Equipment. Motorcycles equipped with seating for a passenger will also be equipped with footrests specifically designated and located for the passenger's use.

m. Other. Any other component or assembly not mentioned herein, which is in an obviously unsafe condition or which constitutes a hazard to the safe and proper operation of the motorcycle, will be deemed sufficient justification to deny inspection certification until such condition or hazard has been corrected.

MOTORCYCLE INSPECTION CHECKLIST

To be conducted prior to any long weekend or annual leave in which the motorcycle will be the primary mode of transportation for that leave or liberty period.

..... Supervisor's
..... Initials

1. Front forks straight and aligned with no loose steering Head bearings. _____
2. No loose, altered, broken, or damaged handle bars. _____
3. No handle bars 15 inches above the seat. _____
4. Functioning rear shock absorbers, if so equipped. _____
5. Minimum 1/16 inch tread on tires, no cord or cracks showing, and properly inflated. _____
6. No loose, missing, or defective wheel rim components. _____
7. A complete exhaust system (NO DRAG PIPES). _____
8. Fuel tank free of leaks and if of vented design, functioning properly..... _____
9. Spring loaded throttle can turn freely and return to its original off or idle position..... _____
10. Brakes in good working order with clean fluid visible in inspection windows..... _____
11. Brake pads not worn beyond serviceable limits..... _____
12. No bent brake or clutch levers..... _____
13. All fluids are at proper levels i.e.: engine oil, brake fluid, clutch, coolant, and gearbox oil..... _____
14. Securely mounted head and taillights..... _____
15. Headlight low beam and high beam work properly..... _____
16. Taillight has working taillight and red brake lights..... _____
17. License plate light is on the license plate and functioning properly..... _____
18. There are four turn signal lights (2 front and 2 rear) and in proper working condition..... _____
19. All electrical connections and switches are secure and in proper working condition..... _____
20. Horn works properly..... _____

21. Windshields if installed are secured..... _____
22. No defective or dislocated parts projecting from the
Motorcycle..... _____
23. No missing fenders or mud guards..... _____
24. Seats properly attached..... _____
25. Clutch and brake cable linkages secured and not binding or
fraying..... _____
26. Properly working side or center stand..... _____
27. Properly adjusted drive chain or belt and sprockets are
secured..... _____
28. Two rear view mirrors properly secured, free of cracks,
and non-distorted..... _____
29. Securely mounted front pegs. If equipped to carry a
passenger, securely mounted rear foot pegs..... _____
30. Visible and securely mounted license plate..... _____
31. No visible fluid leaks..... _____
32. Valid driver's license with motorcycle endorsement or
valid learner's permit..... _____
33. Valid motorcycle insurance card..... _____
34. Motorcycle Safety Foundation or Specialty Vehicle
Institute of America card..... _____
35. Proper PPE to include DOT, ANSI, or SNELL approved helmet.
NO NOVELTY HELMETS..... _____

Date _____ Unit _____

Supervisor's Signature _____

Operator's Signature _____

MOTORCYCLE SPECIFIC REGULATIONS

PERSONAL PROTECTION EQUIPMENT REQUIRED FOR ALL PERSONNEL RIDING A MOTORCYCLE
ON AND OFF BASE

1. Helmet with face protection (or helmet and eye protection) must meet DOT, SNELL, requirements or impact or shatter resistant goggles.
2. Full fingered gloves.
3. Long pants and long sleeved shirt or jacket.
4. Shoes covering ankles, such as leather boots, with a hard sole.

ITEMS REQUIRED TO REGISTER

1. Motorcycle endorsement on driver's license or state permit.
2. Motorcycle Safety Foundation (MSF) Motorcycle Operator's Course.
3. Vehicle registration.
4. Proof of insurance.

APPENDIX D

REQUEST LETTER FOR COMMERCIAL WRECKER SERVICE

(Business Letterhead)

From: _____
(Wrecker Service Business Name/Business Address)
To: Commanding Officer, Marine Corps Air Station Beaufort
Attn: Provost Marshal, Marine Corps Air Station Beaufort
Subj: REQUEST FOR APPROVAL AS AUTHORIZED WRECKER SERVICE
Encl: (1) Terms and Conditions (note: must be signed and dated)

1. It is requested that my company/wrecker service be authorized to provide the subject service to MCAS Beaufort and outlying areas under operational control of the Commanding Officer, MCAS Beaufort, including the Laurel Bay housing area, and to MCRD Parris Island and outlying areas under operational control of the Commanding General, MCRD Parris Island.

2. I/we have read, understand, and agree to be bound by the terms and conditions set forth in the enclosure and agree to operate within these guidelines and instructions.

3. It is further understood that this authorization will expire in three years from the signed date, and must be renewed if I/we desire to continue the services.

4. In those rare instances where the Provost Marshal determines that an error has been made in towing a vehicle, it is agreed that no fee will be charged and that my company/wrecker service will be placed on call for the next service requirement by the installation.

(Wrecker Service Representative's Signature)

For PMO use only:
Application Accepted/Declined - reason:

Date: _____

By: _____

APPENDIX E

VEHICLE REMOVAL AUTHORIZATION FORM

(Business Letterhead)

From: _____
(Wrecker Service Name/Address/Telephone Number)
To: Commanding Officer, Marine Corps Air Station Beaufort
Attn: Provost Marshal, Marine Corps Air Station Beaufort
SUBJ: AUTHORIZATION TO TOW; CASE OF _____
(VEHICLE OWNER)
Ref: (a) ASO P5110.1G

1. The above individual has authorized my company to tow his/her vehicle(s):

(MAKE)	(MODEL)	(YEAR)	(COLOR)	(LICENSE #)	(STATE)
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2. I understand that towing this vehicle without the registered owner's consent is a violation of the reference.

3. I understand that failure to comply with the references by me or the company I represent may lead to debarment from Marine Corps installation MCAS Beaufort, SC, and its associated housing area.

(Printed Name)

(Signature)

APPENDIX F

ASO P5110.1H

PMO

3 Feb 23

TRAFFIC/NON-TRAFFIC OFFENSES		
Violation	DD Form 1408	
	Base Code	Base Point Assessment (Maximum Points)
Alcohol Beverage: Open Container	SC01	MCA - 6 Points
Blue Lights; Failure to stop	SC02	MCA - 4 Points
Blue Lights; Possession of, Use of	SC03	MCA - 2 Points
Brake Equipment; Defective, Improper	SC04	MCA - 4 Points
Brake Light(s); Stop Lamps Required	SC05	MCA - 4 Points
Child Endangerment (56-5-2930) DUI 1st	SC06	MCA - Revoked (1 year)
Child Endangerment (56-5-2945) DUI Serious bodily harm; death)	SC07	MCA - Revoked (2 years)
Child Endangerment (56-5-750) Fail to stop at blue lights	SC08	MCA - 6 Points
Child Restraint	SC09	MCA - Suspension (6 Months)
CDL; None in Possession 1st Offense	SC10	MCA - 4 Points
CDL; None in Possession 2nd Offense	SC11	MCA - 6 Points
CDL; Suspended / Revoked / Cancelled 1st Offense	SC12	MCA - Revoked (2 years)
CDL; Suspended / Revoked / Cancelled 2nd Offense	SC13	MCA - Revoked (2 years)
CDL; Suspended / Revoked / Cancelled 3rd Offense	SC14	MCA - Revoked (2 years)
Disobedience (Authorized Persons Directing Traffic)	SC15	MCA - 4 Points
Display Obscene Bumper Sticker	SC16	MCA - 4 Points
Disregarding Traffic Signal / Traffic Control Device	SC17	MCA - 4 Points
Door Opening into Traffic Flow	SC18	MCA - 3 Points
Driver's License (Altered)	SC19	MCA - Suspension (6 months)
Driver's License Classification Violation (Not A, B, or C) / Unlicensed	SC20	MCA - Revoked (1 year)
Driver's License; Driving Under State Suspension (1st)	SC21	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (2nd)	SC22	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (3rd)	SC23	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (DUI)	SC24	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (Property Taxes)	SC25	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (DUI 2nd Offense)	SC26	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (Property Taxes 2nd Offense)	SC27	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (3rd Offense and Subsequent for DUI)	SC28	MCA - Revoked (2 years)
Driver's License; Driving Under State Suspension (3rd Offense and Subsequent for Property Taxes)	SC29	MCA - Revoked (2 years)
Driver's License; Failure to Change Address	SC30	MCA - 4 Points
Driver's License; Failure to Surrender to Law Enforcement	SC31	MCA - 6 Points
Driver's License; Fraudulent Application	SC32	MCA - Suspension (6 months)
Driver's License; Not in Possession	SC33	MCA - 2 Points
Driver's License; (Moped) No Driver's License	SC34	MCA - 4 Points
Driver's License; (Moped) Not in Possession	SC35	MCA - 4 Points
Driver's License; Violation of Beginner's Permit	SC36	MCA - 6 Points
Driver's License; Violation of Restrictions	SC37	MCA - 4 Points
Driver Left of Center	SC38	MCA - 4 Points
Driving on Divided Highway; Crossing Median or U-Turn	SC39	MCA - 4 Points
Driving Upon a Sidewalk	SC40	MCA - 4 Points
Drug Paraphenalia; In Possession Of	SC41	MCA - Revoked (1 year)
DUI (to include refusal to submit to chemical tests (implied consent)	SC42	MCA - Revoked (1 year)
DUI 1st .08 or less than .16	SC43	MCA - Revoked (1 year)
DUI 1st .16 or Greater	SC44	MCA - Revoked (1 year)
DUI Felony Causing Bodily Harm	SC45	MCA - Revoked (2 year)
DUI Felony Resulting in Death	SC46	MCA - Revoked (1 year)
Failure to DIM (500 feet oncoming; 200 feet from behind)	SC47	MCA - 3 Points
Failure to Yield (Disregarding Stop Sign)	SC48	MCA - 4 Points
Failure to Yield (Disregarding Yield Sign)	SC49	MCA - 4 Points

APPENDIX F

ASO P5110.1H

PMO

3 Feb 23

Failure to Yield (Emergency Vehicle)	SC50	MCA - 4 Points
Failure to Yield (Left Turn)	SC51	MCA - 4 Points
Failure to Yield (Pedestrian)	SC52	MCA - 4 Points
Following to Closely	SC53	MCA - 4 Points
Gas Drive Off; Failure to pay for gas	SC54	MCA - Revoked (1 year)
Headlight Defective	SC55	MCA - 3 Points
Headlight; When required, Failing to use, Motorcycle	SC56	MCA - 3 Points
Headlight; Times When Vehicle Must be Equipped	SC57	MCA - 3 Points
Hit and Run (Attended Vehicle)	SC58	MCA - Revoked (2 years)
Hit and Run (Unattended Vehicle)	SC59	MCA - Revoked (1 year)
Improper Backing	SC60	MCA - 4 Points
Improper Lane Change/Passing	SC61	MCA - 4 Points
Improper Passing; No Passing zones (yellow lines)	SC62	MCA - 4 Points
Improper Passing; On left	SC63	MCA - 4 Points
Improper Passing; On Right	SC64	MCA - 4 Points
Improper Stopping, Standing, Parking	SC65	MCA - 4 Points
Improper Turn Signal; No signal	SC66	MCA - 3 Points
Improper Turn; Left on Red or Turning from Wrong Lane	SC67	MCA - 3 Points
Leaving the Scene of an Accident; Personal Injury	SC68	MCA - Revoked (2 years)
Leaving the Scene of an Accident; Property Damage	SC69	MCA - Revoked (1 year)
License Plate; Failure to Display Validation Sticker	SC70	MCA - 4 Points
License Plate; Failure to Display	SC71	MCA - 4 Points
License Plate; Tag Expired	SC72	MCA - Suspension (15 days)
License Plate; Tag Registered to Another Vehicle	SC73	MCA - 6 Points
Lights Required; License Plate	SC74	MCA - 3 Points
Lights; Improper Color	SC75	MCA - 3 Points
Littering; Greater than 15 pounds (to include lite cigarette)	SC76	MCA - Revoked (6 Months)
Littering; Less than 15 pounds	SC77	MCA - Revoked (1 year)
Muffler Violation	SC78	MCA - 4 Points
No Proof of Insurnace in Motor Vehicle	SC79	MCA - 4 Points
Operating Uninsured Vehicle (1st Offense)	SC80	MCA - Suspension (30 days)
Operating Uninsured Vehicle (2nd Offense)	SC81	MCA - Suspension (6 Months)
Operating Uninsured Vehicle (3rd Offense)	SC82	MCA - Revoked (1 year)
Parking in Handicap Zone	SC83	MCA - 6 Points
Parking of Unattended Motor Vehicle (Keys In)	SC84	MCA - 3 Points
Projecting Load Without Lamp of Flag	SC85	MCA - 3 Points
Possession of Firearm	SC86	MCA - Suspension (1 year)
Racing on Public Roadway	SC87	MCA - Revoked (6 months)
Reckless Driving (speed contests, willful disregard of property and persons)	SC88	MCA - Revoked (6 Points)
Registration not in Possession/ Display of Ownership	SC89	MCA - 4 Points
Registration; Failure to Change Name and Address	SC90	MCA - 4 Points
School Bus; Passing (1st Offense)	SC91	MCA - 4 Points
School Bus; Passing (2nd Offense)	SC92	MCA - 6 Points
Seat Belt Violation	SC93	MCA - Suspension (30 days)
Signal; Failure to Give or Giving Improper	SC94	MCA - 3 Points
Speed Violation of Minimum Speed; Impending Traffic	SC95	MCA - 2 Points
Speeding 10mph or Less	SC96	MCA - 3 Points
Speeding 11-15	SC97	MCA - 4 Points
Speeding 16-24	SC98	MCA - 5 Points
Speeding 25mph or More	SC99	MCA - 6 Points
Speeding While in Workzone	SC100	MCA - 6 Points
Stop Sign/Traffic Light; Disregarding	SC101	MCA - 4 Points
Stopping / Standing / Parking in Prohibited Areas	SC102	MCA - 3 Points
Striking Fixtures on or Adjacent Roadways	SC103	MCA - 4 Points
Tires; Unsafe, Slick, Defective	SC104	MCA - 3 Points

APPENDIX F

ASO P5110.1H
PMO
3 Feb 23

To Fast for Conditions (to include excessive acceleration and spinning tires)	SC105	MCA - 4 Points
Towing; Improper	SC106	MCA - 3 Points
Towing; Use of Safety Devices	SC107	MCA - 3 Points
Transfer of Ownership; Register Vehicle; Failure to	SC108	MCA - 4 Points
Transporting Minor in Open Vehicle	SC109	MCA - 6 Points
Trespassing (Entering Premises)		
		1st Offense MCA (Warning) 2nd Offense MCA (4 Points) 3rd Offense MCA - Suspension (6 month)
Unsafe or Improperly (Faulty) Equipped Vehicle	SC110	
Window tinting/Illegal Sunscreen	SC111	MCA - 4 Points
1408 Only Codes	Base Code	Base Point Assessment (Maximum Points)
Allowing an unlicensed person to drive	B01	MCA - 4 Points
Carless Driving (to include speeding 20mph above posted speed limit)	B02	MCA - Suspension (6 months)
Carrying more passengers than the vehicle was designed to carry, to include passengers in an uncovered open bed pickup truck	B03	MCA - 3 Points
Cell phone use (1st offense)	B04	MCA - 4 Points
Cell phone use (2nd offense)	B05	MCA - Suspension (30 days)
Cell phone use (3rd offense)	B06	MCA - Suspension (6 months)
Committed an offense off Station, which would be grounds for suspension/revocation on Station	B07	MCA - Suspension (6 months)
Contributing to a Cause of an Accident	B08	MCA - 4 Points
Conviction at Base Traffic Court or civil court for driving with unlawful alcohol concentration (DUC .08% or higher); or underage alcohol use while driving (BAC .01%)	B09	MCA - Revoked (1 year)
Driving/Parked on Seeded Area	B10	MCA - 3 Points
Failure to appear for each cited offense	B11	MCA - Revoked (6 months)
Failure to de-register upon transfer of vehicles	B12	MCA - 2 Points
Failure to maintain Proper Control of Motor Vehicle	B13	MCA - 3 Points
Failure to report the involvement in an accident	B14	MCA - Suspension (30 days)
Felony Involving the Use of a Vehicle, to include assault	B15	MCA - Revoked (1 year)
Fleeing or attempting to elude Military/Civilian Police	B16	MCA - Suspension (6 months)
Fraudulent application for use of, or alteration of, State License plate, DoD Decal, or Station Pass	B17	MCA - Suspension (6 months)
Habitual violation of traffic laws or regulations (accumulation of 12 Points within a 12 month period)	B18	MCA - Suspension (6 months)
Habitual violation of traffic laws or regulations (accumulation of 18 Points within a 24 month period)	B19	MCA - Suspension (6 months)
Illegal Entry; failure to use designated installation entry control Points	B20	MCA - 3 Points
Inattention to Driver (to include MVAs)	B21	MCA - 3 Points
Incompetent to drive a motor vehicle (mental or physical impairment)	B22	MCA - Suspension (6 months)
Owner, knowingly and willfully, permitting another to operate his/her motor vehicle when physically impaired (DUI/DWI)	B23	MCA - 6 Points
Purjury or False statement under oath to responsible officials or under law relating to the ownership or operation of a vehicle	B24	MCA - Revoked (1 year)
Senior ranking occupant in government vehicle failing to ensure seat belts in use by all occupants	B25	MCA - 2 Points
Texting or manipulating cellphone/ipod/or other similar device (1st Offense)	B26	MCA - Suspension (1 week)
Texting or manipulating cellphone/ipod/or other similar device (2nd Offense)	B27	MCA - Suspension (30 days)
Texting or manipulating cellphone/ipod/or other similar device (3rd Offense)	B28	MCA - Suspension (6 months)
Third party (TVR) or Command directed traffic violation offense	B29	MCA
Unauthorized use of a motor vehicle belonging to another not amounting to a felony	B30	MCA - Revoked (1 year)

APPENDIX F

ASO P5110.1H

PMO

3 Feb 23

Use/Display of radar detecting or jamming	B31	MCA - 4 Points
Violations of any provision of these regulations not listed in the table	B32	MCA
Specific Motorcycle Violations	Base Code	Base Point Assessment (Maximum Points)
Allowing passengers to ride sidesaddle or allowing passenger without protective equipment	M01	MCA - 4 Points
Carrying items so as to interfere with safe control of motorcycle/moped	M02	MCA - 3 Points
Failure to attend base BRC course	M03	MCA - Suspension (6 Months)
Failure to provide police with BRC (basic riding course) certificate	M04	MCA - 6 Points
Improper passing of other vehicles in the same lane on either side or weaving in and out of traffic	M05	MCA - 4 Points
Knowingly violate any motorcycle/moped equipment regulation within the base order	M06	MCA - 6 Points
Riding between lanes of moving traffic or riding between the traffic lane and parked vehicles	M07	MCA - 4 Points
Riding two or more abreast in same lane	M08	MCA - 3 Points
Showing Off or grandstanding in any manner	M09	MCA - Suspension (6 Months)

SCHEDULE A

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Expired Driver's License	56-1-20	\$110.00
No driver's license in possession	56-1-190	\$50.00
Failure to change address	56-1-230	\$50.00
No chauffeur's license	56-1-290	\$80.00
Driving without Driver's license	56-1-440	\$120.00
Driving Under Suspension	56-1-460	\$300.00
Allowing Un-licensed person to drive	56-1-480	\$200.00
Lending Driver's License	56-1-510	\$200.00
Misuse of Driver's License	56-1-510	\$200.00
Use of Altered Driver's License	56-1-515	\$1000.00
No License Plate or Unlicensed/Unregistered Vehicle	56-3-110	\$80.00
Failure to Display License Plate	56-3-1240	\$100.00
Improper Display of License Plate	56-3-1240	\$100.00
No Registration in Possession	56-3-1250	\$80.00
Failure to Transfer Ownership	56-3-1270	\$80.00
Improper Vehicle License Plate	56-3-1360	\$80.00
Handicap Parking Violation	56-3-1970	\$200.00
Improper Use of Dealer Plate	56-3-2320	\$200.00
Failure to Obey Officer Directing Traffic	56-5-740	\$80.00
Failure to Stop for Police or Police Vehicle when Signaled	56-5-750	MCA
Failure to Obey Traffic Control Device	56-5-950	\$100.00

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Leaving the Scene of the Accident	56-5-1220, 56-5-1240	\$1000.00
Speeding: in excess of posted limit but not in excess of 10 mph	56-5-1520	\$25.00
Speeding: 11 mph through 15 mph in excess of the posted limit	56-5-1520	\$50.00
Speeding: 16 mph through 25 mph in excess of posted limit	56-5-1520	\$75.00
Speeding: in excess of 25 mph of posted limit	56-5-1520	\$200.00
Obstructing Traffic (Slow Speed)	56-5-1560	\$80.00
Racing on Public Street	56-5-1590	MCA
Knowingly Allowing Vehicle to be Raced	56-5-1600	MCA
Driving on Wrong Side of Street	56-5-1810	\$80.00
Driving Left of Center Line	56-5-1810	\$80.00
Improper Passing	56-5-1830	\$80.00
Straddling Lane Lines	56-5-1900	\$80.00
Improper Lane Usage Where Roadway Divided Into Two or More Clearly Marked Lanes	56-5-1900	\$80.00
Driving Wrong Way on One Way Street	56-5-1910	\$80.00
Crossing Median	56-5-1920	\$80.00
Following Too Closely	56-5-1930	\$100.00
Improper Turn: Left to Right	56-5-2120	\$100.00
Improper Turn: Curve or Grade	56-5-2140	\$80.00

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Failure to Signal or Improper Signal: Mechanical	56-5-2150	\$80.00
Failure to Signal or Improper Signal: For Turning or Stopping	56-5-2150	\$80.00
Failure to Signal or Improper Signal: Hand or Arm	56-5-2170	\$80.00
Failure to Yield Right-of-Way to Vehicle: A) No signs (Standard)	56-5-2310	\$80.00
Failure to Yield Right-of-Way to Vehicle: B) When making Left Turn	56-5-2320	\$100.00
Failure to Yield Right-of-Way to Vehicle: C) Stop sign at intersection	56-5-2330	\$100.00
Failure to Yield Right-of-Way to Vehicle: D) Yielding Improperly	56-5-2330(c)	\$100.00
Failure to Yield Right-of-Way to Vehicle: E) Entering Highway from Private Road or Driveway	56-5-2350	\$100.00
Failure to Yield to Emergency Vehicle	56-5-2360	MCA
Obstructing Traffic (Stopping in Roadway)	56-5-2510	\$80.00
Unattended Motor Vehicle	56-5-2570	\$80.00
Failure to Obey Stop Sign	56-5-2740	\$80.00
Failure to Stop for Stopped School Bus	56-5-2770	\$500.00
Reckless Driving	56-5-2920	\$140.00
Driving Under the Influence	56-5-2930	MCA
DUS Related to DUI	56-5-2990	MCA

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Failure to Yield Right-of-Way to Pedestrians	56-5-3130	\$80.00
Improper Backing	56-5-3810	\$80.00
Running Over Fire Hose	56-5-3850	\$80.00
Load Spillage	56-5-4100	\$100.00
Faulty Equipment/Improper Use of Equipment:		
a. Broken Unsafe Windshield	56-5-4410	\$35.00
b. Use of Headlights (with Windshield Wipers during Inclement Weather, Visibility less than 500 feet	56-5-4450	\$25.00
c. Driving without Lights	56-5-4450	\$60.00
d. Improper Dimming of Headlights	56-5-4780	\$80.00
e. Improper Front Lights (2 required)	56-5-4490	\$80.00
f. Improper Rear Lights	56-5-4510	\$80.00
g. Broken Tail Lights, 2 Red Reflectors required on back	56-5-4540	\$80.00
h. Improper Parking Lights	56-5-4640	\$80.00
i. Improper Brakes	56-5-4850	\$80.00
j. Failure to Use Turn Signal	56-5-4730	\$80.00
k. Faulty Horn or Warning Device	56-5-4950	\$80.00
l. Improper Mirrors	56-5-4990	\$80.00
m. Improper Windshield Cleaning Device	56-5-5000	\$80.00
n. Improper Muffler or Excessive Fumes	56-5-5020	\$80.00
o. Improper Tires	56-5-5040	\$80.00

**SCHEDULE A: Assimilated and other crimes
within special territorial jurisdiction**

Unsafe Vehicle	56-5-5310	\$80.00
Expired/ No Inspection Sticker	Repealed	
Imitation/ Counterfeit/ Fraudulent Use of Inspection Sticker	Repealed	
Violation of Child Restraint Law	56-5-6410	\$15.00
Violation of Seat Belt Law	56-5-6520, 56-5-6540	\$25.00
Operating an Uninsured Motor Vehicle	56-10-520	\$140.00
Violation of Open Container Law	61-4-110	\$100.00
Driving Under Suspension, Failure to Return License or Registration to SCHPT	56-1-365	MCA
Parking in a No Parking Zone	56-5-2530	\$80.00
Willful Failure to Continue Liability Insurance and/or Willful Failure to Return License Plate and Registration to SCHPT	56-10-240	MCA
Selling a Vehicle with Suspended Registration or License Plate to a Family Member	56-10-250	\$140.00
Driving Uninsured After Filing a False Certificate(s) as to Insurance of a Vehicle	56-10-260	\$140.00
Improper Riding on a Motorcycle: by operator	56-5-3630	\$80.00
Improper Riding on a Motorcycle: by passenger	56-5-3630	\$80.00
No Helmet - under 21	56-5-3660	\$80.00
No Face Shield or Goggles - under 21	56-5-3670	\$80.00

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Improper Lights on Motorcycle: Headlight	56-5-4460	\$25.00
Improper Lights on Motorcycle: Stop Lights Required	56-5-4560	\$80.00
Improper Lights on Motorcycle: No Headlamp	56-5-4800	\$80.00
Malicious Injury to Animals and Personal Property	16-11-510	MCA
Littering	16-11-700	\$200.00
Shoplifting - 1 st Offense Less than \$50.00	16-13-110	\$500.00
Shoplifting-1st Offense More than \$50.00	16-13-110	\$1000.00
Public Disorderly Conduct	16-17-530	\$100.00
Drawing and Uttering Fraudulent Checks (less than \$500.00): 1 st Offense	34-11-60	\$200.00
Drawing and Uttering Fraudulent Checks (less than \$500.00): 2 nd Offense	34-11-60	\$200.00
Simple Assault	18 USC § 113(a)(5)	\$140.00
Assault by Striking, Beating or Wounding	18 USC § 113(a)(4)	\$200.00
Unlawful Possession of Identification Card	18 USC § 701	\$170.00
Unlawful Wearing of Uniform of Armed Services	18 USC § 702	\$170.00
Criminal Trespassing	18 USC § 1382	\$170.00

SCHEDULE A: Assimilated and other crimes within special territorial jurisdiction		
Negligent Use of Firearm, Archery or Tackle: no bodily injury or property damage	50-1-85	\$200.00
Negligent Use of Firearm, Archery, or Tackle: with bodily injury or property damage	50-1-85	MCA
Hunting, Fishing, or Trapping without Landowner's consent: 1 st Offense	50-1-90	\$100.00
Hunting, Fishing, or Trapping without Landowner's consent: 2 nd Offense	50-1-90	\$200.00
Hunting, Fishing, or Trapping without Landowner's consent: 3 rd Offense and Subsequent	50-1-90	\$500.00
Trafficking in Wildlife (Buyer, Seller, Trader, Barterer): 1 st Offense Price of Wildlife less than \$200.00	50-1-125	\$200.00
Fishing without a SC State License	50-9-550	\$80.00
Illegal Hunting or Taking of Turkeys	50-11-540	\$50.00
Exceeding Bag Limits for Small Game	50-11-150	\$80.00

APPENDIX G

DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
5560
PMO
DD Mmm YY

From: Commanding Officer, Marine Corps Air Station Beaufort
To: _____

Attn: Traffic Court Hearing Judge

Subj: DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

Ref: (a) MCO 5110.1
(b) ASO P5110.1G

1. Per the references, your driving privileges aboard Marine Corps Air Station Beaufort, Marine Corp Recruit Depot Parris Island, and Naval Hospital Beaufort, South Carolina, and all other federal reservations, to include their surrounding housing areas and all outlying fields, have been suspended/revoked.

Signature of Traffic Court Hearing Judge by direction

ACKNOWLEDGEMENT OF DRIVING PRIVILEGES SUSPENSION/REVOCATION

From: _____
To: Traffic Court Hearing Judge, Marine Corps Air Station Beaufort

1. I am aware that:

a. I am forbidden to operate a motor vehicle, nor will I allow anyone other than my properly licensed spouse or dependent children to operate my motor vehicle aboard this or any other military installation, to include their housing areas and outlying fields.

b. Attempts by me to obtain a base registration in the form of a Visitor Pass, a Temporary Pass, or to register any other vehicle during my suspension/revocation period will result in an additional revocation.

2. I understand that I may appeal this suspension/revocation by submitting an administrative action form to the Commanding Officer, Marine Corps Air Station Beaufort, South Carolina, via the appropriate chain of command within 15 working days.

3. I understand that if I am serving a mandatory suspension/revocation that once I have completed the first half of my suspension/revocation, I may use

Subj: DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

the above-mentioned process to request restricted privileges for the remainder of my suspension/revocation.

4. I understand that prior to operating a vehicle aboard any military installation, I must follow the below listed procedures in order to be fully reinstated, once my suspension/revocation period is completed.

a. Revocation: Request reinstatement by following the stated procedure in subparagraph (b).

b. Suspension: No further action, driving privileges automatically reinstated.

5. I understand that my licensing state will be notified of my revocation, and that they may take action concerning my driving record and/or driving privileges off station.

Signature of Defendant

APPENDIX H

TRAFFIC VIOLATION NOTIFICATION LETTER



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
5560
PMO
DD Mmm YY

From: Traffic Court Hearing Judge
To: Commanding Officer/Supervisor/Dept. Head/Sponsor
Subj: TRAFFIC VIOLATION NOTIFICATION; CASE OF

(NAME, EDIPI, AND UNIT/ADDRESS)

Violation(s): _____

1. The subject person appeared before the Air Station Traffic Hearing Judge and the following action has been taken:

- ☐ Driving privileges have been suspended from _____ to _____.
- ☐ Driving privileges have been revoked from _____ to _____.
- ☐ Driving privileges have been placed on probation from _____ to _____.
- ☐ Driving privileges have been assessed _____ points.
- ☐ Ordered to attend Remedial Driver Training. Failure to report to the Traffic Court Clerk with proof of completion within 90 days from the date stated above will result in an indefinite suspension of your base driving privileges.

- ☐ Warning
- ☐ Dismissed

2. Recommendations:

- ☐ Referred to the Commanding Officer (Unit).
- ☐ Referred to Supervisor/Department Head.

Subj: TRAFFIC VIOLATION NOTIFICATION; CASE OF

(NAME, EDIPI, AND UNIT/ADDRESS)

☐ Recommend that Government Operator's Permit (OF 346) be suspended for
_____ days/months.

(Signature of Traffic Hearing Officer)

(Violator's signature and date)

REINSTATEMENT AND APPEAL PROCEDURES

Reinstatement. Persons having their driving privileges suspended or revoked will report to the Vehicle Registration Office for automatic reinstatement of their privileges on the day following the last day of the suspension.

Appeals. Any person desiring to appeal an administrative penalty awarded by the Traffic Court Judge or the Provost Marshal, as specified above, may do so. All appeals will be submitted in writing, supported by statements of witnesses or other documents, as appropriate, to the CO, MCAS Beaufort through the chain of command, within 10 working days of the hearing. Penalties assessed will commence on the date of the action by the Traffic Court Judge.

General information. Personnel are required to carry a copy of this letter in the vehicle at all times and present it to proper authority upon request. Personnel assigned remedial drivers training must attend in the uniform of the day. Attendance is mandatory. Report to the Vehicle Registration Office at the end of the suspension/revocation period with proof of reinstatement when appropriate for action.

Copy to:
Individual
Traffic Court Clerk (File)

APPENDIX I

INSTRUCTIONS AND REQUEST FOR SPECIAL EVENTS AUTHORIZATION

1. A by-name list must be submitted to the Security Manager five days prior to the event. A point of contact/sponsor for the event will be named and they will provide a contact number.
2. For large events, a Letter of Instruction (LOI) will be written by the sponsor to reflect the individual security measures to be taken by the visitors (i.e. no coolers, no sealed packages). This LOI will be submitted to the Provost Marshal's Office five days prior to the event to allow for coordination with all external agencies.
3. Special event passes will be issued at the main gate. Upon verification of a valid driver's license, registration, and proof of insurance, a pass will be issued to the driver for that day's special event. Passengers will be required to show a valid DoD or state issued picture ID. Children are exempt.
4. The vehicle will be inspected and then allowed to proceed to the event.
5. Persons arriving at any gate other than the main gate will be turned away and directed to the main gate.
6. Persons arriving at the main gate who are not on the guest list will be delayed while the special event point of contact/sponsor is called to verify admittance. If the sponsor cannot be contacted at the number provided, the guest will be turned away.
7. When guests depart the installation, the special event pass will be destroyed by the guest.

I REQUEST AUTHORIZATION TO HAVE A SPECIAL EVENT ON: _____ (Date),

AT _____ (Location).

I HAVE READ AND WILL COMPLY WITH THE ABOVE CONTENT.

NAME: _____ CONTACT NUMBER: _____

SIGNATURE: _____

APPENDIX J

REQUEST FOR SPECIAL EVENT PASS



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
5560
PMO
(DATE)

From: _____
To: Commanding Officer, Marine Corps Air Station Beaufort

Attn: Provost Marshal's Office

Subj: REQUEST FOR SPECIAL EVENT PASS

Encl: (1) List of guests with no military affiliation

1. It is requested that special event passes be issued on:

_____ beginning at _____ ending at _____
date time time

The special event is

_____ and will be held at _____

2. If the special event has more than 50 visitors, the special event pass will be issued by the gate sentry. If the event has less than 50 visitors and is during normal working hours, the pass will be issued at the Vehicle Registration Office adjacent to the main gate.

3. Enclosed is a list of guests with no military affiliation.

4. The sponsor of this event is: _____
Name and Phone Number

(requestor's signature)

Approved/Disapproved

(PMO Representative)

APPENDIX K

NOTICE TO DRIVERS OF EXPLOSIVE-LADEN VEHICLES

1. Local ordinances prohibit the parking of explosive-laden vehicles within the county limits. Violations of these ordinances can result in fines, jail sentences, or both.
2. This installation provides an authorized safe haven area for sensitive cargo and explosive-laden vehicles until you depart from this area. Military police will direct and provide an escort for you, if required, to the safe haven area.
3. It is suggested you utilize this safe haven facility unless you plan to leave the MCAS Beaufort vicinity.
4. Drivers of vehicles afforded safe haven may stay with their vehicle in the safe haven compound.
5. Drivers electing to leave their cargo may do so after security and safety requirements are determined and provided for your cargo. This action will in no way relieve you of your liability, nor does this activity assume responsibility for the shipment or the carrier's equipment.
6. This safe haven is temporary in nature and your vehicle or trailer should be removed as soon as possible.
7. You may pick up your trailer at any time, provided you have certified documents (shipping papers, bill of loading, etc.) indicating proof of the assigned trailer.

8. POINTS OF CONTACT

Provost Marshal's Office	(843) 228-6710	DSN 335-6710
Station Ordnance	(843) 228-6064	DSN 335-6064
Safe Haven	(843) 228-6372	DSN 335-6372
Emergency (Local)	911	

Press "#6082" on the telephone in the safe haven to speed dial the Defense Transportation Tracking System.

APPENDIX L

TRAFFIC ACCIDENT WAIVER FORM

I have been involved in a motor vehicle traffic accident aboard Marine Corps Air Station Beaufort/Laurel Bay or Marine Corps Recruit Depot Parris Island, South Carolina. I have reported this accident to the Provost Marshal's Office in accordance with ASO P5110.1G or DepO 5560.8C, Motor Vehicle and Traffic Regulations and **desire that no report be taken.**

I fully understand that the Provost Marshal's Office is required to complete an accident report if:

- 1) The accident resulted in any type of injury or death.
- 2) The accident caused major damage to the property of any one person.
- 3) U.S. Government property was damaged from the traffic accident.
- 4) The accident resulted from a serious violation of the law.

Accident Information

Date: _____ Time: _____ Location: _____

Driver 1: _____ Address: _____

Insurance Co & Policy #: _____

Driver 2: _____ Address: _____

Insurance Co & Policy #: _____

Investigator/MP: _____

By signing below I confirm that I have read and understand all the contents listed above. I also understand that both parties agree who is primarily responsible for the collision and that an accident report **will not** be filed by the Provost Marshal's Office.

Signature: _____ Date: _____

Signature: _____ Date: _____

Violation That Occurred: _____

Turn in this form with daily paperwork to be forwarded to AID. Both parties can get a copy if needed from AID on the next working day.

Notes for on scene officers:

A waiver can be filled if all of the following pertain to the investigation:

- The accident did not result in any type of injury or death.
- The accident did not cause major damage to the property of any one person and/or private organizations.
- The accident did not cause any property damage belonging to the U.S. Government.
- The accident was not caused by any serious violation of the law.
- Both parties involved have valid vehicle insurance, driver's license, and vehicle registration.
- Both parties involved agree who is at fault for the accident.
- Both parties involved understand the traffic accident waiver form.
- Both parties involved are witnessed by responding officers/investigators exchanging personal information for insurance purposes only.
- Both parties are present at the time or shortly after law enforcement arrive on scene.