



UNITED STATES MARINE CORPS

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MCBHO 5560.2

S-7

27 Jan 2025

MARINE CORPS BASE HAWAI'I ORDER 5560.2

From: Commanding Officer

To: Distribution List

Subj: MOTOR VEHICLE AND TRAFFIC REGULATIONS

Ref: (a) DoD Directive 1010.7, "Drunk and Drugged Driving by DoD Personnel," August 10, 1983
(b) MCO 5100.29C
(c) MCO 5110.1D
(d) MCO 11240.66D
(e) JAGINST 5800.7E
(f) Hawai'i Revised Statutes (286-81)
(g) Hawai'i Revised Statutes (291E-4)
(h) MCBHO 3010.1C
(i) SECNAV M-5210.01
(j) DoDM 4160.21-V4, "Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel," October 22, 2015
(k) CMC WASHINGTON DC 152222Z DEC 08 (MARADMIN 707/08)
(l) CMC WASHINGTON DC 191900Z JUL 05 (MARADMIN 322/05)
(m) MARFORPACO 5100.2
(n) CMC WASHINGTON DC 231845Z APR 08 (ALMAR 014/08)
(o) MCBHO 5532.1
(p) State of Hawai'i Motorcycle Operator Manual, May 2017
(q) MCO 1020.24H
(r) Hawai'i Revised Statutes (291C-195)
(s) MCASO 3710.2B
(t) MCO 5530.14
(u) MCBHO 5560.11C
(v) Hawai'i Revised Statutes (291C-134.5)

Encl: (1) Motor Vehicle and Traffic Regulations

1. Situation. Traffic violations, malfunctions of vehicle equipment, non-compliant driving, and distracted driving have the potential to damage property, harm pedestrians, injure other drivers, and degrade the overall good order and discipline of the Marine Corps. Per the references, this Order provides policy, responsibilities, and procedures for motor vehicle and traffic regulations aboard Marine Corps Base Hawai'i (MCBH).

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

2. Cancellation. BO 5560, MCBHO 5560.1, MCBH Policy Letter 01-22, and MCBHO 5560.11B.

3. Mission. This Order provides policy, responsibilities, procedures, and restrictions for owners and operators of vehicles aboard MCBH to reduce traffic collisions and dangerous driving behavior on the roadways, and preserve the mission of MCBH.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear regulations on the use of motor vehicles to ensure the safety and well-being of all personnel and families aboard MCBH.

(2) Concept of Operations. Operating a motor vehicle aboard MCBH is a privilege, not a right. This privilege is conditionally granted to those individuals who operate a motor vehicle in compliance with this Order. When a driver has violated the terms of this Order, the Commanding Officer (CO) may suspend or revoke the driver's privilege to operate a motor vehicle aboard MCBH.

b. Tasks. The tasks and responsibilities of Commanders, unit leaders, and individuals are contained in each chapter.

5. Administration and Logistics

a. This Order has been coordinated with all special staff departments of MCBH.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The

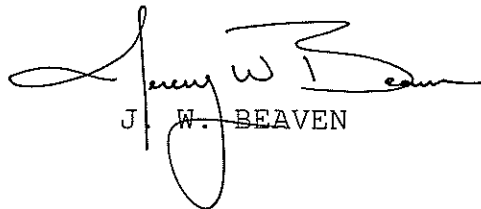
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DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to all individuals including all Armed Forces personnel, military retirees, family members, DoD civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, authorized patrons, and guests aboard MCBH, Camp H. M. Smith, Manana Housing, Pu'uloa Range Training Facility, and Marine Corps Training Area Bellows, unless otherwise prohibited or permitted by regulation of higher authority.

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



J. W. BEAVEN

DISTRIBUTION: A

MCBHO 5560.2
27 Jan 2025

LOCATOR SHEET

Subj: MOTOR VEHICLE AND TRAFFIC REGULATIONS

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

Vehicle Registration

1. General. All military, civilian, and contractor personnel assigned to Marine Corps Base Hawai'i (MCBH) or to a tenant unit are required to register all privately owned vehicles (POVs) with the Provost Marshal's Office (PMO) within 30 days of assignment or upon obtaining the vehicle. Vehicles are defined as automobiles, motorcycles, motor scooters, mopeds, motorized carts, and any other electric or fuel-driven motorized transportation conveyance that requires State of Hawai'i registration and can be legally operated on a roadway in the State of Hawai'i. Military affiliated personnel assigned to other installations entering MCBH with a valid Common Access Card or a variant of the U.S. Armed Forces Identification and Privilege Card are not required to register their vehicles or obtain a visitor's pass, unless they work or live aboard MCBH, Camp H. M. Smith, or Manana Family Housing.

2. Vehicle Registration Locations. Register POVs at the Vehicle Registration Section, building 1095, 1st floor, Kaneohe Bay; Visitor's Center, building 1637, Kaneohe Bay, or PMO, building 601, Camp H. M. Smith.

3. Vehicle Registration Database. PMO will register the POVs of military and civilian employee personnel assigned to MCBH in the Consolidated Law Enforcement Operations Center (CLEOC). All visitors, civilian contractors, vendors, and service providers conducting business on MCBH will have their POV or company vehicle registered in the Defense Biometric Identification System (DBIDS) when issued their DBIDS credential or DBIDS temporary pass.

4. Vehicle Registration Requirements. Applicants must possess the following:

a. Valid State Registration Certificate. Registration certificates indicating ownership (purchased or leased) of the vehicle must be presented. PMO will register POVs in the registered owner's name unless family members of active-duty personnel or retirees wish to register vehicles in their sponsor's name. Personnel who desire to retain their out-of-state license plates must obtain and display a State of Hawai'i vehicle permit. Non-resident active-duty military personnel must submit a Non-Resident Certificate, Form CS-L (MVR) 50, endorsed

by Pass and Registration personnel for each registration, renewal, or transfer transaction. Personnel can obtain a Non-resident Certificate at any vehicle registration location.

b. Insurance. A valid insurance card or signed certification form certifying that the vehicle's insurance policy is current and contains the minimum liability coverage must be presented. The minimum levels are \$20,000 per person for bodily injury, \$40,000 per accident for bodily injury, \$10,000 per accident for property damage, and \$10,000 personal injury protection.

c. Valid Driver's License. A driver's license must be presented for the type of vehicle to be registered, issued by the State of Hawai'i or a State recognized by the State of Hawai'i. The State of Hawai'i recognizes valid operator's licenses issued by all U.S. States and U.S. territories (e.g., Guam, Puerto Rico, etc.).

d. State of Hawai'i Safety Inspection. All POVs, regardless of State of registration, must obtain and display a valid State of Hawai'i inspection decal within 30 days of obtaining the vehicle on-island. The mechanical conditions and equipment must meet, and continue to meet, the requirements for State inspection.

e. Vehicle Impound Policy Acknowledgement. Personnel registering a vehicle or requesting a State of Hawai'i Non-Resident Certificate, (Form CS-L (MVR) 50) for any type of vehicle described in paragraph 1 of this Chapter will acknowledge and sign a MCBH Vehicle Impound Policy Acknowledgement (MCBH S-7 Form 5560.2/1) provided in Appendix A. Failure to acknowledge and sign Appendix A will result in denial of a State of Hawai'i Non-Resident Certificate.

f. Motorcycle Registration Requirements. Active-duty Service Members and reservists registering a motorcycle, moped, or motor scooter aboard MCBH must meet the requirements for registration outlined in Chapter 6 of this Order. Motorcycle and motor scooter operators from states that do not require an endorsement on their driver's license must possess a motorcycle or motor scooter endorsement on their license to operate such a vehicle in Hawai'i and aboard MCBH.

g. Under Age 26. To register their vehicle on base, active Duty and Reserve personnel of any pay grade under the age of 26 must present proof of completion of the Drivers Awareness Training (CMCSDDAT01) available on MarineNet at <https://www.marinenet.usmc.mil/MarineNet/Home.aspx>.

h. Bachelor Enlisted Quarters (BEQ) Residents. BEQ residents are authorized to register one automobile and one motorcycle per person. The Director, S-7 will review and consider exceptions to the one vehicle and one motorcycle policy. Request for such an exception must be submitted through the applicant's chain of command and positively endorsed by the first O-5 commander.

i. Family Housing. Family Housing residents are not restricted on the number of vehicles they may maintain within Family Housing, provided all vehicles comply with vehicle registration and parking regulations in this Order. However, Family Housing residents are prohibited from storing any vehicle within the Family Housing area that is not owned by the sponsor or family member and shall not leave vehicles in any Family Housing roadway for more than 30 days.

j. Reporting Changes of Data. Changes of information provided in the application for Base vehicle registrations must be reported in person to Pass House personnel in building 1637 at the H-3 Gate, Kaneohe Bay; building 1095, 1st floor, Kaneohe Bay; or building 601, Camp H. M. Smith.

5. Bicycle/E-Bicycle/Moped Registration

a. Bicycles/E-Bicycles. Bicycles with a tire diameter of 20 inches or greater are required to be registered with the City and County of Honolulu. This also includes e-bicycles regardless of tire diameter. Renewal of registration is required every two years. Individuals may register bicycles at the point of purchase. Bicycles shipped to Hawai'i or purchased at the Marine Corps Exchange can be registered at any Satellite City Hall. Bicycles are not required to be registered with PMO aboard MCBH.

b. Mopeds. For purposes of this Order, a moped is defined in Appendix H. Mopeds are not considered bicycles aboard MCBH and moped owners must comply with regulations outlined in Chapter 6 of this Order. Mopeds will be registered with PMO. Insurance is not mandatory for mopeds that are 49cc or smaller. Personnel

registering a moped must meet all requirements outlined in Chapter 6 of this Order and show proof to Vehicle Registration personnel.

6. Revocation of Base Vehicle Registration. Personnel may have their Base vehicle registration revoked and their vehicle impounded or removed from MCBH at the owner's expense, under the following circumstances:

a. Vehicle is abandoned or derelict (per the definition in Chapter 3).

b. Vehicle no longer complies with the regulations of this Order.

c. Vehicle ownership is transferred and not deregistered or registered with PMO.

d. Vehicle owner's MCBH driving privileges or State-issued driver's license is revoked or suspended.

e. Vehicle was towed off MCBH because it was illegally parked.

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

g. Vehicle was used in the commission of an offense.

h. Owner provided fraudulent, inaccurate, or incomplete application information or failed to provide updated information.

i. Vehicle contains narcotics, narcotics paraphernalia, or contraband.

j. Vehicle owner has been identified by urinalysis as positive for illicit drug use.

7. Suspended/Revoked Operator. Registered owners of a vehicle(s) whose Base driving privileges have been suspended for greater than 14 days, and registered owners whose Base driving privileges have been revoked, will remove their vehicle(s) from MCBH or store the vehicle(s) in the Distribution Management Office (DMO) Deployment Lot. Registered vehicle owners may not grant a Power of Attorney (POA) to another operator to

circumvent this requirement. When the vehicle is the sole means of transportation for a family, the vehicle may remain on Base provided the vehicle is properly registered with PMO by a licensed family member.

8. Vehicle Deregistration. All military, civilian, and contractor personnel who are required to register a vehicle on MCBH, must deregister the vehicle when no longer employed or assigned to MCBH, or have sold or otherwise legally disposed of the vehicle. Registered owners will provide disposition documentation to Pass and Registration personnel. Deregister vehicles at any Pass and Registration location. Chapter 2 provides disposition instructions for active-duty Service Members.

9. Vehicle Registration Process. Managing this process requires support from MCBH staff as well as tenant units.

a. Tenant Commanders. Tenant commanders possess overall cognizance for maintaining accountability of POVs registered aboard MCBH by their personnel.

b. All Unit Leaders. All unit leaders will maintain cognizance over vehicles registered to their Marines. Unit leaders may contact PMO for information regarding vehicle ownership issues.

c. Director, S-7

(1) The Director, S-7 monitors suspected abandoned vehicles aboard MCBH and compares their findings with the PMO database. The Director, S-7 provides a link between tenant commands and PMO regarding vehicle registration and vehicle impound operations.

(2) Ensure the Provost Marshal maintains oversight of registering/deregistering POVs aboard MCBH. The Provost Marshal possesses sole ownership for inputting information into the CLEOC and DBIDS.

d. Individual Driver/Service Member. Individuals must adhere to this Order by properly registering/deregistering and maintaining their POV.

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10. End State. Enhance safety and security by reducing the number of improperly registered vehicles and limiting the number of vehicles abandoned aboard the base. Small unit leaders continue to be the frontline in maintaining unit discipline.

Chapter 2

Disposition of Privately Owned Vehicles

1. General. Due to the increase in abandoned vehicles on MCBH, a more rigorous process is established for outbound Service Members to ensure responsible disposition of POVs.

2. Unit Oversight of the POV Accountability Process. Tenant commands must be proactive in the oversight of the disposition of POVs with the assistance of the Vehicle Registration Office.

3. Personal Responsibility for Vehicle Disposition. Individual Service Members bear responsibility for their vehicle's disposition. The following steps outline the process each Service Member departing MCBH will take before proceeding to their unit administration center (or Installation Personnel Administration Center (IPAC)) for the issuance of Permanent Change of Station Orders.

a. Within 5-30 days of departure, all Service Members will check out with the Vehicle Registration Office, building 1095, MCBH, or the Pass and Registration Office, building 601, Camp H. M. Smith, to deregister vehicles in their CLEOC profile. Personnel with a vehicle to deregister will complete the MCBH Vehicle Disposition Form (MCBH S-7 Form 5560.2/2), Appendix B, and provide pertinent disposition documentation for each vehicle to be deregistered.

b. If the vehicle in question has been sold to a Service Member aboard MCBH, the new owner will accompany the Service Member checking out to the Vehicle Registration Office. At that time, the Service Member checking out will deregister the vehicle, and the new owner will register the vehicle. If the new owner is a resident of MCBH and not present, the person checking out will not be checked out of the Vehicle Registration Office. If the new vehicle's owner does not work or reside aboard MCBH, the person checking out will provide the State of Hawai'i transfer documents to the Vehicle Registration Office.

c. If the vehicle in question is shipped or sold/transferred to an organization, then Block 4 of MCBH S-7 Form 5560.2/2 will be completed and all appropriate transfer paperwork will accompany the form, see Appendix B.

4. Vehicle Disposition Tasks

a. Director, S-1

(1) When outbound Marines arrive at the Outbound Branch for receipt of their detaching endorsement, IPAC clerks will confirm that the Vehicle Registration Office's embossed security stamp appears clearly and legibly on the checkout sheet. If questions arise as to the validity of the stamp, the Vehicle Registration Office will be contacted to verify the Marine has properly checked out. Marines who do not properly check out with the Vehicle Registration Office may be subjected to delays during the outbound process, which includes canceled flights.

(2) No Marine will be issued a detaching endorsement to their Web Orders without confirmation that he or she has properly checked out with the Vehicle Registration Office. Canceled flights due to improper check out with the Vehicle Registration Office can result in delays at the IPAC in submitting a new port call request to the Distribution Management Office. If this action causes a Marine to exceed his or her no later than date on the issued Web Orders, then the Marines' current command will request a modification to the existing Web Orders. Failure to depart on the scheduled departure date because of an improper check out does not constitute a valid reason to submit for an extension of temporary lodging allowance for additional days incurred.

(3) The IPAC is the last step in ensuring departing Service Members have appropriately checked out of the Vehicle Registration Office. This responsibility does not alleviate tenant commands from ensuring their personnel are properly checked out prior to arriving at the IPAC.

b. Director, S-7

(1) If a departing Service Member owns a POV, ensure MCBH S-7 Form 5560.2/1 is completed and all applicable blocks are filled out. The official verifying MCBH S-7 Form 5560.2/1 will ensure any gaining private party accompanies the departing Service Member, and the vehicle registration is transferred at that point. If the Service Member has transferred the vehicle to an organization, the verifying official will confirm the completion of Blocks 1, 2, and 4 of MCBH S-7 Form 5560.2/1. The

official will ensure Block 5 is signed appropriately and the checkout sheet will be stamped.

(2) If the departing Service Member has never registered a vehicle with MCBH, Block 1 of MCBH S-7 Form 5560.2/1 will be completed. The official will ensure Block 5 is signed appropriately and the checkout sheet will be stamped.

(3) The Provost Marshal will be the primary agency in the administration of abandoned vehicles and the primary point of contact for this Order.

c. Departing Service Members

(1) If selling or transferring a vehicle to a private party, ensure the following are completed:

(a) Blocks 1-3 of MCBH S-7 Form 5560.2/1.

(b) All transfer paperwork accompanying MCBH S-7 Form 5560.2/1.

(c) Blocks 1, 2, and 4 of MCBH S-7 Form 5560.2/1 and all transfer paperwork accompanying MCBH S-7 Form 5560.2/1, if shipping or selling/transferring a vehicle to an organization.

d. Tenant Commands

(1) Upon receipt of the monthly notification from the Vehicle Registration Office, supervise the responsible disposition of POVs by all departing Service Members.

(2) Notify PMO of abandoned vehicles in your unit area. All abandoned vehicles will be impounded and processed by PMO.

(3) Include a Vehicle Registration Office checkout requirement in all unit checkout sheets.

(4) Incorporate vehicle registration and disposition requirements in Welcome Aboard training and PCS sponsor materials.

e. Director, Marine Corps Community Services (MCCS)

(1) Market all available methods of appropriate disposition of vehicles and include mention of available methods of disposition in the New Arrivals Orientation.

(2) Aid the Provost Marshal in identifying all abandoned vehicles in the vicinity of MCCS activities.

f. Director, S-4

(1) Provide appropriate vehicle disposition information to all new arrivals checking in to Military Housing.

(2) Assist the Provost Marshal in identifying all abandoned POVs in the vicinity of Base Housing.

(3) Provide towing assets to PMO as needed.

Chapter 3

Traffic Regulations

1. General

a. Enforcement of Traffic Regulations. Under the provisions of the Assimilative Crimes Act, United States Code, Title 18, Section 13, the provisions of the Hawai'i Vehicle Code, Hawai'i Revised Statutes, and other applicable State laws are adopted as the traffic code for MCBH in accordance with reference (g). Specific State provisions and additional requirements are identified below:

b. Operating Vehicles. Driving a POV and a Government Owned Vehicle (GOV) aboard MCBH is a privilege, not a right. Persons who accept the privilege and operate a motor vehicle aboard MCBH will:

(1) Comply with laws and regulations governing motor vehicle operations aboard MCBH.

(2) Comply with installation vehicle registration and deregistration requirements outlined in this Order.

(3) Produce to law enforcement personnel the following documents on demand: proof of vehicle ownership or State registration, proof of Hawai'i no-fault insurance, a valid State driver's license, an OF-346 (U.S. Government Motor Vehicle Operator's Identification Card) if operating a GOV, and an Armed Forces Identification Card or other appropriate identification for non-DoD civilians.

(4) Implied Consent. Persons who accept Base driving privileges implicitly give their consent to evidentiary tests for alcohol or drug content of their blood, breath, or urine when lawfully stopped or apprehended while driving, or in physical control of, a motor vehicle aboard the Base while under the apparent influence of alcohol or drugs.

2. Traffic Citations

a. Armed Forces Traffic Citation (DD Form 1408)

(1) PMO may issue DD Form 1408 for traffic offenses listed in Appendix C.

(2) Military Police will indicate the place, time, and date the violation will be heard by the Base Traffic Magistrate on the DD Form 1408 if a mandatory court appearance is required. Failure to appear or to receive a continuance will constitute a waiver of the right to appear before the Base Traffic Magistrate and the matter may be resolved in the violator's absence.

b. United States District Court Violation Notice (DD Form 1805)

(1) Military Police may issue DD Form 1805 for traffic offenses listed in Appendix C.

(2) Upon the issuance of the DD Form 1805, the Military Police shall explain the process involved in having the violation adjudicated at the United States District Court, Honolulu, Hawai'i.

(3) In addition to monetary fines imposed by the U.S. District Court, appropriate points in Appendix C will be assessed against the violator's Base driving privileges.

c. Warning Citations. Warning citations may be issued for minor violations. If an individual receives more than one warning citation in a 30-day period or more than two in a six-month period, the Provost Marshal may direct the most recent citation be re-issued as a DD Form 1408 or DD Form 1805.

d. Third-Party Citations. Only authorized law enforcement personnel may issue traffic citations for POV moving violations aboard MCBH. Any person observing a traffic violation is encouraged to report the violation to PMO through Third-Party Traffic Violation Reporting. The Third-Party Traffic Violation Reporting Form, Appendix D, can be submitted to PMO through the PMO SharePoint site or a hardcopy may be delivered to the Traffic Court Bailiff at B1095. Complainants must provide the time, date, type of violation, location of the violation, and as much vehicle information as possible (license plate number, make, model, color) for PMO to identify and locate the operator. Both the operator and complainant may be required to appear in Base Traffic Court.

e. Parking Violations. Any person may report parking violators to PMO by phone or in person to the PMO Desk Sergeant.

Complainants must provide the time, date, location, type of parking violation, vehicle color, body type, make, year, State license plate number, and name of the owner or operator if known. Unit traffic safety monitors may also issue parking tickets.

3. Traffic Safety Monitors and Staff Duty Officers

a. Traffic Safety Monitors are Staff Noncommissioned Officers who are authorized to write citations for parking violations and abandoned/derelict (as defined in this chapter) privately owned vehicles within their command's area of responsibility.

b. Selectees/Nominees. COs may submit written nominations to the Provost Marshal. The number of personnel selected for a particular unit will be based on its size and composition. Generally, the Provost Marshal will not approve more than two Traffic Safety Monitors per unit.

c. Appointments. The Provost Marshal will issue letters of authorization to nominees who are selected. PMO will train selectees in current traffic regulations and citation writing procedures and issue a supply of DD Forms 1408.

d. Specific Duties

(1) Cite or warn motor vehicle operators who violate parking regulations and leave abandoned/derelict privately owned vehicles within their command's area of responsibility.

(2) Submit the white copies of each citation promptly to the PMO Traffic Court Bailiff (TCB) at building 1095, Kaneohe Bay, or building 601, Camp H. M. Smith.

(3) Serve the violator with a pink copy of the citation if the violator is readily available. If the violator refuses to accept or sign the citation, note the refusal in the remarks section of the citation. When the violator is not available, leave the pink copy of the citation on the windshield.

4. Rules of the Road

a. Motor Vehicle Operations

(1) Driving a vehicle carelessly in willful or wanton disregard for the rights or safety of others, at a speed or in a manner that is too fast for conditions, or that endangers any person or property is prohibited.

(2) Drive only on designated roads and park in designated parking areas. Do not drive or park on sidewalks, lawns, grassy areas preventing landscape maintenance, seeded areas, or any vegetated area, except when authorized and approved by MCBH S-4/Facilities and Installations necessitated by an emergency.

(3) Do not engage in, aid, or abet by whatever means, any motor vehicle speed contest or exhibition of speed aboard MCBH.

(4) When traveling in either direction, bring vehicles to a complete stop when approaching a school bus that is loading or unloading passengers. Remain stopped, until the bus is in motion again and flashing lights have been turned off.

(5) Every occupant in any vehicle (GOV and POV) operated aboard MCBH will wear a safety belt while the vehicle is in motion. Restraint systems will be worn by all military Service Members and reserve component members on active Federal Service while driving or riding in a POV whether on or off the installation.

(6) No person operating a motor vehicle on a public highway in the State shall transport a child under ten years of age except under the following circumstances:

(a) If the child is under four years of age, the person operating the motor vehicle shall ensure that the child is properly restrained in a child passenger restraint system that meets federal motor vehicle safety standards at the time of its manufacture; or

(b) If the child is four years of age or older but less than ten years of age, the person operating the motor vehicle shall ensure that the child is properly restrained in a

child safety seat or booster seat that meets federal motor vehicle safety standards at the time of its manufacture.

(c) If the child is four years of age or older but less than ten years of age, the person operating the motor vehicle shall be exempt from properly restraining the child in a child safety seat or booster seat that meets federal motor vehicle safety standards at the time of manufacture if the child is restrained by a seat belt assembly and:

1. Over four feet and nine inches in height; or
2. Over 40 pounds and traveling in a motor vehicle equipped only with lap belts, without shoulder straps, in the back seat.

(7) Transporting any person in the bed of a pickup truck is prohibited aboard MCBH. Violators will be denied access to MCBH.

(8) Motor vehicle operators shall not play car stereos or other amplification devices loud enough to be heard more than 30 feet from the vehicle.

(9) Operation and transportation of radar detection and radar jamming devices are prohibited about MCBH.

(10) Motor vehicle operators shall not wear portable earphones, headsets, or other devices, in or on one or both ears, unless designed primarily for communications or to protect against hearing loss.

(11) Vehicles shall not be driven off paved roads or authorized unimproved roads. (e.g., sand dunes west of Pyramid Rock).

(12) Except as provided below, the following rule applies to all drivers during the operation of a motor vehicle aboard MCBH:

(a) It shall be unlawful to touch a wireless communication device while operating a motor vehicle, including, but not limited to, entering letters, numbers, symbols, or other text in a wireless communication device, sending or reading data on the device for the purpose of non-voice interpersonal

communication, such as texting, emailing, and instant messaging, browsing social media applications, watching videos, searching the internet or otherwise using the device in a manner that distracts from safe driving.

(b) The above subparagraph does not apply to a driver who is a law enforcement, fire service, or emergency medical services professional performing official duties.

(13) Aboard MCBH, vehicles will operate with headlights turned on during periods of precipitation and other reduced visibility conditions. Examples are light or heavy rain or during periods of obscuration due to fog or smoke.

(14) Charging Locations. No personally-owned electric vehicles may use official government base facilities for charging absent express authorization from the base commander.

b. Right-of-Way

(1) When two vehicles approach or enter an intersection or junction at approximately the same time, the left vehicle will yield to the right vehicle unless the right vehicle is required to stop or yield by a sign.

(2) Vehicles entering a through road from a driveway or parking lot exit shall yield to all approaching vehicles.

(3) All drivers shall yield to emergency vehicles (e.g., ambulance, Military Police, Crash Crew, Fire, Lifeguard, or Explosive Ordnance Disposal, Safety, Roadmaster, tow truck vehicles) when exhibiting a flashing red, blue, or yellow light or sounding a siren. When an emergency vehicle approaches, immediately drive to a position as near as possible and parallel to the right edge or curb clear of intersections and stop and remain stopped, until the emergency vehicle passes unless otherwise directed by Military Police.

(4) Pedestrians have the right-of-way on walkways and crosswalks, except when emergency vehicles are approaching. Pedestrians and troop formations should remain off the roadway when safely possible.

c. Speed Restrictions

(1) Do not drive at a greater speed than is reasonably prudent based upon the conditions present. Regardless of conditions, do not exceed the posted speed limit.

(2) Do not operate a motor vehicle in a manner as to impede the normal and reasonable flow of traffic, except when reduced speed is prudent based upon conditions present.

(3) Do not follow another vehicle more closely than is reasonable, based upon the speed of other vehicles and conditions present.

(4) Exercise due caution when approaching and passing troop formations. In such cases, do not exceed 10 miles per hour.

(5) Except as otherwise posted, the maximum speed aboard MCBH is 25 miles per hour. The maximum speed in any parking area is 5 miles per hour. The maximum speed on any unpaved road is 15 miles per hour.

(6) Emergency vehicles responding to emergency situations may exceed posted speed limits when there is a need to have emergency responders at the scene of a serious incident faster than they could arrive without emergency procedures and when it is safe to do so. Emergency vehicle response will be conducted after the safety of everyone involved has been considered. Emergency vehicle operators shall travel at speeds that allow them to maintain control of their vehicles.

5. Parking and Unattended Vehicles

a. Park vehicles to permit unobstructed movement of other parked vehicles. When not in a parking lot, park only in the direction of travel. Illegally parked vehicles may be towed off Base at the owner's expense.

b. Parking is not authorized:

(1) Within 10 feet of any fire hydrant or fire hose outlet.

(2) Within 30 feet of any stop sign or intersection.

(3) Within 50 feet of any building, except in designated parking spaces.

(4) In front of any driveway or loading zone.

(5) On any roadway to obstruct traffic or traffic control signs.

(6) On any lawn, seeded area, or vegetated area, except as authorized or in case of emergency.

(7) Within 100 feet of any vehicle accident or emergency.

(8) In any reserved or restricted parking space.

(9) In a posted no parking zone.

(10) In a handicap zone without the proper permit issued by the State of Hawai'i.

(11) Along a red curb which designates a no parking zone.

(12) In a bike lane.

c. Park in designated parking areas when available.

d. Before leaving any vehicle, stop the engine, lock the ignition, remove the ignition key from the vehicle, set the parking brake, and turn the front wheels to the curb or side of the road.

e. Move any vehicle that becomes inoperative clear of the roadway. If a disabled vehicle cannot be moved clear of the roadway, leave parking lights or emergency flashers on. Use flares or reflectors during darkness to warn other traffic. In all cases, immediately report disabled vehicles to PMO, who may have them removed from the roadway at the owner's expense if required for safety.

f. Do not park POVs within any motor pool where GOVs are parked, stored, or repaired unless authorized by the unit CO.

g. Do not leave any child under 10 years of age in a parked vehicle without proper supervision. Do not leave any vehicle occupied solely by a person who cannot readily exit in case of an emergency.

h. Pets will not be left unattended in a motor vehicle for more than five minutes, regardless of whether windows are rolled down. Pets transported in the bed of a pick-up truck must be harnessed or leashed with a lead short enough to prevent hanging.

i. Do not leave a vehicle running while unattended.

j. The parking of boats, jet skis, other watercraft and their trailers, recreation vehicles, camper trailers, and similar equipment is prohibited in any area aboard MCBH other than in designated areas provided at the Base Marina.

6. Towing and Pushing Vehicles

a. Tow no more than one vehicle by another vehicle.

b. Towlines or chains shall not be less than three feet or more than 15 feet long. The driver of the towed vehicle must be at least 18 years old and have in their possession a valid driver's license.

c. Use tow bars when towing vehicles without brakes or with faulty brakes.

d. Do not draw, tow, or push vehicles faster than 25 miles per hour or the posted speed limit, whichever is lower.

7. Motorcycles/Mopeds/Motor Scooters

a. All motorcycles, mopeds, and motor scooters must be equipped per references (b) and (f). Motorcycle regulations are extensive and subject to frequent changes. Chapter 6 of this Order (Motorcycle Regulations) should be used as the primary reference for all matters pertaining to motorcycles, mopeds, and motor scooters.

b. Personal Protective Equipment (PPE) Enforcement. Any person operating a motorcycle, moped, or motor scooter aboard MCBH will comply with PPE regulations contained in Chapter 6 of this Order. Any person who observes anyone on MCBH operating a

motorcycle, moped, or motor scooter without the required safety equipment described in Chapter 6 of this Order should report it immediately to PMO. Provide the time, date, location of the violation, vehicle license number, make, model, and color. The person reporting the violation must make a sworn written statement and may have to appear in court.

8. Operating a Vehicle Under the Influence of an Intoxicant (OVUII)

a. Presumptive Limit. The State of Hawai'i and MCBH consider .08 percent blood alcohol content (BAC) and higher as presumptive evidence (no other evidence is required) of OVUII. No quantitative limits are set on other drugs. If .05 percent or less BAC, it shall be presumed that the person was not under the influence of alcohol at the time of the alleged violation. If in excess of .05 percent but less than .08 percent BAC, that fact may be considered with other competent evidence in determining whether the person was under the influence of alcohol at the time of the alleged violation but shall not of itself give rise to any presumption.

b. Implied Consent. Any person granted the privilege to operate a motor vehicle on MCBH and within the State of Hawai'i gives implied consent to a chemical test of blood or breath to determine the BAC or the presence of other drugs. If an individual is cited or lawfully apprehended for any offense allegedly committed while operating or assuming actual physical control of a motor vehicle while under the influence, Military Police will administer a blood or breath test to determine the level of blood alcohol concentration, upon individual consent.

c. Procedures. Military Police, when suspecting a vehicle operator is under the influence of alcohol or another drug by observing the person's driving behavior, odor, reports of other persons, or from any other reasonable means will take one of the following actions.

(1) Standardized Field Sobriety Testing. Military Police or the driver will secure the vehicle. Military Police will administer a standardized field sobriety test as directed by the Provost Marshal. If there is insufficient evidence of impairment when taken with other evidence of the influence of alcohol (as determined by Military Police), the driver will be released. Military Police will conduct standardized field

sobriety testing at or adjacent to the location of the stop, unless they believe the location is unsafe or a detriment to a fair and impartial test. In such cases, they will transport the subject to PMO where there is level ground and sufficient lighting.

(2) Apprehension. If evidence of impairment of driving ability is sufficient, Military Police will apprehend military personnel and detain civilian personnel. Military Police may search the driver and restrain the driver with hand irons or other measures to prevent escape or injury and protect Military Police.

(3) Testing. Military Police will offer the driver the opportunity to submit to a chemical blood or breath test to determine the BAC and/or presence of drugs. Military Police will inform the driver of the Hawai'i Implied Consent Law and the consequences of refusal to submit to a test, which includes revocation of their privilege to operate a motor vehicle aboard MCBH and in the State of Hawai'i for one year. The driver will indicate in writing their choice or a refusal to submit to a test.

(4) Detention. After sufficient probable cause that the operator is under the influence of an intoxicant, Military Police will detain the operator for further investigation.

(5) Refusal. If the suspect continues to refuse to complete the required test, Military Police will confiscate their visitor's/temporary pass if so issued. Additionally, the driver will receive a letter documenting the revocation of MCBH driving privileges and PMO will forward administrative revocation of State driving privileges documentation to the State of Hawai'i. Those who refuse testing will also be cited and required to attend a hearing with the Base Traffic Magistrate who may revoke base driving privileges.

(6) Suspension of Driving Privileges. Once Military Police complete a positive test for BAC, the presence of other drugs, or the driver refuses to submit to testing, the driver will immediately receive a Temporary Suspension of Base Driving Privileges Letter and a State of Hawai'i Notice of Administrative Revocation (NOAR), suspending their privilege to operate a motor vehicle in the State of Hawai'i. Personnel who are apprehended for OVUII off-base are required to report to the Traffic Court

Bailiff, B1095, MCBH, the next working day to be issued a Temporary Suspension of Base Driving Privileges Letter.

d. Disposition of Vehicle

(1) Vehicles operated by a person apprehended for OVUII will be impounded by a civilian tow company at the Registered Owner's (RO) expense.

(2) When a civilian tow company is not available, Military Police may relinquish custody of the vehicle to a command member.

(3) Registered vehicle owners will remove all their vehicles from MCBH with 72 hours after apprehension for OVUII or store their vehicle(s) in the DMO Deployment Lot if authorized.

(3) Registered vehicle owners may not grant a POA to another operator to circumvent this requirement. When the vehicle is the sole means of transportation for a family, the vehicle may remain on Base provided the vehicle is properly registered with PMO by a licensed family member.

(4) Vehicles operated by civilians apprehended for OVUII will be impounded by a civilian tow company at the RO's expense or relinquished to a licensed operator as authorized by the RO.

e. Administrative Driver's License Revocation Office (ADLRO). Within eight days of the offense, the Traffic Court Bailiff will provide the State of Hawai'i ADLRO, with a copy of the Military Police Incident Report, the violator's State-issued driver's license, and the NOAR form. The ALDRO will review the evidence, and if requested by the violator, hold a hearing. The ALDRO will sustain or rescind the revocation and may authorize restricted driving privileges. Should the ADLRO rescind the revocation or allow restricted driving privileges, the violator must request reinstatement of Base driving privileges or restricted driving privileges on MCBH by appeal to the Base Traffic Magistrate.

f. Underage Driving While Impaired (DWI). Persons under the age of 21 with any measurable amount of alcohol under .08 are suspected of DWI and will be processed the same as an OVUII.

g. Off-Base OVUII. The arrestee is required to report to the Traffic Court Bailiff in building 1095 for temporary suspension of their on-Base driving privileges by noon on the next working day.

9. Vehicle Impound and Removal

a. Authority. PMO may move illegally parked, abandoned, derelict, and immediate tow-vehicles, motorcycles, boats and other watercraft, trailers, recreational vehicles, camper trailers and similar equipment by towing to the PMO Impound Lot or removing from Base by a civilian tow service at the registered owner's expense. PMO will impound and process abandoned and certain derelict vehicles per references (c) and (j). This Order will govern the towing of all POVs on MCBH, except by the owner or agent of the owner.

b. Definitions. See Appendix H.

10. Disposition of Vehicles

a. Abandoned Vehicles. PMO will impound and dispose of abandoned vehicles. Owners of abandoned vehicles will be cited and required to attend traffic court.

b. Illegally Parked Vehicles. An illegally parked vehicle may be ticketed, impounded, immobilized, or removed from MCBH at the owner's expense. Vehicles may be removed from MCBH after noncompliance with a posted removal notice, excessive parking offenses, or when there is an immediate need to remove the vehicle.

c. Disabled Vehicles. The operator of a disabled vehicle will ensure the vehicle is situated off the roadway where it will not interfere with traffic when possible. The operator is responsible for arranging a private tow company or using other means to remove the vehicle. No vehicle shall be left alongside a roadway for more than 72 hours. PMO may impound the disabled vehicle after 72 hours or sooner if the vehicle is a traffic hazard or interferes with Base operations.

11. Vehicle Impound Process. This section sets forth procedures for vehicles impounded to the PMO Impound Lot.

a. Abandoned, derelict, and other vehicles not meeting

criteria as an immediate-tow vehicle, will be conspicuously marked with an Abandoned Vehicle Notice, DD Form 2504.

b. Vehicle owners or persons having legal custody of the vehicle shall then have three days to remove the vehicle from Base or correct the vehicle discrepancy.

c. PMO may impound the vehicle after three days if the vehicle was not removed from Base or if the discrepancy was not corrected. PMO will use government owned tow assets or a contracted tow company to move the vehicle to the PMO Impound Lot.

d. The PMO Impound Custodian will complete a thorough inventory of the vehicle and record the results on DD Form 2506, Vehicle Impoundment Report.

e. Within seven days after impoundment, the PMO Impound Custodian will make diligent efforts to identify and locate the last known owner of the vehicle. If identified, the Impound Custodian will forward, via certified mail, a DD Form 2507 (Notice of Vehicle Impoundment) to the address of the last known registered owner and lienholder if applicable, to advise the owner of the impoundment action and to request information concerning the owner's intentions pertaining to the disposition of the vehicle. The vehicle may not be disposed of until expiration of 45 days after the DD Form 2507 was sent.

f. Owners and persons having legal custody of abandoned or derelict vehicles (as defined in this chapter) who still reside on, or are assigned to MCBH, will contact the PMO Impound Custodian in person at B1095 once they are notified of the impoundment action to arrange removal of their vehicle from the Impound Lot. Vehicles are available for release Monday through Friday, 0800-1100 and 1200-1500.

g. When the legal owner or person with a Power of Attorney (POA) claims an impounded vehicle prior to disposition, that person will compensate MCCS for the cost of the tow, mileage fees, and administrative handling.

h. MCCS will collect the following fees under these circumstances:

- (1) \$65.00 for a standard tow or \$75.00 for a tow

using a dolly.

(2) \$7.50 mileage charge regardless of location from where the vehicle was impounded on MCB Hawai'i Kaneohe Bay. Mileage charges for vehicles impounded from Camp H.M. Smith or Marine Corps Training Area Bellows will be charged \$7.50 per mile for the actual mileage to the MCBH Impound Lot.

(3) In the case of a difficult hookup, a towing surcharge of \$30 shall apply. Difficult hookup shall mean an above or below-ground hookup in a multilevel facility or when the vehicle requires winching or a forklift onto a flatbed or different transport vehicle due to the vehicle condition.

i. The Impound Custodian will verify proof of ownership for the vehicle with a certificate of title, vehicle registration, or a POA and prepare an Impound Vehicle Release Form, (MCBH S-7 Form 5560/3) see Appendix D. Appendix D will remain unsigned by the Impound Custodian and the owner or person with POA until the vehicle is physically released. The Impound Custodian will stamp the form with the embossed PMO security seal in the upper right corner to verify authenticity.

j. The owner or person with POA will report to 5-0 Motors during business hours Wednesday, Thursday and Friday; or the Marina, Monday and Tuesday, when 5-0 is closed, with the Impound Vehicle Release Form to pay their fees. Report back to the Impound Custodian with the Vehicle Impound Release Form and receipt for the payment of fees.

k. The Impound Custodian shall then release the vehicle to the owner or person with POA and complete the Impound Vehicle Release Form.

l. Operable vehicles with current safety, State registration, insurance, and Base registration are allowed to drive the vehicle from the Impound Lot with no restrictions.

m. Operable vehicles with expired safety and/or registration will immediately be driven to 5-0 Motors, Firestone, or off base to obtain current safety inspection and/or registration. These vehicles are not to be driven to housing or barracks areas until the discrepancy is corrected.

n. Inoperable vehicles will be removed at the owner's expense by a civilian wrecker service or other means of towing/trailering, provided the method complies with State and Base regulations. The vehicle will be towed immediately off base, to 5-O Motors, or to Firestone, provided the vehicle owner shows written confirmation from 5-O Motors or Firestone that the vehicle is authorized to be towed to that location for repairs.

o. Vehicles unclaimed after 45 days will be disposed of in accordance with reference (j).

p. Vehicle owners and persons with a POA are not authorized to conduct vehicle repairs in the Impound Lot. Jumpstarting or changing a battery or tire and similar roadside assistance is permitted.

12. Traffic in Marine Corps Air Station (MCAS) District

a. Vehicular Traffic. All vehicular traffic on MCAS property will follow the guidelines established in paragraph 1.12 of reference (s).

b. Restricted Access. In accordance with reference (t), aircraft, aircraft hangars, ramps, parking aprons, flight lines, and runways are Level Two Restricted Areas. The shaded area in Figure 3-1 depicts MCAS Restricted Area. Access to MCAS Level Two Restricted Areas is limited to individuals with written authorization from the MCBH CO and whose duties require entry.

c. Aircraft Movement Area. The shaded area in Figure 3-2 depicts the MCAS Aircraft Movement Area. Any operation within the Aircraft Movement Area requires two-way radio contact with Air Traffic Control (ATC).

(1) Operators. Vehicle operators requiring travel through the aircraft movement area must complete the Airfield Vehicle Operators Course (AVOC) and obtain an Airfield Vehicle Operator's Permit (AVOP) for each driver requiring access. AVOP licensed drivers will maintain two-way radio contact with ATC while operating in the Aircraft Movement Area.

(2) Vehicles. All Vehicles in the Aircraft movement areas will be properly marked with an amber light or flag.

(3) Personnel. Unit training, conditioning hikes, and special events within the Aviation District must be properly approved and validated by MCAS Operations. A minimum of 24-hours advanced notification is required to process each request.

d. Westfield. The shaded area in Figure 3-3 depicts Westfield Operating Area. Personnel, bicycles, and vehicles are only permitted to operate in Westfield with proper authorization from MCAS Airfield Operations.

e. Mokapu Runway Crossing

(1) The Mokapu Road crossing of the flight line is the only exception to the requirements of the MCAS aircraft movement area. All vehicles must stop and show military identification to the sentry prior to crossing the airfield. Failure to abide by crossing instructions can result in suspension of driving privileges for a minimum of one year. After being cleared by the sentry, vehicles will not stop on or deviate from Mokapu Road between gates. Bicycles, to include e-bicycles, may cross the runway via Mokapu Road. Pedestrians and runners are prohibited from crossing the runway via Mokapu Road.

(2) 1st Street Crossing. All vehicles must stop and show military identification to the sentry and must have a valid reason for proceeding to Hangar 105.

f. Emergency Vehicles

(1) Airfield Access. Emergency vehicles may access the MCAS aircraft movement at Mokapu Road or First Street. Radio contact with ATC must be maintained while operating in the aircraft movement via radio on the "KB TOWER" channel. In no case will such vehicles cross the runway or disregard a traffic control device without clearance from the control tower.

(2) Speed Limit. Maximum speed limit on the airfield is 25 miles per hour, except for vehicles responding to bona fide emergencies, or where otherwise marked.

g. Parking Enforcement Program

(1) Operator. Vehicle operators requiring parking within the Aviation District must complete the Airport Parking Permit (APP) Course and obtain a permit to utilize parking

privileges.

(2) Permit Endorsement. Personnel assigned parking privileges and access within Marine Corps Air Station Kaneohe Bay will be designated to attend the APP Course by their unit CO.

(3) Training. The Airport Parking Permit Course will be provided by MCAS Operations and held weekly to support unit personnel rotation. Training will cover the operational requirements, endorsement process, and parking enforcement program information. Upon completion of the APP Course, the unit will receive endorsement from MCAS Operations and submit the attendance roster to the PMO.

(4) Issuance. PMO will issue the airport parking permit to all designated personnel that complete the APP Course. The parking permit is a sticker, which will be represented by a solid black (A) and displayed on the front windshield of the vehicle at all times while parking within the Aviation District. Parking permit will be valid for 36 months from completion of training.

13. Pedestrians and Troop Formations

a. Pedestrians, Joggers, and Runners. This Order is applicable to all personnel, dependents, civilian employees, and/or guests of such, aboard MCBH. Jogging is defined as recreational physical conditioning runs involving individuals or small groups of people where there are no formations, chanting, or cadence counting. All pedestrians, walkers, stroller pushers, joggers, runners, and individuals exercising will:

(1) Cross-roads only at intersections or crosswalks whenever possible.

(2) Walk/run on the left side of the road facing oncoming traffic in the absence of sidewalks.

(3) Comply with orders or directions of military police/traffic control persons.

(4) Not enter any crosswalk or roadway when vehicle traffic is so close that it constitutes an immediate hazard to pedestrians or vehicles.

(5) Not stand on the roadway to solicit a ride in any vehicle, including at authorized pickup stations.

(6) Wear reflection belts or vests when running during hours of darkness between sunset and sunrise.

b. Troop Formations. A unit conditioning run is defined as an organized physical training run involving units of squad size (approximately nine or more Marines) or larger information under the control of the unit leader. Physical Fitness Tests are included in this category. Unit conditioning runs and hikes shall be conducted to have minimum interference with traffic. Unit formation runs are not permitted along Mokapu Road during peak traffic times from 0600-0800 or 1500-1800 on workdays. Personnel in charge of troop formations (e.g., running, marching, hiking) will ensure they:

(1) Follow designated bike lanes where available. Formations will travel as close as possible to the right edge of the roadway and shall always move in the direction of traffic. Unit leaders shall not impede traffic by running in the traffic lane.

(2) Coordinate with PMO 48 hours in advance (Attn: Accident Investigation Section) for all unit conditioning runs or hikes of a battalion or larger sized organizations.

(3) Utilize road guards at all intersections. Road guards shall neither perform any type of exercise while posted at an intersection nor will they delay traffic once the unit has passed. Reflective fluorescent vests are mandated for road guards at all times.

(4) Use all means possible to make formations visible to vehicle operators during the hours of darkness or reduced visibility. At a minimum, all personnel will wear reflective fluorescent vests or belts. Personnel at the front (e.g., squad leaders) and the rear of the column and all other personnel running external of the formation must also carry flashlights (coned preferably) or light sticks.

(5) Follow rules regarding off-limits areas for chanting/cadence counting. During unit conditioning runs and hikes, chanting/ cadence counting is prohibited adjacent to housing areas. Chanting/cadence counting is also prohibited

along Mokapu Road from the Mokapu Gate to the posted signs near the 3d MLR access road, from Cochran Street to Harris Avenue, from Mokapu Place to E Street, and anywhere in the Nu'upia Pond Complex.

(6) Commands must provide adequate traffic safety by posting road guards at intersections presenting a reasonable likelihood of vehicular traffic during the conduct of the Physical Fitness Test (PFT)/Physical Readiness Test (PRT). When practicable, commands should avoid executing the run portion of the PFT/PRT after sunset or before sunrise. Road guards will always wear reflective fluorescent vests.

(7) Follow guidance concerning the use of GOVs. GOVs used to support unit formation marches or runs are authorized to operate within bicycle lanes when closely following the support unit. These vehicles must have headlights and emergency flashers turned on and shall be operated in a manner that does not impede traffic or imperil other pedestrians or cyclists. POVs are not authorized to operate in bicycle lanes or impede traffic.

(8) Off-limit Security Areas. Jogging and unit conditioning runs are prohibited in all security areas, unless authorized elsewhere in this Order. Security areas include those locations that are specifically defined and subject to controls and restrictions for the safeguarding of classified materials, inherently dangerous items such as ordnance, or essential materials. Examples of off-limits security areas are Ulupau Magazine, ranges, the rifle range road, and all runways and taxiways. The only authorized routes for pedestrians or bicycle traffic on West Field are Sumner Road, Paulkilo Road, and the section of Mokapu Road from Sumner Road intersection to Pyramid Rock. Bicycles and e-bicycles are authorized to cross the runway via Mokapu Road. Pedestrian, bicycle, and other vehicle or device traffic is strictly prohibited on any other runway or taxiway without authorization.

(9) Other Restricted Areas. Areas that do not meet the definition of security areas but are not authorized for unit runs/hikes include the golf course (and Moffett Road to the beach), family housing areas, and the Nu'upia Pond Complex that adjoins the Fort Hase shoreline. Organizations requiring access to any security/restricted areas for training evolutions may submit a request 72 hours in advance to the MCBH Operations and

Training, Range Manager, who will coordinate with MCAS, PMO, Environmental, and Base Safety as necessary.

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

(11) Comply with directions of PMO or other traffic control persons.

(12) Do not run off base through either gate in formation. There is no similar prohibition for individuals or small groups.

(13) Maintain as close a formation as possible when running in formation.

(14) Cross roadways using the most expedient method possible (flanking movement when marching in columns, etc.).

(15) Use only authorized emergency vehicles to escort/trail formations.

c. Nu'upia Pond Wildlife Management Area (NPWMA). NPWMA is home to several endangered species and other protected fish and wildlife. Physical training runs and hikes are authorized but are subject to the following restrictions:

(1) Eligible Users

(a) MCBH active duty, retired, or civilian adults (18 years or older).

(b) No unescorted children or off-base guests.

(2) Other Restrictions. All vehicles, bicycles, and other forms of locomotion are prohibited. Military Police in the performance of duty may use a utility or all-terrain vehicle.

14. Accident Reporting and Investigation

a. POVs. The driver of a POV involved in an accident aboard MCBH, regardless of the amount of damage or injury, shall:

- (1) Stop at the scene.
 - (2) Help any injured accident victims.
 - (3) Immediately report the accident to PMO.
 - (4) Exchange driver's licenses, names, and addresses with the person or persons involved in the accident.
 - (5) Not move the vehicle until directed by PMO. A vehicle involved in an accident may be used to transport a seriously injured person to a medical facility if no other means are immediately available if so directed by PMO.
- b. Government Vehicles. The driver of any GOV involved in an accident, including non-appropriated fund vehicles, on or off base, regardless of the amount of damage or injury shall:
- (1) Stop at the scene.
 - (2) Help any injured accident victims.
 - (3) Take measures necessary to safeguard against further accidents.
 - (4) Not move the vehicle until directed by competent authority such as civilian police, Military Police, or investigating officers.
 - (5) Report all GOV accidents to PMO.
 - (6) Exchange names and addresses with all persons concerned with the accident, including witnesses.
 - (7) Produce a valid U.S. Government Operator's Permit to civilian or Military Police and/or road master.
 - (8) Prepare a Standard Form 91-A as soon as possible after the accident.
 - (9) Notify their superior or CO immediately.
 - (10) Make no statement from which government liability for the accident might be implied. Because a driver's statement might constitute an admission of responsibility for an accident,

drivers should make statements concerning an accident only to civilian or Military Police, supervisors, or investigating officers.

c. Investigation

(1) The Provost Marshal is responsible for investigating all traffic accidents occurring on MCBH and in cooperation with civilian law enforcement, off-base accidents involving a GOV, or injury or death to military personnel.

(2) Drivers shall complete a Standard Form 91-A for every motor vehicle accident involving a GOV, damage to government property by a vehicle, loss of time from duty (one or more days) by military personnel as a result of injury involving a vehicle, and lost workday injury by civilian personnel and non-appropriated fund personnel as a result of vehicle accidents aboard MCBH.

(3) Citations issued in connection with an accident will be forwarded to the individual concerned and the individual's command upon completion of an accident investigation.

15. Use of Listening Devices

a. The wearing of headphones, earphones, or other listening or mobile electronic devices, in or on one or both ears, while walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device, on any portion of any street, roadway, highway, avenue, or parking lot where motor vehicles travel is prohibited.

b. The use of these devices impedes recognition of emergency signals, alarms, announcements, the approach of motor vehicles, and human speech. This does not apply to hearing aids, nor does it supersede the requirements for PPE where work conditions dictate hearing protection.

c. The use of listening devices while on a running/walking track, sidewalk, or pathway is authorized. Pedestrians are responsible to ensure that they always face traffic and maintain a minimum of three feet of clearance from the traveled portion of roadways, streets, and parking lots or are otherwise protected from traffic (e.g., using a sidewalk, pedestrian bridge, or designated pedestrian pathway).

16. Bicycle and E-Bicycle Regulations

a. Enforcement. Except where specifically provided by law or in this Order, all traffic regulations apply to operators of manually powered and electric bicycles. PMO may issue a Minor Offense Report (MOR), DD Form 1408, or DD Form 1805 to owners and operators of bicycles who do not comply with these laws and regulations.

b. Prohibited Areas. The following areas are expressly prohibited for use of bicycles:

- (1) The Nu'upia Ponds Wildlife Management Area.
- (2) Off-road along the north end of the runway.
- (3) Sand dunes and natural vegetated areas west of the runway.

c. Parental Responsibility. Parents and bicycle owners will ensure that juveniles, including dependents, are properly instructed in the safe operation of bicycles, and that they understand and obey laws and regulations.

d. Security. Promptly report lost or missing bicycles to both PMO and HPD. Timeliness is essential to possible recovery. Reports should fully describe the bicycle, including the model and serial number. Report found bicycles to PMO. To deter theft, all bicycles should be secured with a bicycle lock while not in use. Registration of bicycles with HPD provides a record of model and serial number and proof of ownership. Bicycles are not required to be registered with PMO.

e. Operator Responsibility

- (1) Use bike lanes when available.
- (2) Yield to all approaching vehicles and pedestrians when emerging from an alley, driveway, or building.
- (3) Keep one hand on the handlebars at all times.
- (4) Ride as far to the right of the roadway as practical.

(5) Do not ride abreast of another bicycle except when passing.

f. Other Bicycle Rules

(1) Bicycles will not be towed by another vehicle or tow another vehicle except by trailers manufactured for that purpose.

(2) Bicycles are permitted only on streets, roads, and parking areas; not on athletic fields, tracks, lawns, or seeded areas. In the interest of safety, children operating tricycles, bicycles, or other foot powered devices with a height of less than 16 inches are encouraged to ride on sidewalks.

(3) The maximum speed limit for bicycles is 25 miles per hour unless a lower speed limit is posted for the area being ridden through.

(4) Entry from or exit onto the H3 via bicycle is prohibited.

(5) Use of any mobile electronic device (cellular telephone, tablet, etc.) or listening device is prohibited while operating a bicycle.

g. Required Equipment. Bicycles must be equipped with:

(1) A reflector of at least four-square inches, or six square inches of white reflective material facing forward and unobstructed when viewed from the front.

(2) A reflector with a minimum of four-square inches or 12 square inches of amber reflective material on each side facing outward.

(3) Reflectors on both front and rear surfaces of all pedals unless equipped with clipless style pedals.

(4) A reflector with a minimum of four-square inches facing rearward and unobstructed when viewed from the rear.

(5) Every bicycle, when in use between sunset and sunrise, will be equipped with a headlight on the front emitting a white light visible in clear weather from a distance of at

least 500 feet to the front, and a rear emitting red light visible from a distance of at least 600 feet to the rear.

(6) For safety, bicyclists riding during darkness will wear light colored or reflective vest, belt, or clothing to increase visibility.

h. Safety Helmets. All operators of bicycles, skateboards, scooters, roller skates, and all other similar modes of personal transportation will wear properly fastened safety helmets while riding aboard MCBH. Safety helmets must comply with the Consumer Product Safety Commission standards and be approved by the American National Standards Institute or Snell Memorial Foundation. If walking a bicycle for long distances in military uniform, the rider should take off the helmet and put on the appropriate uniform cover. Any rider not wearing a helmet while riding will be issued a MOR. PMO will send a copy of an MOR issued to the active-duty member and their family members to the active-duty member's command.

f. Low Speed E-Bicycle Rules: Low Speed e-bicycles are subject to the same restrictions applicable to bicycles, with the following additions:

(1) A vehicle only qualifies as a low speed e-bicycle if it meets the definition contained in Appendix H of this Order: The term "low-speed e-bicycle" means a two- or three-wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts (1 h.p.), whose maximum speed on a paved level surface, when powered solely by such a motor while ridden by an operator who weighs 170 pounds, is less than 20 miles per hour. Operators must understand the specifications of their equipment. Devices or vehicles with more powerful motors may fall within the definition of, and therefore be subject to, rules regulating other forms of personal transportation (i.e., mopeds, electric scooters, etc.).

(2) Per Hawai'i State Law, no person under the age of fifteen shall operate a low-speed electric bicycle.

(3) E-bicycles shall not be operated on sidewalks except when reasonably necessary to avoid hazardous conditions or debris on roadways.

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(4) E-bicycle operators must wear a reflective vest/belt from sunset to sunrise.

(5) No personally-owned e-bicycle operators may use official government base facilities for charging absent express authorization from the base commander.

17. Deployment Parking. The MCBH DMO operates the Base Deployment Lot for storage of deploying Service Members POVs. Contact DMO in person at building 209 or telephone, (808) 496-3566.



Figure 3-1 MCAS Restricted Areas



Personnel must have two-way radio communication with ATC.
Vehicles must be properly marked with amber light or flag.
Operators must have attended AVOC and have valid AVOP.
No Personally Owned Vehicles Allowed.

Figure 3-2 MCAS Aircraft Movement Area



Figure 3-3 MCAS Westfield Area

Chapter 4

Base Traffic Court

1. General. MCBH Base Traffic Court is under the cognizance of the S-7 Directorate and is the sole authority to administratively adjudicate traffic offenses where a DD Form 1408 was issued. The PMO will provide a Traffic Court Bailiff (TCB) and court security in support of the Base Traffic Court.

2. Definition of Terms: See Appendix H.

3. Administrative Due Process. Any person issued a DD Form 1408 citation which may result in point assessment, suspension, or revocation of driving privileges, has the right to appear before the Base Traffic Magistrate for a hearing on the matter.

a. Traffic violations identified as mandatory appearance violations in Appendix C require the violator to appear in Base Traffic Court. Failure to appear on the date designated shall constitute a waiver of the right to a hearing and the Base Traffic Magistrate may resolve the matter on the basis of the available evidence. Additional points may be assessed for failure to appear.

b. For traffic violations (other than OVUII) which could result in the suspension or revocation of driving privileges, the suspension or revocation will not become effective until 14 calendar days after the violator has been notified. The citation issued by Military Police, with a notice of the violation and of the time and place to appear, shall constitute proper notice.

c. 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 affected person is granted a hearing at Base Traffic Court. 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 upon receipt of notification that the request for continuance has been granted and remain in force pending the scheduled hearing date.

d. For traffic violations which do not require a mandatory appearance before the Base Traffic Magistrate, the TCB will automatically assess the points against the violator's driving record in the Consolidated Law Enforcement Operations Center.

Personnel who desire to contest a non-mandatory appearance citation may request a court date by contacting the TCB in person at building 1095 or by telephone, (808) 496-6991.

e. Personnel who receive a non-mandatory court appearance DD Form 1408 Traffic Citation may contest the citation by contacting the Base TCB at (808) 257-6991 to schedule a hearing.

4. Base Traffic Court Date Change Policy. Traffic Court date change requests will be made on a case-by-case basis for the following reasons:

a. Military necessity when the affected person will not be present due to temporary additional duty, military training, or other military duties. Personnel in the pay grade E-5 and below must have a command representative in the pay grade E-6 or above reschedule the court date with the TCB.

b. Extenuating personal hardship of the affected person such as emergency leave, unexpected medical appointments, injury, etc. Personnel in the pay grade E-5 and below must have a command representative in the pay grade E-6 or above reschedule the court date with the TCB.

5. Administrative Points Table

a. Appendix C establishes the suspension and revocation of driving privileges and point assessment system, which shall serve as a uniform administrative device to impartially adjudicate traffic violations aboard MCBH.

b. When a violator accumulates 12 or more points within 12 consecutive months, or 18 points within 24 months, their Base driving privileges can be suspended or revoked for not less than six months. If a violator receives two parking citations within six months, their base driving privileges can be suspended for a minimum of 30 days. Longer suspension/revocation periods may be imposed by the Base Traffic Magistrate depending on the person's overall driving record considering the frequency, flagrancy, severity of moving violations, and the response to previous driver improvement measures.

c. The PMO TCB will notify the violator and violator's command, if military, in writing when the violator has accumulated excessive traffic/parking citations and schedule the violator for a mandatory hearing with the Base Traffic

Magistrate. The effective date of the suspension/revocation will be 14 calendar days after notification.

d. In addition to the assessment of points, an individual may be subject to the following remedial measures:

(1) Required attendance and completion of Remedial Driver Course.

(2) Required attendance and completion of the Motorcycle Safety Training Course.

(3) Referral to an appropriate level Alcohol and Drug Program or equivalent civilian program (required for all active-duty military personnel when alcohol or drugs were a contributing factor in a traffic incident).

e. Military members or civilians licensed to operate Commercial GOVs who have their State driving privileges suspended or revoked for any reason, are prohibited from operating commercial GOVs for that same period, unless specifically authorized by the Base Traffic Magistrate.

f. Persons whose Base driving privileges have been suspended or revoked will remove their POV from MCBH or store the vehicle in their unit's deployment storage lot.

6. MCBH Base Traffic Court Policy

a. The Base Traffic Magistrate will be assigned in writing by the CO and be a field grade officer. At least one alternate Base Traffic Magistrate, consisting of a field grade officer and/or an E-9, will be appointed to assume the duties and responsibilities for the primary Magistrate in his/her absence.

b. The TCB shall be an employee of PMO in support of Base Traffic Court.

c. Base Traffic Court is an administrative hearing; however, the rules of military decorum and professionalism apply to all attendees. A military police officer will be in attendance during all hearings to provide order and security as needed.

d. Base Traffic Court will commence at 0800 every other Tuesday, at the Base Chapel or the Base Theater, depending on

availability. All enlisted ranks and civilians will attend the same hearing. Officers will appear before an officer Base Traffic Magistrate. Base Traffic Court is the violator's appointed place of duty, and the uniform of the day will be worn. Civilians shall wear appropriate civilian attire commensurate with a business setting.

e. Marines E-5 and below and Navy personnel E-6 and below will have a SNCO equivalent or above present as unit representation. The Base Traffic Magistrate may reschedule the hearing if a unit representative is not present. The sponsor of family member defendants will attend if available.

f. No later than the Friday before the following week's Base Traffic Court, the TCB will prepare the court docket for the following week's traffic court. The court docket will be forwarded to the Base Traffic Magistrate and to the Commander for all military personnel who have a mandatory court appearance. Commanders will ensure their personnel attend Base Traffic Court or reschedule the hearing in accordance with paragraph 4 of this Chapter.

7. Base Traffic Court Procedures

a. The TCB will arrive no later than one-half hour before the start of court with the docket, DD Form 1408 citations, and other supporting documentation.

b. The TCB will check-in defendants on the docket and brief court procedures to them and others present prior to the entrance of the Base Traffic Magistrate.

c. The TCB will announce "All rise" upon entry of the Base Traffic Magistrate and remain standing until instructed to sit.

d. The Base Traffic Magistrate will call each individual on the docket to the front one at a time and ask how they wish to plea.

e. Individuals shall have the following rights during the hearing process:

(1) To make a statement or remain silent.

(2) To enter a plea of "Not Guilty" or "Guilty".

(3) To present all reasonably available witnesses or documents.

(4) To confront any adverse witnesses, if reasonably available, to include the Military Police who issued the citation.

(5) To have representation by civilian counsel at the individual's expense, assuming it will not create a delay in the hearing.

(6) To request a private hearing upon a showing of good cause.

(7) To appeal the decision of the Base Traffic Magistrate to the MCBH CO.

f. The Base Traffic Magistrate may accept pleas of guilty and immediately adjudicate the violation in accordance with the Traffic Matrix without further action, or the Magistrate may question the offender, the police officer, or other witnesses before adjudicating the offense.

g. Individuals who plead not guilty are afforded the opportunity to make a statement, present witnesses, present evidence, and question the police officer who issued the DD Form 1408, if the police officer is reasonably available. The Base Traffic Magistrate may postpone adjudication and summon the police officer to a future hearing if the Base Traffic Magistrate believes the testimony of the police officer is essential. The defendant is responsible for ensuring their witnesses are present at Base Traffic Court.

h. The TCB will record the decision of the Traffic Magistrate for each case on the court docket and DD Form 1408.

i. Personnel who have been awarded a suspension or revocation of driving privileges shall report to the TCB at the conclusion of court and sign a suspension/revocation letter with the effective dates.

j. The Traffic Magistrate may adjudicate cases based on available evidence when the violator fails to appear for a mandatory appearance or fails to receive an approved continuance, absent extenuating circumstances.

8. Post Base Traffic Court Procedures

a. As soon as practical following Base Traffic Court, the TCB shall assess points and enter suspension/revocation effective dates against the individual's Base driving record in the Consolidated Law Enforcement Operations Center and the Defense Biometric Identification System.

b. No later than the Friday following Base Traffic Court, the TCB shall provide the results of Base Traffic Court to the commanders of defendants on the court docket. Commanders will ensure that those personnel who failed to appear in Traffic Court and were awarded suspension or revocation of their driving privileges will report to the TCB, B1095, to receive their suspension/revocation letter within two business days.

9. Base Traffic Court Appeal Procedures

a. Individuals awarded a suspension/revocation of Base driving privileges or awarded points may appeal the decision of the Base Traffic Magistrate.

b. Appeals must be submitted in writing within five working days from the date of the hearing and directed to the MCBH Commanding Officer (Attn: Base Traffic Magistrate) via the Chain of Command.

c. Point assessments, suspensions, and revocations shall remain in effect pending resolution of the appeal.

10. Restoration of Driving Privileges Upon Acquittal of OVUII

a. The suspension of driving privileges for military and civilian personnel shall be restored if a final disposition indicates a finding of not guilty, charges are dismissed or reduced to an offense not amounting to intoxicated driving, or where an equivalent determination is made in a nonjudicial proceeding. The following are exceptions to the rule in which suspensions will continue to be enforced:

(1) The preliminary suspension was based on refusal to take a BAC test.

(2) The preliminary suspension resulted from a valid BAC test (unless disposition of the charges was based on invalidity

of the BAC test). In the case of a valid BAC test, the suspension will continue, pending completion of a hearing as specified in the below paragraph. In such instances, the individual will be notified in writing that the suspension will continue and of the opportunity to request a hearing within 14 calendar days. Request a hearing through the TCB.

b. Base Traffic Magistrate Hearing Procedures

(1) At the hearing, the arrest report, the commander's report of official disposition, information presented by the individual, and such other information as the hearing officer may deem appropriate will be considered.

(2) If the hearing officer determines by preponderance of evidence that the individual was engaged in intoxicated driving, the revocation will be for 1 year from the date of the original preliminary suspension.

(3) The person was driving or in physical control of a motor vehicle while under a preliminary suspension or revocation.

(4) An administrative determination has been made by the State or host nation licensing authority to suspend or revoke their driving privileges.

(5) The individual has failed to complete a formally directed substance abuse or driver's training program.

11. Restricted Driving Privileges and Probation. Personnel who have been awarded a suspension or revocation of their Base driving privileges may apply for restricted or probationary Base driving privileges under certain circumstances.

a. Probation or restricted driving privileges will not be granted to any person whose driver's license or right to operate a motor vehicle is under suspension or revocation by a State or Federal licensing authority.

b. The MCBH Commanding Officer or designee may grant restricted driving privileges or probation on a case-by-case basis to accommodate any of the following reasons:

(1) Mission requirements.

(2) Unusual personal or family hardships.

(3) 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.

(4) 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 Base to the most direct route to and from their respective work sites. This is not to be construed as limiting the Commander from suspension or revocation of on-duty driving privileges or seizure of OF-346, even if this action would constructively remove a person from employment when the person's duty requires driving a government vehicle from place to place on the installation.

c. 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.

d. 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.

e. Process to Request Restricted Driving Privileges
Personnel who wish to apply for restricted driving privileges must apply in writing to the Commanding Officer (Attn: Base Traffic Magistrate), via their chain of command and the PMO.

(1) Applicant must sufficiently articulate the need for restricted driving privileges based one of the qualifiers listed in paragraph 11b and specifically state the days of the week, time, and location needed to operate the vehicle, (i.e., From main gate directly to building 1095 between 0700-0175, and from

building 1095 directly to the main gate between 1600-1615, Monday through Friday).

(2) Packages may be hand delivered to the TCB, building 1095, or mailed to:

Provost Marshal's Office
ATTN: Support Services Division
P.O. Box 63062
Marine Corps Base Hawai'i
Kaneohe Bay, HI 96863-3062

(3) The TCB will attach a printout of the applicant's driving record from CLEOC, a copy of the suspension/revocation letter, and the printout from the National Crime Information Center verifying the applicant has a valid driver's license.

(4) The Base Traffic Magistrate will review the package and consider the validity of the request and may either deny, approve, or modify the conditions and approve.

12. Reinstatement of Base Driving Privileges. Revoked and suspended driving privileges are not automatically reinstated upon expiration if reinstatement conditions were imposed by the Base Traffic Magistrate. Reinstatement conditions include completion of remedial driver training, removal of abandoned/derelict vehicle from Base, etc. Personnel with reinstatement conditions will report to the TCB, B1095, to show compliance with reinstatement conditions at the end of their revocation/suspension period. All other suspension/revocations are automatically reinstated.

Chapter 5

Reserved/Restricted Parking

1. General. The most efficient use of existing on and off-street parking is on a non-reserved (i.e., first come, first-served) basis. Illegal parking contributes to congestion and slows traffic flow. Strong enforcement of parking restrictions results in better use of available parking and reduces conditions causing traffic accidents.

2. Definitions

a. Reserved. A parking space or area that designates a specific vehicle, billet, category of vehicle, or an individual.

b. Restricted. A parking space or area that designates specific times, category of personnel, or limits the length of time that a vehicle may remain parked.

c. Handicapped Only. A parking space clearly sign posted and marked with the International Symbol of Access that is reserved for persons with disabilities who displaying a State of Hawai'i temporary or long-term disabled placard.

d. Unrestricted. A parking space available for anyone to park.

e. Visitor. Self-explanatory.

3. Priorities for Reserved or Restricted Parking Assignments. Priorities are as follows:

a. Government motor vehicles.

b. Privately owned motor vehicles of disabled personnel with a State of Hawai'i temporary or long-term disabled placard.

c. Reserved parking spaces designated by category of eligible personnel. Designation of parking spaces by name of individual, grade, rank, or title should be avoided except as noted below:

(1) Certain spaces designated for Flag/General Officers, civilian equivalents, Colonels/Navy Captains, Warrant

Officer 5s, and E-9s (Sergeants Major, Master Gunnery Sergeants, Master Chiefs, and Chief Master Sergeants).

(2) Parking spaces adjacent to building 1/main building complex, Camp H. M. Smith and building 216, Kaneohe Bay.

(3) Service-type activities (Marine Corps Exchange, commissary, fitness center, etc.) will ensure that employees and regularly assigned military personnel do not use customer spaces in the immediate vicinity of the activity. Customer or visitor spaces should include all spaces available near or in the vicinity of the main entrance to the activity. Regularly assigned military personnel and employees should use parking spaces located in the most distant spaces available within the activity's assigned parking area.

4. Request for Assignment of Reserved or Restricted Parking Spaces

a. The CO, MCBH is the approving authority for all reserved/restricted parking requests aboard the Installation. Chapter 3 of this Order addresses restricted parking on the flight line. Request approval from the CO, MCBH (Attn: Director, S-7) for Kaneohe Bay; requests for Camp H. M. Smith will be endorsed by the CO, Headquarters and Service Battalion (HQSVCBn) prior to being forwarded to the CO, MCBH (Attn: Director, S-7). Activities will use Request for Reserved/Restricted Parking Spaces Template, see Appendix E, for requesting reserved/restricted spaces.

b. The approval of reserved/restricted parking spaces will be accomplished according to the following criteria:

(1) Reserved parking spaces for POVs of assigned members of a unit will be allocated based upon quota allocation of not more than seven percent of the latest table of organization or non-appropriated fund instrumentality manning list, consistent with reference (u). The quota allotted to each organization will be the total number of reserved parking spaces for that unit including remote shop, barracks, and headquarters locations.

(2) Existing buildings and/or facilities or portions thereof that may be open to the public or may be used by the public during the conduct of normal business, or may be used by

physically handicapped persons employed or seeking employment at such building or facility, shall be accessible. If any building falls into that category, they are required to provide the minimal accessible parking stalls and signage. Additionally, the path of travel to these buildings shall incorporate accessible ramps, handrails, sidewalks (if required) and be free from protruding objects. Military exclusions apply to facilities where all work is performed by able-bodied military personnel and in general all facilities that are intended for use or occupancy by able-bodied military personnel only. Any portion of a building not occupied by able-bodied personnel shall, as noted above, be accessible. Examples of excluded facilities/rooms are Reserve and National Guard facilities, closed messes, vehicle, and aircraft maintenance rooms, etc. As a general rule, facilities open to the public shall be accessible.

(3) Requests for handicapped spaces shall be forwarded using Appendix E. These spaces shall be located as close as possible to the primary entrance used by the handicapped employees or customers. The number of accessible parking spaces required depends on the total number of parking stalls in the lot and is based on one per every 25 parking spaces. For example:

Total Parking in Lot	Minimum Accessible Stalls
1-25	1 (van accessible)
26-50	2
51-75	3
76-100	4

c. Approval for government vehicle spaces will be based upon the number of government vehicles assigned to a specific organization as validated by the MCBH Facilities Department Motor Transport Division or appropriate motor transport organization.

5. Post Approval Process

a. Upon approval of a reserved/restricted parking request, the Director, S-7 aboard Kaneohe Bay, or CO, HQSVCBn aboard Camp H. M. Smith, will initiate and forward a work request (NAVFAC 9-11-14/20) to have the affected area marked as set forth in

paragraph 6 below. The Director, S-7, or CO, HQSVCBn will forward a copy of the work request to the requesting unit.

b. The requesting unit is responsible for tracking the progress of the work request and for coordinating with the Facilities Department Maintenance Division or Camp H. M. Smith Facilities Division.

c. The Director, S-7, and CO, HQSVCBn shall maintain a listing of approved reserved/restricted parking spaces. Organizational traffic safety monitors and the PMO may commence enforcement actions once the parking space is marked.

6. Marking of Approved Restricted and Reserved Parking Spaces

a. Yellow or white lines will separate reserved parking spaces. Each reserved space will have the word "RESERVED" painted in six-inch block yellow or white letters at the entrance to the space. Reserved spaces shall not be marked with any other characterization unless authorized.

b. Yellow or white lines will separate restricted parking spaces, with the restricted time limits painted in six-inch block yellow or white letters at the entrance to each space.

c. Handicapped parking spaces will contain signage and be marked in accordance with Americans with Disabilities Act Standards for Accessible Design.

d. White lines will separate unrestricted parking spaces and shall not be marked with any other characterization.

e. The painting of reserved or restricted parking designations on the side of any building in lieu of embedded stake signs or curb markings is prohibited, except at Camp H. M. Smith. All other existing painted signs on buildings will be removed.

f. Camp H. M. Smith and beach parking signs may be placed on stakes embedded into the ground. All other signs will be painted on the curb or entrance to the parking stall.

7. Off-Pavement Parking. Units and activities may request permanent off-pavement parking areas when there are insufficient paved parking areas. Follow the procedures in paragraph 4 to

request off-pavement parking areas and include a map depicting the outline of the proposed parking area. The preferred method of designating off-pavement parking is using cement parking barriers or wheel limiters. Additional off-pavement parking may be authorized for special events. Parking off-pavement in a non-designated area is prohibited.

8. Parking Regulations Enforcement. Report all violations of reserved and restricted parking regulations to the PMO Desk Sergeant at (808) 496-2123 for appropriate action. Appendix D contains the administrative penalties for reserved and restricted parking violations.

Chapter 6

Motorcycle Regulations

1. General. Over the years, motorcycling has steadily gained in popularity. In compliance with the references, this Order revises the existing policy for motorcycle registration and training aboard MCBH.

2. Responsibilities

a. The Director, Base Safety Department (BSD) will administer and facilitate rider education programs.

b. PMO will control the registration of motorcycles and enforce this Order.

c. Battalion and squadron commanders of tenant activities and units will incorporate this Order into their traffic safety program procedures that support and complement this program.

d. Officers, Staff Noncommissioned Officers, Noncommissioned Officers, and managers at all levels will ensure strong emphasis is placed on motorcycle mishap prevention.

3. Motorcycle Training Requirements. Before the operation of a motorcycle (including motor scooters and mopeds), all active duty/reserve personnel will successfully complete approved motorcycle training. This training must include an appropriate Motorcycle Safety Foundation (MSF) or MSF-based State-approved curriculum taught by certified instructors. Training will be provided at no cost to military and DoD civilian personnel. Personnel will not be charged leave to attend training. The three levels of motorcycle training are:

a. Level 1: MSF Basic Rider Course (BRC 1/BRC (updated)), or any other "entry-level" or "true novice" rider training course approved by the Commandant of the Marine Corps Safety Division (CMC (SD) that provides the basic principles and skills of riding required to obtain a State motorcycle endorsement.

b. Level 2: Military Sportbike Rider Course, Advanced Rider Course, BRC 2 (Experienced Rider Course), or any other intermediate or mid-level rider training approved by CMC (SD) that is designed to provide sustainment training for licensed

motorcycle riders. Mopeds are not required to attend upper-level training after initial Level 1 training.

c. Level 3: California Superbike School, Advanced Motorcycle Operator School, Advanced Rider Track Day, Total Control, American Super Camp, or any other advanced rider training approved by CMC (SD) that provides motorcycle rider training that improves riding skills by providing skills practice at realistic speeds with street cornering scenarios and that simultaneously challenges the riders' abilities in a controlled environment.

d. Civilian Operators. Civilians who are properly licensed to ride a motorcycle, motor scooter, or moped are not required to receive service-sponsored training or to prove they have taken other motorcycle training to operate a motorcycle on MCBH.

e. Mandatory Follow-on Training. Active duty/reserve Marines and Sailors must attend Level 2 training as soon as practical after completing Level 1 training. The intent is to train all riders within 120 days after completion of the Level 1 training as stated in references.

f. Refresher Training. The recurrent training requirement will be every five years. Refresher training may include Levels 2 or 3.

g. Training Registration. Personnel may register for motorcycle training courses held on MCBH via the MCBH Rider Course Registration Form (BSD Form 5560.2/5) provided in Appendix G.

h. Completion Card. Students successfully completing motorcycle safety courses will receive a completion card.

4. Personal Protective Equipment

a. Mandatory PPE. PPE is mandatory for all persons operating or riding as a passenger on a motorcycle, motor scooter, or moped on MCBH. PPE is also required for military personnel who ride off installation on and off-road, in uniform, or in civilian attire. When riding in uniform, refer to reference (q) for guidance. Civilian personnel who ride off installation are encouraged to wear PPE but may choose to follow

State of Hawai'i minimum regulations. For specific PPE requirements, refer to reference (b), page 3-5.

b. Full-fingered gloves are required for training evolutions. This includes training at the unit level.

c. Disciplinary Action. Per reference (q), failure to wear required PPE while riding a motorcycle is punishable under the Uniform Code of Military Justice and may also be considered misconduct during a line of duty determination.

5. Rider Education Enrollment Requirements. The following criteria must be met in order to enroll in any of the rider education courses. All participants must have command approval to attend the training. A course enrollment form can be obtained from MCBH's BSD located in building 279 first deck, or downloaded from the MCBH Website on the BSD's page. The enrollment form must be filled out completely and endorsed by the participant's Officer in Charge or Staff Noncommissioned Officer in Charge. This is a prerequisite to confirm a class seat.

a. Eligibility. Enrollment eligibility requires the individual to be an active-duty member of any branch of service, DoD personnel (DoD dependents not eligible), active-duty dependents (must be 18 or older), and any military ID card holder (i.e., retired personnel). Unless specified in a contract, contractors are not eligible to participate. Active duty/reserve Marines and Sailors stationed aboard MCBH have priority for all scheduled classes.

b. Record of Completion. A record of course completion will be in the form of a letter forwarded to the individual's command attesting to the date and location of the course completion. Each Marine or Sailor is responsible for ensuring the appropriate course completion codes are entered into their training records. It may be useful to include the number on the course completion card and the name and number of the instructor.

c. Valid License. Level 2 and 3 Participants must have a valid motorcycle operator's license with proper endorsement (all 50 States now have specific endorsement codes/classes). Participants with a valid State of Hawai'i permit (Class 2) are also eligible to enroll in the rider education program. Motorcycle permits from other State jurisdictions are not valid in the State of Hawai'i and therefore not valid on MCBH.

d. Registration. Current State of Hawai'i motorcycle registration or State of Hawai'i vehicle permits must be in the participant's name. Borrowed or rented motorcycles are not permitted to participate in the MCBH rider education program. Powers of Attorney are also not accepted by the BSD.

e. Insurance. Motorcycles/Motor Scooters must be properly insured with the basic liability no-fault insurance required by Hawai'i State law.

f. Inspection. Motorcycles/Motor Scooters/Mopeds must have a current State of Hawai'i Motor Vehicle Safety Inspection. In addition, the participant's motorcycle must pass an inspection of tires, controls, lights, oils, and chassis (T-CLOC) inspection at the beginning of the course. The T-CLOC form is available at the BSD, building 279, or can be downloaded from the MCBH Website on the BSD's page. It is strongly recommended to conduct a self-inspection to ensure the vehicle meets safety standards required by the curriculum.

g. Identification. Valid military identification or DoD Common Access Card.

h. Under Age 26. Participants under the age of 26 must also provide proof of completion of an American Automobile Association Driver Improvement Program or the National Safety Council Alive at 25 course or any driver training course that has been approved by the CMC Safety Division.

6. Safety Standards and Equipment. All personnel operating or riding a motorcycle, motor scooter, or moped aboard MCBH will wear PPE as outlined in Chapter 1 of this Order.

a. Mirrors. Motorcycles shall be equipped with at least one rearview mirror mounted on the handlebars or fairing.

b. Seat and Footrests. Each operator and passenger will be provided with a regulation seat and footrests.

c. Headlights. All motorcycles, scooters, and mopeds shall have headlights turned on whenever operated.

d. License, Registration, and Safety Card. Riders must always carry a valid State driver's license with appropriate endorsement for the vehicle being operated, proof of completion

of DoD approved rider course, and registration. These items must be presented upon request to the local jurisdiction having authority.

e. Riding Areas. All MCBH roadways not otherwise posted are open to motorcycle, motor scooter, and moped traffic. There are no off-road riding areas authorized on MCBH.

f. Children Passengers. Operators of two-wheeled vehicles, other than bicycles, will not carry passengers younger than seven years old on their vehicles, per reference (p).

g. Mopeds. Passengers are not permitted on mopeds per reference (r).

7. Mentorship Battalion/Squadron Level. All Battalion/Squadron level and above Commands per reference (b) will establish a Motorcycle Mentorship Program that incorporates a structured organization for their motorcycle rider community per reference (a).

8. Motorcycle Ownership. Motorcycle ownership is a significant responsibility. Prior to purchasing a motorcycle, all active duty military members who intend to operate a motorcycle on MCBH shall consult with their leadership in advance to be certain they are aware of the responsibilities that come with ownership.

Chapter 7

Light Utility Vehicle Usage

1. General. A Light Utility Vehicle (LUV) handles differently than other vehicles. Collisions and rollovers can occur quickly, even during routine maneuvers such as turning, driving on hills, and over obstacles. Therefore, it is imperative that Base personnel reduce the potential for accidents and ensure LUVs are safe, properly maintained, and operated in a professional manner on or off the installation. For the purpose of this section, LUVs (formerly known as utility terrain vehicles) are defined in Appendix H.

2. Training. Operators will attend a course certified and approved by the BSD. Training will include, but is not limited to the following:

a. Thorough review of all training materials provided by certified LUV trainer personnel to include the manufacturer's owner's manual for the specific vehicle to be used.

b. Basic driving techniques on and off road. Trainers will also screen operators for a valid driver's license prior to practical application.

c. Proper preventative maintenance, e.g., oil levels, tire pressure, and scheduled maintenance requirements according to the manufacturer's guidelines.

3. PPE, Seat Belts, and Safety Equipment. All personnel operating or riding as passengers on a LUV aboard MCBH and all personnel operating or riding on a LUV off the installation, on and off-road, in uniform or civilian attire will adhere to the following:

a. Wear a properly fastened (under the chin) protective helmet that meets the standards of the Department of Transportation or Snell Memorial Foundation. Lightweight Marine Corps Kevlar helmets are acceptable and meet the intent of this requirement. Aviation personnel may use a cranial in the immediate vicinity of the airfield (inside the grid of "C" Street and Sixth Street).

- b. Eye protection (unless the LUV is equipped with a Department of Transportation (DOT)-approved windshield). Eye protection with dark lenses will not be worn after sunset.
- c. Closed-toed shoes.
- d. Seat belts will be worn by operators and passengers.
- e. LUVs will not be used for other than their manufactured purposes.
- f. Manufacturer-installed safety equipment will be maintained in working order and used in compliance with the manufacturer's recommendations.
- g. LUVs will not be driven after dark unless equipped with headlights and taillights. Headlights will be used when driving on all MCBH roads and side streets, regardless of the time of day.
- h. LUVs will display a triangular slow-moving vehicle emblem meeting American Society of Agricultural Engineers Standard S276.2. This emblem will be mounted on the rear of the vehicle, base down, and at a height of not less than three feet or more than five feet from the ground to the base.

Chapter 8

Other Vehicles

1. General. This Chapter provides for the authorized use of other vehicles and conveyances, not otherwise addressed in this Order, while aboard MCBH, which includes Camp H. M. Smith, Manana Housing, Pu'uloa Range Training Facility, and Marine Corps Training Area Bellows.
2. Scope. While this Order attempts to address some of the most common emerging forms of personal transportation, it is not all encompassing. Questions regarding authorization to operate devices or vehicles not addressed in this Order should be directed to Base Safety and/or the PMO. Operators should not presume that a device falling outside the scope of this Order may be lawfully operated on MCBH roadways or pedestrian paths. Common alternative forms of transportation addressed in this Chapter include low speed vehicles (i.e., gas-powered golf carts and neighborhood electric vehicles), electric foot scooters, and electric personal assistive mobility devices. Figure 8-1 provides a reference for personal protective equipment requirements for specific examples of the above listed transportation types, along with PPE requirements for other emerging forms of personal transportation addressed elsewhere in this Order (i.e., e-motorcycles, e-bicycles).
3. Assimilation of State Traffic Code. Except where otherwise provided, per Chapter Three of this Order, Hawai'i State law is assimilated as traffic code for MCBH.
4. Liability. Notwithstanding any Federal or State law to the contrary, MCBH shall have no liability in negligence, nuisance, or under any other cause of action for losses resulting from the use of any vehicle, device, or conveyance.
5. Licensing. Operators of any vehicle where Hawai'i State Law requires a driver's license, must be properly licensed with a valid state-issued driver's license.
6. Insurance. Any person who operates a vehicle subject to State law liability insurance requirements may only operate their vehicle aboard MCBH if properly insured.

7. Charging Locations. No personally-owned electric vehicles or mobility devices may use official government base facilities for charging absent express authorization from the installation commander.

8. Privately Owned Low-speed Vehicles. See Appendix H for the definition (i.e., golf carts).

a. State law applicable to Neighborhood Electric Vehicles under Hawai'i Revised Statutes § 291C-134 applies to the operation of low-speed vehicles aboard MCBH.

b. Privately-owned low-speed vehicles as defined in this Order (including golf carts) (49 CFR 571.3) must conform to the minimum safety equipment requirements as adopted in the Federal Motor Vehicle Safety Standard No. 500, Low Speed Vehicles. These requirements include, but are not limited to, the proper installation of manufacturer-approved seatbelts that meet Federal Motor Vehicle Safety Standard 208.

c. Privately-owned low-speed vehicles are required to have a full windshield that meets DOT standards and possesses the DOT stamp.

d. Operators and riders within low-speed vehicles must remain seated with seatbelts fastened during operation.

e. Privately owned low speed vehicles may be driven on public roads, private driveways, or rights-of-way for golf carts. The designated public roads shall include all public roads within the limits of the MCBH Housing area north of Mokapu Road, including the Commissary/Exchange area. Low speed vehicles may not cross or drive on Mokapu Road.

f. Privately-owned low-speed vehicles are subject to the same parking regulations applicable to motor vehicles within this Order.

g. Privately-owned low-speed vehicles shall not be operated at a speed of more than twenty-five miles per hour, consistent with Hawai'i Revised Statutes § 291C-134.

h. Privately-owned low-Speed vehicles shall not be operated on sidewalks at any time.

i. Privately-owned low-Speed Vehicles may only cross streets, sidewalks, and roadways consistent with traffic crossings or intersections designated for that purpose.

j. Privately-owned low-Speed Vehicles may only be operated from sunrise to sunset unless the low speed vehicle is equipped with manufacturer-specified equipment lighting, approved by the Hawai'i Department of Transportation for road use. Any low-speed vehicle being operated shall display approved Hawai'i Department of Transportation approved lights that are visible under normal atmospheric conditions from a distance of 500 feet from the front and rear of the motorized cart from sunset to sunrise.

k. Privately-owned low-Speed Vehicle operators shall maintain their motorized carts in a manner that ensures an unobstructed view from the driver's seat to the rear at all times during operation.

l. The maximum occupancy of a low-speed vehicle shall not exceed one person per designated seat at all times (i.e., no "lap sitting"). All low-speed vehicles will possess for each designated seat a manufacturer-approved seatbelt, which meets Federal Motor Vehicle Safety Standard 208, and is properly installed per manufacturer specifications.

m. Any child car seat/booster seat used must meet Hawai'i DOT and National Highway Traffic Safety Administration standards. Child passengers over the age of 10 years old are not required to use a booster seat.

n. All operators of low speed vehicles shall possess a valid State-issued driver's license and be registered with the PMO Vehicle Registration Section in building 1095, (808) 496-0183.

o. All operators and passengers of low speed vehicles shall wear eye protection, if the low speed vehicle does not have a windshield (see table).

p. All prohibitions applicable to the safe operation of motorized vehicles on MCBH identified in Chapter Three extend to the operation of low speed vehicles (i.e., no intoxicated driving, cellphone use, headphone use, etc.).

9. Electric Personal Assistive Mobility Devices (EPAMD). See Appendix H for the definition.

a. An electric personal assistive mobility device may be operated on sidewalks and private driveways at a speed no greater than eight miles per hour, per reference (v). EPAMDs may not be operated on a street unless it is a residential street within base housing areas.

b. An EPAMD operator shall be 16 years of age or older.

c. An EPAMD operator on a sidewalk or bicycle path shall exercise due care to avoid colliding with, and shall yield the right-of-way to, persons traveling on foot and those using mobility aids.

d. An electric personal assistive mobility device operator shall give an audible signal before overtaking and passing any pedestrian.

e. An electric personal assistive mobility device operator shall display lights which shall be visible under normal atmospheric conditions from a distance of 500 feet from the front and rear of the EPAMD when operating between one-half hour after sunset and one-half hour before sunrise.

f. All operators of EPAMDs shall wear a helmet while the vehicle is in operation (see table). The safety helmet shall meet the specifications of and requirements for a bicycle helmet as set out in section 291C-150.

g. An operator on a sidewalk or bicycle path shall exercise due care to avoid colliding with, and shall yield the right-of-way to, persons traveling on foot and those using mobility aids.

h. An operator shall give an audible signal before overtaking and passing any pedestrian.

i. All operators shall wear a reflective vest/belt from sunset to sunrise (Figure 8-1).

10. Electric Foot Scooters. See Appendix H for the definition.

a. No person under 15 years of age shall operate an electric foot scooter on any road on base; this age restriction does not apply to operation on sidewalks or bike paths.

b. All electric foot scooter operators shall wear a helmet while the vehicle is in operation (see table). The safety helmet shall meet the specifications of and requirements for a bicycle helmet as set out in section 291C-150.

c. No person shall operate an electric foot scooter that is carrying any other person, nor shall any person other than the operator ride upon an electric foot scooter.

d. No person operating an electric foot scooter shall carry any package, bundle, or article that prevents the use of both hands in the control and operation of the electric foot scooter.

e. Any electric foot scooter operator shall display lights which shall be visible under normal atmospheric conditions from a distance of 500 feet from the front and rear of the EPAMD when operating between one-half hour after sunset and one-half hour before sunrise.

f. No person shall operate an electric foot scooter at a speed other than is reasonable and prudent and having regard to the actual and potential hazards and conditions then existing; provided that no person shall operate an electric foot scooter at a speed greater than eight miles per hour on a sidewalk and fifteen miles per hour on any roadway.

g. No person operating an electric scooter shall carry any package, bundle, or article that prevents the use of both hands in the control and operation of the electric scooter.

h. An operator on a sidewalk or bicycle path shall exercise due care to avoid colliding with, and shall yield the right-of-way to, persons traveling on foot and those using mobility aids.

i. An operator shall give an audible signal before overtaking and passing any pedestrian.

j. All operators shall wear a reflective vest/belt from sunset to sunrise (Figure 8-1).

11. Prohibited Areas. The following areas are strictly prohibited for use by the aforementioned vehicles and devices.

a. The Nu'upia Ponds Wildlife Management Area.

- b. Off-road along the north end of the runway.
- c. Sand dunes and natural vegetated areas west of the runway.
- d. In the courtyard of any building, including the Commissary/PX.
- e. Within any building on MCBH.

12. Parental and Operator Responsibility. Parents and individual operators will ensure juveniles, including dependents, are properly instructed in the safe operation of vehicles and devices and that they understand and obey laws and regulations.

<u>Vehicle/Device</u>	Bicycle Helmet	D.O.T. Helmet	Eye Protection	Gloves	Long pants	Long Sleeves	Reflective Belt/Vest (sunset- sunrise)	Shoes (Closed- toe footwear)
Low Speed Vehicles							X	
E-Bicycles and E-Folding Bicycles	X						X	
E-Motorcycles		X	X	X	X	X		X
E-Tricycles, (3 wheel scooters)	X							
E-Folding Tricycles	X							
Hover boards and E-Scooters with handlebars	X							
E-Scooters and E-Kick Scooters	X							
E-Skateboards	X						X	
One-Wheel Boards	X						X	

Figure 8-1 Personal Protective Equipment

Appendix A

MCBHO 5560.2

MARINE CORPS BASE HAWAII VEHICLE IMPOUND POLICY ACKNOWLEDGEMENT
I, _____ EDIPI# _____, do acknowledge and agree that as a condition of registering my below vehicle aboard MCB Hawaii and accepting Installation driving privileges, I am aware of MCO 5110.1D and MCBHO 5560 provides for the removal and temporary impoundment of privately owned motor vehicles. Any privately owned motor vehicle of which I am vested with legal possession of on MCB Hawaii is parked illegally, or for unreasonable periods, interferes with military operations, creating a safety or environmental hazard, disabled by accident, left unattended in a restricted or controlled area, or is derelict or abandoned, I will be responsible for reimbursing the United States Government for the cost of towing and storage should my motor vehicle, because of such circumstances, be removed and impounded.
Vehicle Information
Make: _____ Model: _____ Year: _____ Color: _____ License Plate Number: _____ State: _____ VIN: _____
Acknowledgement
I have been informed of the MCB Hawaii Vehicle Impound Policy. Signature: _____ Date: _____
Vehicle Registration Use Only
PMO Registering Official Signature: _____ Date: _____

Appendix B

Marine Corps Base Hawaii Vehicle Disposition Form

1. Outbound Personnel Information-----						
1a. Rank	1b. Last	1c. First	1d. MI	1e. POV (Yes/No)	1f. Make	1g. Model
1h. Year	1i. License Plate #					
2. Vehicle Disposition Information-----						
2a. Manner of Disposition (Scrapped*, Sold, POA, Other*)				2b. If "Other," describe here:		
3. Receiving Personnel/Entity Information** (if transferred to a business, see Block 4)						
3a. Rank	3b. Last	3c. First	3d. MI	3e. Registered w/PMO (Yes/No)		
4. If vehicle was transferred to an organization: -----						
4a. Name of Organization				4b. HI Proof of Transfer (List Type and Date)		
4c. POC at Organization				4d. POC Work #	4e. POC Cell #	
4f. POC Email Address				4g. Remarks		
5. Verifying Official (to be completed by personnel from Vehicle Registration only)						
5a. Title	5b. Last, Init.		5c. Signature & Date (YYYYMMDD)			

* If a vehicle is scrapped, or transferred to an organization, outbound personnel will provide documented proof, and organization will be contacted prior to checking out of PMO.

**All personnel receiving vehicles from outbound personnel will be present with the previous owner when he/she checks out of PMO.

PRIVACY ACT STATEMENT: Under the AUTHORITY of 5 U.S.C. Sections 5013 and 10 U.S.C. 5041.

PRINCIPAL PURPOSE(S): To provide adequate records for use by officials and employees of the Marine Corps Base Hawaii in the management of privately owned vehicles.

ROUTINE USE(S): The record is maintained for reference by the Provost Marshal's Office and destroyed after one year.

DISCLOSURE: Is limited to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974.

APPENDIX C

MARINE CORPS BASE HAWAII TRAFFIC VIOLATIONS MATRIX							
BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCATION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
ALCOHOL/DRUG RELATED TRAFFIC OFFENSES							
001	OPERATING A VEHICLE UNDER THE INFLUENCE OF INTOXICANT (OVUII) (0.08% BAC AND ABOVE OR UNDER THE INFLUENCE OF A DRUG) 1ST OFFENSE	MCBH ACTIVE DUTY DD FORM 1408 CIVILIAN ACTIVE DUTY FROM OTHER BASE DD FORM 1805	18 USC 13 HRS 291E-61 UCMJ Art 113	N/A	IMMEDIATE INDEFINITE DRIVING SUSPENSION PENDING ADJUDICATION, UP TO 1 YEAR REVOCATION UPON CONVICTION	YES	YES DEFENDANT NOTIFIED BY MAIL
002	OPERATING A VEHICLE UNDER THE INFLUENCE OF INTOXICANT (OVUII) (0.08% BAC AND ABOVE OR UNDER THE INFLUENCE OF A DRUG) 2ND OFFENSE	MCBH ACTIVE DUTY DD FORM 1408 CIVILIAN ACTIVE DUTY FROM OTHER BASE DD FORM 1805	18 USC 13 HRS 291E-61(A)(1) (IMPAIRED) HRS 291E-61(A)(2) (INFLUENCE OF DRUG) HRS 291E-61(A)(3) (.08 BRAC OR MORE)	N/A	IMMEDIATE INDEFINITE DRIVING SUSPENSION PENDING ADJUDICATION, UP TO 1 YEAR REVOCATION UPON CONVICTION	YES	YES DEFENDANT NOTIFIED BY MAIL
003	DRIVING WHILE IMPAIRED (DWI) (0.05% - 0.07% BRAC)	DD FORM 1408	B 05560	N/A	6 POINTS	YES	NO
004	OPERATING A VEHICLE AFTER CONSUMING A MEASUREABLE AMOUNT OF ALCOHOL, PERSONS UNDER THE AGE OF 21 (NOTE: IF PERSON IS BETWEEN 18 AND 20 YEARS OLD, CHARGE FOR OVUII)	MCBH ACTIVE DUTY DD FORM 1408 CIVILIAN ACTIVE DUTY FROM OTHER BASE DD FORM 1805	40 USC 1315 (C) 32 CFR 634.25 (F) HRS 291E-64	N/A	6 POINTS OR UP TO 6 MONTH SUSPENSION	YES	YES DEFENDANT NOTIFIED BY MAIL
005	CONSUMING OR POSSESSING INTOXICATING LIQUOR WHILE OPERATING A MOTOR VEHICLE (OPEN CONTAINER) DRIVER	DD FORM 1408	18 USC 13 HRS 291-3.1 B 05560	N/A	4 POINTS	NO	NO
006	OPEN CONTAINER (NOT OPERATING MOTOR VEHICLE) PASSENGER	DD FORM 1408	HRS 291-3.3 40 USC 1315 (C) 32 B 05560	N/A	2 POINTS	NO	NO
007	OWNER KNOWINGLY AND WILLFULLY PERMITTING A PHYSICALLY IMPAIRED PERSON TO OPERATE THE OWNER'S MOTOR VEHICLE	DD FORM 1408	B 05560	N/A	6 POINTS	NO	NO
DRIVER'S LICENSE RELATED TRAFFIC OFFENSES							
008	DRIVING ON A SUSPENDED/REVOKED DRIVER'S LICENSE	DD FORM 1408 CIVILIAN DD FORM 1805	18 USC 13 HRS 286-132	N/A \$100 - \$1000	UP TO 2 YEAR REVOCATION	Yes	NO
009	DRIVING WHILE INSTALLATION DRIVING PRIVILEGES ARE UNDER SUSPENSION OR REVOCATION	DD FORM 1408	B 05560	N/A	UP TO 2 YEAR REVOCATION	YES	NO
010	VIOLATION OF LEARNER'S PERMIT	DD FORM 1408	B 05560	N/A	UP TO 30 DAY SUSPENSION	Yes	NO
011	DRIVING WITHOUT A DRIVER'S LICENSE / DRIVING WITH AN EXPIRED DRIVER'S LICENSE	DD FORM 1408	18 USC 13 HRS 286-102	N/A	UP TO 6 MONTH SUSPENSION	Yes	NO
012	NO DRIVER'S LICENSE ON PERSON	DD FORM 1408	B 05560	N/A	3 POINTS	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCAION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
INSURANCE RELATED TRAFFIC OFFENSES							
013	DRIVING WITHOUT HAWAII NO FAULT INSURANCE (NOTE: BOTH THE DRIVER AND REGISTERED OWNER GET A CITATION; MOPED 49CC OR BELOW NOT REQUIRED)	DD FORM 1408	40 USC 1315 (C) 32 CFR 634 (F) HRS 286-116	N/A	UP TO 6 MONTH SUSPENSION	YES	NO
014	FAILURE TO CARRY HAWAII NO FAULT INSURANCE CARD IN VEHICLE	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
REGISTRATION RELATED TRAFFIC OFFENSES							
015	FRAUDULENT USE OF STATE ISSUED VEHICLE PLATES, TAGS OR EMBLEMS	DD FORM 1408	40 USC 1315 (C) 32 CFR 634.25 (F) HRS 249-11	N/A	SUSPENSION FOR A PERIOD NOT TO EXCEED 1 YEAR.	YES	NO
016	UNLAWFUL/FRAUDULENT USE OF INSTALLATION PASS OR PARKING PERMIT	DD FORM 1408	B05560	N/A	UP TO 1 YEAR DRIVING SUSPENSION	YES	NO
017	EXPIRED VEHICLE REGISTRATION/ NO VEHICLE REGISTRATION	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
018	EXPIRED VEHICLE SAFETY INSPECTION/ NO VEHICLE SAFETY INSPECTION	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
019	EXPIRED OUT OF STATE VEHICLE PERMIT / NO OUT OF STATE VEHICLE PERMIT	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
020	FAILURE TO REGISTER VEHICLE ABOARD MCBH	DD FORM 1408	B05560	N/A	SUSPENSION FOR A PERIOD OF 14 DAYS OR LESS	Yes	NO
021	FAILURE TO DE-REGISTER VEHICLE ABOARD MCBH	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 5 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
022	FAILURE TO TRANSFER VEHICLE OWNERSHIP WITH DMV WITHIN 10 DAYS	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCAION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
023	OBSTRUCTED / NO FRONT LICENSE PLATE	DD FORM 1408	B05560	N/A	CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
PARKING RELATED TRAFFIC OFFENSES							
024	PARKED IN A HANDICAPPED SPACE WITHOUT PROPER PERMIT	DD FORM 1408	5560.11B	N/A	UP TO 30 DAY DRIVING SUSPENSION AND 6 POINTS	YES	NO
		CIVILIAN DD FORM 1805		\$250			
025	ILLEGALLY PARKED IN A SPACE RESERVED FOR A FLAG/GENERAL OFFICER, COLONEL/NAVY	DD FORM 1408	B05560.11B	N/A	UP TO 30 DAY DRIVING SUSPENSION AND 3 POINTS	YES	NO
026	PARKED IN A RESERVED/RESTRICTED STALL OR PARKING LOT	DD FORM 1408	B05560.11B	N/A	2 POINTS	NO	NO
027	PARKED IN A RED OR YELLOW / LOADING ZONE	DD FORM 1408	B05560.11B	N/A	4 POINTS	NO	NO
028	PARKED IN BUS ZONE (RED CURB / SIGN)	DD FORM 1408	B05560.11B	N/A	4 POINTS	NO	NO
029	PARKED WITHIN 15 FEET OF FIRE HYDRANT OR FIRE HOSE	DD FORM 1408	B05560.11B	N/A	4 POINTS	NO	NO
030	ACCUMULATION OF 2 PARKING CITATIONS WITHIN A 6 MONTH PERIOD	DD FORM 1408	B05560	N/A	UP TO 30 DAY DRIVING SUSPENSION	YES	NO
031	PARKED WITHIN 15 FEET OF INTERSECTION OR STOP SIGN	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
032	PARKED ON ANY SEEDED AREA OR VEGETATED AREA / SIDEWALK	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
033	PARKED WITHIN 100 FT OF ANY VEHICLE ACCIDENT OR EMERGENCY	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
034	DOUBLE PARKING	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
035	PARKING (IMPEDING TRAFFIC)	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
036	PARKING ON A CROSSWALK / SIDEWALK	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
037	PARKED OUT OF STALL / NOT WITHIN STALL MARKS	DD FORM 1408	B05560.11B	N/A	2 POINTS	NO	NO
038	PARKED PARALLEL AND NOT WITHIN 18 INCHES OF CURB	DD FORM 1408	B05560.11B	N/A	2 POINTS	NO	NO
039	UNATTENDED CHILDREN 10 YEARS OR YOUNGER IN A PARKED VEHICLE, OR PERSONS WHO CANNOT READILY EXIT IN THE CASE OF AN EMERGENCY	DD FORM 1408	B05560	N/A	6 POINTS	YES	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1400 OR DD FORM 1305	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1305 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCATION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
40							
040	FLEEING THE SCENE INVOLVING PROPERTY DAMAGE (HIT AND RUN)	ACTIVE DUTY DD FORM 1400	B05560	N/A	UP TO 30 DAY DRIVING SUSPENSION AND 6 POINTS	YES	NO
		CIVILIAN DD FORM 1305	40 USC 1315(C) 32 CFR 634(F) HRS 2910-13	\$100 FINE		NO	NO
041	FLEEING THE SCENE INVOLVING DEATH OR SERIOUS BODILY INJURY (HIT AND RUN)	ACTIVE DUTY DD FORM 1400 AND REPORT	B05560	N/A	UP TO 1 YEAR REVOCATION ON CONVICTION	YES	NO
		CIVILIAN HPD TURNOVER AND REPORT	HRS 2910-12	\$500 FINE		NO	NO
042	ACCIDENTS INVOLVING DAMAGE TO VEHICLE OR PROPERTY	DD FORM 1400	B05560	N/A	UP TO 3 POINTS	NO	NO
043	ACCIDENTS INVOLVING BODILY INJURY	ACTIVE DUTY DD FORM 1400	B05560	N/A	6 POINTS	NO	NO
		CIVILIAN DD FORM 1305	40 USC 1315(C) HRS 2910-12.6	\$200 FINE		NO	NO
044	INATTENTION TO DRIVING (ACCIDENTS ONLY)	ACTIVE DUTY DD FORM 1400	B05560	N/A	UP TO 1 YEAR REVOCATION ON CONVICTION	YES	NO
		CIVILIAN DD FORM 1305	40 USC 1315(C)				
045	FAILURE TO YIELD RIGHT OF WAY TO AN EMERGENCY VEHICLE	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
046	UNSAFE MERGING FROM PRIVATE ROADWAY/ DRIVEWAY	DD FORM 1400	B05560	N/A	3 POINTS	NO	NO
047	UNSAFE BACKING	DD FORM 1400	B05560	N/A	3 POINTS	NO	NO
048	FAILURE TO MAINTAIN SUFFICIENT DISTANCE	DD FORM 1400	B05560	N/A	3 POINTS	NO	NO
049	DRIVER INVOLVED IN ACCIDENT DEEMED RESPONSIBLE (USED ONLY AS ADDITIVE TO POINTS ASSESSED FOR SPECIFIC OFFENSES)	DD FORM 1400	B05560	N/A	1 POINT	NO	NO
050	RECKLESS DRIVING (WILLFUL AND WANTON DISREGARD FOR THE SAFETY OF PERSONS OR PROPERTY)	ACTIVE DUTY DD FORM 1400 AND REPORT	B05560	N/A	UP TO 6 MONTHS SUSPENSION AND MANDATORY REMEDIAL DRIVING COURSE ON CONVICTION	YES	NO
		CIVILIAN DD FORM 1305 AND REPORT	18 USC 13 HRS 291-2			NO	YES DEFENDANT NOTIFIED BY MAIL
051	FLEEING, OR ATTEMPTING TO ELUDE A POLICE OFFICER	DD FORM 1400	B05560	N/A	UP TO 30 SUSPENSION FOR A PERIOD OF 6 MONTHS OR REVOCATION FOR A PERIOD NOT TO EXCEED 1 YEAR IS DISCRETIONARY	YES	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1400 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL ASSESSMENT)	BASE DRIVING SUSPENSION/REVOCAION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
DRIVING/SPEEDING RELATED TRAFFIC OFFENSES							
052	RACING ON THE HIGHWAY	DD FORM 1400	B05560	N/A	SUSPENSION FOR A PERIOD OF 6 MONTHS OR LESS OR REVOCATION FOR A PERIOD NOT TO EXCEED 1 YEAR IS DISCRETIONARY	YES	NO
053	SPEED CONTEST	DD FORM 1400	B05560	N/A	6 POINTS	NO	NO
054	SPEEDING 1 MPH TO 10 MPH	DD FORM 1400	B05560	N/A	3 POINTS	NO	NO
055	SPEEDING 11 MPH TO 15 MPH	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
056	SPEEDING 16 MPH TO 19 MPH	DD FORM 1400	40 USC 1315 (C) CFR 634 (F) HRS 291 (C)-102	N/A	5 POINTS	NO	NO
057	SPEEDING 20 MPH TO 29 MPH	DD FORM 1400	40 USC 1315 (C) CFR 634 (F) HRS 291 (C)-105	N/A	6 POINTS AND MANDATORY DRIVING SAFETY CLASS ON CONVICTION	YES	NO
058	SPEEDING 30 MPH OVER THE LIMIT OR 30 MPH AND ABOVE	ACTIVE DUTY DD FORM 1400 CIVILIAN DD FORM 1805	B05560 CFR 634 (F) HRS 291 (C)-105	N/A	SUSPENSION FOR A PERIOD OF 6 MONTHS OR LESS OR REVOCATION FOR A PERIOD NOT TO EXCEED 1 YEAR IS DISCRETIONARY.	YES	YES DEFENDANT NOTIFIED BY MAIL
059	SPEEDING TOO FAST FOR CONDITIONS	DD FORM 1400	B05560	N/A	2 POINTS	NO	NO
060	SPEED TOO SLOW FOR TRAFFIC CONDITIONS, AND/OR IMPEDING THE FLOW OF TRAFFIC, CAUSING POTENTIAL SAFETY HAZARD	DD FORM 1400	B05560	N/A	2 POINTS	NO	NO
061	SPEEDING IN A POSTED SCHOOL / CONSTRUCTION ZONE (ADDITIONAL CHARGE)	DD FORM 1400	B05560	N/A	6 POINTS	NO	NO
062	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 RIGHT OF WAY; DENYING ENTRY; OR REQUIRING DIRECTION OF TRAFFIC	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
063	FAILURE TO YIELD TO PEDESTRIAN (CROSSWALK)	DD FORM 1400	B05560	N/A	6 POINTS	NO	NO
064	FAILURE TO STOP FOR SCHOOL BUS OR SCHOOL-CROSSING SIGNAL	DD FORM 1400	B05560	N/A	6 POINTS	NO	NO
065	FAILURE TO YIELD (NO OFFICIAL SIGN INVOLVED)	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
066	FAILURE TO YIELD RIGHT OF WAY TO EMERGENCY VEHICLE	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
067	WEARING OF HEADPHONES/ EARPHONES WHILE DRIVING MOTOR VEHICLES (TWO OR MORE VEHICLES)	DD FORM 1400	B05560	N/A	3 POINTS	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL	BASE DRIVING SUSPENSION/REVOCAION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
068	DRIVING AGAINST TRAFFIC (ONE-WAY PARKING LOT/ ROAD/ STREET)	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
069	FOLLOWING TOO CLOSE	DD FORM 1408	B05560	N/A	4 POINTS	NO	NO
070	IMPROPER PASSING	DD FORM 1408	B05560	N/A	4 POINTS	NO	NO
071	DRIVING ON SIDEWALK	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
072	OPERATING AN UNSAFE VEHICLE (OTHER THAN MINOR VEHICLE SAFETY)	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
073	IMPROPER TURNING MOVEMENTS (NO OFFICIAL SIGN INVOLVED)	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
074	UNSAFE LANE CHANGE	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
075	DISREGARDING LONGITUDINAL LANE MARKINGS	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
076	OTHER MOVING VIOLATIONS INVOLVING DRIVER BEHAVIOR ONLY	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
077	IMPROPER OVERTAKING	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
078	OPERATING A MOTOR VEHICLE WHILE USING A MOBILE ELECTRONIC DEVICE.	DD FORM 1408 CIVILIAN DD FORM 1805	B05560 MCO 5110.1D	N/A	SEVEN DAY DRIVING SUSPENSION, 3 POINTS, AND 6 HOUR REMEDIAL DRIVING COURSE FOR 1ST OFFENSE, THIRTY DAY DRIVING SUSPENSION AND 6 POINTS FOR 2ND OFFENSE, 6 MONTHS	YES	NO
079	VIOLATION OF MOTORCYCLE PERMIT RESTRICTIONS (I.E. NO PASSENGER PERMITTED/ NO NIGHT DRIVING)	DD FORM 1408	B05100.22B B05560	N/A	3 POINTS	NO	NO
080	PASSENGERS UNDER 7 YEARS ON A MOTORCYCLE/MOTOR SCOOTER	DD FORM 1408	B05100.22B B05560	N/A	3 POINTS	NO	NO
081	FAILURE TO WEAR PROPER PERSONAL PROTECTION EQUIPMENT (PPE) ON A MOTORCYCLE, MOPED, OR A THREE OR FOUR WHEEL VEHICLE POWERED BY A MOTORCYCLE LIKE ENGINE	DD FORM 1408	B05100.22B B05560	N/A	3 POINTS	NO	NO
082	NO DOD APPROVED MOTORCYCLE SAFETY FOUNDATION BASIC RIDER COURSE (MSF BRC 1, BRC2, OR BRC3)/ EXPIRED MSF BRC (INCLUDES MOPEDS)	DD FORM 1408	B05100.22B B05560	N/A	3 POINTS	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	PENALTY FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCATION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
003	OPERATORS OF TWO-WHEELED VEHICLES OTHER THAN BICYCLES WILL NOT CARRY PASSENGERS YOUNGER THAN SEVEN YEARS OLD	DD FORM 1408	B05100.22B B05560	N/A	3 POINTS	NO	NO
004	OPERATING A BICYCLE WITHOUT WEARING A HELMET	MINOR OFFENSE REPORT	B05560	N/A	N/A	NO	NO
005	RIDE OR PUSH BICYCLES ON ANY FREEWAY, INCLUDING THE H-3	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
SEATBELT RELATED TRAFFIC OFFENSES							
006	FAILURE OF OPERATOR OR OCCUPANTS TO USE AVAILABLE RESTRAINT SYSTEM DEVICES WHILE MOVING (OPERATOR WILL BE CITED FOR HIMSELF AND ALL PASSENGERS IN VEHICLE)	DD FORM 1408 CIVILIAN DD FORM 1805	B05560 MC05110.1D	N/A	7 DAY DRIVING SUSPENSION, 6 HOUR REMEDIAL DRIVING COURSE, 3 POINTS. 1 MONTH DRIVING SUSPENSION FOR 2ND OFFENSE, 6 MONTH DRIVING SUSPENSION	YES	NO
007	FAILURE TO RESTRAIN ANY CHILD UNDER AGE OF 4 IN A CHILD SAFETY SEAT (NOT TO EXCEED 40 LBS), FAILURE TO RESTRAIN ANY CHILD AGES 4-7 IN BOOSTER SEAT OR CHILD RESTRAINT SEAT	DD FORM 1408	B05560	N/A	7 DAY DRIVING SUSPENSION, 6 HOUR REMEDIAL DRIVING COURSE, 3 POINTS. 1 MONTH DRIVING SUSPENSION FOR 2ND OFFENSE, 6 MONTH DRIVING SUSPENSION FOR 3RD OFFENSE.	YES	NO
EQUIPMENT RELATED TRAFFIC OFFENSES							
008	EXCESSIVE VEHICLE/ MOTORCYCLE NOISE/ MODIFIED EXHAUST	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC	NO	NO
009	DEFECTIVE EQUIPMENT (LIST WHAT IS DEFECTIVE)	DD FORM 1408	B05560	N/A	2 POINTS IF PROOF OF CORRECTION SHOWN TO THE TRAFFIC COURT BAILIFF WITHIN 10 BUSINESS DAYS, 4 POINTS IF PROOF NOT SHOWN	NO	NO
090	DRIVING WITHOUT HEADLIGHTS	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
091	VEHICLE STEREO HEARD FROM MORE THAN 30 FT FROM VEHICLE	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
092	ABANDONED VEHICLE	DD FORM 1408	B05560	N/A	ONE YEAR REVOCATION	YES	NO
093	DERELICT VEHICLE RESULTING IN IMPOUND	DD FORM 1408	B05560	N/A	UP TO 30 DAY SUSPENSION	YES	NO
094	USE OR DISPLAY OF A RADAR DETECTION DEVICE ABOARD THE INSTALLATION	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1400 OR DD FORM 1305	APPLICABLE STATUTES	MINIMUM FEDERAL FINE DD FORM 1305 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCATION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
MISCELLANEOUS TRAFFIC OFFENSES							
095	FAILURE TO OBEY POLICE INSTRUCTION	DD FORM 1400	B05560	N/A	4 POINTS	NO	NO
096	PEDESTRIAN USING A MOBILE ELECTRONIC DEVICE WHILE IN A CROSS WALK OR STREET (DISTRACTED WALKING)	MINOR OFFENSE REPORT	ROH 15-24.23(A)	N/A	N/A	NO	NO
097	UNAUTHORIZED USE OF MOTOR VEHICLE BELONGING TO ANOTHER, WHEN THE ACT DOES NOT AMOUNT TO A FELONY	DD FORM 1400	B05560	N/A	UP TO 1 YEAR REVOCATION ON CONVICTION	YES	NO
098	USE OF MOTOR VEHICLE IN THE COMMISSION OF A FELONY	DD FORM 1400 AND REPORT	B05560	N/A	UP TO 1 YEAR REVOCATION ON CONVICTION	YES	NO
099	MENTAL OR PHYSICAL IMPAIRMENT (NOT INCLUDING ALCOHOL OR DRUG USE) TO THE DEGREE RENDERED INCOMPETENT TO DRIVE	DD FORM 1400	B05560	N/A	SUSPENSION FOR A PERIOD OF 6 MONTHS OR LESS OR REVOCATION FOR A PERIOD NOT TO EXCEED 1 YEAR IS DISCRETIONARY.	YES	NO
100	COMMISSION OF AN OFFENSE IN ANOTHER STATE, IF COMMITTED ON THE INSTALLATION, WOULD BE GROUNDS FOR SUSPENSION OR REVOCATION	DD FORM 1400	B05560	N/A	SUSPENSION FOR A PERIOD OF 6 MONTHS OR LESS OR REVOCATION FOR A PERIOD NOT TO EXCEED 1 YEAR IS DISCRETIONARY.	YES	NO
101	TRESPASSING	DD FORM 1305 AND REPORT	18 USC 1302	N/A	UP TO DEBARMENT, AS DETERMINED BY S7 OR BASE COMMANDER	NO	YES DEFENDANT NOTIFIED BY MAIL
102	SMOKING IN PROHIBITED AREAS (INCLUDING: PERSONS UNDER 18 YEARS OF AGE PRESENT IN A VEHICLE, BUS STOPS, BEACHES, SCHOOLS, PUBLIC BUSINESSES, HOTELS, AND RESTROOMS)	MINOR OFFENSE REPORT	ROH 41-21.2	N/A	N/A	NO	NO
103	ACCUMULATION OF 12 OR MORE POINTS WITHIN 12 CONSECUTIVE MONTHS OR 18 POINTS WITHIN 18 CONSECUTIVE MONTHS	NOTIFIED BY TRAFFIC BAILIFF	B05560	N/A	UP TO 1 YEAR REVOCATION	YES	NO
104	UNATTENDED PET IN VEHICLE	DD FORM 1400	B05560	N/A	3 POINTS AND PET LETTER OF WARNING	NO	NO

APPENDIX C

BASE CODE	OFFENSE:	APPLICABLE CITATION DD FORM 1408 OR DD FORM 1805	APPLICABLE STATUTES	MAXIMUM FEDERAL FINE DD FORM 1805 (NOT INCLUDING SPECIAL)	BASE DRIVING SUSPENSION/REVOCAION OR POINTS ASSESSED	MANDATORY BASE COURT	MANDATORY FEDERAL COURT
OTHER VEHICLE AND MOBILITY DEVICE VIOLATIONS							
106	UNSAFE PRACTICES (USING MOBILE ELECTRONIC DEVICES, WEARING HEADPHONES, EARPHONES OR OTHER ACTIVITY THAT DISTRACTS THE OPERATOR) WHILE OPERATING MOTORIZED	DD FORM 1408	B05560	N/A	3 POINTS (SUSPENSION)		NO
107	NOT PROPERLY DISPLAY TRAFFIC SAFETY REQUIREMENTS, LIGHTS AND SLOW MOVING VEHICLE EMBLEM FOR LUV, UTV, MOTORIZED CARTS, PEVS	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
108	NOT WEARING REQUIRED PPE WHILE OPERATING MOTORIZED CART, LUV, UTV, PEV AND EPAMD	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
109	NOT PROPERLY USE THE RESTRAINING DEVICES (OPERATOR AND/OR PASSENGER) WHILE OPERATING LUV, UTV, MOTORIZED CART AND PEV	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
110	OPERATING LUV, UTV, MOTORIZED CART AND PEV WITHOUT REQUIRED PERMIT OR LICENSE	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
111	OPERATING MOTORIZED CART, E-MOTORCYCLE OR E-TRICYCLE WITHOUT REQUIRED INSURANCE	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
112	OPERATING LUV, UTV, MOTORIZED CART, PEV AND EPAMD IN PROHIBITED AND RESTRICTED AREAS	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
113	VIOLATE TRAFFIC REGULATIONS WHILE OPERATING OR RIDING IN LUV, UTV, MOTORIZED CART, PEV AND EPAMD	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
114	FAILURE TO YIELD TO PEDESTRIAN IN CROSS WALK WHILE OPERATING LUV, UTV, MOTORIZED CART, PEV AND EPAMD	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
115	LUV, UTV, MOTORIZED CART, PEV, EPAMD WITH DEFECTIVE EQUIPMENT (LIST WHAT IS DEFECTIVE)	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO
116	OPERATING LUV, UTV AND MOTORIZED CART ON SIDEWALK	DD FORM 1408	B05560	N/A	3 POINTS	NO	NO
117	OBSTRUCTED VIEW FROM THE OPERATOR SEAT ON LUV, UTV AND MOTORIZED CART	DD FORM 1408	B05560	N/A	2 POINTS	NO	NO

APPENDIX D

**Provost Marshal Office
Marine Corps Base Hawaii
Third-Party Traffic Violation Reporting Form**

Please fill in the following information as thoroughly as possible.

E-Mail Form
Print Form
Reset Form

Date of Submission:

Type of Submission: Third Party Citation

Please fill in your information and if required, your sponsor information.

Complainant:

Last Name:

First Name:

MI:

Sponsor:

Last Name:

First Name:

MI:

Paygrade:

Rank:

Unit:

Contact Phone:

E-Mail:

Time, Date, and Location of Incident (Be specific, i.e., street names, installation, adj. buildings)

Vehicle Color:

Vehicle Make:

Vehicle Model:

If needed, a space has been provided to add detailed description of the vehicle.

License Plate Information: State: GOV

Number:

Driver Description:

Description of Violation:

APPENDIX E



UNITED STATES MARINE CORPS
PROVOST MARSHAL OFFICE
MARINE CORPS BASE HAWAII
BOX 63062
KANEHOE BAY HAWAII 96863-3062

IMPOUND VEHICLE RELEASE FORM

Vehicle Control Number		Date	Time	Location of Vehicle	
VEHICLE/ OWNER INFORMATION					
Rank	Branch	Unit	Last Name	First Name Middle Initial/ EDIPT	
Year	Color	Make	Model	License Plate/ State	VIN
REQUIRED DOCUMENTS					
Custodian Initials	Current YES or NO	Description			
		Driver's License			
		Registration			
		Title or Copy of Title if not on Registration			
		Insurance Must Be Valid to Remove From Impound Lot			
		Safety			
		Power of Attorney (If Applicable)			
		Base Registration			
VEHICLE DISPOSITION (Please read, initial and check the appropriate box)					
Owner Initial	Check One				
		Vehicle is hereby released, however, as a result of an above mentioned discrepancy; this vehicle must be removed from MCBH, or immediately moved to the Auto Skills Center or Firestone. I will move this vehicle to:			
		<input type="checkbox"/> Auto Skills Center <input type="checkbox"/> Firestone <input type="checkbox"/> Off Base			
		Vehicle is hereby released, and all above mentioned documents are current in accordance with Hawaii State law and Base Regulations. Vehicle is allowed to operate on MCB Hawaii.			
STATEMENT OF UNDERSTANDING					
<p>I, _____, have retained full control of the aforementioned vehicle, and understand that if applicable, all delinquent vehicle documents must be renewed and current prior to the operation of this vehicle on MCB Kaneohe Bay or Camp H.M. Smith, Hawaii. Failure to comply with this instruction is a direct violation of Base Order 5560 and may result in action under Article 92 on the Uniformed Code of Military Justice (UCMJ), Failure to Obey Order of Regulation.</p>					
OWNER SIGNATURE _____			PMO IMPOUND CUSTODIAN SIGNATURE _____		

MCBH S-7 5560.2/4 (Rev. 5-20)

PREVIOUS EDITIONS ARE OBSOLETE

ADOBE ACROBAT PRO 2017

APPENDIX F

UNIT HEADER

From: Commanding Officer, (Requesting Organization)
To: Commanding Officer, Marine Corps Base Hawaii (Attn: Director, S-7)
Via: (if applicable) Commanding Officer, Headquarters & Service Battalion,
Camp H. M. Smith

Subj: REQUEST FOR RESERVED/RESTRICTED PARKING SPACES

Ref: (a) BaseO 5560.2

Encl: (1) Map of Requested Parking Spaces

1. (For Reserved Spaces) Per the reference, request allocation of reserved parking spaces to this command. Table of Organization (T/O) # allocated persons to (command) seven percent of the T/O strength equates to authorized reserved spaces.
2. (For Restricted/Handicapped Spaces) Per the reference, request allocation of restricted (or handicapped) parking spaces for use by this command. These parking spaces will be used as (handicapped visitor, government vehicle, limited time parking, etc.)
3. Justification (Please provide detailed justification for the request).

I. M. REQUESTOR

APPENDIX G

MCBH Rider Course Registration Form

BRC ____ ERC/BRC2 ____ MSRC/ARC ____

All classes will be held from 0730-1600.

MCBH Motorcycle Rider Course registration form must be completed/endorsed by your Unit OIC before enrollment verification will be provided for use at Pass & ID to obtain a temporary pass to the course only. **PLEASE CALL BSD IF UNABLE TO ATTEND, (808) 496-1830.**

Print Clearly or Type all information:

"Must be 18 years of age or older to participate."

Name: _____ Rank/Grade: _____ DOB: _____
Last First MI

Mailing Address: _____
Street (APO/FPO) City State Zip Code

Work/Unit Phone #: _____ Cell #: _____

Non-government E-mail address: _____ DoD ID # _____

BRANCH OF SERVICE Circle one: USMC USN USA USAF USCG DoD Civilian AD Dependent

MOTORCYCLE LICENSE / REGISTRATION INFORMATION

Motorcycle License or Permit #: _____ State Issued: _____ Motorcycle License
Endorsement Code: _____

Motorcycle Make: _____ Model: _____ cc Size: _____

Motorcycle License Plate #: _____ State Issued: _____

Insurance Company: _____ Policy Number: _____

Policy Period From: _____ To: _____

COMMAND ENDORSEMENT/DISAPPROVAL

The above named individual is authorized to attend the MCBH Motorcycle Rider Course on _____. This is his/her appointed place of duty for these dates. He/she will bring their Personal Protective Equipment to the training.

Major Command/Base: _____ Unit: _____
(Organization, company, platoon)

Command/Unit OIC: _____
(Print Rank, Initials, Last Name)

Signature: _____

E-mail address: _____

Phone #: _____

APPROVE ____ DISAPPROVE ____ REASON: _____

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.

PRINCIPAL PURPOSE(S): To request training by military personnel and document, issue permits, and certificates as a result of receiving training.

ROUTINE USE(S): Military training information is maintained by Marine Corps Base Hawaii Safety Office for data reporting purposes.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility to participate in this training.

Official BSD Use Only

The following documents are required when registering (in person) for the course and will be checked by BSD staff.

- ☐ Military Identification (verify) _____
- ☐ Motorcycle License/Permit (verify) _____
- ☐ Vehicle Registration in rider's name (verify) _____
- ☐ Motorcycle Liability Insurance (verify) _____
- ☐ State Safety Inspection (verify) _____
- ☐ AAA Driver Improvement Card or MarineNet cert (if under 26)(verify) _____
- ☐ BRC Card (if attending ERC or MSRC) (verify) _____

Received on: _____

By: _____

BSD Form 5560.2/4, Rev Sep 2023

APPENDIX H

DEFINITIONS

1. **Abandoned Vehicle.** A vehicle the owner voluntarily relinquishes possession with the intention of terminating ownership, but without vesting ownership to any other person.
2. **Alley.** A street or highway intended to provide access to the rear or side of lots or buildings and not intended for the purpose of through vehicular traffic.
3. **Assimilated Crimes Act.** Title 18 of the U.S. Code, Section 13 allows the federal government to prosecute offenders under the law of the surrounding state or territory if there is no applicable federal law.
4. **Bicycle.** (a) A vehicle propelled solely by human power upon which any person may ride, having two tandem wheels, and including any vehicle generally recognized as a bicycle through equipped with two front or two rear wheels except a toy bicycle; or (b) A low-speed electric bicycle, as defined under **title 15 United States Code section 2085.**
5. **Bodily injury.** Physical pain, illness, or any impairment of physical condition.
6. **Crosswalk.** (a) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway; or (b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.
7. **Derelict Vehicle.** (a) The owner voluntarily allowed mandated State Registration and/or Hawai'i State Vehicle Safety Inspections to expire from 1 to 30 days past the displayed expiration date on the registration or safety inspection; (b) is found on base to be previously tagged as abandoned and the reason for the original notice was not corrected; (c) is in a state of disrepair, leaking fluids, or missing parts or equipment that renders the vehicle an environmental or public safety hazard; (d) is on blocks, jacks or similar items rendering the vehicle a public safety hazard; (e) the owner is

performing major repairs or modifications to the vehicle in a public area; or, (f) The vehicle is inoperable due to collision damage and parked in a public area.

8. **DD Form 1408.** U.S. Armed Forces Traffic Ticket.
9. **DD Form 1805.** U.S. District Court Violation Notice.
10. **Driver.** Every person who drives or is in actual physical control of a vehicle.
11. **Driver's License.** License to operate a motor vehicle issued or recognized under the laws of the State of Hawai'i.
12. **Driving privilege.** Privileges extended by the CO, MCBH to operate a POV or a GOV aboard MCBH. This privilege is subject to administrative suspension or revocation for cause as determined by the CO, MCBH.
13. **Electric Foot Scooters.** Per Hawai'i Revised Statutes 291C-1, a device qualifies as an electric foot scooter if it weighs less than seventy-five pounds; has two or three wheels; has handlebars; includes either: a floorboard that can be stood upon while riding or a seat or saddle for the use of the rider and stationary footrests; is powered by an electric motor or human power; and whose maximum speed, with or without human propulsion on a paved level surface, does not exceed fifteen miles per hour. An Electric Foot Scooter does not include foot-powered scooters that do not have a motor.
14. **Electric Personal Assistive Mobility Devices (EPAMDS).** Under Hawai'i Revised Statutes § 291C-1, EPAMDS are defined as a self-balancing, two-wheeled, non-tandem-wheeled device, designed to transport only one person, using an electric propulsion system that limits the maximum speed of the device to twelve and a half miles per hour or less. This Order expands this definition to include devices with one, three, or more wheels.
15. **Hawai'i Revised Statutes Chapter 291C.** The State of Hawai'i Traffic Code.
16. **Impound.** When PMO seizes, holds in legal custody, and inventories any object such as a vehicle.

17. **Intersection.** (a) The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any angle may come in conflict. (b) Where a highway includes two roadways thirty feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two roadways thirty feet or more apart, then every crossing of two roadways of such highways shall be regarded as a separate intersection. The junction of an alley with a street or highway shall not constitute an intersection.

18. **Immediate Tow Vehicle.** A vehicle may be immediately moved to the PMO Impound Lot or removed from Base by a civilian tow agency at the owner's expense without prior notification to the owner when the vehicle: (a) State Registration and/or Hawai'i State Vehicle Safety Inspections have expired more than six months past the displayed expiration date on the registration or safety inspection. (b) Is recovered stolen property. (c) Is seized as evidence in the commission of a crime. (d) Is parked in a position to obstruct the normal flow of traffic. (e) Is blocking a driveway. (f) Is stopped, parked, or left unattended in such a manner as to prevent access to a fire hydrant, firefighting equipment, or fire lane. (g) Is left unattended and being stripped or vandalized. (h) Is illegally parked in a space or stall designated for physically handicapped persons. (i) Has illegally entered the installation. (j) The registered owner or operator has their State or Base driving privileges suspended or revoked. (k) The operator or registered owner has been apprehended for OVUII. (l) The operator or registered owner has been apprehended or detained for reckless driving. (m) The vehicle is disabled due to a traffic accident. (n) The vehicle does not have Hawai'i no-fault insurance. (o) The vehicle is parked in a space or other area where parking is prohibited by clearly posted signs. (p) Is parked in a clearly marked area for a special event or interferes with military operations.

19. **Inventory.** When a vehicle, its condition, and contents are catalogued.

20. **Juvenile**. Persons less than 18 years old, including military personnel.

21. **Light Utility Vehicles (LUVs)**. (formerly known as utility terrain vehicles) are defined as specialty vehicles designed to perform off-road utility tasks such as cargo and passenger transportation. They may also be known as side-by-side vehicles, utility off-road vehicles, multi-purpose off-road vehicles, or recreational off-road vehicles.

22. **Low-speed vehicles**. Per Hawai'i Revised States § 291C-1, Low-speed vehicles are vehicles designed to be and are operated at speeds of twenty-five miles per hour or less; the vehicle has four wheels in contact with the ground; the vehicle has a gross vehicle weight rating of less than three thousand pounds; and the vehicle conforms to the minimum safety equipment requirements as adopted in the Federal Motor Vehicle Safety Standard No. 500, Low Speed Vehicles (49 C.F.R. 571.500). The most common example of a low-speed vehicle is a golf cart.

23. **Military Police**. Civilian and Marine employees of the PMO performing law enforcement and security duties.

24. **Moped**. A device upon which a person may ride that has: (a) Two or three wheels in contact with the ground; (b) A motor having a maximum power output capability measured at the motor output shaft, in accordance with SAE International standards, of two horsepower (one thousand four hundred ninety-two watts) or less and, if it is a combustion engine, a maximum piston or rotor displacement of 3.05 cubic inches (fifty cubic centimeters) and that will propel the device, unassisted, on a level surface at a maximum speed no greater than thirty miles per hour; and (c) A direct or automatic power drive system that requires no clutch or gear shift operation by the moped driver after the drive system is engaged with the power unit. "Moped" does not include an electric foot scooter.

25. **Motorcycle**. Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground but excludes a farm tractor and a moped.

26. **Motor scooter**. (a) Every motor vehicle that has a handlebar and seating that requires the operator to straddle or sit astride on it and is designed to travel on no more than

three wheels in contact with the ground, but excludes a farm tractor; or (b) Every motor vehicle that has a steering wheel and seating that does not require the operator to straddle or sit astride on it, and is designed to travel on three wheels in contact with the ground, called an autocycle, which is certified by the manufacturer to comply with all applicable Federal Motor Vehicle Safety Standards as of the date of manufacture, with a motor that produces no more than five horsepower, but excludes a moped.

27. **Motor Vehicle**. Any self-propelled vehicle including those propelled by electric power. For the purposes of traffic enforcement, including driving under the influence of alcohol or drugs, a bicycle is considered a motor vehicle.

28. **Moving Violation**. Violation of any traffic law, ordinance, or regulation promulgated primarily to make roadways safe. Moving violations typically involve unsafe acts or unsafe conditions while operating a motor vehicle.

29. **Neighborhood electric vehicle**. A self-propelled electrically powered motor vehicle to which all of the following apply: (a) The vehicle is emission free; (b) The vehicle is designed to be and is operated at speeds of twenty-five miles per hour or less; (c) The vehicle has four wheels in contact with the ground; (d) The vehicle has a gross vehicle weight rating of less than three thousand pounds; and (e) The vehicle conforms to the minimum safety equipment requirements as adopted in the Federal Motor Vehicle Safety Standard No. 500, Low Speed Vehicles (**49 C.F.R. 571.500**).

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

31. **Owner**. A person, other than a lienholder, having the property in or title to a vehicle. The term includes a person entitled to the use and possession of a vehicle subject to a security interest in another person, but excludes a lessee under a lease not intended as security.

32. **Park/Parking**. The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while

actually engaged in loading or unloading merchandise or passengers.

33. **Pedestrian**. Any person afoot, in an invalid chair, or in a vehicle propelled by a person afoot.

34. **Point System**. An administrative aid to evaluate driver performance by assessing weighted point values for moving traffic violations, see Appendix C.

35. **Reciprocity**. Reciprocal action between State and military authorities to suspend or revoke an individual's government operator's permit or State driver's license based upon action initiated by either jurisdiction. For instance, if arrested for DUI off MCBH, the operator's on base driving privileges will be revoked for at least one year.

36. **Right-of-way**. The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one grants precedence to the other.

37. **Roadway**. The portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder. In the event a highway includes two or more separate roadways the term "roadway" as used herein refers to any such roadway separately but not to all such roadways collectively.

38. **Removal**. Transferring a vehicle from MCBH to a commercial storage facility or elsewhere at the direction of the Provost Marshal or his representative.

39. **Revocation of Driving Privileges**. The CO, MCBH's termination of a person's privilege to operate a vehicle on a military installation for a specified period of time greater than six months.

40. **School Bus**. Every motor vehicle as defined in section 286-181 and any regulations promulgated pursuant thereto by the department of education.

41. **Serious Bodily Injury**. Bodily injury which creates a substantial risk of death or which causes serious, permanent

disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

42. **Sidewalk**. That portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for use of pedestrians.

43. **Stand/Standing**. The halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

44. **Stop/Stopping**. When prohibited means any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic-control sign or signal.

45. **Street**. The entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

46. **Substantial Bodily Injury**. Bodily injury that causes: (a) A major avulsion, laceration, or penetration of the skin; (b) A chemical, electrical, friction, or scalding burn of second degree severity; (c) A bone fracture; (d) A serious concussion; or (e) A tearing, rupture, or corrosive damage to the esophagus, viscera, or other internal organs.

47. **Toy Bicycle**. Every device propelled solely by human power upon which any person may ride, having two tandem wheels, including any device generally recognized as a bicycle though equipped with two front or two rear wheels, which has a seat height of not more than twenty-five inches from the ground when the seat is adjusted to its highest position; or a scooter or similar device regardless of seat height.

48. **Traffic**. Pedestrians, ridden or herded animals, vehicles, and other conveyances either singly or together while using any highway for purposes of travel.

49. **Traffic-Control Signal**. Any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

50. **Vehicle**. Every device in, upon, or by which any person or property is or may be transported or drawn upon a roadway or highway, including mopeds and bicycles, but excluding toy bicycles, devices other than bicycles moved by human power, and devices used exclusively upon stationary rails or track.