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Military Police

MOTOR VEHICLE TRAFFIC SUPERVISION

Applicability. This Pamphlet applies to all persons operating a motor vehicle within the confines of Tobyhanna Army Depot.

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FOR THE COMMANDER:

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//signed//
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*This pamphlet supersedes TYAD Regulation No. 190-5, 16 December 2009.

SUMMARY OF CHANGE

This revision dated 16 June 2016:

- Update name changes throughout the pamphlet.
- Administrative changes throughout.
- Removed requirement to register vehicles within the Law Enforcement Branch.
- Updated the new parking standards.
- Updated references.
- Deleted Appendix A, Diagram of Parking Decals.
- Removed requirement of Parking Decals.
- Added a summary of changes page.

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CHAPTER 1. GENERAL

1-1. Purpose and Scope. This Pamphlet sets policies, responsibilities and procedures for motor vehicle traffic management on Tobyhanna Army Depot (TYAD). This includes, but is not limited to, granting, suspending or revoking the privilege to operate a Privately Owned Vehicle (POV), police traffic supervision and off-post traffic activities. This pamphlet applies to all persons operating a motor vehicle within the confines of

TYAD.

1-2 Responsibilities.

a. Directorate of Installation Services will:

- (1) Direct, regulate and control traffic and enforce applicable laws and regulations.
- (2) Provide internal procedures for taking appropriate action against all violators.
- (3) Initiate the investigation of all motor vehicle accidents.
- (4) Establish and implement the installation's traffic and parking plans.
- (5) Approve or disapprove requests for special parking.
- (6) Perform phases of engineering concerned with the planning, design, construction and maintenance of streets and abutting lands.
- (7) Procure, construct, install and maintain permanent traffic and parking control devices.
- (8) Ensure traffic signs, signals and pavement markings conform to the standards in the current Manual on Uniform Traffic Control Services for Streets and Highways.

1-3. General Policy.

a. The main purpose of the Motor Vehicle Traffic Program is the safe and efficient movement of vehicles, material and personnel on TYAD.

b. The goal of traffic supervision is the reduction of traffic incidents, to include injuries, deaths and property damage from traffic incidents. Motor vehicle incidents will be examined in terms of the roadway and environment, the operator, the vehicle, and supervision and control measures used. To be effective, traffic supervision programs require integration of installation, education, engineering and enforcement resources.

1-4. References.

- a. Army Regulation (AR) 190-5, Motor Vehicle Traffic Supervision, 22 May 06.
- b. AR 190-45, Law Enforcement Reporting, 30 Mar 07.

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- c. AR 385-10, The Army Safety Program, 27 Nov 13.
- d. AR 25-55, The Department of the Army (DA) Freedom of Information Act Program, 1 Nov 97.
- e. AR 340-21, The Army Privacy Program, 5 Jul 85.
- f. AR 600-85, The Army Substance Abuse Program, 28 Dec 12.
- g. DA Form 3946, Military Police Traffic Accident Report, Dec 98.
- h. DA Form 3975, Military Police Report, Dec 98.
- i. Department of Defense (DD) Form 1408, Armed Forces Traffic Ticket, Dec 97.
- j. DD Form 1920, Alcoholic Influence Report, Nov 04.
- k. United States District Court Violation Notice (CVB)

CHAPTER 2. DRIVING PRIVILEGES

2-1. Requirements for Driving Privileges.

a. Driving a U.S. Government vehicle or POV on TYAD is a privilege granted by the TYAD Commander. Persons who want the privilege must:

(1) Comply with laws and regulations regarding motor vehicle operation on TYAD.

(2) Possess the following while operating a motor vehicle and produce on demand of enforcement personnel:

(a) Proof of valid vehicle registration.

(b) A valid state license.

(c) For operators of Government motor vehicles, proof of authorization to operate the vehicle and a U.S. Government Operator's License.

(d) Proof of vehicle insurance.

2-2. Implied Consent to Blood, Breath or Urine Tests.

a. Persons accepting installation driving privileges imply their consent to tests for alcohol or other drug content of their blood, under certain conditions. (Chemical tests of blood, breath and/or urine are included.) More than one test may be given. The procedure is to inform the person suspected that he/she is suspected of Driving Under the Influence (DUI), that a sobriety test will be given and that further tests for other drugs may also be required. The tests can only be administered if the following conditions are met:

(1) The person must have been lawfully stopped while driving or in physical control of a motor vehicle on TYAD. A driver is in physical control when he/she is in a position to control the motor vehicle, whether to regulate or restrain its operation or movement.

(2) A law enforcement official of TYAD must:

(a) Believe, with reasonable cause, that the person was DUI of alcohol or another drug, or Driving While Intoxicated (DWI) by alcohol or impaired by any other drug.

(b) Tell the person that his/her driving privileges will be suspended if the person does not consent to or complete the tests.

(c) Adhere to the procedures described in para 6-3, of this pamphlet.

b. Persons who have hemophilia, other blood-clotting disorders or any medical/surgical disorder being treated with an anticoagulant:

(1) May refuse a blood extraction test without penalty.

(2) Will not be given a blood extraction test to determine alcohol or other drug concentration or presence under this pamphlet.

2-3. Suspension and Revocation. The Commander (or designee, currently designated to the Chief, Law Enforcement Branch) may, for cause, administratively suspend or revoke the privilege of driving a POV on TYAD. The suspension of driving privileges on TYAD for lawful reasons unrelated to traffic violations or safe vehicle operations is not limited or restricted by this pamphlet.

a. Suspension.

(1) Driving privileges are usually suspended when other measures have failed to

improve a driver's performance. (These include counseling, appropriate disciplinary action and rehabilitation programs.) Driving privileges may also be suspended for up to six months if a driver violates TYAD parking rules.

(2) In the case of employees who are required to operate official U.S. Government or Non-Appropriated Fund (NAF) vehicles as a condition of employment, the Commander, or designee should only withdraw authorization to operate such vehicles when all other measures to correct violations have failed.

(3) Immediate suspension of TYAD POV driving privileges pending resolution of intoxicated driving incident charges is authorized for active duty military personnel and their dependents, civilian employees of Department of Defense (DoD) and the Armed Services and others with TYAD driving privileges, regardless of the geographic location of an intoxicated driving incident. Individual cases will be evaluated on the basis of the specific circumstances involved, to include the issue of whether the employee is required to drive as part of his/her regular duties. Suspension is authorized for other civilians only with respect to incidents occurring on TYAD.

After a review of available evidence, personnel will have their TYAD driving privileges suspended pending resolution of intoxicated driving charges brought in the following circumstances:

(a) Lawful apprehension for intoxicated driving.

(b) Refusal to take or complete a lawfully requested chemical test to determine blood content of alcohol or other drug.

(c) Driving or being in physical control of a motor vehicle on TYAD when blood alcohol content is 0.08 percent or higher, irrespective of other charges, or off TYAD when blood alcohol content exceeds the Pennsylvania State standard, irrespective of other charges.

(4) The suspension or revocation of driving privileges will be vacated upon acquittal of intoxicated driving charges (or other determination that sets aside a finding of "guilty") or a determination by appropriate officials not to prosecute the charge. Acquittal of intoxicated driving charges will not result in vacation of any suspension or revocation of driving privileges when such action was based on either:

(a) Refusing to submit to or complete a lawfully requested test to measure blood alcohol content after being informed of the consequences of refusal of such test (unless incapable of refusing, as described in para 2-2b); or

(b) Driving or being in physical control of a motor vehicle while a suspension or

revocation was in effect under paras 2-3a(l) or 2-3b(3).

b. Revocation.

(1) The revocation of TYAD 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 driving privileges will be for a specific period.

(2) Driving privileges are subject to revocation when an individual fails to comply with any of the conditions requisite to the granting of the privilege.

(3) Driving privileges will be revoked for a mandatory period of one year in the following circumstances:

(a) When it has been determined that the person was lawfully apprehended for operating a motor vehicle while suspected to be DUI of alcohol or any other drug and refused to submit to or complete a test to measure the blood content of alcohol or detect the presence of any other drug.

(b) When there has been a conviction, non-judicial punishment or an administrative determination in civilian courts for driving while intoxicated by alcohol, or while under the influence of any other drug. Appropriate official documentation of such conviction is required as the basis for revocation.

(4) Administrative revocation for a period of no less than one year will be imposed against persons apprehended driving on TYAD while a suspension or revocation of their driving privileges and/or driver's license is in effect.

2-4. Restricted Installation Driving Privileges.

a. Requests for restricted driving privileges, subsequent to suspension or revocation of TYAD driving privileges, will be referred through the Director of Installation Services to the TYAD Commander or their designee for final determination.

b. The TYAD Commander or their designee may consider and grant requests for restricted driving privileges or probation, to preclude adverse military mission impact, severe family hardship or detrimental effect on ongoing or contemplated alcohol or drug treatment and rehabilitation programs involving the affected individual. Probation or restricted driving privileges will not be given to any person whose driver's license is under suspension or revocation by a state, federal or administrative agency. (Probation is a conditional, restricted, supervised, partial or full restoration of driving privileges. The conditions of any probation given must be in writing.)

c. The limitations of the restricted driving privilege (e.g., authorization to drive to and from place of employment or duty and/or selected TYAD facilities, such as the U.S. Army Health Clinic and Commissary, within specified time periods) and conditions of the probation will be specified in writing and provided to the individual concerned. Persons detected in violation of the restricted privilege or probation are subject to revocation action. The TYAD Commander or their designee may reinstate the original period of suspension or revocation for cause.

d. Civilian employees who demonstrate that suspension or revocation of their driving privileges would constructively remove them from their employment should be given a limited suspension/revocation that restricts driving on TYAD. Driving privileges will not be given to any person whose driver's license is under suspension or revocation by a state or federal agency.

2-5. Administrative Due Process.

a. Prior to suspension actions, the best evidence readily available will be presented for review and authorization for immediate suspension of TYAD driving privileges. Best readily available evidence includes material such as sworn witness statements, military or civilian police reports, chemical tests (if completed), refusal to consent to or complete chemical testing, field sobriety or preliminary breath test results and other pertinent evidence.

b. For active duty military personnel, written notice of suspension will be provided without delay to the TYAD Commander for immediate presentation to the individual.

c. For civilian personnel, written notice of suspension will be provided without delay via registered mail. If the person is employed on TYAD, such notice may be forwarded through the military or civilian supervisor. When the notice of suspension is forwarded through the supervisor, the person whose privileges are suspended is required to provide written acknowledgment of receipt of the suspension notice.

d. Notices of suspension will include the following:

(1) The fact that the suspension can be made a revocation.

(2) The right to request, in writing, a hearing before the Chief, Law Enforcement Branch and the Director of Installation Services to determine if post driving privileges will be restored pending resolution of the charges; such request must be made within five working days of the notice of suspension.

CHAPTER 3. MOTOR VEHICLE REGISTRATION AND DRIVER RECORDS

3-1. Registration Policy.

- a. This chapter prescribes general policy for registering motor vehicles and keeping driver records.
- b. Motor vehicles operated on TYAD by military or civilian personnel quartered or employed on the military reservation are required to maintain current registration by the state in which they reside as their home of record.
- c. The Chief, Law Enforcement Branch, may refuse or deny access to any vehicle when the operator fails to comply with any of the provisions of this pamphlet.

3-2. Motorcycle Registration. Motorcycles operated on TYAD by military or civilian personnel living or employed on TYAD are required to maintain current registration by the state in which they reside as their home of record.

- a. Certification of completion of a Motorcycle Safety Foundation course is required for Active duty military.
- b. A valid motorcycle operator's license.
- c. Evidence that the vehicle is properly insured.
- d. Current inspection, as outlined in para 3-8.

3-3. Temporary Registration. A temporary registration, ELTY Form 604, Installation Pass or Vehicle Pass may be granted when access to the controlled area is required by any of the following:

- a. TYAD employees requiring entry for official purposes.
- b. Visitors or contractors conducting official business.
- c. TYAD employees requiring entry to accommodate a documented medical condition.
- d. Exceptions to this policy may be granted, if warranted by extenuating circumstances, as determined by the Chief, Law Enforcement Branch.

3-4. Motor Vehicle Inspection. In states requiring inspection, a current vehicle inspection sticker, or other bonafide evidence of inspection from the state concerned,

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will be accepted as meeting requirements.

3-5. Vehicles Without Required Equipment or in Unsafe Condition. A motor vehicle, trailer or semi-trailer, or any combination thereof, will not be driven or moved on TYAD unless the safety equipment on the vehicle is in proper working order.

3-6. Inspection by TYAD Law Enforcement .

a. Members of TYADs Law Enforcement Branch may, at any time, upon reasonable cause to believe that a vehicle is unsafe or not in proper adjustment or repair, require the driver of such vehicle to stop and submit the vehicle to an inspection and/or test. Minimum safety standards found in the Uniform Vehicles Code (UVC) apply.

b. If the vehicle is found to be in unsafe condition, a written violation notice may be issued. A copy of any written notice will be forwarded to the Chief, Law Enforcement Branch. This notice will require that the vehicle be placed in safe operating condition. An inspection certificate will be presented to the Chief, Law Enforcement Branch, within five working days of the notice or the vehicle will not be operated on TYAD.

3-7. Insurance.

a. All POVs operated on TYAD will have, as a minimum, public liability insurance in the amounts of \$15,000/\$30,000 bodily injury and \$5,000 property damage.

CHAPTER 4. TRAFFIC POINT SYSTEM

4-1. Purpose. The traffic point system gives TYAD a uniform administrative device to impartially judge driving performances. This system is not a disciplinary measure or a substitute for punitive action. The point system is located in Appendix A.

4-2. Point System Procedures.

a. Reports of moving traffic violations recorded on DD Form 1408 (Armed Forces Traffic Ticket), or United States District Court Violation Notice (CVB), will be processed.

b. The Law Enforcement Branch will enter the number of points assessed, or record the suspension or revocation of the driving privilege, on the individual's driver record.

c. Driver improvement measures on TYAD include:

(1) Notification through the director/supervisor to any person who has acquired six traffic points within a six-month period.

(2) Director/supervisor counseling or driver improvement interview of any person who has acquired more than six, but less than twelve, traffic points within a six-month period. This counseling or interview should include recommendations to improve driver performance.

(3) 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.

(4) Referral for medical evaluation when a driver, based on reasonable belief, has mental or physical limitations that have had or may have an adverse effect on driving performance.

(5) Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling or treatment services. This is required for active duty military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic ticket, incident or accident.

d. Persons whose driving privileges are suspended or revoked (for one violation or accumulated points) will be notified, in writing, through supervisory channels. Any revocation based on traffic points must be no less than six months. A longer period may be imposed on the basis of a person's overall driving record. This includes frequency, flagrancy and severity of moving violations and response to previous driver improvement measures.

e. Points assessed against a person will remain in effect, for point accumulation purposes, for a consecutive 24-month period. Separation from the service removes the points; however, this does not apply in cases of immediate reenlistment, change of office component or military retirement and continuation of vehicle registration as a retiree or re-employed civilian. Final termination of employment also removes the points. The review of driver records to delete traffic points will be done routinely as records are handled to update data, record new offenses, forward to new duty stations, etc. The end of a revocation requires removal of all points assessed before the revocation from the driver record.

f. Removal of points does not authorize removal of driver record entries for moving violations, chargeable accidents, suspensions or revocations. Driver record entries will remain posted on individual driver records, as indicated below.

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- (1) Chargeable nonfatal traffic accidents or moving violations - three years.
- (2) Non-mandatory suspensions or revocations - five years.
- (3) Mandatory revocations - seven years.

4-3. Parking Violations. Parking violations are handled separately from other violations. Six or more violations within any twenty-four-month period will result in the suspension of driving privileges on post for a period of not more than one year. Posting of parking violations and notification procedures will be the same as those used with violations. Additionally, violators may receive applicable administrative discipline.

CHAPTER 5. POLICE TRAFFIC SUPERVISION

Section I. Traffic Planning, Codes and Law Enforcement

5-1. Traffic Planning.

a. Safe and efficient movement of traffic on TYAD requires law enforcement traffic supervision. A law enforcement traffic supervision program includes planning, supervision and control of motor vehicle traffic; publication and enforcement of traffic laws and regulations and investigation of motor vehicle accidents.

b. The Directorate of Installation Services will develop a traffic circulation plan that will provide for the safest and most efficient use of roads and support systems. At a minimum, plans should include the following:

- (1) Normal and peak load routing based on traffic control studies.
- (2) Effective control of traffic by planned traffic direction, including measures for special events and adverse road or weather conditions.
- (3) Point control at congested locations by Law Enforcement personnel.
- (4) Good use of uniform traffic control signs and devices.
- (5) Most efficient use of available parking facilities.
- (6) Most efficient use of available mass transportation.

c. Factual data on existing roads, traffic density, plan patterns and points of congestion are required for sound traffic circulation plans. The Directorate of

Installation Services will oversee traffic control studies to obtain this data. Accurate data can help determine major and minor routes, locations of traffic control devices and conditions requiring engineering or enforcement services.

5-2. Traffic Codes.

a. The TYAD vehicle code will conform to Pennsylvania State Traffic Laws. In addition, the installation traffic codes will be based on:

(1) Highway Safety Program standards.

(2) Applicable portions of the UVC and Model Traffic Ordinance (MTO) published by the National Committee on Uniform Traffic Laws and Ordinances.

b. In addition to provisions contained in the Highway Safety Program Standards, the UVC, and the MTO, the TYAD traffic codes require:

(1) Motorcycles and other self-propelled, two-wheel and three-wheel open vehicles to be operated on roadways with headlights on at all times.

(2) All active duty military members of motorcycles on TYAD must attend the Motorcycle Driver's Safety Course and provide certificate upon request.

(3) Operators and passengers of motorcycles and other self-propelled, two-wheel and three-wheel open vehicles are required to wear Department of Transportation approved- protective helmets, eye protection devices, gloves, hard bottom shoes, long sleeves/pants and a reflective vest.

(4) The wearing of restraint systems by all persons (military or civilian) driving or riding in a POV on TYAD, when such are available and in working order.

(5) The wearing of restraint systems by operators and passengers of U.S. Government vehicles, whether on or off the installation.

(6) Use of infant/child restraint devices in POVs are required for children under the age of four and/or under 45 pounds of total body weight.

5-3. Traffic Law Enforcement.

a. Traffic law enforcement should motivate drivers to operate vehicles safely, within traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement should emphasize voluntary compliance by drivers.

b. Speed measuring devices will be employed in traffic control studies and enforcement programs.

(1) The Chief, Law Enforcement Branch, will ensure personnel selected as operators of Light Detection and Ranging (LIDAR) detection devices meet training and/or certification requirements prescribed by standards established by federal regulation.

(2) LIDAR devices used for law enforcement purposes will conform to the technical performance standards established by federal regulation.

c. Selective and preventive enforcement will be used when practical. Preventive enforcement deters traffic violations and reduces accidents by the presence or suggested presence of Security personnel at places where violations, congestion or accidents frequently occur.

d. Traffic violations will be handled as follows:

(1) Except as follows, all traffic violations occurring on TYAD will be referred to the Federal Magistrate. Exceptions occur when:

(a) Military discipline is the prime consideration.

(b) Active Duty Army personnel are apprehended for DWI or DUI of alcohol or another drug. (The offender would be in violation of the Uniform Code of Military Justice, not a Federal law enforceable by the Magistrate)

(c) Violations result in the assignment of administrative points.

(2) All traffic violators on TYAD will be given either DD Form 1408 or CVB, as appropriate. For serious traffic offenses, additional reports may be required. Only law enforcement personnel designated by the Chief, Law Enforcement Branch can issue either of these forms.

(3) A copy of all violation reports on military personnel and civilian employees of the U.S. Government apprehended for DUI of alcohol or other drug, will be sent to the TYAD Alcohol and Drug/Employee Assistance Program Officer. This is in addition to the action copy sent through the Director of the individual concerned.

(4) For cases referred to the U.S. District Court, normal distribution of CVB will be as follows:

(a) Law enforcement personnel will give copy 4 (envelope) with copy 3 (yellow) to the violator or place it on the unattended vehicle.

(b) Law Enforcement Branch will send copy 1 (white) to the Clerk, U.S. District Court, Central Violations Bureau, P.O. Box 780549, San Antonio, TX 78278-0549.

(c) The Law Enforcement Branch will file copy 2 (pink).

(5) If DD Form 1408 is used, normal distribution will be:

(a) Copy 1 (white) (including written warnings) will be sent through Directorate channels to the service member's director, to the director of the military family member's sponsor or to the civilian's supervisor. Previous traffic violations committed by the offender and points assessed will be shown.

(b) Copy 2 (yellow) is maintained by the Law Enforcement Branch.

(c) Copy 3 (pink) is given to the violator.

(6) For violations that require a report of action taken, DD Form 1408 will be returned to the Chief, Law Enforcement Branch. When the report is received, the action will be entered on the violator's driver record.

e. In addition to the above, any traffic violations may result in disciplinary action being taken against the violator if employed by TYAD.

Section II. Incidents

5-4. Traffic Incident Investigations. All traffic incidents occurring on a military installation will be investigated. TYAD Security personnel must make detailed, on-the-scene and follow-up investigations of incidents described below:

a. Incidents that involve U.S. Government vehicles or Government property on TYAD if there is personal injury or property damage.

(1) The Equipment and Supply Branch, /Directorate of Installation Services or General Services Administration (GSA), as appropriate, will provide current estimates of the cost of repair to motor vehicles.

(2) Investigations of off-post incidents that involve U.S. Government vehicles will be made in cooperation with the police having primary jurisdiction.

b. POV incidents on the installation that involve a personal injury or property

damage to POVs.

c. If a fatality occurs as a result of a traffic accident, the Chief, Law Enforcement Branch, Chief, Risk Management Division and the Director, Installation Services must be notified. The Provost Marshal Investigators will then notify the U.S. Army Criminal Investigation Command (CID) after starting the preliminary investigation. CID is then required to conduct an investigation of the fatality(s).

5-5. Traffic Incidents and Investigation Reports.

a. The driver or owner of any vehicle involved in an incident must immediately notify the TYAD Law Enforcement Branch. The operator of any U.S. Government vehicle involved in an accident off the installation must notify the local police having jurisdiction, as well as law enforcement personnel of the nearest military installation.

b. TYAD law enforcement personnel will record traffic incident investigations on DA Form 3946, Military Police Traffic Accident Report. They will release the information only according to departmental policies, the Privacy Act of 1974 and The Freedom of Information Act (FOIA).

5-6. Use of Traffic Incident Investigation Report Data.

a. Data derived from traffic incident investigation reports will be analyzed to determine possible causes of accidents, injuries and deaths. When frequent incidents occur at a location, the physical conditions at the location and the types of incidents should be examined.

b. When incidents warrant, the TYAD Commander may set up a Traffic Incident Review Board. This Board will consist of law enforcement personnel, the TYAD Engineer, Safety personnel and others as deemed appropriate by the Commander. They will determine principal factors leading to incidents and recommend measures to reduce the number and severity of incidents on and off the installation.

c. The Chief, Law Enforcement Branch is authorized under AR 190-5, AR 190-45, AR 25-55 and AR 340-21 to routinely release completed military police traffic incident investigation reports to insurance companies of the parties involved in the incident. Before release, all social security numbers, private residence addresses and private residence telephone numbers will be deleted from the report. All letters of transmittal forwarding such reports, from which the above personal information has been deleted, will contain the following narrative:

The military police report(s) responsive to your request is (are) attached.
Please note that all social security numbers, private residence addresses

and private residence telephone numbers have been deleted from the report to preclude an unwarranted invasion of the personal privacy of the person(s) listed in the report. This partial denial of information is in accordance with Title 5, United States Code, Section 552(b) (6) and (7)(c) of the Freedom of Information Act.

Section III. Parking

5-7. Parking.

a. Only authorized civilian employees, military personnel, contractor personnel and visitors will be permitted to park POVs, motorcycles and bicycles within the controlled area of TYAD.

b. Any person subject to this pamphlet found in violation of the established parking restrictions will be cited for illegal parking. Repeated violation may result in suspension or revocation of privileges, as well as disciplinary action.

5-8. Special Parking.

a. "A" Placards, ELTY Form 101-1, will be assigned to Command Group officials, Directors, American Federation of Government Employees Local 1647 (AFGE) Union personnel IAW negotiated agreement, personnel who meet mission justification, employees with state issued handicap placards and employees that participate in the Mass Transportation Benefits Program, (restrictions apply).

b. The Law Enforcement Branch issues the following types of placards:

(1) Black: Issued to directors; can be utilized in carpools if the personnel assigned are within the carpool.

(2) Mass Transportation (Green Strip): Issued to only one participant of each vehicle at a time. The van coordinator will handle any discrepancies if more than one rider on the van applies for a Mass Transportation Placard. These placards stay with the van at all times and are not to be utilized in a POV. If the individual assigned to placard is on leave, TDY or other excused absence, the vanpool is still permitted to use the placard.

(3) Mission (White Strip): Issued to personnel whose position requires them to possess an "A" placard to perform the duties of their respective positions to meet mission needs. All mission requests need to be approved by the employees' director. The individual requesting a mission placard can't participate in the Mass Transportation Benefits Program. The justification for a mission placard must reflect frequent travel

around TYAD daily and why government vehicles or an assigned organization placard cannot be utilized. Mission placards are not transferable.

(4) Medical (Blue Strip): Issued to personnel who possess a state issued handicap placard and provide documentation to the Law Enforcement Branch with their requested ELTY Form 647. Medical placards are not transferable; these placards stay with the individual.

c. Individuals who lose or misplace their parking placards will report to the Law Enforcement Branch, Bldg 20 for a temporary placard issued for 10 days. If at the end of that time the placard has not been found, DA Form 3975, Military Police Report (MPR), will be completed and a duplicate placard will be issued to the individual.

d. Illegal use of special parking placards will be considered a serious offense and will result in appropriate administrative and/or other disciplinary action.

e. Parking placards will be displayed inside the vehicle at all times while on TYAD in a manner that allows for immediate recognition.

f. Parking placards should not be displayed when the vehicle is off TYAD property.

5-9. Special Provisions.

a. Parking provisions for any person possessing any type of placard are as follows:

(1) A person possessing a mission "A" placard is allowed to park in any designated general parking slot in the lot for which the placard is issued. Mission "A" placards can also park in any general parking slot of any other lot for a time period not to exceed two hours unless other time scheduling arrangements have been made through the Law Enforcement Branch.

(2) A person possessing a medical "A" placard will be assigned to park in any handicap slot within the lot for which the placard is assigned or any handicap parking slot on a temporary basis, with the exception of the Silver Lot; only silver placards are authorized to park in the silver lot.

(3) A person possessing a mass transportation "A" placard is authorized to park in any designated mass transportation parking slot in the lot for which the placard is issued or a visitor slot for a time period not to exceed one business day a week unless other time scheduling arrangements have been made through the Law Enforcement Branch.

b. Expiration of issued parking placards are two years from issued date.

5-10. Procedures.

a. Employees whose mobility is essential to performing their duties may apply for a mission "A" placard. The request must be on ELTY Form 647, must come from the individual's supervisor and endorsed by the applicable director or Tenant Activity Chief. The request shall include description of duties, how often the vehicle will be used, why a GOV or organizational placard can't be utilized and the impact on the mission if the request for the "A" placard is denied.

b. Designated key and essential personnel are identified as those required to perform essential services in the areas of fire prevention, utilities, security, snow removal (when required) and other support as determined by the Director, Installation Services. Approval of parking privileges for this group will be based upon continuous coverage of functions, i.e., 24-hour services and the designation that employees will report for normal duty during emergency conditions, when other employees are granted emergency administrative leave. Designation of any employee as essential does not automatically qualify that employee for parking privileges.

c. "A" placards issued to personnel based upon position or mission will be turned in by the holder immediately upon transfer to another position that no longer supports the original justification for special parking privileges. Failure to do so may result in disciplinary action against that employee.

d. "A" placard holders must understand that issuance of such placards is a privilege; abuse or misuse of such placards will result in the removal of the "A" placard.

e. "A" Placards will be initiated by the employee through organizational channels to the Chief, Law Enforcement Branch. All levels must indicate concurrence/non-concurrence. Requests for medical placards will be sent from the requester directly to the Chief, Law Enforcement Branch. All requests must specify the designation of the area for which the "A" placard is requested. Incomplete requests will be returned without action, except for medical.

5-11. Prohibited Parking Areas. Personnel will not stop or park a vehicle (except when necessary to avoid conflict with other traffic in compliance with law or at the direction of a Security Officer or traffic control device) in any of the following places:

- a. On a sidewalk.
- b. In front of a public or private driveway.
- c. Within an intersection.

- d. Within 20 feet of a fire hydrant.
- e. Within 30 feet of a building, except when loading or unloading cargo, or when specifically authorized by competent authority.
- f. On a crosswalk.
- g. Within 20 feet of a crosswalk or intersection.
- h. When approaching any flashing beacon or traffic control signal located at the side of a roadway.
- i. On any lawn or seeded area.
- j. Along any curbing painted yellow.
- k. Designated parking spaces for anyone other than designated, e.g., Police, Fire and D/Installation Services spaces.

Section IV. Searches

5-12. Vehicle Searches. The TYAD Commander, IAW applicable laws and regulations, can authorize searches of personnel, vehicles and areas within the confines of the installation. Searches of vehicles exiting and entering the controlled area of TYAD are conducted for the purpose of recovering property that is being illegally removed from the installation or intercepting contraband before it enters the controlled area. Searches will be conducted at the direction of the TYAD Commander or designee.

5-13. Placard Responsibilities. Each individual who is granted the privilege of parking within the controlled area is responsible for the compliance of this pamphlet with regard to ensuring no contraband is brought onto TYAD property. Failure to comply will result in the suspension of parking privileges until the matter is reviewed by the Chief, Law Enforcement Branch.

Section V. Traffic Laws and Ordinances

5-14. Traffic Control.

- a. Vehicular traffic within the installation will be restricted to well-defined streets, roads, loading and parking areas, except as authorized by TYAD Commander.
- b. Vehicles will yield the right-of-way to pedestrians in the parking lots and

pedestrian crossings.

c. Traffic rules for pedestrians:

(1) Pedestrians will obey all traffic control signals.

(2) Any pedestrian crossing a roadway, other than at an intersection or marked crosswalk, will yield the right-of-way to all approaching vehicles.

(3) Pedestrians will use sidewalks. Where sidewalks are not available, pedestrians will walk on the left side of the road, facing traffic.

(4) Marching troops in column have the right-of-way over all other traffic except emergency vehicles and will march on the right side of the road as near to the curb or shoulder as possible.

(5) Unit Commanders are responsible for the safe movement of marching troops on roadways and will:

(a) Use flank guards to halt traffic from all directions when crossing roadways or intersections.

(b) Use flank movements to cross roadways.

(c) Avoid heavily traveled roadways during the hours from 0615-0715 and 1625-1640 daily, when practicable.

(6) All persons are prohibited from playing on roadways.

e. A Retreat Ceremony will be held each day at 1700 in front of Bldg 11. All vehicles will come to a halt during the ceremony. Occupants will exit their cars and appropriately observe the ceremony.

f. Approaching drivers will stop at least 10 feet before reaching a bus when red lights are flashing. The driver shall not proceed until the red lights are no longer flashing.

g. Bicycle operators will:

(1) Ride as near to the right side of the roadway as practicable.

(2) Not ride more than two abreast on roadways.

(3) Ensure that bicycles have working lights affixed to front and rear, which will be used during the hours of darkness and limited visibility.

(4) Wear a bicycle helmet at all times.

h. All-Terrain Vehicle (ATV) are not permitted except for official duties.

5-15. Speed Limits. Vehicles will be operated at a speed not to exceed 15 miles per hour within parking lots to ensure safety to pedestrians, passengers, cargo and property. Speed limit on TYAD is 15 miles per hour when passing troops in formation; all other speed limits are posted. Personnel will not operate a motor vehicle carelessly, disregarding the rights or safety of others or in a manner so as to endanger any person or property.

5-16. Stop Signs. Motor vehicles will be brought to a full stop at all traffic control devices and at Security sentry posts when challenged by a Security Officer.

5-17. Yield Right-of-Way Signs. The driver of a vehicle approaching a yield sign will slow down to a speed reasonable for existing conditions or will stop, if necessary, to yield the right-of-way to approaching traffic.

5-18. Use of Automobile Horns. Use of automobile horns on TYAD is restricted. The horn should be used only in case of an emergency or to give reasonable warning.

5-19. Headphones, Earphones, and Other Listening Devices. The wearing of portable headphones, earphones or other listening devices on both ears while driving, jogging, walking or skating on installation roads is prohibited. The use of a single hands free device on one ear is authorized.

CHAPTER 6. ALCOHOL AND DRUG COUNTERMEASURES

6-1. Alcohol and Drug Program.

a. TYAD will establish a program patterned after the Department of Transportation Alcohol Safety Action Projects. The program should help identify abuses of alcohol and other drugs and stop them from causing traffic accidents.

b. The program will develop and coordinate countermeasures through public information and education, enforcement, administration of justice and rehabilitation and treatment.

c. The program will include drug and alcohol education that focuses on intoxicated driving. Such education will be provided for the following personnel:

- (1) Law enforcement.
- (2) Public information.
- (3) Medical treatment.
- (4) Environmental, Safety and Occupational Health Branch.
- (5) The Landing Manager.
- (6) Bartenders.
- (7) Post Exchange Store.
- (8) Waiters/waitresses.
- (9) Post Restaurant (NAF Employees).

6-2. Enforcement. Enforcement activities will include:

- a. Detecting, apprehending and testing persons suspected of DUI of alcohol or another drug.
- b. Training Security personnel in special enforcement techniques.
- c. Denying installation driving privileges to persons whose use of alcohol or other drugs prevents them from operating a motor vehicle safely.

6-3. Detection, Apprehension, and Testing.

- a. Law enforcement personnel usually detect drivers under the influence of alcohol or another drug by observing unusual, abnormal or illegal driving behavior. The cause of the abnormal driving behavior observed will be determined and proper enforcement action taken. Drivers involved in traffic accidents should also be observed for sensory impairment.
- b. If law enforcement personnel reasonably conclude that the operator might be under the influence of alcohol or other drug, the officer will consider field sobriety testing of that person; alternatively, the operator can be transported to an appropriate facility for testing. A DD Form 1920, Alcohol Influence Report, will be used by law enforcement personnel in examining, interpreting and recording results of such tests.

6-4. Voluntary Breath and Body Fluid Testing Based on Implied Consent.

a. The Security Officer, relying on implied consent, will warn the person that driving privileges will be revoked if the person fails to voluntarily submit to or complete a requested test. The person does not have the right to have an attorney present before stating whether he or she will submit to a test or during the actual test and the person may be so informed. Because there is a potential for criminal charges, the individual also does not have the right to have Union representation present prior to testing. The results of the tests given under the implied consent provisions of this pamphlet may be used as evidence in court martial, non-judicial proceedings under Article 15, Uniform Code of Military Justice (UCMJ), administrative actions and civilian courts.

b. If a person suspected of DUI of alcohol or other drug refuses to submit to a test, none will be given, except per para 6-5.

6-5. Involuntary Extraction of Bodily Fluids in Traffic Cases.

a. A person may be subjected to a non-consensual extraction of blood or other bodily fluids to test for intoxicants only where the extraction is done in a reasonable, medically approved manner and where:

(1) The person was operating a motor vehicle (on the installation) which was involved in an accident that caused a death, personal injury or serious property damage and there is a need, for investigative or safety reasons, to determine whether the person was under the influence of alcohol, narcotic drugs or any other self-administered intoxicant or drug; or

(2) The person has been lawfully apprehended for a traffic offense based on probable cause and the non-consensual extraction is incident to such apprehension.

b. Authorization for Involuntary Extraction.

(1) Where circumstances permit, it is preferable to obtain search and seizure authorization from the TYAD Commander. Such authorization, when it can be obtained in a timely manner, will increase the likelihood that the test results will be admissible in court proceedings.

(2) Where authorization cannot be obtained in a timely manner, non-consensual extraction, nevertheless, is permitted under the circumstances delineated in para 6a (2).

c. Limits on non-consensual extractions.

(1) The policy of this paragraph applies only to traffic offenses.

(2) Blood tests will not be given to hemophiliacs, persons with clotting disorders or person taking anticoagulants.

6-6. Testing at the Request of the Apprehended Person.

a. A person subject to tests may request another test be done privately. The person may choose a doctor, qualified technician, chemist, registered nurse or other qualified person to do the test. The test must be a chemical test approved by the Commonwealth of Pennsylvania. All tests will be completed as soon as possible, with any delay being noted on the results.

b. If the person requests this test, they are solely responsible for arranging the testing. If the individual requests, but is unable to arrange additional testing, the results of the test done at the direction of the Security Officer are not invalidated. They may still be used to support actions under the UCMJ and in the U.S. Magistrate Court.

6-7. Revocation Proceedings. If a person suspected of DUI of alcohol or other drug refuses the request to voluntarily submit to or fails to complete, a breath or bodily fluid test, the apprehending Security Officer will complete a sworn statement describing the events relating to the suspected offense, including the refusal to submit to chemical testing. The Chief, Law Enforcement Branch, on receipt of this statement, will revoke the person's installation driving privileges for a mandatory period of one year. This mandatory revocation does not bar other judicial, non-judicial or administrative action against the person, based on other evidence.

6-8. Training of Law Enforcement Personnel.

a. As a minimum, installation Security Officers will be trained to:

(1) Recognize signs of alcohol and other drug impairment to motor vehicle operators.

(2) Properly prepare DD Form 1920 and perform and evaluate the behavioral tests.

(3) Perform at least three tests of the Improved Sobriety Test Battery.

(4) Consider that a person may appear to be intoxicated when the person is actually physically or mentally ill and in need of prompt medical attention.

6-9. Blood Alcohol Concentration Standards.

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a. Administrative revocation of driving privileges and other enforcement measures will be applied uniformly to offenders driving under the influence of alcohol or other drugs. The results of the test will be evaluated as follows:

(1) If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

(2) If the percentage is 0.05 but less than 0.08, presume the person is impaired. This result may be considered with other sound evidence to determine if the person was operating a vehicle under the influence of alcohol.

(3) If the percentage is 0.08 percent or more, presume the person was driving while intoxicated.

(4) Persons in certain positions may be subject to stricter requirements based on Department of Transportation guidance.

b. Percentages in para 6a(1), (2) and (3) are percent of weight by volume of alcohol in the blood; the percentage will be based on grains of alcohol per 100 milliliters of blood.

6-10. Alcoholics, Problem Drinkers, and Drug Abusers.

a. Only competent medical personnel may diagnose persons as alcoholics, problem drinkers and drug abusers. The TYAD Commander will refer all military personnel suspected of drug or alcohol abuse to medical authorities when:

(1) A person shows behavior indicative of alcohol or drug abuse.

(2) The person's driving habits indicate a continuing inability to drive a motor vehicle safely, as indicated by type and number of violations.

b. Military personnel will be referred to the installation alcohol and drug abuse program when convicted of, or subject to official administrative action for, any offense involving intoxicated driving or driving while under the influence of alcohol or other drugs. The provisions of this paragraph in no way limit the Commander's prerogatives concerning actions that may be taken against such offenders under AR 600-85.

c. Active duty Army personnel apprehended for intoxicated driving, on or off the installation, will be referred to the local Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) for evaluation within seven working days to determine if the individual is dependent on alcohol or other drugs. Results of the evaluation will be made available to the TYAD Commander having jurisdiction over the case prior to

adjudication.

d. Army supervisors of those civilian employees apprehended for intoxicated driving will advise employees of ADAPCP services available. Army employees apprehended for intoxicated driving while on duty will be referred to the ADAPCP for evaluation in accordance with AR 600-85.

e. The TYAD Commander will take appropriate action against intoxicated drivers to include:

(1) A General Officer Letter of Reprimand, administrative in nature, given to active duty Army personnel in the following cases (subsequent filing of the letter will be IAW the provisions of AR 600-37):

(a) Conviction of intoxicated driving or DUI of alcohol or other drugs, either on or off the installation.

(b) Refusal to take, or failure to complete, a lawfully requested test to measure blood alcohol content, whether on or off the installation, when there is substantial evidence of intoxicated driving.

(c) Driving, or being in physical control of a motor vehicle on TYAD when blood alcohol content is 0.08 percent or higher, irrespective of other charges, or off-post when blood alcohol content is in violation of state law, irrespective of other charges.

(2) Review by the TYAD Commander of service records of active duty Army personnel apprehended for offenses described in para 6e(l) to determine if the individuals warrant:

(a) Administrative reduction per AR 600-200.

(b) Ban to reenlistment per AR 601-280.

(c) Administrative discharge per AR 635-100 or AR 635-200, Chapter 14.

APPENDIX A
TOBYHANNA ARMY DEPOT TRAFFIC POINT SYSTEM

Point assessment

Point assessment for moving traffic violations:

- **Violation:** Reckless driving (willful and wanton disregard for the safety of persons or property).
Points assessed: 6
 - **Violation:** Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.
Points assessed: 6
 - **Violation:** Fleeing the scene (hit and run)—property damage only.
Points assessed: 6
 - **Violation:** Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).
Points assessed: 6
 - **Violation:** Speed contests.
Points assessed: 6
 - **Violation:** Speed too fast for conditions.
Points assessed: 2
 - **Violation:** Speed too slow for traffic conditions and/or impeding the flow of traffic, causing potential safety hazard.
Points assessed: 2
 - **Violation:** Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).
Points assessed: 2
 - **Violation:** 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).
Points assessed: 2
- Violation:** One to 10 miles per hour over posted speed limit.
Points assessed: 3
- **Violation:** Over 10 but not more than 15 miles per hour above posted speed limit.

Points assessed: 4

- **Violation:** Over 15 but not more than 20 miles per hour above posted speed limit.
Points assessed: 5
- **Violation:** Over 20 miles per hour above posted speed limit.
Points assessed: 6
- **Violation:** Following too close.
Points assessed: 4
- **Violation:** Failure to yield right of way to emergency vehicle.
Points assessed: 4
- **Violation:** Failure to stop for school bus or school-crossing signals.
Points assessed: 4
- **Violation:** Failure to obey traffic signals or traffic instructions of a law 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.
Points assessed: 4
- **Violation:** Improper passing.
Points assessed: 4
- **Violation:** Failure to yield (no official sign involved).
Points assessed: 4
- **Violation:** Improper turning movements (no official sign involved).
Points assessed: 3
- **Violation:** Wearing of headphones/earphones while driving motor vehicles (two or more wheels).
Points assessed: 3
- **Violation:** Failure to wear an approved helmet, hard bottom shoes, long sleeves, eye protection and/or reflective vest while operating or riding on a motorcycle, Moped, or a three or four-wheeled vehicle powered by a motorcycle-like engine.
Points assessed: 3

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- **Violation:** Improper overtaking.
Points assessed: 3
- **Violation:** Other moving violations (involving driver behavior only).
Points assessed: 3
- **Violation:** Operating an unsafe vehicle (see note 2).
Points assessed: 2
- **Violation:** Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).
Points assessed: 1

Notes:

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 (e.g., a burned out headlight not replaced within the grace period on a warning ticket).
3. If the violation you are looking for is not on the Point Schedule and it is a moving violation, it is possible that it involves an automatic suspension or revocation as per Pa Title 75, Sec. 1532.

APPENDIX B Request for Parking Placard Form ELTY-647

| | | | | | |
|---|---------------------------------------|---------------------------------------|------------|-------------------|---|
| Submit by Email | | | | Print Form | |
| REQUEST FOR PARKING PLACARD | | | | | |
| <small>(Use in accordance with TYAD Regulation 190-5; Proponent Office is ELTY-RKC)</small> | | | | | |
| NAME (Please Print): | | BLDG NO. (include Bay if applicable): | MAIL STOP: | EXT: | <small>TO BE COMPLETED BY SECURITY OFFICE</small> |
| | | | | | PLACARD NO.: |
| SSN: | | | | | EXP. DATE: |
| DIRECTORATE: | | | | | |
| *** PART A - TO BE COMPLETED BY EMPLOYEE *** | | | | | |
| Reason for request is as follows: (Check appropriate one) | | | | | |
| <input type="radio"/> Mission Lot color: <input type="text"/> How often will the vehicle be required? <input type="text"/> | | | | | |
| Justification for mission placard (Required) | | | | | |
| | | | | | |
| Are you currently on a van pool? <input type="checkbox"/> Yes (You need to apply for a mass transportation placard) <input type="checkbox"/> No | | | | | |
| <input type="radio"/> Medical Lot color: <input type="text"/> State issued placard ID Number: <input type="text"/> Expiration Date: <input type="text"/> | | | | | |
| A valid state medical handicap persons with disability parking placard ID card is enclosed as required for each submission. | | | | | |
| <input type="radio"/> Mass Transportation Lot Color. <input type="text"/> Van Number: <input type="text"/> | | | | | |
| Do any van participants currently have a placard? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| I understand that this placard is only to be used in the mass transit van that its assigned to. | | | | | |
| EMPLOYEE'S SIGNATURE: | | | | | DATE: |
| | | | | | |
| *** PART B - TO BE COMPLETED BY IMMEDIATE SUPERVISOR ONLY FOR MISSION REQUEST *** | | | | | |
| 1. Above request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied 2. Placard expires: (Date) | | | | | |
| DATE: | IMMEDIATE SUPERVISOR (Type Name): | | Signature: | | |
| | | | | | |
| DATE: | 2ND LINE SUPERVISOR (Type Name): | | Signature: | | |
| | | | | | |
| DATE: | DIRECTOR (IF APPLICABLE) (Type Name): | | Signature: | | |
| | | | | | |
| *** PART C - SECURITY DIVISION *** | | | | | |
| Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | | | | | |
| Reason: <input type="radio"/> Not signed by Director | | | | | |
| <input type="radio"/> Justification for mission requirement was not met | | | | | |
| <input type="radio"/> Supporting documentation for medical not provided | | | | | |
| <input type="radio"/> Employee has recently been denied for same request | | | | | |
| <input type="radio"/> Van already issued a placard to <input type="text"/> | | | | | |
| <input type="radio"/> Other: <input type="text"/> | | | | | |
| SECURITY DIVISION, D/RK: | | | | | DATE: |
| | | | | | |
| PLACARD RECEIVED BY: | | | | | DATE: |
| | | | | | |

TYAD Pamphlet No. 190-5

Request for Parking Placard Form ELTY 647 (Reverse)

Instruction for preparing ELTY Form 647

1. ELTY Form 647 will be used to request a parking placard.
2. Completion of entries.
 - a. Header information.
 - (1) NAME. Type or print (legible) the requestor's full legal name.
 - (2) DIVISION/DIRECTORATE. Enter the division and directorate that the requestor belongs to.
 - (3) SSN. Enter the full social security number.
 - (4) BLDG NO. (include Bay if applicable). Enter the requestors building number and bay (when applicable). If the requestor works in multiple buildings enter the primary one.
 - (5) MAIL STOP. Enter the mailstop for the office that the requestor works in.
 - (6) EXT. Enter the extension where the requestor can be reached. If the requestor doesn't have an office phone their supervisor's number can be used.
 - b. PART A. This part is to be completed by the requestor. The requestor can either apply for a Mission, Medical or Mass Transportation placard. If applying for a mission sub section 1 needs to be completed. If applying for a medical sub section 2 needs to be completed. If applying for a Mass Transportation sub section 3 needs to be completed. The directions to complete each sub section are as followed:
 - (1) Mission. This box needs to be checked if applying for a mission placard.
 - (a) Lot Color. Enter the color of the lot that the requestor wants to park.
 - (b) How often will the vehicle be required? Enter the number of times the vehicle will be utilized during a week.
 - (c) Justification for mission placard. Enter a valid justification reason for a mission placard. If this box is not completed the request will automatically be denied.
 - (d) Are you currently on a van pool? Enter yes or no. If yes, the requestor will need to apply for a mass transportation placard.
 - (e) Once all the required boxes are completed, skip down to employee's signature. The employee will need to sign and date the form.
 - (2) Medical. This box needs to be checked if applying for a medical placard.
 - (a) Lot Color. Enter the color of the lot that the requestor wants to park.
 - (b) State issued placard Id NO. Enter the number that is found on the state issued parking placard ID card. A copy of this card must also be submitted with the completed ELTY Form 647.
 - (c) Expiration date of Id card. Enter the expiration date that is found on the state issued parking ID card.
 - (d) Once all the required boxes are completed, skip down to employee's signature. The employee will need to sign and date the form.
This form can now be sent to Pass and ID at mailstop: 5080)
 - (3) Mass Transportation. This box needs to be checked if applying for a Mass Transportation placard. A Mass Transportation placard is only to be used in the van it is assigned to. It can't be used in a privately owned vehicle.
 - (a) Lot Color. Enter the color of the lot that the requestor wants to park.
 - (b) Van Number. Enter the number of the van that the requestor rides on at the time of the request.
 - (c) Do any van participants currently posses a placard. Enter yes or no.
 - (d) Once all the required boxes are completed, skip down to employee's signature. The employee will need to sign and date the form.
This form can now be sent to Pass and ID at mailstop: 5080)
 - c. PART B. This part is to be completed by the requestor's immediate supervisor only when applying for a mission placard. Request for Mass transportation and medical placards can be sent directly to the Pass and Id Office.
 - (1) Above request is: Approved or Denied. The requestor's immediate supervisor needs to approve or deny the request. If the request is denied, the supervisor needs to return the form to the employee.
 - (2) Placard expires. The requestor's immediate supervisor needs to select an appropriate expiration date for the parking placard. All placards will expire after two years.
 - (3) The requestor's chain of command needs to sign in the appropriate signature box. All Mission placard requests need to be signed by the director. If the director hasn't approved the form the request will be denied.
 - d. PART C. This part will be completed by the Security Division. Once the placard is approved and printed the requestor will be notified to schedule a pick up time. If the request is denied the form will be returned to the requestor's director.