



DEPARTMENT OF THE NAVY  
NAVAL STATION MAYPORT  
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NAVSTAMYPTINST 5560.2  
JUL 24 2019

NAVAL STATION MAYPORT INSTRUCTION 5560.2

From: Commanding Officer, Naval Station Mayport

Subj: NAVAL STATION MAYPORT TRAFFIC SAFETY PROGRAM

Ref: See Enclosure (1)

Encl: (1) Naval Station Mayport Motor Vehicle Traffic Supervision

1. Purpose. To assign responsibilities and establish policy for the Naval Station (NAVSTA) Mayport Traffic Safety Program. This instruction has been substantially revised and should be read in its entirety.
2. Cancellation. NAVSTAMYPTINST 5560.3.
3. Definitions. Enclosure (1) contains definitions of traffic safety terms used in this instruction.
4. Applicability. This instruction applies to all motor vehicle operators, motorcycle operators, passengers, bicyclists and pedestrians onboard NAVSTA Mayport. This includes all persons operating or riding in or on a motor vehicle owned or leased by the Navy, at all times, on or off base; and rental cars used while on official orders.
5. Policy. Eliminate motor vehicle-related mishaps and the resulting deaths, injuries, and property damage by applying risk management strategies to achieve an annual goal of significant reductions in all mishaps, with the ultimate goal of zero mishaps.
  - a. Establish and maintain a comprehensive and effective Traffic Safety Program as an element of the NAVSTA Mayport's Mishap Prevention Program.
  - b. Participate in joint efforts with other Federal agencies, State and local governments, and nongovernmental organizations to prevent impaired driving caused by alcohol and other drugs.
  - c. Comply with the rules governing the safe transportation of regulated hazardous material established by reference (j) and part II of Defense Transportation Regulation 4500.9-R (Reference (k)).
6. Responsibilities. The Installation Commanding Officer (CO) is responsible for establishing traffic policies and executing an effective and efficient traffic management program onboard NAVSTA Mayport.
  - a. Installation Security Officer (SECO). The SECO will coordinate and supervise all aspects of traffic management to include the enforcement of traffic regulations, traffic control, and

coordination of traffic concerns with ships, tenant commands, and other law enforcement agencies.

b. Staff Judge Advocate (SJA). The SJA will provide legal guidance concerning the enforcement of the provisions of this instruction and with jurisdictional authority related to legal actions under the UCMJ, and actions covered under applicable state laws.

c. Safety Officer. The Safety Officer will develop, promulgate and actively participate in traffic accident prevention and safe driver education initiatives per reference (e).

d. Public Works Officer (PWO). The PWO will provide guidance and complete engineering tasks concerned with the planning, design, construction, and maintenance of streets, roadways and vehicle parking areas. Additionally, the PWO will select, determine appropriate design, procure, construct, and maintain permanent traffic control devices, traffic control signs, and pavement markings that conform to standards in the current manual on Uniform Traffic Control Devices. The PWO will further ensure that formal traffic engineering studies are conducted to identify and reduce the number and severity of traffic accidents on board the installation, and liaison with local civil traffic engineers concerning the efficient traffic flow and safety of adjacent roadways.

e. Naval Security Forces (NSF). Enforcement of traffic laws and regulations onboard NAVSTA Mayport is a function of the NSF. All persons will obey instructions issued by any NSF member while discharging their assigned duties.

f. Traffic Hearing Officer. The Traffic Hearing Officer is responsible to the CO for reviewing reports of traffic violations committed on the installation and prescribe appropriate administrative action against violators of the provisions of this instruction. The Traffic Hearing Officer will provide the results of traffic court each month to the CO, via the SECO.

g. Vehicle Owner. The owner of a vehicle is responsible for determining that the operator of their vehicle is licensed, competent, and that the operator's use of the vehicle will be proper and lawful IAW governing laws and directives.

(1) All operators of motor vehicles are responsible for the following:

- (a) Safety of their passengers.
- (b) Security of the cargo.
- (c) Safe operation of the vehicle.
- (d) Ensuring all safety devices of the vehicle are in proper working condition.

(2) The operation of any Privately Owned Vehicle (POV) on the installation constitutes a conditional privilege extended by the installation CO. Any individual who desires that privilege shall meet the following requirements:

(a) Maintain Proof of vehicle ownership, state registration, proof of insurance, and compliance with any other requirements set forth by the state the vehicle is registered.

(b) Maintain a valid state's driver license.

(c) Comply with installation requirements and Florida statutes for motor vehicle operation on the roadways.

(3) Unannounced Spot Checks. NSF are authorized to conduct periodic unannounced spot checks of base traffic. Spot checks consist of motor vehicle inspection, examination of license vehicle documents, seat belt usage, records check, and inspections authorized by the CO.

7. Implied Consent. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on military installations to determine the influence of intoxicants.

8. Implied Consent to Impoundment. Any person granted the privilege to operate or register a vehicle on NAVSTA Mayport shall be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally, or for unreasonable periods, as determined by the CO or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Existence of these conditions will be determined by the installation CO or designee.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Security will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST

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5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



D. J. YODER

**Releasability and distribution:**

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NAVAL STATION MAYPORT  
MOTOR VEHICLE TRAFFIC SUPERVISION

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PART I

NAVAL STATION MAYPORT TRAFFIC CODE

1. Licensing and Registration. All vehicles operated onboard Naval Station Mayport must be registered with either the State of Florida or base Security.

a. Persons operating a privately-owned motor vehicle (POV) on the installation MUST possess a valid state driver's license.

b. All POVs will bear a valid, current license plate evidencing proper registration and the right of operation on the highways.

c. No person may operate another person's POV onboard the installation without specific authorization from the registered owner.

d. Military personnel age 26 and under will receive at least two hours of annual refresher traffic safety training in accordance with reference (e). This training will address general traffic safety precautions and local command traffic safety policies as well as any unique traffic considerations appropriate for the area. My Navy portal (MNP) E-Learning, any National Safety council, American Automobile Association (AAA), Smith-System Driver Improvement Institute course or other locally developed or commercial course of instruction approved by COMNAVSAFECEN may be used to accomplish this training. Completed training will be entered into the service records of military personnel.

e. All military and DoD civilian personnel who operate a GOV as their primary duty, or who operate a GOV more than eight hours a week as part of their incidental duties, will attend an NAVSAFECEN approved eight-hour course of driver improvement instruction at no cost to the individual prior to assignment. Commands may use courses outlined in paragraph (d) above to satisfy this requirement. At the discretion of the installation CO, those personnel assigned as duty drivers who drive less than eight hours in a duty week may be exempted from this requirement.

2. Traffic Laws and Regulations. The traffic laws of the State of Florida are applicable on the installation and may be enforceable through the application of Florida Statutes prosecuted under the Assimilative Crimes Act, Title 18 USC and reference (g). Regulations herein will apply to all motor vehicles operated on the installation.

a. Personnel driving on the installation will ensure that their POVs are not equipped with blue and/or red lights. Exception applies for any first responder (volunteer firefighter, reserve law enforcement officer, etc.).

b. Driving on Sidewalks. No person will drive any vehicle upon a sidewalk, except a permanent or authorized temporary driveway.



c. **Emergency Vehicles.** The driver of any authorized emergency vehicle will not assume any special privilege under this instruction, except when responding to an emergency call. Upon approaching a red light or stop sign, right of way will not be assumed by the operator of any emergency vehicle and will be asserted only when vehicles that would possess this right have yielded their right of way to the emergency vehicle.

d. **Bumper Stickers, License Plates and Accoutrements.** visual messages, words, art, or flags attached to or displayed on any motor vehicle considered vulgar, obscene, racist, or sexist in nature, regardless of the location on the vehicle, are strictly prohibited.

e. **Radar Detection Devices.** The use of radar detection devices to alert operators of the presence of electronic speed measuring equipment is prohibited.

f. **Driver Distractions.** The use of cellular phones is prohibited unless the vehicle is safely parked or the driver uses a hands-free device (i.e., mounted speaker or Bluetooth device). The wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited.

(1) In accordance with reference (b), this restriction does not apply to law enforcement/NSF, fire, and emergency services personnel or personnel while engaged in the performance of duties. The policy does not prohibit the use of radios, phones, or headphones that are connected to official radio or vehicle mounted intercom systems in emergency services vehicles of the aforementioned personnel.

(2) Music or broadcasts emitting from a car stereo will be played at a level whereas the noise cannot be heard at a distance of 25 feet or greater from the window of the vehicle.

g. **Colors Ceremony.** During colors (0800 and sunset) vehicles within sight or hearing of the ceremony will stop. Persons riding in vehicles will remain seated at attention. "Colors" and "Carry On" are sounded from a public address system throughout the installation.

h. **Personnel who cannot wear seat belts due to a medical condition** will have in their possession a certified doctor's statement for presentation to NSF personnel, stating that a condition exists which precludes the wearing of seat belts.

i. **Personnel who wish to operate a vintage motor vehicle on the installation** will have appropriately installed seat belts, regardless of antique status, personal convenience or preference.

j. **Pushing/Pulling Vehicles.** No government vehicle will be used to push another vehicle, nor will a private vehicle be used to push a government vehicle. Damaged or inoperative private vehicles may be towed by chain or cable (not exceeding 15 feet from one vehicle to the other). Any chain or cable used to pull another vehicle will have attached to it, at the center, a white flag or cloth not less than 12 inches by 12 inches square.

3. Speeds. Regardless of the maximum speed limits prescribed by this manual, vehicles must be operated at such speeds and under such control as will ensure at all times their own safety against injury or damage, as well as against injury or damage to other vehicles or pedestrians. Right-of-way may not be asserted at risk of damage or injury of any sort.

a. Speed Restrictions. No person will drive a vehicle at a speed greater than the posted speed. The movement of a vehicle will be controlled as may be necessary to avoid colliding with any person, stationary object, vehicle or other conveyance. Where no special hazard exists, the following speed limits apply:

(1) Ten miles per hour is the maximum permissible speed within the water front restricted area, in any parking lot or heavy industrial/warehouse area.

(2) Flight Line area - five miles per hour when in close proximity to any aircraft and 25 miles per hour in an open area.

(3) Unless otherwise specified by traffic signs, 20 miles per hour in residential, barracks or training areas, and upon all unimproved roads (roads consisting of dirt, gravel, or other loose material).

(4) Unless otherwise specified by traffic signs, 25 miles per hour in other locations.

(5) When responding to emergency calls with emergency equipment operating, 15 miles per hour above posted speed limit is authorized for emergency vehicles.

4. Right of Way. Regardless of the speed limits herein established, all vehicles must:

a. Come to a full stop, well clear of a stopped school bus taking on or discharging school children, whether traveling in the same or opposite direction of the bus. No vehicle may proceed until the way is fully clear and the school bus has completed its loading or discharging of passengers and is back in motion.

b. Come to a full stop, or slow to a permissive speed set by the pace of troops in formation. Bodies of troops in formation may not be overtaken and passed except when traffic moving in the opposite direction permits, sufficient roadway exists without interfering with troop formation, and when such passing is signaled permissible by the person in charge of the formation.

c. Yield the right-of-way to pedestrians in clearly-defined crosswalks.

d. Whenever a vehicle is stopped to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching will not pass such stopped vehicle. When a pedestrian is within a marked crosswalk, all vehicular traffic will stop. At no time will a vehicle transit through a crosswalk while a pedestrian is within it. When a pedestrian island/median exists (Massey Road

and major intersections) vehicles may proceed through the portion of the crosswalk the pedestrian has already traversed to reach the island/median.

5. Parking Violations. Driving records of violators will be assessed points by the installation Traffic Court Office for each parking violation per Appendices (B) and (C). Egregious violations, or those displaying intentional disregard for state/federal law or base restrictions, may be issued a DD Form 1805, assessed a monetary fine, and towed immediately.

a. General Parking Restrictions. The following parking restrictions apply to all areas of the installation. Violators are subject to citation and vehicle towing, with the cost of towing and storage incurred by the vehicle owner. Any circumstance where a parked vehicle poses a safety concern, the vehicle will be immediately towed. Vehicles are prohibited from parking under any of the following conditions:

(1) In a Level Two or Three Security Restricted Area without an approved parking pass. (IMMEDIATE TOWING AUTHORIZED)

(2) Within the 30-foot Ship's Security Zone. (IMMEDIATE TOWING AUTHORIZED)

(3) Within 10 feet of a fire hydrant. (IMMEDIATE TOWING AUTHORIZED)

(4) Within 15 feet of any building unless the area has been designated as authorized parking.

(5) Within 15 feet of any doorway leading into or from building or loading docks used primarily for repair, rework, storage, handling, packaging, or shipment of government materials and supplies. (IMMEDIATE TOWING AUTHORIZED)

(6) Within 30 feet of a wharf/pier waterside bulkhead or any ship at berth. (IMMEDIATE TOWING AUTHORIZED)

(7) Positioned so the vehicle disrupts or blocks mission/operational functions (blocking driveways, vehicle ramps, doorways). (IMMEDIATE TOWING AUTHORIZED)

(8) In a manner in which the vehicle leaves the roadway by mounting and/or straddling the curb. (IMMEDIATE TOWING AUTHORIZED)

(9) Vehicles will be parked between two parallel white lines painted on the ground. Parking adjacent to any unpainted curb is unauthorized unless specifically authorized by the CO. Curbs will be marked so as to annotate the nature of parking authorized as follows:

(a) Unpainted = No parking.

(b) Red = Restricted parking.

(c) Blue = Reserved parking (category will be indicated via signage or stenciling on the ground or curb).

(d) Yellow = Loading and/or Fire Lane (vehicle cannot be left unattended and driver must be present at all times).

(e) Locations authorized to deviate from the above colorized parking scheme are identified in appendix A.

(10) Vehicles will NOT be parked in such a manner as to impede or obstruct normal traffic flow or in areas marked/used for emergency purposes including an alleyway, street, lane, sidewalk or other roadway. (IMMEDIATE TOWING AUTHORIZED)

(11) On any landscape-improved area, to include ANY grass covered area, without the expressed permission of the installation CO, as identified in appendix A. (IMMEDIATE TOWING AUTHORIZED)

(12) Within the 20-foot clear zone of a designated security restricted area building perimeter or security fence line (this includes all of the basin perimeter fence line unless specifically marked as a parking location by white striping painted on the ground). (IMMEDIATE TOWING AUTHORIZED)

(13) Parked in violation of posted signs (IMMEDIATE TOWING AUTHORIZED) or in areas not specifically designated as parking spaces or parking area, including unauthorized parking in designated spaces (i.e. CO, XO, CMC) without prior authorization.

(14) Within five (5) feet of any surfaced roadway unless the vehicle is parked in an authorized parking space (i.e., do not park on the grass shoulder).

(15) Where angle parking is provided by lines or signs, vehicles will be parked on the angle indicated. Vehicles may not be parked/backed in so as they are facing outbound. Vehicles will be parked so the forward bumper is closest to the parking spot centerline or sidewalk curb if adjacent to a sidewalk.

(16) Double parking is not permitted at any time. No vehicle may be parked in a manner which would prevent another vehicle from entering or leaving spaces or gaining access to a roadway. (IMMEDIATE TOWING AUTHORIZED)

(17) Driven on or parked in any sandy soil, beach or area affected by tidal action and adjoining access roads.

(18) Parked blocking trash receptacles.

(19) Parked unattended with the keys left in the vehicle. No vehicle will be permitted to remain standing and unattended with the engine running, even for a short period.

(20) Vehicles, boats, trailers, etc., with "For Sale" signs will NOT be parked unattended in general parking areas for the sole purpose of resale. These vehicles will be parked in the MWR Outdoor Recreation Rental building lot. Contact MWR at 270-7022 for assistance.

(21) Pets will NOT be left unattended in a parked vehicle for any span of time, whatsoever.

(22) Other than the lawful owner of a vehicle, NSF are the only personnel authorized to have a vehicle towed. Any request for towing by personnel other than NSF should be made to the SECO or Deputy SECO.

(23) Only motor vehicles may be parked in designated parking spots. Double parking of busses, motor vehicles with trailers, large commercial vehicles, recreational vehicles, or trailers is prohibited in waterfront parking lots, the Echo/Foxtrot parking lot, Charlie 1 and Charlie 2 parking lots, the Fire Department parking lot, and Building 1 parking lot. Golf carts/non-DOT compliant vehicles may not be parked in the above parking lots for any reason.

(24) When available, motorcycles, mopeds, and other two wheeled vehicles will be parked in designated motorcycle parking.

(25) Handicap Parking Enforcement. Reserved parking for handicapped individuals will be identified by the international symbol on an erected sign and/or similar, appropriate curbstone and/or pavement markings. The handicapped sticker on the license plate, windshield, or placard hanging from the rearview mirror will identify handicapped vehicles. A handicapped person, as defined by municipal or state guidelines for issuing appropriate decals, must be a passenger in the vehicle whenever a vehicle is parked in a handicapped space.

(26) Unattended vehicles within the waterfront-restricted area that do not display a proper pass for parking are subject to immediate tow at the owner's expense. A daily basin pass is good for one visit to the pier and will be returned upon sentries' requests when departing the waterfront restricted area.

b. Reserved Parking. All parking spaces delineated for a specific use will be marked. Blue background with white lettering will be used throughout the installation to identify reserved parking spaces. Reflective signs, cement tire stops, or other means of identifying individual spaces or areas may be installed once approved by the installation CO. Reserved spaces will be designated by rank or position (e.g. "CO", "O-6 and above", "DH", etc.) only. Designation by name is prohibited.

(1) Reserving entire parking lots as "Employees Only" is strictly forbidden.

(2) Parking lots immediately adjacent to MWR, Commissary, and merchant facilities may be marked for patron use only (Boggy's, NEX parking, gas station parking, Panda Express, Ocean Breeze, Gym, Bowling Alley, Navy Federal/Post Office, etc.).

(3) Ashore tenant commands are authorized to reserve parking for up to 10 percent of their assigned personnel. Calculations will be based off of FLTMS reports.

(4) Afloat Commands are authorized to reserve parking for their Triad (CO, XO, and CMC), any additional O5/CWO5/E9 or above personnel assigned to their command, one (1) CO's guest spot, and three (3) spots for meritorious performance by sailors E6 and below..

(5) Installation Department Heads will submit reserved parking requests for any parking locations adjacent to their facilities they deem an operational necessity. These requests will be routed via the SECO for review and approval by the CO.

(6) Special event parking reservations (change of command, INSURV, weddings, holiday parties, etc.) will be requested via the SECO for approval by the CO.

(7) Any unauthorized parking stations or markings will be immediately confiscated by NSF.

c. **Parking Area Time Limits.** Motor vehicles will not remain parked in the same parking spot onboard NAVSTA Mayport for more than 72 hours. For barracks locations, vehicles cannot remain greater than 30 consecutive days. If there are extenuating circumstances; (i.e., short-fused contingency ops, etc.); commands should contact the SECO to obtain permission for vehicles to remain parked in the same location beyond 30 days or be relocated to designated deployed parking lots. The SECO will ensure Sailors are not penalized if vehicles must be moved.

d. **Staging/Lay-down Area Request.** Authorization to stage equipment for operational needs may be requested via the CO. Requests will not exceed a 90 day period and will be submitted via the use of appendix F. Copies of the approved request form will be placed on the equipment in an easily identifiable location while staged.

#### 6. Off-road and Beach Access.

a. Driving of any private off-road vehicle (ATV, RTV, Dirt Bikes, SUV or Motorcycles) in any area on the installation away from the assigned roadways is prohibited.

b. Vehicles used for security, maintenance or repairs that must access off-road areas are authorized to transit those areas only while using caution so as not to damage any protected wildlife or flora habitat.

c. Private vehicles, or vehicles not included in this enclosure, are not allowed on the beach at any time without prior approval from the CO or his designated representative. All approved beach access requests will be authorized in writing by the CO or his representative and all individuals accessing and/or driving on the beach will have a copy of the authorization letter in their possession.

d. Beach areas are restricted to authorized NSF during nighttime hours. Beach foot patrols walking the beach during nighttime periods will use flashlights with red lens covers. The direct light of a flashlight without a red lens may be used only when an emergency exists.

e. Any DON training activity that requires access to the beach is limited to daylight hours and must be coordinated with the SECO no less than one week prior. Any nighttime activity or exercises are required to be authorized by the CO no less than 2 weeks prior.

f. All vehicles are prohibited from driving in or around the federal and state protected dune areas.

g. Security vehicles are authorized to make vehicle patrols of the beach area with no restrictions.

h. MWR and Public Works vehicles are authorized beach vehicle use on a work requirement basis or for special events and only during daylight hours.

i. All entries onto the beach area must be at the authorized vehicle entry points identified by NSF to prevent damage to the dune areas and beach vegetation.

7. Motorcycles, Motor Driven Cycles, and Bicycles.

a. When operated onboard the installation, motorcycles and motor-driven cycles must be equipped with proper lights, mufflers, and mirrors. The headlight must be turned on at all times of operation. Motorcycles and motor-driven cycles will not be operated in any area not designated for use by vehicular traffic. They may overtake and pass slower moving traffic, but will not dart between and around other vehicles. They must give the same hand/turn signals, indicating their intended movement to traffic behind the vehicle, as are applicable to drivers of automobiles.

b. No person, other than the operator, may ride as a passenger on a motorcycle, motor scooter, motor bicycle (moped) or bicycle except when the vehicle is equipped for carrying a passenger as a normal condition. Any person riding as a passenger or driving such a vehicle will ride on a seat permanently attached to the vehicle and specifically designed to carry the rider in a safe manner. Foot pegs must be provided for any passenger.

c. Motorcycles. All personnel, military or civilian, who operate or ride as a passenger on a motorcycle onboard the installation will wear the following protective equipment:

(1) Head Protection. Operators/passengers are required to wear a helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005. Helmets will be properly fastened under the chin. Fake or novelty helmets are prohibited.

(2) Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) will be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.

(3) Foot Protection. Sturdy over the ankle footwear that affords protection for the feet and ankles will be worn. Sandals or flip-flops do not constitute sturdy footwear and are not authorized for use by the driver or passenger of a motorized cycle.

(4) Protective Clothing. Riders and passengers will wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar®, and or Cordura® and containing impact-absorbing padding are highly recommended. TO ENHANCE THE ABILITY OF OTHER VEHICLE OPERATORS TO SEE AND AVOID MOTORCYCLISTS, OUTER GARMENTS CONSTRUCTED OF BRIGHTLY COLORED, FLUORESCENT OR REFLECTIVE MATERIALS ARE HIGHLY RECOMMENDED.

d. Mopeds and Motor Scooters. In order to operate mopeds and motor scooters on the installation, they must meet the same registration requirements as motorcycles, including the operator's completion of the appropriate level of the motorcycle safety course.

(1) Mopeds and motor scooters will not be operated on established bicycle trails/paths and footpaths or sidewalks.

(2) No person will operate a motorcycle or moped while carrying any package, bundle, or other article which prevents the person from keeping both hands on the handlebars.

(3) No operator will carry any person, nor will any person ride, in a position that will interfere with the operation or control of the motorcycle or moped or the view of the operator.

e. Bicycles. All persons riding on a bicycle, regardless of age, must wear an approved bicycle safety helmet. Bike riding on installation streets is permitted, but not recommended during heavy traffic hours. Sidewalks are designated as bike paths and recommended where and when feasible. A person riding a bicycle on installation streets and roadways will be granted all rights and will be subject to all responsibilities applicable to the driver of a motor vehicle, except for those rules which, by their nature, have no application. The following safety precautions are prescribed onboard the installation.



(1) Bicycles will be used to carry no more persons at one time than the number for which they are designed, unless they are equipped with an approved child bike seat.

(2) When operated on the installation streets, bicycles will be ridden as near to the right side of the roadway as practicable.

(3) Bicyclists will proceed with the traffic, not against it, and exercise due caution when passing a standing vehicle or one proceeding in the same direction.

(4) Bicycle riders will not ride more than one abreast.

(5) Cyclists will keep at least one hand on the handlebars when the bicycle is in motion.

(6) Bicycles used between sunset and sunrise must be equipped with a front white light visible from a distance of at least 500 feet to the front and a rear red reflector and rear red light visible from a distance of at least 600 feet to the rear.

8. Skateboards, Roller Blades, Skates, and Push Powered Scooters. When operated outside of the designated skate park area, the following regulations apply. In the case of family members, the military sponsor is responsible to ensure compliance.

a. Will not be ridden on main thoroughfares or in industrial areas.

b. Will dismount and use pedestrian crosswalks to cross installation roadways.

c. Will provide pedestrians right-of-way.

d. Skateboard ramps will not be constructed or utilized on any street on the installation. Ramps may be used in driveways, provided streets and sidewalks are not used as landing areas.

e. Skateboards, roller blades, skates and push powered scooters will not be used in any area on the installation that will hazard the operator, drivers of motor vehicles or interfere with military operations.

f. Skateboards, roller blades, skates and push powered scooters will not be ridden inside buildings.

g. Operators of roller blades and skates must wear an ANSI approved helmet while on streets, roadways and public access areas, such as parking lots. All skaters will wear light colored clothing. During restricted visibility conditions, reflective clothing will be worn. Elbow pads, knee pads and gloves are strongly recommended.

h. Skating on streets and roadways during the hours of darkness is prohibited.

i. Persons found in violation of regulations concerning bicycles, skateboards, and push-powered scooters are subject to the following:

(1) In the case of military dependents, NSF will escort the offender to his/her sponsor if they are onboard the installation.

(2) An Armed Forces Traffic Ticket (DD Form 1408) will be issued citing the nature of the infraction and the offender's name.

(3) The sponsor will be issued the armed Forces Traffic Ticket when one of his/her family members is the offender.

(4) If the offender is Active Duty military, he/she will be issued the Armed Forces Traffic Ticket.

9. Pedestrian Traffic. The following restrictions are implemented to reduce the risk of injury to pedestrians while transiting onboard the installation and maintain the security of restricted areas.

a. Pedestrians will not use the streets or roadways which are paralleled by walkways.

b. Pedestrians on streets and roadways will keep near the left edge, clear of and facing oncoming traffic.

c. Marching troops have the right-of-way over all other traffic.

d. Street crossings are permitted only at intersections and midblock crosswalks.

e. Pedestrian traffic is not permitted on the east side of Maine Street between the Main Gate and Patrol Road. The sidewalk on the west side of Mine Street will be used for entry and exit of the installation.

f. No pedestrian will suddenly leave the curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

g. Hitchhiking is prohibited.

h. Wearing portable headphones, earphones, cellular hands-free devices, radios, recording devices, or other portable listening devices while running, jogging, walking, bicycling, skating, or skate boarding in roadways and streets impairs recognition of emergency signals, alarms, announcements, and the approach of EVs. Use of these devices while performing the noted activities within the roadways is prohibited. This restriction does not apply to the above stated activities while on a sidewalk or on the beach.

i. At night, or in periods of reduced visibility, personnel are highly recommended to wear brightly colored, fluorescent, or other reflective garments when running, jogging, walking, or traveling near roadways.

j. Individuals are not authorized to run, jog, or walk in the roadways during high traffic density and peak traffic periods on Main St, Patrol Road, Baltimore St, Supply St and Moale Ave. Peak traffic times are defined in reference (2).

10. Windshield/Windows.

a. A windshield in a fixed and upright position, which windshield is equipped with safety glazing as required by federal safety-glazing material standards, is required on every motor vehicle which is operated on the public highways, roads, and streets, except on a motorcycle or implement of husbandry.

b. A person will not operate any motor vehicle on any public highway, road, or street with any sign, sun screening material, product, or covering attached to, or located in or upon, the windshield, except the following:

(1) A certificate or other paper required to be displayed by law.

(2) Sun screening material along a strip at the top of the windshield, so long as such material is transparent and does not encroach upon the driver's direct forward viewing area.

(3) A device, issued by a governmental entity or its designee, for the purpose of electronic toll payments.

(4) A global positioning system device or similar satellite receiver device that uses the global positioning system operated pursuant to 10 U.S.C. s. 2281 to obtain navigation, to improve driver safety as a component of safety monitoring equipment capable of providing driver feedback, or to otherwise route information while the motor vehicle is being operated.

c. The windshield on every motor vehicle will be equipped with a device for cleaning rain, snow, or other moisture from the windshield, which device will be constructed as to be controlled or operated by the driver of the vehicle.

d. Every windshield wiper upon a motor vehicle will be maintained in good working order.

e. Side windows; restrictions on sun screening material. A person will not operate any motor vehicle on any public highway, road, or street on which vehicle the side wings and side windows on either side forward of or adjacent to the operator's seat are composed of, covered by, or treated with any sun screening material or other product or covering which has the effect of making the window nontransparent or which would alter the window's color, increase its reflectivity, or reduce its light transmittance, except as expressly permitted by this section. A sun

screening material is authorized for such windows if, when applied to and tested on the glass of such windows on the specific motor vehicle, the material has a total solar reflectance of visible light of not more than 25 percent as measured on the non-film side and a light transmittance of at least 28 percent in the visible light range.

f. Windows behind the driver. A person will not operate any motor vehicle on any public highway, road, or street on which vehicle any windows behind the driver are composed of, covered by, or treated with any sun screening material, or other product or material which has the effect of making the window nontransparent or which would alter the window's color, increase its reflectivity, or reduce its light transmittance, except as specified below:

(1) Sun screening material consisting of film which, when applied to and tested on the rear window glass of the specific motor vehicle, has a total solar reflectance of visible light of not more than 35 percent as measured on the non-film side and a light transmittance of at least 15 percent in the visible light range; however, sun screening material which, when applied to and tested on the rear window glass of the specific motor vehicle, has a total solar reflectance of visible light of not more than 35 percent as measured on the non-film side and a light transmittance of at least 6 percent in the visible light range may be used on multipurpose passenger vehicles.

(2) Perforated sun screening material which, when tested in conjunction with existing glazing or film material, has a total reflectance of visible light of not more than 35 percent and a light transmittance of no less than 30 percent. For those products or materials having different levels of reflectance, the highest reflectance from the product or material will be measured by dividing the area into 16 equal sections and averaging the overall reflectance. The measured reflectance of any of those sections may not exceed 50 percent.

(3) Louvered materials, if the installation of the materials does not reduce driver visibility by more than 50 percent.

(4) Privacy drapes, curtains and blinds, provided such covering is in an open and secure position when the motor vehicle is being operated on any public highway, road, or street.

(5) A person will not operate any motor vehicle upon any public highway, road, or street, on which vehicle the rear window is composed of, covered by, or treated with any material which has the effect of making the window nontransparent, unless the vehicle is equipped with side mirrors on both sides that meet the requirements of Florida Statute 316.294.

g. Medical exemption certificates will be issued by the state of Florida to persons who are afflicted with Lupus, any autoimmune disease, or other medical conditions which require a limited exposure to light. These certificates will entitle the person to whom the certificate is issued to have sun screening material on the windshield, side windows, and windows behind the driver.

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11. Trailers, Motor Homes, and Recreational Vehicles. Utility trailers, boat trailers, motor homes, campers and other recreational vehicles are authorized provided they meet the requirements listed below:

- a. They are properly registered.
- b. They are safely constructed.
- c. They utilize installation camping facilities after registering at Pelican Roost, building 2062. Long term storage is available after registering with Morale, Welfare and Recreation, Building 414, and receiving an affixed sticker on vehicle prior to storage.
- d. When used to launch or carry boats, the owners of such vehicles will utilize only those facilities designated for that purpose.

12. Enforcement. All traffic violations and offences onboard NAVSTA MYPT military installations will be processed in accordance with references (a) thru (o).

a. Citations. NSF Patrol Officers will respond to and cite traffic violations and criminal acts appropriately, based on the totality of circumstances and based on the Patrol Officer's discretion. Notice of the violation of law or regulation will be forwarded to the Department of Motor Vehicles (DMV) of the host State and/or home of record for the individual, and to the National Register, when applicable.

(1) DD Form 1408. This traffic citation is processed at the installation level and tracked throughout all Department of Defense law enforcement entities. For further information on contesting a citation or how an infraction is process, see enclosure (4) of this instruction and reference (b).

(2) DD Form 1805. DD Form 1805 may be issued to refer violations of traffic laws to the U.S. Magistrate. NSF will provide the violator with copy 4 of the DD Form 1805 (envelope). The Central Violations Bureau (CVB) will process these citations and will contact the violator with instructions for adjudication and/or restitution. For DUI offenses, a DD Form 1805 will be issued for processing at the U.S. Magistrate with no exceptions as per reference (b).

b. Traffic Accident Investigative Reports. NSF will make detailed investigations of the following accidents:

(1) Accidents requiring immediate reports:

(a) Accidents involving Government vehicles or Government property on the installation involving a fatality, personal injury, or private property damage (Minimum damage limits is set at \$500 for NAVY). The installation motor pool (Public Works, Transportation Office) will provide current estimates of the cost of repairs. Investigations of off-installation

accidents involving Government vehicles will be made in cooperation with the civilian law enforcement agency holding jurisdiction.

(b) Any POV accidents on the installation involving a fatality, personal injury, or when a POV is inoperable as a result of an accident.

(2) All privately owned vehicle accidents not addressed above will be required to submit a written report to the installation law enforcement office within 24 hours of an accident in the following cases:

(a) The accident occurs on the installation.

(b) The accident involves no personal injury.

(c) The accident involves only minor damage to the POV and the vehicle can be safely and normally driven from the scene under its own power.

(3) Information in the written report cannot be used in criminal proceedings against the person submitting it unless it was originally categorized a hit and run and the violator is the person submitting the report. Rights advisement will be given prior to any criminal traffic statements provided by violators. All information listed below must be provided:

(4) Reports required in paragraph d(1), above, by the Army will include the following about the accident:

(a) Location, date, and time.

(b) Identification of all drivers, pedestrians, and passengers involved.

(c) Identification of vehicles involved.

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

(e) Property damage involved.

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

(g) A narrative description of the events and circumstances concerning the accident.

13. Towing and Impoundment.

a. Implied consent to impoundment. Any person granted the privilege to operate or register a motor vehicle on NAVSTA MYPT will be deemed to have given his or her consent for the removal and temporary impoundment of their POV when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Existence of these conditions will be determined by the installation commander or designee.

(1) Attempts should be made to locate the owner of the POV and have the vehicle removed when not a flagrant violation or safety concern. Registration of the vehicle with base Pass & ID (CLEOC) will be the primary means of locating the owner's place of work/command.

(2) 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 law enforcement personnel are not responsible for safeguarding the POV.

b. Commercial Wrecker Service. Due to the close proximity and timely response, NAVSTA MYPT primarily utilizes the following commercial wrecker service for executing command authorized removals:

(1) Auto Store Towing INC.  
153 Levy Rd.  
Atlantic Beach, FL 32233  
Comm: (904)246-6763

c. Abandoned Vehicles. The DD Form 2504 (Abandoned Vehicle Notice) will be conspicuously placed on POVs considered unattended. This action will be documented by an entry in the installation law enforcement desk journal or blotter.

(1) The owner will be allowed 3 days (72 hours) from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after 3 days, it will be removed by the installation contracted wrecker Service. A DD Form 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor by NSF.

(2) After the vehicle has been removed, the Watch Commander will complete DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken.

(3) An inventory listing personal property of significant value within plain sight will be done to protect the owner, law enforcement personnel, the contractor, and the commander. The property will not be removed from the vehicle by NSF personnel, unless government markings

on the property can be seen, identifying it as U.S. property. In this case, the property will be retained by NSF personnel and the appropriate command personnel notified for turnover. The contents of a closed container, such as a suitcase inside the vehicle, need not be inventoried. Such articles should be opened only if there is reason to believe the container might contain explosives or otherwise present a danger to the public.

(4) The DD Form 2507 (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 to request information concerning the owner's intentions pertaining to the disposition of the vehicle.

d. Stolen privately owned vehicles or vehicles involved in criminal activity. When the POV is to be held for evidentiary purposes, the vehicle should remain in the custody of NAVSTA MYPT until law enforcement purposes are served, unless civilian law enforcement assumes the case and assume custody of the vehicle.

(1) Recovered stolen POVs will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

(2) A POV held on request of other authorities will be retained in the custody of NAVSTA MYPT until the vehicle can be released to such authorities.

e. Disposition of vehicles after impoundment. If a POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. Upon completion, the vehicle must then be returned to the owner without delay unless directed otherwise by competent authority.

(1) If the vehicle is unclaimed after 120 days from the date notification was mailed to the last known owner, or the owner released the vehicle by properly completing DD Form 2505, the vehicle will be disposed of by one of the following procedures:

(a) Release to the lienholder, if known.

(b) Process as abandoned property in accordance with DOD 4160.21-M.

(2) Property may not be disposed of until diligent effort has been made to find the owner; or the heirs, next of kin, or legal representative of the owner.

(a) The diligent effort to find one of those mentioned in the paragraph above, will begin not later than 7 days after the date on which the property comes into custody or control of the law enforcement agency.

(b) The period for which this effort is continued may not exceed 45 days.



(c) If the owner or those mentioned above, are determined, but not found, the property may not be disposed of until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at his or her last known address.

(d) When diligent effort to determine those mentioned above is unsuccessful, the property may be disposed of without delay, except that if it has a fair market value of more than \$500, the NAVSTA MYPT may not dispose of the property until 45 days after the date it is received at the storage point.

(e) All contracts for the disposal of abandoned vehicles must comply with 10 USC 2575.

PART II

TRAFFIC COURT PROGRAM

1. Traffic Court. Naval Station Mayport Traffic Court is located in Building 1 on Massey Ave. Traffic Court serves as the point of contact for any matters concerning adjudication, recording, tracking, scheduling, and contestation of DD Form 1408 citations, as well as the maintaining of base driving records.

a. The DD Form 1805 may be used to refer violations of traffic laws to the U.S. Magistrate. The U.S. Magistrate will set the approved monetary fine amounts for offences.

(1) In accordance with reference (b), all Navy DUI and driving under the influence of drugs cases will be referred to the Federal Magistrate via a DD Form 1805.

b. For copies of traffic accident reports contact the installation Legal Office, also located within Building 1.

2. Traffic Court Mailing Address:

a. Naval Station Mayport  
ATTN: Traffic Court Clerk  
3000 Mayport Road  
Jacksonville, FL 32228

b. Phone: (904)270-6289 ext.1343  
Email: NSMYPT\_TRAFFIC\_COURT@NAVY.MIL

3. Driving Records. Driving records for all personnel onboard the installation who incur an infraction/violation will be created and maintained in the Consolidated Law Enforcement Operating Center (CLEOC) computer data base. Upon receiving the citation, the Traffic Clerk will generate the electronic driving record for the offender, if one does not already exist, and schedule an appearance if required or requested.

4. Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge driving performance of personnel. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of the Commanding Officer's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

a. Points will be assessed when a person is found to have committed a violation and the finding is by either the unit commander, the Installation Traffic Court, a military or civilian court (including a U.S. Magistrate), or by payment of fine, forfeiture of pay or allowances, or posted bond, or collateral.

5. Point System Application. The Uniformed Services are required to use the point system and procedures prescribed by reference (b) without change. Additional violations and their associated points which are not covered under reference (b) may be added to the command's traffic code and applied in the Installation Traffic Court.

a. All personnel operating either a GOV or POV onboard the installation are subject to both the point system in appendix B and the base point system listed in appendix C.

b. The point system in appendices A and B applies to all operators of U.S. Government motor vehicles, on or off Federal property.

(1) Upon receipt of a report of action taken (including action by a U.S. Magistrate Court on DD Form 1805), the installation Traffic Court Adjudicating Official will assess the number of points appropriate for the offense, and record the traffic points or the suspension or revocation of driving privileges on the person's driving record. Except as specified otherwise in this and other Service/DLA regulations, points will not be assessed or driving privileges suspended or revoked when the report of action taken indicates that neither disciplinary nor administrative action was taken.

c. Points assessed against a person will remain in effect for point accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points should be done routinely during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Record entries will remain posted on individual driving records for the period of time indicated below.

(1) Chargeable nonfatal traffic accidents or moving violations—3 years.

(2) Non-mandatory suspensions or revocations—5 years.

(3) Mandatory revocations—7 years.

6. Court Appearance. Installation Traffic court is convened on the last Thursday of each month. The Traffic Court Clerk will schedule all traffic court appearances for both mandatory appearances and requests for contestation of DD Form 1408 citations.

a. Mandatory Appearance. Various violations identified in appendix C require a mandatory installation Traffic Court appearance in front of the adjudicating official. For personnel requiring a mandatory appearance, notification will be sent out by the Traffic Court Clerk via the command CMCs, Active Duty sponsor's command, sponsoring employer, or notification directly from the clerk for non-affiliated personnel.

b. Requests for Contestation. Personnel who are issued a DD Form 1408 for an infraction/violation may contest said infraction/violation by contacting the Traffic Court Clerk within five days of receiving the citation. Upon preponderance of the evidence, mitigating circumstances, and driving history, the Traffic Court Adjudicating Official may choose to award all applicable points, a reduced number of points, award a suspension or revocation of driving privileges, or dismiss the violation/infraction.

7. Driver Improvement/Remedial Training. The installation CO or Traffic Court Adjudicating Official may require the following driver improvement measures as appropriate:

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

b. Counseling or driver improvement interview, by the unit commander, of any person who has acquired more than 6 but less than 12 traffic points within a 6-month period. This counseling or interview should produce recommendations to improve driver performance.

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

d. Attending a remedial driver training to improve driving performance.

e. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling, or treatment. This action is required for active military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

f. An individual's driving privileges may be suspended or revoked as provided by this instruction regardless of whether these improvement measures are accomplished.

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

a. Persons whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified in writing through official channels. Except for the OPNAV mandatory minimum or maximum suspension or revocation periods prescribed by appendix D, the installation CO will establish periods of suspension or revocation based on the totality of circumstances. Any revocation based on traffic points must be no less than 6 months. A longer period may be imposed on the basis of a person's overall driving record considering the frequency, flagrancy, severity of moving violations, and the response to previous driver

improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

b. Driving in violation of a suspension or revocation imposed under this instruction will result in the original period of suspension or revocation being increased by two years. In addition, administrative action may be initiated based on the commission of any traffic, criminal, or military offenses, for example, active duty military personnel driving on the installation in violation of a lawful order.

c. Suspension. Driving privileges are suspended when other measures fail to improve a driver's performance. Measures should include counseling, remedial driving training, and rehabilitation programs if violator is entitled to the programs. Driving privileges may also be suspended for up to 6 months if a driver continually violates installation parking regulations. The CO will determine standards for suspension based on frequency of parking violations and publish those standards, see appendix E (Base Suspension Standards). Suspensions apply only onboard NAVSTA MYPT.

(1) Any vehicle parked without authorization in an area restricted due to force protection measures may subject the driver to immediate suspension by the CO. Vehicle will be towed at the owner's and/or operator's expense.

(2) The installation CO has discretionary power to withdraw the authorization of active duty military personnel, DOD civilian employees, non-appropriated funds (NAF) employees, contractors, and subcontractors to operate Government vehicles.

(3) Immediate suspension of installation POV driving privileges pending resolution of an intoxicated driving incident is authorized for active duty military personnel, family members, retired members of the military services, DOD civilian personnel, and others with installation driving privileges, regardless of the geographic location of the intoxicated driving incident.

(4) Suspension is authorized for non-DOD affiliated civilians only with respect to incidents occurring on the installation or in areas subject to military traffic supervision.

(5) After a review of available information, installation-driving privileges will be immediately suspended pending resolution of the intoxicated driving accident in the following circumstances:

(a) Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs.

(b) Operating a motor vehicle with a blood alcohol content (BAC) of 0.08 percent by volume (0.08 grams per 100 milliliters) or higher (F.S.S. 316.193).

(c) Operating a motor vehicle with a BAC of 0.05 percent by volume but less than 0.08 percent blood alcohol by volume (as measured in grams per 100 milliliters) in violation of state law (F.S.S. 316.1934(b)).

(d) Operating a Commercial Motor Vehicle (CMV) with a with a blood alcohol content (BAC) of 0.04 percent by volume (0.04 grams per 100 milliliters) or higher (F.S.S. 322.613(b)2).

(e) On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.

c. Revocation. The revocation of installation POV driving privileges is a severe administrative measure to be exercised for serious moving violations or when other available corrective actions fail to produce the desired driver improvement. Revocation of the driving privilege will be for a specified period but never less than 6 months, apply at all military installations, and remain in effect upon reassignment.

(1) Driving privileges are subject to revocation when an individual fails to comply with any of the conditions set forth by the CO or Traffic Court Adjudicating Official.

(2) Revocation of installation driving is authorized for military personnel, family members, DOD civilian employees, contractors, and other individuals with installation driving privileges. For civilian guests, revocation is authorized only with respect to incidents occurring on the installation or in the areas subject to military traffic supervision.

(3) Driving privileges will be revoked for a mandatory period of not less than 1 year in the following circumstances:

(a) The installation CO or designee has determined that the person lawfully apprehended for driving under the influence refused to submit to or complete a test to measure the alcohol content in the blood, or detect the presence of any other drug as required by state law and installation traffic code.

(b) A conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of driver's license for intoxicated driving. Appropriate official documentation of such conviction is required as the basis for revocation.

(4) When temporary suspensions pending resolution of an intoxicated driving incident (paragraph 8.c.(3)), are followed by revocations, the period of revocation is computed beginning from the date the original suspension was imposed, exclusive of any period during which full driving privileges may have been restored pending resolution of charges. (Example: privileges were initially suspended on 1 January 2000 for a charge of intoxicated driving with a BAC of 0.14 percent. A hearing was held, extreme family hardship was substantiated, and privileges were restored on 1 February pending resolution of the charge. On 1 March 2000, the driver was

convicted for intoxicated driving. The mandatory 1-year revocation period will consist of January 2000 plus March 2000 through January 2001, for a total of 12 months with no installation driving privileges.)

9. Administrative Due Process for Suspensions and Revocations. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not become effective until the installation CO or designee notifies the affected person and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the affected person makes an application for a hearing within this period. Such application will stay the pending suspension or revocation for a period of 14 calendar days.

a. Requested hearings must take place within a reasonable period, which is determined by the CO.

b. If, due to action by the Government, a hearing is not held within 14 calendar days, the suspension will not take place until such time as the person is granted a hearing and is notified of the action of the CO or designee. However, if the affected person requests that the hearing be continued to a date beyond the 14-day period, the suspension or revocation will become effective immediately on receipt of notice that the request for continuance has been granted, and remain in force pending a hearing at a scheduled hearing date.

c. If it is determined as a result of a hearing to suspend or revoke the affected person's driving privilege, the suspension or revocation will become effective when the person receives the written notification of such action. In the event that written notification cannot be verified either through a return receipt for mail or delivery through command channels, the hearing authority will determine the effective date on a case-by-case basis.

d. If the revocation or suspension is imposed after such hearing, the person whose driving privilege has been suspended or revoked will have the right to appeal or request reconsideration. Such requests must be forwarded through command channels to the CO within 14 calendar days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The suspension or revocation will remain in effect pending a final ruling on the request. Requests for restricted privileges will be considered per section 10, below.

e. If driving privileges are temporarily restored (that is, for family hardship) pending resolution of charges, the period of revocation (after final authority determination) will still total the mandatory 12 months. The final date of the revocation will be adjusted to account for the period when the violator's privileges were temporarily restored, as this period does not count towards the revocation time.

f. For drunk driving or driving under the influence offenses, reliable evidence readily available will be presented promptly to the Command Duty Officer for review and authorization for immediate suspension of installation driving privileges.

(1) Reliable evidence includes witness statements, military or civilian police report of apprehension, chemical test results if completed, refusal to consent to complete chemical testing, videotapes, statements by the apprehended individual, field sobriety or preliminary breath tests results, and other pertinent evidence. Immediate suspension should not be based solely on published lists of arrested persons, statements by parties not witnessing the apprehension, or telephone conversations or other information not supported by documented and reliable evidence.

(2) Reviews normally will be accomplished within the first normal duty day following final assembly of evidence.

(3) The reviewer should be any officer to include GS-11 or above, designated in writing by the CO whose primary duties are not in the field of law enforcement. This will normally be the Command Duty Officer. The CO may authorize the SECO to conduct reviews and authorize suspensions in cases where the designated reviewer is not reasonably available or not an officer or GS-11 or above and, in the judgment of the installation SECO, such immediate action is warranted. Review by CO will follow as soon as practical in such cases. When a suspension notice is based on the SECO's review, there is no requirement for confirmation notice following subsequent review by the CO.

(4) For active duty military personnel, final written notice of suspension for intoxicated driving will be provided to the individual's chain of command for immediate presentation to the individual.

(5) For civilian personnel, written notice of suspension for intoxicated driving will normally be provided without delay via certified mail. If the person is employed on the installation, such notice will be forwarded through the military or civilian supervisor. When the notice of suspension is forwarded through the supervisor, the person whose privileges are suspended will be required to provide written acknowledgment of receipt of the suspension notice.

(6) Notices of suspension for intoxicated driving will include the following:

(a) The fact that the suspension can be made a revocation upon adjudication or by order of the CO.

(b) The right to request, in writing, a hearing before the CO or designee to determine if post driving privileges will be restored pending resolution of the charge; and that such request must be made within 14 calendar days of the final notice of suspension.

(c) The right of military personnel to be represented by counsel at his or her own expense and to present evidence and witnesses at his or her own expense. The CO will determine the availability of any local active duty representatives requested.



(d) The right of DOD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and regulations.

(e) Written acknowledgment of receipt to be signed by the individual whose privileges are to be suspended or revoked.

g. If a hearing is requested, it must take place within 14 calendar days of receipt of the request. The suspension for intoxicated driving will remain in effect until a decision has been made by the CO or designee, but will not exceed 14 calendar days after the hearing while awaiting the decision. If no decision has been made by that time, full driving privileges will be restored until such time as the accused is notified of a decision to continue the suspension. Hearing on suspension actions under paragraph for drunk or impaired driving pending resolution of charges will cover only the following pertinent issues of whether:

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

(2) The person was lawfully cited or apprehended for a driving under the influence offense.

(3) The person was lawfully requested to submit his or her blood, breath, or urine in order to determine the content of alcohol or other drugs, and was informed of the implied consent policy (consequences of refusal to take or complete the test).

(4) The testing methods were valid and reliable and the results accurately evaluated.

h. For revocation actions for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge. (Pleas of nolo contendere are considered equivalent to guilty pleas.)

i. Revocations are effective as of the date of conviction or other findings that confirm the charges. Test refusal revocations will be in addition to any other revocation incurred during a hearing. Hearing authority will determine if revocations for multiple offenses will run consecutively or concurrently taking into consideration if offenses occurred on same occasion or different times, dates. The exception is that test refusal will be one-year automatic revocation in addition to any other suspension.

j. The notice that revocation is automatic may be placed in the suspension letter. If it does not appear in the suspension letter, a separate letter must be sent and revocation is not effective until receipt of the written notice.

k. Revocations cancel any full or restricted driving privileges that may have been restored during suspension and the resolution of the charges. Requests for restoration of full driving privileges are not authorized.

l. For good cause, the CO or Traffic Court Adjudicating Official may withdraw the restricted driving privilege and continue the suspension or revocation period (for example, driver at fault in the traffic accident, or driver cited for a moving violation).

10. Restricted Driving Privileges or Probation. The CO, or his or her designee, may modify a suspension or revocation of driving privileges in certain cases per paragraph 10.c., below.

a. Requests for restricted driving privileges subsequent to suspension or revocation of installation driving privileges will be referred to the CO or designee, except for intoxicated driving cases, which must be referred to the General Court Martial Convening Authority. Withdrawal of restricted driving privileges is within the CO's discretion.

b. Probation or restricted driving privileges will not be granted to any person whose driver license or right to operate motor vehicles is under suspension or revocation by a State, Federal, or host nation licensing authority. Prior to application for probation or restricted driving privileges, a State, Federal, or host nation driver's license or right to operate motor vehicles must be reinstated. The burden of proof for reinstatement of driving privileges lies with the person applying for probation or restricted driving privileges. Revocations for test refusals will remain.

c. The installation CO or designee may grant restricted driving privileges or probation on a case-by-case basis provided the person's State or host nation driver's license or right to operate motor vehicles remains valid to accommodate any of the following reasons:

(1) Mission requirements.

(2) Unusual personal or family hardships.

(3) Delays exceeding 90 days, not attributed to the person concerned, in the formal disposition of an apprehension or charges that are the basis for any type of suspension or revocation.

(4) When there is no reasonably available alternate means of transportation to officially assigned duties. In this instance, a limited exception can be granted for the sole purpose of driving directly to and from the place of duty.

d. The terms and limitations on a restricted driving privilege (for example, authorization to drive to and from place of employment or duty, or selected installation facilities such as hospital, commissary, and or other facilities) will be specified in writing and provided to the individual concerned. Persons found in violation of the restricted privilege are subject to revocation action.

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e. The conditions and terms of probation will be specified in writing and provided to the individual concerned. The original suspension or revocation term in its entirety may be activated to commence from the date of the violation of probation. In addition, separate action may be initiated based on the commission of any traffic, criminal, or military offense that constitutes a probation violation.

f. Any DOD employees and contractors, who can demonstrate that suspension or revocation of installation driving privileges would constructively remove them from employment, may be given a limiting suspension/revocation that restricts driving on the installation to the most direct route to and from their respective work sites (see 5 USC 2302(b)(10)). This is not to be construed as limiting the commander from suspension or revocation of on-duty driving privileges, even if this action would constructively remove a person from employment in those instances in which the person's duty requires driving from place to place on the installation.

11. Notification of State Driver's License Agencies. The CO, via the Legal Office, will notify the State driver's license agency of those personnel whose installation driving privileges are revoked for 1 year or more, following final adjudication of the intoxicated driving offense or for refusing to submit to a lawful BAC test. This notification will include the basis for the suspension and the blood alcohol level. The notification will be sent to the State in which the driver's license was issued.

Appendix A

**Authorized Parking Deviations**

<p><b>Location:</b> Eastern edge of the south parking lot of the Fleet Store on Massey Ave.</p> <p><b>Deviation:</b> Vehicles may parallel park in the grass on the eastern edge of the south parking lot during the hours of lunch when the food vendor trucks are present. Once the food trucks have departed, no parking in the grass is authorized. Shopping within the Fleet Store is not permitted when parked in this location. Deviation is for patronage and pick-up from the food truck ONLY. (TOWING AUTHORIZED)</p>
<p><b>Location:</b> Unpainted curb on the northern edge of the north parking lot of the Fleet Store, across from the barber shop, Food Court, Rental Agency, and Fleet Store northern entrance.</p> <p><b>Deviation:</b> Parallel parking along the unpainted curb is authorized 24/7.</p>
<p><b>Location:</b> Unpainted curb on the western side of building 1 on the road between the western parking lot and building 1.</p> <p><b>Deviation:</b> GOVs ONLY may park along this curb, but only for conducting business and not long-term parking (not to exceed one hour).</p>
<p><b>Location:</b> Unpainted curb on Maine St. north of the Main Gate in the vicinity of Building 1591, southern side of the street only.</p> <p><b>Deviation:</b> Security Force personnel may park along designated location due to shortage of available parking at worksite.</p>
<p><b>Location:</b> Various throughout the installation.</p> <p><b>Deviation:</b> In support of any special event, command function, fundraiser, or prior coordinated event, parking restrictions will be relaxed to the extent the CO deems prudent.</p>
<p>Notes:</p>

Appendix B

**DoD / OPNAV Mandated Point Assessment for Moving Traffic Violations**

<b>Violation:</b> Reckless driving (willful and wanton disregard for the safety of persons or property). <b>Points assessed:</b> 6 (Mandatory Traffic Court Appearance)
<b>Violation:</b> Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle. <b>Points assessed:</b> 6 (Mandatory Traffic Court Appearance)
<b>Violation:</b> Fleeing the scene (hit and run)—property damage only. <b>Points assessed:</b> 6 (Mandatory Traffic Court Appearance)
<b>Violation:</b> Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent). <b>Points assessed:</b> 6 (Mandatory Traffic Court Appearance)
<b>Violation:</b> Speed contests. <b>Points assessed:</b> 6
<b>Violation:</b> Speed too fast for conditions. <b>Points assessed:</b> 2
<b>Violation:</b> Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard. <b>Points assessed:</b> 2
<b>Violation:</b> Failure of operator or occupants to use available restraint system devices while moving (operator assessed points). <b>Points assessed:</b> 2 (2 <sup>nd</sup> offense = Mandatory Traffic Court Appearance)
<b>Violation:</b> Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds). <b>Points assessed:</b> 2 (2 <sup>nd</sup> offense = Mandatory Traffic Court Appearance)
<b>Violation:</b> One to 10 miles per hour over posted speed limit. <b>Points assessed:</b> 3
<b>Violation:</b> Over 10 but not more than 15 miles per hour above posted speed limit. <b>Points assessed:</b> 4
<b>Violation:</b> Over 15 but not more than 20 miles per hour above posted speed limit. <b>Points assessed:</b> 5
<b>Violation:</b> Over 20 miles per hour above posted speed limit. <b>Points assessed:</b> 6
<b>Violation:</b> Following too close. <b>Points assessed:</b> 4
<b>Violation:</b> Failure to yield right of way to emergency vehicle. <b>Points assessed:</b> 4
<b>Violation:</b> Failure to stop for school bus or school-crossing signals. <b>Points assessed:</b> 4

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<b>Violation:</b> Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic. <b>Points assessed:</b> 4
<b>Violation:</b> Improper passing. <b>Points assessed:</b> 4
<b>Violation:</b> Failure to yield (no official sign involved). <b>Points assessed:</b> 4
<b>Violation:</b> Improper turning movements (no official sign involved). <b>Points assessed:</b> 3
<b>Violation:</b> Wearing of headphones/earphones while driving motor vehicles (two or more wheels). <b>Points assessed:</b> 3
<b>Violation:</b> Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine. <b>Points assessed:</b> 3
<b>Violation:</b> Improper overtaking. <b>Points assessed:</b> 3
<b>Violation:</b> Other moving violations (involving driver behavior only). <b>Points assessed:</b> 3
<b>Violation:</b> Operating an unsafe vehicle (see note 2). <b>Points assessed:</b> 2
<b>Violation:</b> Driver involved in accident is deemed responsible (only added to points assessed for specific offenses). <b>Points assessed:</b> 1
<b>Notes:</b> 1 When two or more violations are committed on a single occasion, points may be assessed for each individual violation. 2 This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).

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## Appendix C

## NAVSTA MYPT Point Assessment for Traffic Code Violations

<b>Violation:</b> Violation of the Move Over Law. <b>Points assessed:</b> 3
<b>Violation:</b> Distracted driving, use of a cellphone while driving (texting, non-hands free, manipulation of GPS features) <b>Points assessed:</b> 4 (Mandatory Traffic Court Appearance)
<b>Violation:</b> Driving while unlicensed. <b>Points assessed:</b> (Mandatory Traffic Court Appearance)
<b>Violation:</b> Driving with an expired driver's license. <b>Points assessed:</b> 1 <sup>st</sup> = suspended until valid; 2 <sup>nd</sup> and 3 <sup>rd</sup> offense = 2 pts
<b>Violation:</b> Driving without a driver's license in possession for presentation. <b>Points assessed:</b> 1 <sup>st</sup> offense = warning after verification through NCIC; 2 <sup>nd</sup> = 2 pts; 3 <sup>rd</sup> = 4pts.
<b>Violation:</b> Driving with expired or suspended registration. <b>Points assessed:</b> 4 (mandatory Traffic Court Appearance). Vehicle will be towed off installation.
<b>Violation:</b> Transporting passengers in the bed of an open truck. <b>Points assessed:</b> 2
<b>Violation:</b> Driving without proof of insurance to present (validity verified through NCIC). <b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts; 2 <sup>nd</sup> = 4 pts; 3 <sup>rd</sup> = 6 pts.
<b>Violation:</b> Failure to properly secure materials being hauled or towed. <b>Points assessed:</b> 2
<b>Violation:</b> Illegal "U" turn. <b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts; 2 <sup>nd</sup> = 3 pts; 3 <sup>rd</sup> = 4 pts.
<b>Violation:</b> Operating a motorized apparatus not predominately designed for public roads, on a public road. <b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts; 2 <sup>nd</sup> = 4 pts; 3 <sup>rd</sup> = 6 pts.
<b>Violation:</b> Improper backing resulting in an accident. <b>Points assessed:</b> 4 points and enrollment in Driver Improvement Course for Active Duty/Civil Service.
<b>Violation:</b> Careless driving/failure to use due care resulting in an accident. <b>Points assessed:</b> 4 points and enrollment in Driver Improvement Course for Active Duty/Civil Service.
<b>Violation:</b> Littering. <b>Points assessed:</b> 1 <sup>st</sup> offense = Warning; 2 <sup>nd</sup> = 2 pts; 3 <sup>rd</sup> = 4 pts.
<b>Violation:</b> Aggressive driving. <b>Points assessed:</b> 1 <sup>st</sup> offense = 4 pts (Mandatory Traffic Court Appearance); 2 <sup>nd</sup> = See Appendix E.
<b>Violation:</b> Laying drag. <b>Points assessed:</b> 1 <sup>st</sup> offense = 4 pts (Mandatory Traffic Court Appearance); 2 <sup>nd</sup> = See Appendix E.
<b>Violation:</b> Failure to maintain lane.

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<b>Points assessed:</b> 1 <sup>st</sup> offense = 3 pts; 2 <sup>nd</sup> = 4 pts; 3 <sup>rd</sup> = 6 pts.
<b>Violation:</b> Picking up or discharging passengers in other than designated areas.
<b>Points assessed:</b> 1 <sup>st</sup> offense = Warning; 2 <sup>nd</sup> = 2 pts; 3 <sup>rd</sup> = See Appendix E.
<b>Violation:</b> Driving another person's vehicle without written permission (owner is aware and allowed).
<b>Points assessed:</b> 1 <sup>st</sup> offense = 4 pts; 2 <sup>nd</sup> = 5 pts; 3 <sup>rd</sup> = 6 pts.
<b>Violation:</b> Failure to report a traffic accident.
<b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts.; 2 <sup>nd</sup> offense = see Appendix E.
<b>Violation:</b> Leaving children less than 6 years of age unattended in a vehicle.
<b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts and notification to Family Advocacy (Mandatory Traffic Court Appearance); 2 <sup>nd</sup> offense = see Appendix E.
<b>Violation:</b> Illegal parking.
<b>Points assessed:</b> 2 (see Appendix E)
<b>Violation:</b> illegally parked in a safety corridor (striped no parking area), in a fire lane, obstructing traffic, in a marked "No Parking" location, double parked, on top of a median, island, divider, or vehicle control mechanism of any type.
<b>Points assessed:</b> 4
<b>Violation:</b> Handicap illegal parking.
<b>Points assessed:</b> 4; 2 <sup>nd</sup> offense = see Appendix E.
<b>Violation:</b> failure to yield to vehicles when entering intersections.
<b>Points assessed:</b> 1 <sup>st</sup> offense = 2 pts; 2 <sup>nd</sup> = 4 pts; 3 <sup>rd</sup> = See Appendix E (1 month suspension).
<b>Violation:</b> Leaving pets unattended in a parked vehicle.
<b>Points assessed:</b> 1 <sup>st</sup> offense = 2; 2 <sup>nd</sup> offense = see Appendix E.
<b>Violation:</b> Repair of vehicle other than emergency nature on roadways, streets, or parking areas/lots.
<b>Points assessed:</b> 1 <sup>st</sup> offense = Warning; 2 <sup>nd</sup> offense = 2 (mandatory Traffic Court Appearance); 3 <sup>rd</sup> offense = see Appendix E.



Appendix D

**DoD/OPNAV Mandated Suspension or Revocation Periods of Driving Privileges**  
**(All listed violations require Traffic Court Appearances)**

<p><b>Violation:</b> Driving while driver's license or installation driving privileges are under suspension or revocation.</p> <p><b>Consequence:</b> A 2-year revocation is mandatory on determination of facts by installation commander. (For Army, 5-year revocation is mandatory.)</p> <p>* NAVSTA MAYPORT 2<sup>nd</sup> offense = Permanent driving privilege revocation.</p>
<p><b>Violation:</b> Refusal to submit to or failure to complete chemical tests (implied consent).</p> <p><b>Consequence:</b> A 1-year revocation is mandatory on determination of facts by installation commander. * NAVSTA MYPT 2<sup>nd</sup> offense = 2-year driving privilege suspension; 3<sup>rd</sup> offense = Permanent driving privilege revocation.</p>
<p><b>Violation:</b> Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DOD installations; violation of civil law off post). Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.</p> <p><b>Consequence:</b> A 1-year revocation is mandatory on conviction.</p> <p>* NAVSTA MAYPORT *2<sup>nd</sup> offense = 2-year driving privilege suspension; 3<sup>rd</sup> offense = Permanent driving privilege revocation.</p>
<p><b>Violation:</b> Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation. Permitting an unlawful or fraudulent use of an official driver's license. Conviction of fleeing, or attempting to elude, a police officer. Conviction of racing on the highway.</p> <p><b>Consequence:</b> Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.</p> <p>* NAVSTA MAYPORT 2<sup>nd</sup> offense = 2-year driving privilege suspension; 3<sup>rd</sup> offense = Permanent driving privilege revocation.</p>
<p><b>Violation:</b> Receiving a second 1-year suspension or revocation of driving privileges within 5 years.</p> <p><b>Consequence:</b> Loss of OF 346 for minimum of 6 months is discretionary.</p>

**Notes:**

1 When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of civil conviction, or the date that State or host nation driving privileges are suspended or revoked. This effective date can be retroactive.

2 No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civilian court or courts-martial, nonjudicial punishment under UCMJ, Art. 15, or a separate hearing as addressed in this regulation. If revocation for implied consent is combined with another revocation, such as 1 year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). The installation commander's policy should be applied systematically and not on a case-by-case basis.

3 An asterisk (\*) denotes NAVSTA MYPT 2<sup>nd</sup> and 3<sup>rd</sup> offense consequences.

4 All listed offenses require mandatory Traffic Court Appearance.

Appendix E

**NAVSTA MYPT Mandated Court Appearance and Suspension or Revocation of Driving Privileges**

<b>Violation:</b> Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation. <b>Consequence:</b> 1st offense = 6 months or more suspension (not to exceed 1 year); 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Unlawful or fraudulent use of an official driver's license or permitting an unlawful or fraudulent use of an official driver's license. <b>Consequence:</b> 1st offense = 6 months or more suspension (not to exceed 1 year); 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Conviction of fleeing, or attempting to elude, a police officer. <b>Consequence:</b> 1st offense = 6 months or more suspension (not to exceed 1 year); 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Racing; exhibition of speed. <b>Consequence:</b> 1st offense = 6 months or more suspension (not to exceed 1 year); 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Speeding: Over 20 miles per hour above the posted speed limit. <b>Consequence:</b> 1 <sup>st</sup> offense = 30-day suspension; 2 <sup>nd</sup> = 60-day suspension; 3 <sup>rd</sup> = 1-year suspension.
<b>Violation:</b> Driving without valid insurance. <b>Consequence:</b> 1 <sup>st</sup> offense = Suspension until cleared; 2 <sup>nd</sup> = 30-day suspension and vehicle will be towed off installation; 3 <sup>rd</sup> = 6-month suspension and vehicle will be towed off the installation.
<b>Violation:</b> Driving in unauthorized areas. <b>Consequence:</b> 1 <sup>st</sup> offense = Warning; 2 <sup>nd</sup> = 15-day suspension; 3 <sup>rd</sup> = 30-day suspension.
<b>Violation:</b> Use of radar detection/jamming equipment. <b>Consequence:</b> 1 <sup>st</sup> offense = Warning; 2 <sup>nd</sup> = 30-day suspension; 3 <sup>rd</sup> = Mandatory Traffic Court Appearance.
<b>Violation:</b> Aggressive driving. <b>Consequence:</b> 2 <sup>nd</sup> offense = 3-month suspension; 3 <sup>rd</sup> offense = 6-month suspension.
<b>Violation:</b> Laying drag. <b>Consequence:</b> 2 <sup>nd</sup> offense = 3-month suspension; 3 <sup>rd</sup> offense = 6-month suspension.
<b>Violation:</b> Open Container. <b>Consequence:</b> 1 <sup>st</sup> offense = 3-month suspension; 2 <sup>nd</sup> offense = 6-month suspension; 3 <sup>rd</sup> offense = 1-year suspension.
<b>Violation:</b> Picking up or discharging passengers in other than designated areas. <b>Consequence:</b> 3 <sup>rd</sup> offense = 30-day suspension
<b>Violation:</b> Possession of contraband or prohibited items in the vehicle. <b>Consequence:</b> 1 <sup>st</sup> offense = 3-month suspension; 2 <sup>nd</sup> = 1-year suspension; 3 <sup>rd</sup> = 2-year suspension.

<b>Violation:</b> Controlled Substances: Introduction or possession upon any person within the vehicle. <b>Consequence:</b> 1 <sup>st</sup> offense = 1-year suspension upon positive identification; 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Failure to report an accident. <b>Consequence:</b> 2 <sup>nd</sup> offense will result in permanent revocation of driving privileges.
<b>Violation:</b> Leaving children less than 6 years of age unattended in a vehicle. <b>Consequence:</b> 2 <sup>nd</sup> offense = 6-month suspension and family Advocacy notification; 3 <sup>rd</sup> offense = 12-month suspension and family Advocacy notification
<b>Violation:</b> Leaving pets unattended in a parked vehicle. (Patrol Officers are authorized to break vehicle window when animal is deemed to be in distress). <b>Consequence:</b> 2 <sup>nd</sup> offense = 30-day suspension; 3 <sup>rd</sup> offense = 3-month suspension.
<b>Violation:</b> Repair of vehicle other than emergency nature on roadways, streets, or parking areas/lots. <b>Consequence:</b> 3 <sup>rd</sup> offense 3-month suspension.
<b>Violation:</b> Illegal Parking. <b>Consequence:</b> 1st offense = 6 months or more suspension (not to exceed 1 year); 2 <sup>nd</sup> offense = permanent revocation of driving privileges.
<b>Violation:</b> Illegal Parking. <b>Consequence:</b> 3 tickets in one month = 1-month suspension; 4 tickets in one month = 2-month suspension; 12 points accrued in 12 months or 18 points in 24 months = 1-year suspension.

Appendix F

**NAVSTA MYPT**  
**Staging/Lay-down Area request**

Requestor: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Contact number: \_\_\_\_\_

Dates of request: \_\_\_\_\_  
Location requested: \_\_\_\_\_  
Description of equipment to be staged (license plates if  
applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for request (operational impact):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicate signature: \_\_\_\_\_

➤ Route via:  
NAVSTA MYPT Physical Security Officer: \_\_\_\_\_

NAVSTA MYPT Security Officer: \_\_\_\_\_

NAVSTA MYPT Port Operations Officer: \_\_\_\_\_

NAVSTA MYPT NAVFAC/PWO Officer: \_\_\_\_\_

**Approved:**  
**NAVSTA MYPT Commanding Officer:** \_\_\_\_\_

## REFERENCES

- (a) DoD Instruction 6055.04, DoD Traffic Safety Program
- (b) OPNAVINST 11200.5D, Motor Vehicle Traffic Supervision
- (c) OPNAVINST 5100.12J, Navy Traffic Safety Program
- (d) Florida Criminal Law and Motor Vehicle handbook
- (e) DoD Directive 5525.4
- (f) Defense Transportation Regulation 4500.9-R, Part II, "Cargo Movement," as amended
- (g) Executive Order 13043, "Increasing Seat Belt Use in the United States," April 16, 1997
- (h) Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009
- (i) DoD Directive 4500.09E, "Transportation and Traffic Management," September 11, 2007
- (j) DoD Instruction 3025.21, "Defense Support of Civilian Law Enforcement Agencies," February 27, 2013
- (k) Federal Motor Vehicle Safety Standard No. 218, "Motorcycle Helmets"
- (l) DoD Instruction 6055.07, "Mishap Notification, Investigation, Reporting, and Record Keeping," June 6, 2011
- (m) 32 CFR § 634.9, Suspension or revocation of driving or privately-owned vehicle registration privileges
- (n) 32 CFR § 634.32, Traffic Violation Reports
- (o) 49 CFR § 571, Federal Motor Vehicle Safety Standards

## GLOSSARY

a. **Installation.** Refers to NAVSTA Mayport, its confines and all property under its control, including Ribault and Marsh Cove Landing off-base housing areas.

b. **Owner.** Refers to the titled owner or lessee of a private motor vehicle, and those provided a valid Power of Attorney for the use of a privately-owned motor vehicle.

c. **Motor Vehicle.** Any vehicle or passenger conveyance which is self-propelled (not operated on rails or tracks), or powered by an engine; normally classified as a car, truck, or motorcycle; and requires license and registration to operate on a state road/highway (i.e. automobile, bus, motorcar, truck, van, etc.).

d. **Motorcycle.** Any two or three wheeled vehicle motorized vehicle, motor scooter, or motorized bicycle (moped) (with or without pedals) used for transportation.

e. **Non-Department of Transportation (DOT) Compliant Vehicle.** Includes two, three and four-wheeled motor vehicles primarily designed for off-road recreational purposes, which are not normally registered in the state of Florida.

f. **Wheelchairs.** Motorized or manually-driven wheelchairs will be considered as pedestrian modes of transportation for handicapped individuals. Therefore, those operators have the same rights and responsibilities of other pedestrians.

g. **Commercial Vehicles.** Commercial vehicles which meet the "for hire" requirements of Florida Statutes, to include trucks, taxi cabs, limousines, delivery vehicles, and armored car services.

h. **Industrial Vehicles.** Motorized vehicles used for industrial work, which are not normally licensed for operation on the roadway (e.g., tractors, cranes, forklifts, construction equipment, government owned riding lawn mowers, or yellow ground support equipment (GSE)).

i. **Golf Carts.** Golf carts and all other motor vehicles not licensed for operation on roadways, not specifically mentioned above, are prohibited from being operated on installation roadways.

j. **Low-speed vehicle.** DOT compliant 4-wheel vehicles that have a maximum capable speed typically around 25 mph (40 km/h), and have a minimum capable speed (typically 20 mph (32 km/h)) that allows them to travel on public roads.

j. **Peak traffic hours.** Hours of the workday when the traffic entering or exiting the base is extremely heavy, normally between the hours of 0500-0800 and 1430-1700.

k. **Navy Security Force (NSF).** Composed of Navy Security Forces and armed Navy civilians who provide security for naval installations, vessels, and aircraft.

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1. Open Container. Any container of alcoholic beverage capable of being consumed from, or the seal of which has been broken.