

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

YOKOA AIR BASE INSTRUCTION 31-204

16 APRIL 2012



Security

**YOKOTA AIR BASE MOTOR VEHICLE
TRAFFIC SUPERVISION (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 374 SFS/S5R

Certified by: 374 MSG/CC
(Colonel Todd M. Freece)

Supersedes: 374 AWI 31-204,
24 January 2008

Pages: 75

This publication assigns responsibilities and establishes procedures for motor vehicle operations and traffic supervision within Yokota Air Base (AB) and Tama Hills Recreational Area. This includes, but is not limited to, expansion on the contents of Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 31-218(I), *Motor Vehicle Traffic Supervision*, and United States Forces, Japan Instruction (USFJI) 31-205, *Motor Vehicle Operations and Traffic Supervision*. It applies to all personnel who operate a motor vehicle on Yokota AB and Tama Hills Recreation Area. It also applies to all United States Forces personnel (including active duty, reserve, cadets, midshipmen and civilian), their dependents in Japan, United States official contractors and their employees under Article XIV, Status of Forces Agreement (SOFA) and United Nations Command, Rear Liaison (UNC(R)LNO) officers visiting USFJ facilities. It also applies to both appropriated and non-appropriated fund activities of United States Forces and such other activities located in Japan at the invitation of USFJ. This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain the records prescribed in this publication is 10 U.S.C. 8013 (374 AW Form 12, *Military Registration and Certification of Title for Privately Owned Motor Vehicle [PA]*), and 374 AW Form 50, *Application for Operator's Permit for Civilian Vehicle [PA]*). Forms affected by the PA have an appropriate PA statement. System of records notices F031 AF SP L, *Traffic Accident and Violation Reports* (11 June 1997, 62 FR 31793) and F031 AF SP K, *Vehicle Administration Records* (11 June 1997, 62 FR 31793) apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functionals chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW)

AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Contains a new Suspension and Revocation and Point Reference sheet of violations located at **Table 5.1**; incorporates policy from AFI 31-218(I) into the publication; removes all references to AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*; allows left turn on red at designated locations; clarifies Official Vehicle (OV) license plated vehicle registration procedures; updates the drinking and driving standards and other minor changes to procedures; and prescribes 374 AW Form 56, *Bicycle Registration*, and 374 AW Form 68EJ, *Provisional Visitor/Vehicle Pass*.

Chapter 1—INTRODUCTION	5
1.1. Program Management.	5
1.2. Responsibilities.	5
1.3. Delegation of Authority.	5
Chapter 2—DRIVING PRIVILEGES	6
2.1. Requirements for Driving Privileges.	6
2.2. USFJ Form 4EJ.	6
2.3. Stopping and Inspecting Personnel or Vehicles.	8
2.4. Implied Consent to Blood, Breath, or Urine.	8
Figure 2.1. Sample Consent Policy	8
2.5. Implied Consent to Vehicle Impoundment.	8
2.6. Suspension or Revocation of Driving Privileges.	9
Table 2.1. Length of the Suspension for Failure to Wear Seat Belt	10
Table 2.2. Length of the Suspension for Failure to Wear Motorcycle Personal Protective Equipment	10
2.7. Reciprocal Procedures.	11
2.8. Alcohol and Drug Abuse Programs.	11
2.9. Restoration of Driving Privileges on Acquittal.	11
2.10. Restricted Driving Privileges or Probation:	11
2.11. Extension of Suspensions and Revocations.	12
2.12. Reciprocal State-Military Actions.	13
Chapter 3—MOTOR VEHICLE REGISTRATION	14

	3.1. Registration Policy.	14
Chapter 4—TRAFFIC PLANNING AND CODES		19
	4.1. Traffic Code.	19
	4.2. Traffic Control Devices.	19
	4.3. Safety Standards.	20
	4.4. Miscellaneous Roadway Operations.	24
	4.5. Overtaking and Passing.	26
	4.6. Special Traffic Rules.	27
	4.7. Speed Limits.	27
Table	4.1. Speed Restrictions on Yokota AB	28
	4.8. Special Procedures for POVs.	28
	4.9. Traffic Accident Investigation Reports.	29
	4.10. Parking.	30
	4.11. Traffic Warden Program.	33
	4.12. Blood or Breath Alcohol Concentration Standards.	33
Table	4.2. Explanation of DUI and DWI	34
	4.13. Movements of Loads upon Roadways:	34
	4.14. Towing of Vehicles:	34
	4.15. Emergency-Type Motor Vehicles.	35
	4.16. Operating Bicycles and Manually Operated Wheeled Vehicles (MOWV) on Roadways.	36
	4.17. Operation of Motorcycles and Mopeds (Applies to on and Off Base).	37
	4.18. Pedestrian’s Rights and Duties.	39
Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM		41
	5.1. Driving Records.	41
	5.2. Traffic Point System.	41
Table	5.1. Suspension, Revocation and Point Reference Sheet of Violations	42
	5.3. Rebuttal of Traffic Citations.	47
	5.4. Point System Application.	47
	5.5. Point System Procedures.	47
	5.6. Disposition of Driving Records.	49
Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES		50
	6.1. General.	50

6.2.	Standards for Impoundment.	50
6.3.	Impoundment of Vehicles from Off-Base.	52
6.4.	Impoundment Procedures.	52
6.5.	Form Documentation.	52
6.6.	Retrieving an Impounded Vehicle.	53
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		55
Attachment 2—SAMPLE SUSPENSION OR REVOCATION LETTER		62
Attachment 3—SAMPLE LETTER FOR LIMITED OR RESTRICTED DRIVING PRIVILEGES REQUEST		64
Attachment 4—REBUTTAL OF TRAFFIC CITATION FORMAT		66
Attachment 5—FACTS ON CAR INSURANCE IN JAPAN		67
Attachment 6—REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT		70
Attachment 7—POV SAFETY INSPECTION CHECKLIST		71
Attachment 8—RESERVED PARKING REQUEST FORMAT		74

Chapter 1

INTRODUCTION

1.1. Program Management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Yokota AB. IAW AFI 31-101_374 AWSUP, *Integrated Defense*, Yokota AB is designated as a “closed” installation, which warrants stringent entry control.

1.2. Responsibilities. The provisions of this instruction will be in compliance with AFI 31-204, AFI 31-218(I), USFJI 31-205, and US Code of Federal Regulations Title 32, *National Defense*, Part 634.

1.3. Delegation of Authority. On Yokota AB, the duties of the Wing Traffic Review Officer (WTRO) have been delegated to the 374th Mission Support Group Deputy Commander (374 MSG/CD). As such, the 374 MSG/CD acts as the Installation Commander’s representative to identify high-risk drivers, and authorize the issuance of preliminary suspension or revocation letters concerning traffic offenders and will be the approving authority for all limited driving requests. The 374 MSG Deputy Director (374 MSG/DD) will fill this position during the absence of 374 MSG/CD.

1.3.1. The provisions of AFI 31-101, *Integrated Defense*, and AFI 31-101_374 AWSUP will be complied with for all visitor vehicle entry requirements (i.e., physically escorting or denial to the installation).

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. “Driving privilege,” as used in this instruction, includes the privileges extended by the installation commander (374 AW Commander [374 AW/CC]) to drive on Yokota AB and to drive anywhere in Japan based on the issuance of USFJ Form 4EJ, *U.S. Forces, Japan Operator’s Permit for Civilian Vehicle (PA)*, or Optional Form (OF) 346, *U.S. Government Motor Vehicle Operator’s Identification Card*. Acceptance of that privilege compels compliance with the laws and instructions governing motor vehicle operation and registration within Japan. Consequently, all military personnel, Department of Defense (DoD) civilian employees, DoD contractors and family members will have the following items listed below in their privately owned vehicle at all times:

- 2.1.1. Military Registration and Certificate of Title of Motor Vehicle.
- 2.1.2. AF Form 2293 and/or USFJ Form 4EJ for the type of vehicle being operated.
- 2.1.3. DoD Identification card (SOFA personnel).
- 2.1.4. Proof of Japan Compulsory Insurance (JCI) and property damage liability insurance (PDI). Any vehicle operated in Japan must have JCI. US Forces personnel covered by the SOFA must also have additional liability insurance IAW USFJI 31-205 (see [Attachment 6](#)).
- 2.1.5. Current year USFJ Form 15A, *Vehicle Registration Decal (for Use on 4-Wheel Vehicles)*, or USFJ Form 15B, *Vehicle Registration Decal (for Use on 2-Wheel Vehicles)*, properly affixed to the motor vehicle.
- 2.1.6. Japan vehicle registration (inspection) card, with Japanese road-use tax stamp attached (not applicable to motor vehicle assigned “OV” numbers).

2.2. USFJ Form 4EJ.

2.2.1. The minimum standards for obtaining a USFJ Form 4EJ are as follows:

2.2.1.1. Applicant must present a valid (current) operator's permit issued by any state or territory of the US or by the District of Columbia; an international driver's permit, a valid Government of Japan (GOJ) operator’s permit; or written proof that he or she has successfully completed a certified formal driving course, either offered on-base or from a certified stateside driving course.

2.2.1.2. **Members with an expired state-side license are encouraged to contact their respective state Department of Motor Vehicles for current procedures addressing renewal of licenses for military affiliated personnel.** Many states allow licenses issued to military personnel, their family members, and DoD civilian employees, to remain valid, irrespective of expiration date, while they continue to serve in an overseas assignment or until the next return visit to the state. Others allow renewal by mail.

2.2.1.3. Installations may renew the USFJ Form 4EJ when the requestor (with an expired state license) presents documentation that the state permits licenses to remain valid until return from overseas.

2.2.1.4. For those members with an expired state license whose state does not permit extension while overseas, renewal by mail, etc., the installation commander may grant a waiver for a renewal of the USFJ Form 4EJ, given the individual's driving record while at the installation is acceptable, and the individual attests to the fact that their expired state-side license has not been revoked, suspended or removed for cause. In addition, a check with the NHTSA National Drivers Registry will be conducted to verify status. This authority may be delegated to the Base Traffic Review Officer, or equivalent position, but not delegated further.

2.2.1.5. Refer to USFJI 31-205, paragraph 2.2.1.3. for issuance of USFJ Form 4EJ for SOFA sponsored personnel not covered above in paragraph 2.2.1.1.

2.2.2. USFJ personnel arriving at Yokota AB from another USFJ installation must attend the local road conditions course at the newcomer's briefing. If their USFJ 4EJ is still valid, it can be used until its expiration date; otherwise, a new USFJ Form 4EJ will be issued.

2.2.2.1. Personnel PCSing to or returning to USFJ installations must attend the Local Road Conditions Course at the newcomer's briefing to obtain a new driver's permit.

2.2.3. Personnel who do not possess a valid USFJ Form 4EJ will not be allowed to operate their vehicle, except as specified in this instruction.

2.2.4. Personnel who misplace their USFJ Form 4EJ will obtain written authorization from the sponsor's squadron commander, or first sergeant before a replacement USFJ Form 4EJ will be reissued.

2.2.5. The WTRO can authorize a "FOR ON-BASE USE ONLY" USFJ Form 4EJ to family members, stepparents, or guardians authorized to use base facilities. This special application should be granted on the basis of reducing hardships imposed on members and/or their families by illness, deployment(s) or extenuating circumstances. Requests for special licensing consideration should be forwarded directly to the WTRO. Vehicle operators granted this special consideration must complete the installation driver's safety course prior to receipt of the USFJ Form 4EJ.

2.2.6. **Student Driving Permits:**

2.2.6.1. **Applies to SOFA sponsored dependents between the ages of 16-18 years and who have not been issued a stateside license/permit prior to arriving at Yokota AB.**

2.2.6.2. The process for gaining a Student Driving Permit is as follows:

2.2.6.2.1. Upon an individual's 16th birthday, they can attend the Local Conditions Driving Course conducted by the 374 AW Safety Office. Once this is complete, the student driver and parent/guardian will bring the completed 374 AW Form 50 to Pass and Registration.

2.2.6.2.2. Pass and Registration will issue a temporary USFJ Form 4EJ, *Drivers Operating Permit*, good for six months, over stamped with "Student Driver's Permit" and "Must be accompanied by parent or guardian at all times."

2.2.6.3. Student driving permits allow young drivers an opportunity to practice driving on base only and under the supervision of their parent or guardian until they are able to complete the formal Drivers Education Class (DEC) offered by the Taiyo Recreation

Center. If the individual cannot complete the DEC within the first six months, an extension can be requested to Pass and Registration. Upon completion of the DEC, they are eligible to receive an unaccompanied, on base only Drivers Operating Permit.

2.3. Stopping and Inspecting Personnel or Vehicles.

2.3.1. The Installation commander is responsible for protecting personnel and property under his or her jurisdiction and maintaining good order and discipline on the installation. Although, not inclusive, this is conducted through aggressive programs, such as:

- 2.3.1.1. Installation entry and/or exit point checks.
- 2.3.1.2. Sobriety checkpoints.
- 2.3.1.3. Unannounced checkpoints for the safety and security of the wing.
- 2.3.1.4. Force protection measures.

2.3.2. Personnel attempting to elude and/or evade or failing to submit to a checkpoint will lose their driving privileges for up to one year and/or up to a six point assessment.

2.4. Implied Consent to Blood, Breath, or Urine.

2.4.1. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation-driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired/intoxicated driving offense committed while driving or in physical control of a motor vehicle, regardless of the intoxicated driving incident. Failure to take or complete a lawfully requested chemical test will result in immediate suspension/revocation of driving privileges.

2.4.2. The primary evidential test conducted on this installation is the breath test in either portable or non-portable form factor. In cases of machine malfunctions, blood will be the alternate means of testing. Implied consent applies equally on and off the installation. 374 SFS personnel will advise personnel suspected of driving under the influence (DUI) of the implied consent policy as follows:

Figure 2.1. Sample Consent Policy

“I request that you submit to a test of your (blood) (breath) (urine) for the purpose of determining the presence of (alcohol) (drugs). You are advised that refusal to submit to or complete this test will result in revocation of your driving privileges for one year. In addition, if you are found to have been DUI, or while under the influence of any other drug (including alcohol) to the degree rendering you incapable of safe vehicle operation, your driving privileges will be revoked an additional year to run consecutively for a total of two years. Further, under the implied consent policy you have no right to consult with an attorney before deciding to submit to or refuse a test of your (blood) (breath) (urine).”

2.5. Implied Consent to Vehicle Impoundment. As a condition of accepting installation driving privileges, drivers must consent to the installation vehicle impoundment policy. Privately Owned Vehicle (POV) registration forms or policy will contain or have appended to them a certificate with the following statement: “I am aware that Yokota ABI 31-204, *Yokota Air Base Motor Vehicle Traffic Supervision*, and the installation traffic code provide for the removal and temporary impoundment of POVs parked illegally for unreasonable periods,

interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing and disposing of my motor vehicle if it is lawfully removed and impounded."

2.6. Suspension or Revocation of Driving Privileges.

2.6.1. All suspension and/or revocations must be coordinated with the 374 SFS Reports and Analysis (374 SFS/S5R). SOFA personnel whose driving privileges are suspended or revoked will surrender their USFJ Form 4EJ. Non-SOFA personnel whose driving privileges are suspended or revoked will surrender their 374 AW Form 1, 374 AW Form 68EJ or Defense Biometric Identification System (DBIDS) Vehicle Pass. During the period of suspension or revocation, all licenses are kept at 374 SFS/S5R.

2.6.2. Unit commanders have been delegated the right to suspend the driving privileges of military personnel (not military dependents) with high-risk tendencies for up to a period of 180 days. The high-risk tendencies must be tied to the operation of a motor vehicle or motorcycle. The unit commander must make suspensions in writing. The written suspension must include the reason for the suspension, the length of the suspension and whether or not the suspension applies to only on or off-base driving or both. The unit commander and military member will sign the written suspension and forward to WTRO through 374 SFS/S5R for review. At the time of suspension, the military member will deliver their driver's license to the unit commander until the suspension has lapsed or has been terminated. The unit commander may reinstate the driving privileges of the member before the end of the suspension if circumstances warrant reinstatement. Upon completion of the 180 days, the unit commander will terminate the suspension or may forward a recommendation to WTRO for license revocation.

2.6.3. Appeals may be submitted by the military member during the period of suspension to the WTRO. Upon receipt of the appeal, the WTRO may rescind the suspension mandated by the unit commander, if warranted.

2.6.4. Drivers of vehicles cited for failure to wear seatbelts or required motorcycle personal protective equipment will be issued a suspension letter along with a DD Form 1408, *Armed Forces Traffic Ticket*. The suspension letter suspends the driver's on-base driving privileges effective at 0001L on the second duty day following the citation. The suspension affects both on-base and off-base driving privileges for those drivers who possess a USFJ Form 4EJ. The driver has 10 days to contact 374 MSG for a hearing with the wtro, if so desired. In the event a hearing is requested, the suspension will not take effect until the first duty day following a decision on the hearing, if the result of the hearing is adverse to the driver. The length of the suspension for failure to wear seat belt is IAW the following table. This suspension applies against the driver for violations by the driver and any occupant of the vehicle:

Table 2.1. Length of the Suspension for Failure to Wear Seat Belt

Number of Offense	Period of Suspension
1st Offense	1 week
2nd Offense within a 12-month period	1 month
3rd Offense within an 18-month period	1 year

2.6.5. The length of the suspension for failure to wear motorcycle personal protective equipment is IAW the following table. This suspension applies against the driver for violations by the driver and any passenger. Suspension applies only to motorcycle driving privileges:

Table 2.2. Length of the Suspension for Failure to Wear Motorcycle Personal Protective Equipment

Number of Offense	Period of Suspension
1st Offense	15 days
2nd Offense within a 12-month period	1 month
3rd Offense within an 18-month period	1 year

2.6.6. A revocation for the purpose of this instruction is a minimum of 6 months.

2.6.7. Per USFJI 31-205, suspension or revocation of driving privileges applies on a USFJ installation, and is applicable as outlined below. This suspension and/or restriction also applies to mopeds, motorcycles, or any other motorized vehicle while in effect.

2.6.8. Suspension or revocation applies both on and off the installation for US Forces personnel.

2.6.9. Personnel under 20 years of age, regardless of their military component or DoD affiliation, observed or determined to have consumed an alcoholic beverage and then operated or were in physical control of a vehicle, i.e., to include the capability or capacity to maneuver controls, regardless of their blood alcohol content (BAC) or breath alcohol content (BrAC), will have their driving privileges suspended or revoked. The presence of the odor of alcohol is sufficient to process underage individuals under this provision.

2.6.10. 374 SFS will confiscate driver's permits on the spot from individuals who have been apprehended or detained when evidence indicates that the individual has been driving while impaired (DWI), DUI, drinking and driving while under age, refused to acknowledge the implied consent policy, or reckless driving. An AF Form 52, *Evidence Tag*, will be accomplished on all confiscated items.

2.6.11. When the WTRO suspends or revokes an individual, they will report to 374 SFS/S5R within 14 calendar days to acknowledge the WTRO's decision. Failing to acknowledge within 14 days will result in the suspension going into effect automatically and the member will forfeit the option for an administrative hearing.

2.6.11.1. If the member is caught driving on suspension or revocation after it is in effect, the member will receive an automatic suspension up to 2 years added onto the original suspension (AFI 31-218(I), paragraph 2-12a).

2.6.11.2. Submit appeals and requests for reconsideration of suspension and revocation offenses in writing to 374 SFS/S5R.

2.6.11.3. If a hearing is not requested, suspension and/or revocation not outlined in paragraphs 2.5.1.3. and 2.5.2.1. of AFI 31-204 will take effect upon acknowledgment of receipt or the next day.

2.6.12. If the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the reinstatement letter will also include verification of completion of Course V, Driver Improvement Course, conducted by the 374 AW Safety Office (374 AW/SE). Completion of Course V, Driver Improvement Course, is not required when the initial suspension or revocation was for an alcohol related offense or for non-moving (parking) violations. **Note:** Civilians are encouraged to attend, but not required.

2.6.12.1. If the individual fails to complete required courses, their suspension or revocation of installation driving privileges will be extended until completion. The responsibility for ensuring the individual has completed all required courses falls directly on the individual, unit commander, first sergeant, or agency chief. The reinstatement letter will include verification of completion of the applicable course.

2.7. Reciprocal Procedures. The installation commander or designee will honor reciprocal suspensions/revocations issued by other installation commanders, regardless of service component affiliation, when formally requested. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Anyone with suspended or revoked privileges may petition for partial or limited driving privileges as outlined in this instruction.

2.8. Alcohol and Drug Abuse Programs. All military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident will be referred to the ADAPT program or appropriate alcohol abuse program for their specific military branch for evaluation. **Note:** Civilians are encouraged to attend, but not required.

2.9. Restoration of Driving Privileges on Acquittal. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to impaired driving, the suspension of driving privileges will be vacated.

2.10. Restricted Driving Privileges or Probation:

2.10.1. The installation commander or designee may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority.

2.10.2. All requests for limited driving privileges must be endorsed by the unit commander or first sergeant and processed through 374 SFS/S5R for the WTRO's approval or disapproval. Personnel must show documented proof they are scheduled for the appropriate program outlined in paragraph 2.10.8. Failure to attend will warrant loss of driving privileges, retroactive to date of the offense.

2.10.3. The requestor will identify the vehicle to be driven, the location, and occasion in which the vehicle can be driven. The requestor will specify driving privileges are mission essential or are necessary to prevent family hardship. The following facilities are considered mission essential: the base hospital (for emergencies), the base gas station, and work. A copy of the restricted driving letter will be kept in the vehicle at all times (see [Attachment 3](#))

2.10.4. When the driving privileges of an individual have been revoked for one year or longer, all vehicles registered to that individual will be de-registered within 10 workdays. Deregistration must be accomplished at the 374 SFS Pass and Registration (374 SFS/S5P), Bldg 316. This does not apply to unit commander directed suspensions. The following exceptions will be made:

2.10.4.1. When the owner has been granted limited driving privileges, the vehicle need not be deregistered; however, they must, prior to operating any POV, report to 374 SFS/S5P for a temporary pass IAW the limited driving privileges letter.

2.10.4.2. In cases where the spouse or family members are authorized to drive, the vehicle need not be deregistered.

2.10.5. Personnel who are not granted restricted driving privileges must make arrangements to sell, or properly dispose of their vehicle within 30 days of being notified of disapproval.

2.10.6. Personnel whose license is suspended for 6 months or less must, within 10 workdays after receipt of notification of suspension or revocation of driving privileges, or after the hearing with the WTRO, contact the 374 SFS/S5P section to surrender their USFJ Form 15 (base decal) or receive their additional driving restrictions decal for their vehicle(s).

2.10.7. Personnel granted POV limited-driving privileges will have their license stamped "Limited" by 374 SFS/S5R. Upon completion of the suspension they will have their suspension letter stamped by 374 SFS/S5R, who in-turn will send the applicant to 374 SFS/S5P for issuance of a new USFJ Form 4EJ. For personnel granted limited or regular GOV driving privileges, the reinstatement letter is submitted to the 374th Logistics Readiness Squadron Vehicle Operations (374 LRS/LGRO) for GOV permit re-issue.

2.10.8. All requests for full reinstatement of driving privileges must be endorsed by the respective unit commander or first sergeant and processed through 374 SFS/S5R. Reinstatement will only be approved upon successful completion of Course V, Driver Improvement Course, through the 374 AW/SE or proof of completion of substance abuse program through 374 MDG (except for JCI and/or liability insurance offenses which only requires a letter for reinstatement from their unit commander or first sergeant).

2.10.9. If limited privileges are approved and individuals are subsequently found at fault in a major vehicle accident, operating a vehicle outside of the limited restriction, or are cited for a moving violation, they will lose their restricted driving privileges. The original suspension or revocation will be reinstated, retroactive from the date of the initial offense.

2.10.10. Personnel whose driving privileges are under suspension or revoked by state, federal, or Japanese licensing authorities are ineligible for local driving privileges.

2.11. Extension of Suspensions and Revocations.

2.11.1. When an individual is discovered driving in violation of their original suspension or revocation the suspension or revocation period will be increased by two years.

2.11.2. The suspension or revocation of installation driving privileges will be extended until the offender completes the required remedial driver training course, drug or alcohol program.

2.12. Reciprocal State-Military Actions.

2.12.1. IAW AFMAN 31-201, Volume 7, *Security Forces Administration and Reports (sfar/s5r)*, 374 SFS/S5R will notify the state licensing agency (a copy of their stateside drivers license will be included in their file) of personnel whose installation driving privileges are suspended or revoked for 1-year or more following final adjudication of an intoxicated driving offense or upon refusal to submit to a lawful BAC/BrAC test. The following is applicable:

2.12.1.1. When a state revokes the violator's driving privileges on a reciprocal basis, limited driving privileges cannot be granted. Any limited privileges already in place will be terminated and limited driving privileges memorandum will be returned to 374 SFS/S5R.

2.12.1.2. The revocation will be retroactive from the date of the offense, i.e., the date the preliminary suspension or revocation letter was issued.

2.12.1.3. Notifications to the unit and the offender are the only requirements.

Chapter 3

MOTOR VEHICLE REGISTRATION

3.1. Registration Policy. Persons (including retirees) having SOFA status by virtue of their employment with the US Government or its instrumentalities are authorized registration of their vehicles under this paragraph. They will follow regular registration procedures and will be issued a USFJ Form 15A. Dependents who gain SOFA status by virtue of their sponsor cannot register a vehicle unless a power of attorney (POA) is granted by the sponsor. The vehicle will still be registered in the name of the sponsor.

3.1.1. All personnel authorized to register a vehicle must do so with 374 SFS/S5P within 10 duty days of taking possession of the vehicle.

3.1.1.1. Retired military personnel who are not SOFA sponsored will complete the Retiree Vehicle Registration Worksheet at 374 SFS/S5P requesting permission for them to bring their vehicle on base for a specified amount of time. Pass and Registration personnel will review the request and, if approved, issue a USFJ Form 15A or 374 AW Form 1 for the specified time.

3.1.1.2. All other retired personnel who want to access the installation with their vehicle will follow normal pass procedures at the Visitor Control Center.

3.1.1.3. Non-US Forces Japan personnel and non-US citizen civilian employees, excluding occasional visitors, who operate POVs on 374 AW installations must register their vehicles with 374 SFS/S5P.

3.1.1.4. Non-Y Japanese plated vehicles owned by local national spouses who gain SOFA status by virtue of their sponsor are allowed to be registered in the name of the sponsor and will be issued a USFJ Form 15A.

3.1.1.4.1. The Sponsor must provide a spouse's Dependent ID card, a proof document of the relationship (i.e., Marriage Certificate), a translation for the Japanese title that has a current ownership, JCI, Liability Insurance, and a current Road Tax receipt.

3.1.1.4.1.1. Non-Y Japanese plated vehicles owned by Non-SOFA individuals other than spouse or companies due to a loan or etc., will be issued 374 AW Form 18, *Installation Access Card*, for one year or to the Liability Insurance Expiration Date, whichever sooner.

3.1.2. Military and DoD civilian personnel assigned to Yokota AB or using its facilities may not transfer or sell more than four vehicles between 1 January and 31 December during the current year. Transferring or selling four vehicles in a calendar year pertains to vehicles registered with 374 SFS/S5P and applies to taking possession of, or participating in the sale of a motor vehicle by any means including the execution of a POA allowing the sale of a vehicle belonging to another individual..

3.1.2.1. DoD civilian personnel assigned to Yokota AB must present a letter of employment and SOFA status in order to register a vehicle.

3.1.3. A family unit is authorized to own one 4-wheel and one 2-wheel vehicle per adult licensed driver (18 years of age and older); however, a family unit may not own more than two 4-wheel and two 2-wheel vehicles. 374 MSG Commander or designee is the approval authority for waivers to these limits. Once approved, individuals will bring their memorandum to 374 SFS/S5P during registration. 374 SFS/S5P will maintain approval letter on file until they are no longer valid. Waivers will be considered on a case-by-case basis for hardship reasons only. Exceptions may be granted for classic or antique vehicles.

3.1.3.1. If a vehicle owner requires a replacement vehicle and will exceed their authorization for a limited period of time, a 60-day waiver may be granted by 374 SFS/S5P. This waiver is non-transferable and will not be extended. Prior to the end of the 60-day period, the vehicle must be transferred to another owner, deregistered or removed from the installation at the owner's expense.

3.1.3.2. Personnel requesting a waiver must park the car being sold at the Resale Lot and obtain a permit from the Auto Hobby Shop or the Yujo Community Center.

3.1.3.3. Prior to registering the replacement vehicle, the owner must take the parking permit to 374 SFS/S5P and complete a 60-day waiver request letter. Only one excess vehicle per family is authorized during the 60 day waiver period. USFJ Form 15A or USFJ Form 15B will be removed from the vehicle being sold and a temporary permit issued.

3.1.4. Special purpose vehicles such as dirt bikes, racing motorcycles, dune buggies, motorized go-carts, etc., will be registered with 374 SFS/S5P for local control purposes within 10 days of taking possession of the vehicle. These vehicles will be issued a 374 AW Form 12, registered in DBIDS, and given a base decal indicating the vehicle was properly registered. Special purpose vehicles are only authorized to be operated at an approved location for the particular vehicle and will not be operated on Yokota AB or public roadways. Special purpose vehicles are not required to be insured and operators are not required to be licensed due to the fact that the vehicles are not to be driven on regular roadways. These vehicles may be driven only in special areas designed for the vehicle's purpose. However, proper instruction and personal insurance is strongly recommended.

3.1.5. For issuance of 374 AW Form 1 the following documentation is needed:

3.1.5.1. Defense Biometric Identification System (DBIDS) pass or card.

3.1.5.2. Current state driver's license.

3.1.5.3. Proof of JCI and current inspection.

3.1.5.4. Proof of liability insurance (not less than 30,000,000 yen for bodily injury and 3,000,000 yen for property damage).

3.1.5.5. The 374 AW Form 1 will be displayed in the lower right-hand corner of the windshield while the vehicle is on 374 AW installations.

3.1.5.5.1. The expiration date on the 374 AW Forms 1 will coincide with the driver's gate pass or vehicle insurance, whichever is earlier.

3.1.5.6. 374 AW Form 18, *Installation Access Card*, and 374 AW Form 12 are used by 374 SFS/S5P for temporary registration. Both forms are self-explanatory.

3.1.5.7. 374 AW Form 7, *Motor Vehicle Inspection Report (PA)*, will be utilized for vehicle inspections. Army and Air Force Exchange Service (AAFES) vehicle inspection supervisor will date the 374 AW Form 7 to coincide with the Japanese Inspection Certificate's expiration date. An AAFES Vehicle Inspection Supervisor will stamp the form using the inspection passed stamp, when applicable, and paid stamp reflecting the actual inspection date.

3.1.5.7.1. The Vehicle Inspection Supervisor will conduct vehicle inspections following guidelines outlined in [Attachment 7](#).

3.1.5.7.2. Vehicle inspections are conducted prior to and within 30 days of the Japanese Inspection Certificate's expiration date. For example, Japanese Inspection Certificate expires 10 February the vehicle requires an inspection not earlier than 11 January and prior to 10 February. Vehicle owners are required to have a current inspection upon initial registration and newly purchased vehicles that are going through initial registration.

3.1.5.7.3. Two-wheeled motor vehicle safety inspections will cover the vehicle and helmet, and will be conducted by properly appointed inspectors and recorded on 374 AW Form 48, *Safety Inspection of Two-Wheeled Motor Vehicles*.

3.1.5.7.4. Owners and/or employees of local licensed automobile dealerships may transport POVs purchased by SOFA personnel to the AAFES garage for the purpose of obtaining a vehicle inspection. They may purchase the materials, products and service required to pass the base inspection provided AAFES vehicle maintenance personnel perform the work. Owners and/or managers of local automobile dealerships must request permission in writing from the AAFES General Manager to obtain this service. Furthermore, they must provide a copy of the approved permission to the AAFES Garage Manager with a listing of personnel who may perform this for SOFA personnel. Purchases made over-the-counter are not authorized unless the individual has a valid DoD identification card granting this privilege. Violation of this instruction may result in the withdrawal of the authorization to obtain this service.

3.1.5.8. USFJ Form 15A or 15B must be removed from vehicles on termination or transfer of ownership.

3.1.5.9. Motorist with a valid need for a handicapped decal must provide 374 SFS/S5P with a current letter from a medical care provider outlining the need and duration for handicapped access.

3.1.6. Owners are prohibited from parking unregistered, wrecked, or inoperative motor vehicles at any location other than the Auto Hobby Shop, Base Exchange (BX) Garage (only with an AAFES work contract) or off-base vehicle maintenance shops. Wrecked vehicles cannot be stored at the AAFES garage without approval from garage personnel. Inoperative vehicles may remain at these locations up to 90 days (180 days with an extension from 374 SFS/S5P) if the vehicle meets the requirements for deregistration for major maintenance as prescribed in this supplement.

3.1.6.1. Major vehicle maintenance performed on base will be accomplished only at the Auto Hobby Shop or BX Garage. Owners will report to 374 SFS/S5P with an

authorization letter from the Auto Hobby Shop or BX Garage to deregister their vehicle for major maintenance. Once deregistered, JCI, liability insurance, or the base inspection may be allowed to lapse. The vehicle will meet all operational requirements prior to being reregistered.

3.1.6.2. The initial deregistration document will be issued for 90 days. If after this period the vehicle is still inoperative, a 90-day extension may be granted, only after proof of attempts to fix the vehicle is presented to 374 SFS/S5P (i.e., BX Garage order receipts). Owners must remove from the installation, at their expense, any vehicle not repaired and properly registered after the 180-day period.

3.1.7. The DD Form 2220, *DoD Registered Vehicle*, is not used at Yokota AB. Military and DoD civilian personnel covered by the SOFA will use the USFJ Form 15A for motor vehicles and USFJ Form 15B for all 2-wheel vehicles IAW USFJI 31-205.

3.1.8. Registered owners of POVs are responsible for ensuring all insurance requirements are met per USFJI 31-205. If an individual fails to maintain JCI or liability insurance on their POV, a suspension or revocation will be imposed for any period up to six months. Vehicle registration and safety procedures, requirements and forms will be per USFJI 31-205. Vehicles will be kept in inspection order at all times. Vehicles cited for safety defects will have 72 hours to correct the defect. The owner will report to the Base Defense Operations Center (BDOC) at building 555 or 374 SFS/S5R at building 305 with the vehicle to indicate it has been repaired.

3.1.9. The 374 AW Form 12 will be used in place of the AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*.

3.1.10. Anyone who has registered a vehicle will not depart Japan pursuant to permanent change of station (PCS) orders, retirement, separation, or otherwise permanently leave without previously selling, transferring, or deregistering POVs, or lawfully providing a special POA to sell the vehicle. These personnel are authorized to use a POA to dispose of their POVs for a period of 90-days after the effective date of their PCS, retirement, or separation. Extensions will be granted for extenuating circumstances only, up to 90 days, and are approved by the 374 SFS Commander (374 SFS/CC). Requests must be submitted prior to the expiration of the POA.

3.1.11. POAs will only be given to a SOFA military or civilian sponsor with at least 6 months remaining on station from the issue date of the POA.

3.1.12. OV-Plated Vehicles:

3.1.12.1. OV-Plated vehicles are authorized for official use by the agencies listed below. The WTRO is the installation commander's delegated representative and must approve all requests for a new OV-Plated vehicle.

3.1.12.1.1. Non-appropriated fund activities.

3.1.12.1.2. Japan Area Exchanges.

3.1.12.1.3. Clubs and organizations that are authorized and regulated by the US forces for the benefit of US forces personnel.

3.1.12.1.4. Pacific Stars and Stripes.

3.1.12.1.5. American Red Cross.

3.1.12.1.6. US official contractors as defined in paragraph 1, Article XIV of the SOFA.

3.1.12.1.7. Military banking facilities and credit unions.

3.1.12.1.8. Universities providing college level off-duty education programs.

3.1.12.1.9. United Service Organizations (USO).

3.1.12.2. In the event it is discovered that OV-Plated vehicles are being used in violation of parameters of USFJI 31-205, the WTRO will review the case and take appropriate measure against the agency in question. If the agency is no longer authorized the vehicle or it is no longer required, the vehicle must be deregistered immediately.

3.1.12.3. All OV-Plated vehicles must be registered with Pass and Registration annually and will be issued a USFJ Form 15A for verification of registration.

3.1.13. All SOFA personnel with a bicycle are required to fill out a 374 AW Form 56 to register their Bicycle(s) and will be issued a 374 AWVA 125-5, *Bicycle Registration Decal*, from 374 SFS Pass and Registration.

3.1.13.1. Any bicycle that is not registered will be considered abandoned and will be confiscated. Bicycles will be held by 374 SFS Investigations for 45 days until it is claimed. If a bicycle is unclaimed after 45 days, the bicycle will be disposed of.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic Code. These provisions apply to all persons who operate motor vehicles and bicycles and all pedestrians on Yokota AB or any area under the control and jurisdiction of the installation commander (374 AW/CC). The 374 SFS performs the mission of directing, controlling and enforcing traffic rules and ensuring vehicles, materials and personnel flow safely and efficiently over roadways under Air Force control.

4.1.1. On-scene 374 SFS personnel directing traffic or other personnel properly trained by 374 SFS (to include school crossing guards) have precedence over written regulations and traffic signs. In the absence of 374 SFS or other authorized human control device, the following are rules of the roadways.

4.1.2. 374 SFS controls the speed of traffic on the installation by means of observation, radar units, or pacing.

4.1.3. Heavy, oversized or special equipment: If heavy equipment (e.g., front end loaders, cranes, M-series) vehicles have lights and turn signals, the vehicle does not have to be escorted unless said vehicle is wider than one lane of traffic or interferes with the normal flow of traffic. The sponsoring agency will coordinate with 374 SFS prior to movement to help determine the best route and time to conduct the escort. The sponsoring agency or equipment operators will provide personnel necessary to facilitate traffic control.

4.2. Traffic Control Devices. Vehicle operators will obey all standard traffic signs and road markings and, in addition, will observe the following rules:

4.2.1. Red Light. Come to a complete stop and wait for the light to change. **Left turn on red is only authorized at designated locations indicated by a blue left arrow permanently affixed to the traffic signal.**

4.2.2. Yellow Light. Stop before entering the intersection if such a stop can be made safely.

4.2.3. Green Light. Proceed through the intersection at a safe speed.

4.2.4. Green Arrow Light. Only traffic in the direction indicated may proceed.

4.2.5. Flashing Red Light. Come to a complete stop and ensure traffic is clear before entering the intersection.

4.2.6. Flashing Yellow Light. Slow to a safe speed and yield right-of-way to traffic.

4.2.7. Stop Sign. Come to a complete stop and yield right-of-way to all traffic before entering the intersection.

4.2.8. Yield Sign. Slow down to a safe speed and yield right-of-way, stopping if necessary to vehicles approaching from other directions before entering the intersection.

4.2.9. Intersections with traffic lights will become four-way-stop intersections whenever a power outage or malfunction occurs.

4.2.10. Operators will not drive through parking lots or non-street areas to circumvent traffic control devices.

4.2.11. Each operator of a motor vehicle or bicycle must be knowledgeable of all traffic control devices and signs. A claim of ignorance that results in an accident is not a defense. All traffic control devices will be handled as follows:

4.2.12. Do not place, display, or remove reserved parking, special parking, no-parking, no-entry, detour, or other traffic regulating signs without permission from the 374 AW Traffic Safety Working Group, chaired by 374 MSG/DD, facilitated by the 374th Civil Engineer Squadron Maintenance Engineering (374 CES/CEOE) and with members from 374 AW/SE, 374 SFS, 374 CES and 374 LRS. All temporary parking signs must be approved by the 374 SFS Police Services Section and coordinated through 374 AW Ground Safety (374 AW/SEG).

4.2.13. Do not alter, twist remove, or interfere with the effective operation of any official traffic control device without lawful authority.

4.2.14. There are traffic lights at both the east and west sides of the north and south overruns. All drivers must comply with the following rules:

4.2.14.1. When the yellow light is on, proceed cautiously while watching for aircraft taking off or landing. When aircraft are observed, either immediately clear the overrun or do not proceed onto it.

4.2.14.2. When the light is red and the bell is sounding, come to a complete stop at the light and do not proceed until the runway is clear and the light has returned to yellow.

4.2.14.3. If at any time the lights are not functioning, do not proceed across the overruns; report the situation to the 374th Operations Support Squadron Airfield Management Operations (AM Ops) (374 OSS/OSAM) or the Control Tower. 374 OSS/OSAM will notify 374 SFS when the overrun lights malfunction. 374 SFS will perform temporary traffic control or close access to the overrun, until the lights are repaired. 374 CES will initiate an emergency work order to repair the lights or bell.

4.2.15. Motor vehicle operators and pedestrians must comply with base traffic signs and markings and the instructions of authorized traffic controllers.

4.3. Safety Standards. The minimum safety standards for vehicle operations on Yokota AB roadways are:

4.3.1. All military service members, reserve component members on active federal service and all civilian personnel (family members, guests and visitors) driving or riding in GOV or POV whether on or off the installation must wear the manufacturer's primary restraint system (seat belts), including those vehicles equipped with air bags. Seatbelts must be installed and in use whenever a vehicle is being operated on the roadway. Vehicle seats without manufacturer installed seatbelts will not be used to transport passengers. Children 4 years of age or up to 65 pounds in weight must be in a US Department of Transportation (DoT) approved infant and/or child restraint device, properly affixed to the seat. Vehicle operators will ensure all personnel restraints are properly restrained prior to putting the vehicle into motion.

4.3.1.1. Individuals will not operate or ride in seats from which occupant restraints have been removed or rendered inoperative.

4.3.1.2. Children 11 years of age or younger or shorter than 150 centimeters (4 feet, 11 inches) are required to sit in the back seat using restraint equipment suitable for the child and approved by DOT.

4.3.2. Use headlights and reduce speed, as appropriate, while operating on roadways during periods of reduced visibility (twilight, darkness and inclement weather, or whenever roadway conditions limit visibility to less than 500 feet). GOV and POV operators will use headlights anytime the windshield wipers are used. Do not use high beams when there is oncoming traffic.

4.3.3. Dim headlights to parking lights when entering the installation gates or approaching manned entry control points (ECP) after dark.

4.3.4. Vehicle and bicycle operators will not wear headphones, earphones, or portable listening devices (walk-man, MP3, or iPod, etc) type headsets. **Exception:** Fire and ambulance crews are authorized to use tactical closed voice communication (CVC) systems for M-series vehicles. Microphone and ear speaker systems used by a motorcycle operator and passengers are also authorized.

4.3.5. Vehicles will not be operated with the doors opened, removed, or with any type of obstruction impairing the operator's vision. **Exception:** GOVs with safety nets or M-series vehicles. GOV or M-series vehicle operators and passengers must use seatbelts when installed.

4.3.6. AFI 91-207, *The US Air Force Traffic Safety Program*, restricts the number of people in GOVs to the designed seating capacity. This includes sedans, station wagons, buses, trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders, through the risk management decision process, will determine the appropriate mode of transportation or operating procedures for such existing vehicles. Persons transported in the bed of a truck will be seated in the cargo area. Passengers will not ride on top of cargo or wheel wells or extend any part of their body outside the truck bed or rest against the tailgate.

4.3.7. Passengers will not ride on special equipment or aircraft towing vehicles unless sitting on a seat designed as a part of the vehicle equipment.

4.3.8. Vehicles will not be stopped to discharge passengers within an intersection, roadway, or other area not specifically designated for drop-off or parking.

4.3.9. M-series vehicles are not authorized in any housing area, unless on official business.

4.3.10. Vehicle owners are solely responsible for ensuring only authorized and licensed personnel operate their vehicles. Vehicle owners and/or operators will not allow a person under the influence of alcohol or intoxicating drugs to operate a vehicle under their control.

4.3.10.1. Vehicle owners will be held responsible if they loan their vehicle and it is cited for not complying with registration, tax, or insurance requirements. The citation will be transferred to the owner not the operator.

4.3.11. Vehicle modification is a physical change that alters the original manufacturer's design. Illegal vehicle modification is a physical change that is not documented on the Japanese title. USFJ personnel are prohibited from physically modifying, or altering their vehicle, which changes the original manufacturer's design (i.e., serial number, tires, rims,

suspension, steering wheel, timing of signal flashers, etc.) after completing the Government of Japan (GOJ) vehicle inspection.

4.3.11.1. Defective, non-compliant, or illegally modified vehicles: It is unlawful for any person to drive or move, or for the owner to cause or knowingly permit to be driven or moved, on any roadway, any vehicle or combination of vehicles which is in such an unsafe condition as to endanger any person, or which does not contain those parts, or is not at all times equipped with such lamps, and other equipment in proper condition, and adjustment, or which is equipped in any manner in violation of this instruction.

4.3.11.2. Vehicle owners or operators with defective, noncompliant, or illegally modified vehicles will be issued a DD Form 1408 and instructed to correct the violation within 72 hours. Individuals will also be instructed to maintain a copy of the violation with the vehicle until the correction is made, and will present the citation to the 374 SFS member if subsequently stopped for the same violation within the 72 hour period. Unit commanders, first sergeants, or agency chiefs are responsible for ensuring owners correct defective, non-complaint, or illegally modified vehicles. Anyone who cannot comply within 72 hours must have a letter from his or her first sergeant or agency chief stating they have given an extension to the violator to correct the violation, and the estimated completion date. 374 SFS personnel will not issue additional citations for the same vehicle defect if the operator presents a previous citation and is still within their 72 hours or has a valid extension letter from their unit first sergeant or agency chief in addition to the original citation.

4.3.12. Operation of a motor vehicle is prohibited if either the front or rear GOJ license plates are missing or if the Japanese seal (rear license plate) is broken, missing or is illegible. The owner must obtain temporary license plates until new ones are obtained.

4.3.12.1. License plates will be mounted so that they are not obscured, covered or tilted. An object attached to or over the motor vehicle's license plate is prohibited. Infrared License Plate covers are illegal.

4.3.12.2. DD Form 1408, *Armed Forces Traffic Ticket*, will not be issued as a fix-it ticket for any license plate violations, i.e., illegal covers, different colored/altered plates, etc.

4.3.13. Vehicle windows will not have any tint on the windshield and driver's or passenger's front door window unless it is factory tint.

4.3.14. Vehicle rear windows and passenger's back door windows may be tinted or darkened to zero percent.

4.3.15. Vehicles that have four doors may tint the windows on the back doors. For vehicles without four doors, the rear quarter panel windows may be tinted.

4.3.16. Vans may tint all windows except for the windshield, driver's, and passenger's front door windows.

4.3.17. Vehicles will not be operated with obvious safety defects (missing fenders, bumpers, bald tires, inoperative head lights, broken seatbelts, cracked or shattered windows, defective transmission and/or brakes, etc.). It is the responsibility of the owner to correct and pass a routine safety inspection at all times. Vehicles not able to pass a routine inspection are subject to administrative hold or vehicle impoundment.

4.3.17.1. Vehicle operators with inoperative head lights, broken seatbelts, cracked or shattered windows will be issued a DD Form 1408. The DD Form 1408 will be kept at the Law Enforcement (LE) Desk for 72 hours. If the defective offense is not corrected, the DD Form 1408 will be forwarded to 374 SFS/S5R for processing.

4.3.18. No motor vehicle shall be operated with its length, width, and height exceeding those designated on the current inspection certificate. Height adjustments and fender flares on 52, 53, 54, 58, 77, 78, 500, 501, 502 plate series are illegal.

4.3.19. Vehicles will not be operated with the windshield removed, shattered, or where the rear view of the vehicle operator's direct sight is obstructed in any way, to include off road vehicles with flip down windshields.

4.3.20. A vehicle will not be operated with a muffler which emits sound that can be heard at a distance of 150 feet. Every vehicle will be equipped with a muffler, capable of preventing excessive noise and smoke. Muffler cutouts and similar devices shall not be used on motor vehicles operated on roads and highways anywhere in Japan.

4.3.20.1. All vehicles must possess a working muffler. Exhaust systems will not extend past the rear bumper or discharge exhaust emission left, right, or downward. The exhaust pipe must extend to the rear, and at no more than a 30-degree angle from a perpendicular line. The muffler cannot be lower than 9 centimeters to the ground.

4.3.21. Vehicles will not be operated on the roadways with tires that show defects, bald spots, or when the tire treads is worn below 1/16 of an inch.

4.3.22. Inoperative vehicles. In the event a vehicle becomes inoperative, the operator or owner will ensure:

4.3.22.1. The vehicle is moved off the roadway to the greatest extent possible.

4.3.22.2. The four-way flashers and parking lights are turned on, if possible.

4.3.22.3. The hood of the vehicle is raised and displays an emergency warning reflective triangle or a like device to warn on-coming traffic of the hazard.

4.3.22.4. The Base Defense Operation Center (BDOC) is notified (225-7200/7227) of the vehicle location, type and license plate number.

4.3.22.5. The vehicle is towed within 72 hours to an authorized parking location or garage. Vehicles breaking down on the overruns must be moved immediately.

4.3.22.6. Inoperative vehicles are not left in parking lots, roadways, or other areas not specifically authorized for long term parking in excess of 72 hours, regardless if registration and insurance is still valid. **Exception:** The Yokota AB long term parking lot.

4.3.23. Noise originating from within vehicles will not be heard above the engine noise from any point outside the vehicle when all windows are closed, and will not be heard above the engine noise from a distance greater than 50 feet from the vehicle when one or more of the windows are open. Noise will not impede the operator's or the occupant's ability, as well as nearby vehicle operators abilities to hear emergency vehicles approaching or distract other operators' full attention from operation of their vehicle.

4.3.24. Vehicles will not be left unattended at any time with the engine running. **Exception:** Emergency response vehicles may be left running if required when responding to an emergency. Emergency vehicles will be put in park or neutral, with the emergency brake set.

4.3.25. All motor vehicles will be equipped with a horn that is capable of emitting a continuous, unchangeable sound level. The sound of the horn will not be siren or a bell.

4.3.26. US Forces Japan personnel are prohibited from using and/or possessing Citizen Band (CB) Radio and Equipment or any form of two-way communication equipment unless specifically licensed and authorized by the GOJ and/or military authorities. The unlawful use or possession of this equipment will be subject to confiscation by Security Forces.

4.3.27. All personnel operating a POV on Yokota AB are prohibited from possessing/using radar detection devices to indicate the presence of speed recording instruments or to transmit erroneous speeds while driving on military installations.

4.3.28. Vehicle operators on a DoD installation and operators of GOVs or POVs will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Text messaging while driving is also prohibited. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. The DoD component safety guidance should note the potential for driver distractions such as eating and drinking, operating radios, CD players, global positioning equipment, and so on. Whenever possible this should only be done when the vehicle is safely parked. This section does not apply to the use of any official communication equipment or while reporting emergency situations to proper emergency response officials. Individuals driving a GOV while driving off base may monitor land mobile radios (LMRs) only (except in cases of emergency). Passengers in a GOV or POV are authorized to use LMR and cellular phone at any time.

4.4. Miscellaneous Roadway Operations. All operators must:

4.4.1. Driving on roadways. Roads on Yokota AB are divided into one, two and three lanes (turning lanes) and the following rules apply:

4.4.1.1. On 1-lane roads, travel in the direction indicated consistent with the flow of traffic.

4.4.1.2. On 2-lane roads travel in the left lane except when making an authorized passing movement or turn.

4.4.1.3. On 3-lane roads where two lanes are moving in the same direction, do not drive in the inner (turning) lane except when:

4.4.1.3.1. Intending to execute a right turn at a given point along the roadway.

4.4.1.3.2. Directed by a traffic controller or traffic signs indicating otherwise.

4.4.2. Right-of-way. Yield under the following circumstances:

4.4.2.1. At all yield signs when obliged to yield to other traffic present.

4.4.2.2. At traffic circles or roundabouts, to all traffic on one's right.

4.4.2.3. To all emergency vehicles responding to an emergency.

4.4.2.4. To all pedestrian traffic crossing a roadway at a marked crosswalk.

4.4.2.5. To all vehicles labeled as National Airborne Operations Center (NAOC) during emergency situations.

4.4.2.6. To all troop movements and military convoys or vehicles engaged in road construction that display appropriate flashing lights.

4.4.2.7. To all passenger and school buses when loading or off-loading passengers. Vehicles approaching the bus from any direction must come to a complete stop no closer than 20 feet or 6 meters from such buses except on substantially divided roadways (e.g., Airlift Ave and Friendship Blvd) where opposing traffic may proceed. Otherwise vehicles will remain stopped until the bus departs the area.

4.4.2.8. Yield to fuel trucks and school buses at the intersection of McGuire and James Ave.

4.4.2.9. To all oncoming traffic when attempting to make a right turn and such a move would create a hazard.

4.4.3. Turning and Stopping.

4.4.3.1. Left turn. Make the approach for the left turn and the execution of the turn as close as practical to the left-hand curb or edge of the roadway.

4.4.3.2. Right turn. Approach the turn in the extreme right-hand lane or as close to the centerline as possible. Initiate the turn when clear to do so and leave the exiting roadway to enter the extreme left-hand lane safely. Do not cross into the oncoming lane or impede the traffic therein.

4.4.3.3. Limitations on turning around. Execute a 3-point turn only when it is clear for 500 feet or 150 meters in either direction and/or the maneuver won't impede the flow of traffic or create a safety hazard.

4.4.3.4. Turning movements and required signals. The operator of a motor vehicle intending to make a left or right turn must continuously signal the intention beginning at least 100 feet or 30 meters before executing the turn.

4.4.3.5. U-turns are not authorized unless there is a posted U-turn sign.

4.4.4. No operator of a motor vehicle will suddenly stop or decrease speed without first giving the appropriate signal to traffic to the rear, when the opportunity exists. Move disabled vehicles on the roadway as far as possible out of the traffic flow and activate the 4-way emergency flashers. When the flashers are inoperative, use other reflective devices or flags to warn approaching motorists.

4.4.5. Use hand and arm signals while operating a bicycle or motor vehicle that is not equipped with turn signals or when such devices are inoperative.

4.4.6. Yield to traffic when indicated by traffic signs at intersections. Specifically, operators are required to stop when there is a stop sign mounted on a pole or the word "stop" is painted on the pavement or both at intersections. If there are no indications of a stop other than the

limit line upon the roadway, the limit line only requires operators to yield the right-of-way but not come to a complete stop.

4.4.7. Do not straddle the centerline of the roadway.

4.4.8. Cross over the centerline only when executing an authorized passing or turning movement in a safe manner.

4.4.9. Do not use the sidewalk as a means of travel unless the area is designated as a temporary roadway.

4.4.10. Do not follow vehicles closer than one car length per each 25 KPH or 15 mph, except when executing a passing movement.

4.4.11. Allow a passing vehicle to complete the pass and do not impede its movement.

4.4.12. Do not race on the highway or exhibit any form of speed (i.e., breaking traction, excessive revving of the engine, cutting corners at a high rate of speed).

4.4.13. Do not use fog lights in lieu of headlights. Fog lights will be used only in conjunction with low beam headlights.

4.4.14. Do not have flashing lights, neon lights, or vehicle light colors other than original equipment on the exterior of the vehicle. Lights described in this paragraph located inside the vehicle may not be visible from the exterior.

4.4.15. Do not operate a vehicle when continued operation would create a potential hazard to the operator or the general public (e.g., when the operator is sleepy, under the influence of alcohol or drugs, or ill).

4.4.16. Do not operate a vehicle while the operator is physically impaired (e.g., an arm or leg in a cast or not wearing spectacles required for operation of a vehicle).

4.4.17. Do not consume alcohol nor carry open alcoholic containers while operating a vehicle or as a passenger in a vehicle.

4.4.18. Any bumper sticker, decal, or other vehicle marking that offends good order and discipline or otherwise violates the Uniform Code of Military Justice or other applicable directives and regulations is prohibited. 374 SFS will handle issues dealing with this paragraph the same as a traffic complaint. The complaint will be taken, a blotter entry made and the issue will be forwarded to the unit commander, first sergeant, or agency chief.

4.4.19. Profanity will not be uttered where it can be heard by an individual outside the vehicle at a distance of 15 feet or more.

4.5. Overtaking and Passing.

4.5.1. Passing on the Left. Drivers may overtake and pass on the left of another vehicle only under the following conditions:

4.5.1.1. When the vehicle being overtaken is about to make a right turn, it is clear to do so safely, and there is sufficient room to clear the vehicle being overtaken without leaving the roadway.

4.5.1.2. Motorcyclists and bicyclists may pass on the left under the same conditions if it can be done safely and without leaving the hardened surface of the roadway.

4.5.2. Passing is permissible on the right under the following conditions:

4.5.2.1. There is a continuous broken white line separating the two lanes.

4.5.2.2. The oncoming lane is clear of traffic or the passing movement can be completed safely before coming within 200 feet or 60 meters of oncoming traffic.

4.5.2.3. The movement can be completed before coming within 100 feet or 30 meters of any intersection or railroad crossing.

4.5.3. Passing is not permissible when:

4.5.3.1. There is a continuous solid centerline (either white or yellow), which is the designation for no-passing zones.

4.5.3.2. Nearing a curve or crest of a hill where the driver's view is limited and safe passing cannot be assured.

4.5.3.3. Coming within 100 feet or 30 meters of any bridge, culvert, tunnel, or crosswalk.

4.5.3.4. The purpose is to overtake a police-escorted convoy or other authorized procession.

4.5.3.5. Vehicles are loaded with munitions and displaying an explosive placard (1.1, 1.2 or 1.3).

4.6. Special Traffic Rules. There are special occasions when vehicle operators are required to yield and stop, often without warning. All vehicle operators will:

4.6.1. Come to a complete stop immediately when the first note of the Japanese and/or US National Anthem starts. **Exception:** If driving on either overrun, continue to drive until you reach a safe distance past the nearest overrun light to allow follow-on vehicles to stop safely outside the area. Proceed only after the completion of the last note of the US National Anthem.

4.6.2. Come to a complete stop immediately before the stop line at all railroad crossings.

4.6.2.1. If a vehicle becomes disabled on the railroad tracks, display emergency signals and immediately make every effort to remove the vehicle from the tracks. If unsuccessful, notify the police or railroad officials.

4.6.2.2. Proceed only after safe clearance has been established or when the red warning lights are no longer flashing. If a traffic controller is present or traffic signals are in operation, proceed only when signaled to do so.

4.7. Speed Limits. Speed limits are designed to ensure the safe, expeditious and fluid movement of installation traffic. They are based on a normal clear, dry day. Weather and road conditions should be taken into account when traveling on Yokota roadways.

4.7.1. Speed Restrictions on Yokota AB are as follows unless posted otherwise:

Table 4.1. Speed Restrictions on Yokota AB

CONDITIONS	MILES PER HOUR	KILOMETERS PER HOUR
On all roadways, except where posted.	25 MPH	40 KPH
In all residential or housing areas.	18 MPH	30 KPH
In all parking lots or areas and alleyways.	12 MPH	20 KPH
When passing troop movements.	12 MPH	20 KPH
In all school zones during school hours.	12 MPH	20 KPH
When moving in reverse or backing up.	06 MPH	10 KPH
When towing vehicles, trailers and other authorized cargo (vehicles must be towed using approved equipment or vehicles).	18 MPH	30 KPH
Other speed restrictions that apply may not be posted, but are implied.	18 MPH	30 KPH
Drive slower than the posted speed limit under the following situations: Inclement weather. When maneuvering through construction.	18 MPH	30 KPH
Do not drive a moped at a speed in excess of:	24 MPH	40 KPH
Off-base maximum speed for a moped or motorcycle (less than 50cc) according to Japanese traffic law:	18 MPH	30 KPH
Do not drive a vehicle:		
On a public or private roadway at a speed less than	06 MPH	10 KPH
So slow as to impede the safe, fluid movement of traffic or create a potential traffic hazard		

4.8. Special Procedures for POVs.

4.8.1. US Forces personnel will not rent, lend, or permit the use or operation of their POVs by persons other than those who possess a valid USFJ Form 4EJ. They also will not lend, rent, or authorize use under a POA or otherwise give custody of their POVs to persons other than US Forces personnel, except for the temporary convenience of the owner or his or her family, such as when the vehicle is in any of the following conditions:

4.8.1.1. Being driven by the owner's authorized chauffeur to implement instructions received from the employer. See USFJI 31-205, paragraph 2.2.5. for instructions concerning Permits for Chauffeurs.

4.8.1.2. Undergoing maintenance or repair.

4.8.1.3. Being shipped into or out of Japan.

4.8.1.4. Stored in a parking lot or garage.

4.8.1.5. Placed in temporary storage pending authorized disposition to a resident of Japan.

4.8.1.6. Undergoing inspection and processing at a Government of Japan (GOJ) Land and Transportation Office (LTO).

4.8.2. POVs will not enter the airfield unless the vehicle has been specifically authorized and the operator has flight line driving privileges.

4.8.3. US Forces personnel will not operate a rented or borrowed motor vehicle, including any Japanese-owned motor vehicle, unless the following requirements are met:

4.8.3.1. Operators have a valid USFJ Form 4EJ for the type of motor vehicle to be operated.

4.8.3.2. Operators have the owner's written permission (other than a family member) in their immediate possession while operating the motor vehicle (only required when the owner is out of reach, that is, on temporary duty [TDY] or leave).

4.8.3.2.1. If the vehicle owner is not present and a letter of permission is not available, 374 SFS may, administratively hold or impound the vehicle until the registered owner can be contacted and verify the operator did have permission to operate the vehicle or as otherwise authorized in this or other publications. **Note:** Owners are responsible for all towing charges if performed by a civilian or military agency. Failure to reimburse the agency for all towing charges will warrant pay garnishment until the debt is paid in full.

4.9. Traffic Accident Investigation Reports.

4.9.1. At Yokota AB and geographically separated units (GSU), the vehicle damage for a detailed accident investigation must be at least \$10,000.00.

4.9.2. Any person involved in, observing, or first arriving at the scene of a motor vehicle accident will notify the 374 SFS immediately. Individuals will also provide information requested by 374 SFS and will remain on scene until released. Personnel involved in minor accidents involving damage of less than \$10,000 will report to the BDOC as soon as possible not to exceed 72 hours to complete the minor accident worksheet. The operator of any vehicle involved in an accident off base will immediately notify Japanese National Police (JNP) and will stand by and await their arrival on the scene. All accidents which occur off base must be reported to the 374 SFS upon arrival back at Yokota AB.

4.9.3. When requested by 374 SFS, 374 LRS will tow disabled vehicles when the vehicle presents a roadway safety hazard. A 374 SFS member will be present to witness the tow and 374 LRS will only tow the vehicle to a point where it does not pose a hazard. It is the owner's responsibility to ensure their vehicles are removed from the area within 72 hours or face possible impoundment. If the vehicle is needed for investigative purposes, 374 LRS will transport the vehicle to the 374 SFS impoundment lot. 374 SFS Investigations Section (374 SFS/S2I) is the point of contact for all impounded vehicles.

4.9.4. The following agencies are authorized to access accident data:

4.9.4.1. All commanders and first sergeants of individual(s) involved in the accident.

4.9.4.2. 374 AW/SE.

4.9.4.3. 374 AW Staff Judge Advocate (SJA) (374 AW/JA).

4.9.4.4. 374 CES.

4.9.4.5. 374 LRS (When GOVs are involved)

4.9.4.6. Insurance companies of involved parties via a memorandum submitted to 374 SFS/S5R.

4.9.4.7. All other requests must be submitted through the FOIA office.

4.9.5. Government Vehicle Operators will, in addition to the above:

4.9.5.1. Refrain from making oral or written statements to anyone involved in the accident, or to the agents or representatives of anyone involved in the accident, regarding cause of the accident, liability, the possibility of pursuing a claim, or the possibility of approval of any claim.

4.9.5.2. Fully cooperate with security forces or other law enforcement personnel investigating the accident.

4.9.5.3. Complete SF 91, *Motor Vehicle Accident Report*, at the scene of the accident as soon as possible and deliver it to the 374 LRS Vehicle Management Flight (VMA) no later than 24 hours after the accident.

4.9.5.4. Render reasonable assistance to injured parties and summon an ambulance, if needed.

4.9.5.5. Report the accident to the appropriate civilian police agency and to security forces at the earliest opportunity.

4.9.5.6. Properly identify themselves to police authorities and persons directly involved in the accident investigation.

4.10. Parking. Parking on Yokota AB is authorized in only those areas that are specifically designated as parking areas. Authorized parking areas may be designated with Japanese parking signs or in major parking lots and other areas through the use of white lines separating the parking lanes. Below the rectangular white "P" on a blue background sign will be a small white sign with a red arrow that indicates the start, end, or section of a regulated parking zone. Emergency response vehicles, when on official business, are always considered legally parked, even if no marking exists.

4.10.1. It is prohibited to:

4.10.1.1. Park in any area not designated as a parking area.

4.10.1.2. Park on a sidewalk or in any place blocking a driveway, entrance, or exit way.

4.10.1.3. Park in such a way that blocks a traffic control device.

4.10.1.4. Park within 15 feet or 5 meters of an intersection.

4.10.1.5. Park within 15 feet or 5 meters of a fire hydrant.

4.10.1.6. Park within 15 feet or 5 meters of a building except where specifically authorized.

- 4.10.1.7. Park within 20 feet or 6 meters of a fire station driveway. This prohibition does not apply to any fire department vehicle that is clearly marked as such.
- 4.10.1.8. Park within 20 feet or 6 meters of a railroad crossing or track.
- 4.10.1.9. Park on the traveled roadways, either attended or unattended.
- 4.10.1.10. Park on or within 15 feet or 5 meters of a crosswalk.
- 4.10.1.11. Park in such a way that blocks a dumpster or similar refuse collection container or building.
- 4.10.1.12. Park adjacent to roadway construction in such a manner that blocks traffic.
- 4.10.1.13. Double-park, that is, park in front of or to the rear of any vehicle preventing free movement to exit. This violation also applies to a vehicle parked adjacent to another vehicle that is legally parked and the violating vehicle is not in a designated parking slot.
- 4.10.1.14. Park against the flow of traffic on 1-or 2-way streets, access roads, thoroughfares, driveways, or driveways at tower apartments.
- 4.10.1.15. Park on seeded, grassed, or unpaved areas not designated for parking.
- 4.10.1.16. Park at any location that is posted as a no-parking area.
- 4.10.1.17. Park at any reserved parking space that is officially designated for another.
- 4.10.1.18. Park beyond the designated time limits in designated time limit parking areas.
- 4.10.1.19. Park beyond 72 hours in public parking lots other than designated long term parking areas.
- 4.10.1.20. Park beyond 60 calendar days in the long-term parking area located immediately north of the West Gate.
- 4.10.1.21. Park in any fire lane. The entire driveway of tower buildings is considered a fire lane. No vehicle, other than emergency response vehicles or personnel loading or unloading may be left unattended at any time in these areas.
- 4.10.1.22. Park in basement driveways of tower apartments for a time period in excess of 20 minutes to unload. The parking area extends no further than 20 feet or 6 meters beyond the end of the loading dock. The 20 minute limit does not apply to emergency response vehicles, tower maintenance vehicles, 374 CES and housing supply trucks, or other types of delivery trucks.
- 4.10.1.23. Park in slots designated for the handicapped without a handicap decal displayed on vehicle.
- 4.10.1.24. Park within 30 feet or 10 meters of a bus stop.
- 4.10.1.25. Leave a parked vehicle unattended with the engine running.
- 4.10.1.26. Leave a pet or pets in a parked vehicle for a time period in excess of 15 minutes. Pets may be left in parked vehicles only when the doors are unlocked and there is sufficient ventilation.
- 4.10.1.27. Park in slots designated for childcare drop-off or pickup unless doing the same, except during non-operational hours of the facility.

4.10.1.28. Park in front of or adjacent to any force protection barriers.

4.10.1.29. Where parallel parking is authorized, park vehicles parallel within 12 inches of the left curb. Where there is no curb, park vehicles as far left as the hard surface permits. Angular parking is authorized only where painted lines are indicated.

4.10.1.30. Facility managers and family housing senior occupants may monitor and control illegal parking in business or residential areas after they have been trained on the use of DD Form 1408 and their responsibilities as a parking warden by the 374 SFS/S5L.

4.10.1.31. In areas where spaces are provided for 2-wheel vehicle parking, operators of these vehicles should use these designated parking slots first.

4.10.2. Reserved Parking. Reserved parking spaces are designated to meet essential mission requirements. This approach will make limited parking spaces available to the base population. Reserved parking spaces are reserved 24 hours a day, with the exception of customer parking. Customer reserved parking spaces are reserved only during the operating hours of the facilities concerned. Reserved slots will not exceed 10 percent of the total number of parking slots at each facility.

4.10.2.1. Reserved parking spaces are automatically authorized for the following personnel or vehicles:

4.10.2.1.1. 374 AW/CC, 374 AW Vice Commander (374 AW/CV), and 374 AW Command Chief Master Sergeant (374 AW/CCC).

4.10.2.1.2. Group commanders and deputy group commanders.

4.10.2.1.3. Squadron commanders (Unit/CC).

4.10.2.1.4. Squadron First sergeants/squadron chief master sergeants at their respective organizations (Unit/CMSgt).

4.10.2.1.5. General officers.

4.10.2.1.6. Colonels at the Officers' Club.

4.10.2.1.7. Chief master sergeants and first sergeants at the Enlisted Club.

4.10.2.1.8. Government vehicles essential to carry out the unit's mission.

4.10.2.1.9. Customer parking with specified time limits.

4.10.2.1.10. Disabled or handicapped people.

4.10.2.2. Housing residents. Tower designations will indicate floor and apartment number. Garden units will indicate house number. Visitors will park in unmarked slots at towers and on the designated side of the street in garden housing.

4.10.2.3. Those desiring "special event" parking (i.e., festival type functions) will coordinate their actions or request in writing to 374 SFS/S5L for approval.

4.10.2.3.1. Requestors will be responsible for procurement, set-up and tear down of temporary parking. **Note:** 374 SFS/S5L will provide an advisor or assistance upon request if available.

4.10.2.4. All requests for reserved parking will consist of a request letter designating the reserved parking along with a drawing of the facility with the requested parking outlined and an AF Form 332, *Base Civil Engineer Work Request*. See [Attachment 8](#).

4.10.2.4.1. Parking requests containing the above approved positions will be approved by 374 CES/CEOE after coordination with 374 SFS Police Services.

4.10.2.4.2. Any requests for reserved parking not listed above will be submitted to 374 CES/CEOE through 374 SFS/5L. The approval authority for these requests is the 374 AW Traffic Safety Working Group.

4.10.2.5. Approved requests will be sent to the 374 CES Heavy Repair (374 CES/CEOR), which is responsible for making, installing and maintaining all reserved parking space markings. The designation of parking by individual name is prohibited. Reserved parking will be designated numerically by category and coordinated with Wing Antiterrorism Officer.

4.11. Traffic Warden Program. Unit commanders can delegate one primary and one alternate in the grade of E-5 or civilian equivalent or above in writing, for participation in the parking warden program. Monitors will be trained by 374 SFS/S5L and 374 SFS/S5R will maintain the letter on file.

4.11.1. All traffic wardens must complete training provided by the 374 SFS/S5L before issuing any citations. Traffic wardens are responsible for processing their citations at Security Forces Operations.

4.11.2. Traffic wardens may only issue parking citations for the facilities for which they were appointed.

4.11.3. Traffic wardens are responsible to notify 374 SFS/S5L when procurement of DD Forms 1408 is required.

4.11.4. Obsolete or outdated DD Forms 1408 will not be processed.

4.12. Blood or Breath Alcohol Concentration Standards.

4.12.1. The standardized field sobriety tests for Yokota AB are the one-legged stand, the walk and turn and the horizontal gaze nystagmus test.

4.12.2. The prescribed evidentiary test for Yokota AB will be of breath (BrAC), blood (BAC), or urine (urinalysis) as the incident or situation dictates. **DWI and DUI are explained as follows:**

Table 4.2. Explanation of DUI and DWI

	Area	Type of Chemical Test Used	DWI	DUI
1	On-base	Percent (%) of weight of alcohol in blood	0.05% but less than 0.079%	0.08% or more
2	On-base	Percent (%) of alcohol in alveolar air based on BrAC	0.05% but less than 0.079%	0.08% or more
3	Off-base	Milligrams (mg) of alcohol per liter (l) of expiration	Not Applicable	0.15 mg/l or more (0.03% or more of weight of alcohol in blood).
<p>Note 1: On base, any individual with a BAC/BrAC of between .03% and .049% will be issued a restricted driving letter. Any individual with a BAC/BrAC of between .00% and .029% may be issued a restricted driving letter.</p> <p>Note 2. If you register a 0.03% BAC/BrAC or higher while driving onto Yokota or any other military installation from Japanese roadways (crossing Route 16 to/from the west gate and terminal gate excluded), the incident will be treated by off-base standards.</p>				

4.13. Movements of Loads upon Roadways: Drivers who plan to move cargo upon the roadway must be aware of load capacities and other related requirements for the safe movement of cargo in or on their vehicle and others present upon the roadway.

4.13.1. Move cargo on roadways in motorized vehicles only when following these rules:

4.13.1.1. Do not overload vehicles when moving cargo.

4.13.1.2. Do not carry cargo not secured to the vehicle.

4.13.1.3. Cargo must be securely latched if a truck or trailer has no sides or tailgate.

4.13.1.4. If mounted cargo is higher than the truck sides and tailgate, cargo must be securely latched.

4.13.1.5. Loaded cargo must not obstruct the driver's vision to the front, rear or sides.

4.13.1.6. When mounted cargo extends beyond the length of the vehicle, display a red flag, 20 inches square in size, from the end of the farthest extended object. The flag must be visible from 500 feet or 150 meters. At night, a red light must take its place and be visible from the same distance.

4.13.1.7. Do not load trailers being towed by tugs so high that it prevents the tug operator from seeing the whole length of the trailer while in a seated position.

4.14. Towing of Vehicles:

4.14.1. Vehicles must be towed by using a rigid A-frame, I-beam, or commercially designed towing strap. (I-beam and towing straps require an operator in the towed vehicle). A white

flag will be affixed to the rear of the vehicle in tow. From dusk until dawn, rear lights and turn signals on the towed vehicle will be used.

4.14.2. Towing vehicles will not exceed 30 KPH or go through any housing area in an attempt to take the shortest possible route to the final of destination.

4.14.3. When removing a wrecked or damaged vehicle from the roadway, any glass or other material, which has dropped from the vehicle, will be removed by the owner(s) or tow agency of the vehicle(s).

4.14.4. Owners will reimburse all fees associated with towing.

4.15. Emergency-Type Motor Vehicles.

4.15.1. The following are classified as emergency vehicles on Yokota AB:

4.15.1.1. On-duty Security Forces and off-base Law Enforcement personnel GOV.

4.15.1.2. Fire Department personnel GOVs.

4.15.1.3. Ambulances.

4.15.1.4. Emergency maintenance vehicles, in support of justifiable emergencies, i.e., gas leaks, etc.

4.15.1.5. 374 AW/CC GOV.

4.15.1.6. Group commanders GOV.

4.15.1.7. 374 AW/SE GOVs.

4.15.1.8. 374 LRS Wreckers

4.15.1.9. Any other vehicle required for emergency purposes within its designated area of responsibility.

4.15.2. Emergency vehicles must have operational audio and visual warning equipment installed and will be operated IAW AFI 31-201, *Security Forces Standards and Procedures*, when employing emergency response actions. Loaner vehicles will have a suitable substitute (i.e., Kojak Light, PA Horn). **Exception:** Wing and Group commanders will be identified by the vehicle placard.

4.15.3. When responding to emergencies using audio or visual equipment emergency vehicles may:

4.15.3.1. Assume the right-of-way only when it can be done without endangering life, limb, or property.

4.15.3.2. Proceed through a stop only when it is safe to do so.

4.15.3.3. Only security forces, fire fighting and ambulance vehicles are authorized to operate off the installation in an emergency mode and only when responding to a valid life-threatening emergency. Prior to responding, operators must coordinate their response with JNP. Under no circumstances will an emergency vehicle assume the right-of-way when it is clearly not safe to do so.

4.15.4. During emergency vehicle response modes, all non-emergency vehicles must:

4.15.4.1. Yield the right-of-way to all emergency-responding vehicles by pulling off the roadway as far left as possible to ensure a clear and safe passage of responding vehicles.

4.15.4.2. Not follow any emergency vehicle within 500 feet or 150 meters.

4.15.4.3. Not stop or park within 500 feet or 150 meters of the scene of a fire response when emergency vehicles are already on scene.

4.15.4.4. Not be driven over hoses stretched across the roadway at the scene of a fire response unless directed by an on-scene traffic controller.

4.16. Operating Bicycles and Manually Operated Wheeled Vehicles (MOWV) on Roadways.

4.16.1. Safety Equipment for all personnel on Yokota AB, to include local nationals, is required as follows:

4.16.1.1. Bicycle operators and passengers are required to properly wear (snapped, buckled, or fastened IAW manufacturer's design) an approved safety helmet.

4.16.1.2. MOWV include, at a minimum, skateboards, roller skates, in-line skates, scooters, unicycles etc. Anyone operating this type of recreational equipment will wear, as a minimum, a protective helmet equipped with an adjustable chin strap (chin strap must be properly fastened under the chin while wearing the helmet). Kneepads and elbow pads are required in the Base Skate Park, but recommended in all other areas.

4.16.2. The owner, parent, or guardian is responsible for ensuring bicycles and MOWVs operated on base roadways are in safe condition and proper safety equipment is worn. They are also responsible for instructing dependents on rules of the roadway and general safety.

4.16.3. Bicyclists are considered part of the traffic when operating on roadways and will be operated single file, with the flow of traffic, as far to the left as safely possible, and must comply with the established rules of the road.

4.16.3.1. Bicycles operated from official sunset to sunrise will have a permanently affixed headlight that projects a white light visible for 500 feet in front of the bicycle. Headlights will be turned on between official sunset to sunrise and when visibility is poor. In addition, operators will wear highly retro-reflective clothing or vests.

4.16.3.2. Bicycles operated after official sunset to sunrise will have a permanently affixed rear reflector, red in color visible from 300 feet.

4.16.3.3. Passengers will not be carried on a bicycle unless seat and footrests are provided for each passenger.

4.16.3.4. Bicycle riders will not carry any article that prevents them from keeping at least one hand on the handlebars and in full control of the bicycle.

4.16.3.5. Bicycles must have at least one brake applied to the rear wheel.

4.16.3.6. Do not park a bicycle in areas designated for vehicle or motorcycle parking, or in areas that would impede pedestrian traffic.

4.16.3.7. Bicycle racing upon roadways is not permitted, except at authorized racing events.

4.16.3.8. Do not wear portable headphones, earphones, or other listening devices, which would impede hearing and detection of impending danger. Cell phone use (to include text messaging) while bicycling is prohibited.

4.16.3.9. Do not operate a bicycle when under the influence of alcohol or drugs.

4.16.3.10. Any other vehicle will not tow bicyclists, scooters and skaters.

4.16.3.11. Bicyclists will not attempt or do tricks or stunts on base roadways, sidewalks, parking lots, or public thoroughfares that impede pedestrian or vehicle traffic.

4.16.4. Personnel riding MOWVs are considered pedestrians and must comply with the rules in this instruction. Any motorized vehicle not deemed an automobile, motorcycle or moped is not allowed on Yokota AB. In addition, personnel riding MOWVs must comply with the specific instructions listed below:

4.16.4.1. May use on-base roadways during daylight hours in housing areas when no vehicular traffic is present. On base, they may cross roadways and operate on roadways only when sidewalks are not available and must follow rules established for pedestrian traffic.

4.16.4.2. Will not use on base roadways or parking lots during the hours of darkness. The use of sidewalks during the hours of darkness is permitted as long as it does not endanger pedestrian traffic and the individuals wear highly reflective clothing or vest.

4.16.4.3. Will not perform stunts or acrobatic tricks outside the confines of the East Side Skate Park.

4.16.4.4. Will not ride on the sidewalks and in parking lots at the Yokota Community Center or any shoppette area.

4.16.4.5. Bicyclists will use the provided bicycle paths nearest the perimeter fence when crossing the North and South overrun areas and will not use or operate the bicycle on the vehicle roadway crossing the runway. Bicyclists and pedestrians are not required to stop at the over run lights when using the path.

4.16.5. Bicycle riders, skaters, roller skaters, roller bladers, skate boarders, scooter operators, or other manually operated wheeled items are subject to the same traffic laws as pedestrians and operators of motorized vehicles when on the roadway, and will abide by the requirements of AFI 91-207.

4.17. Operation of Motorcycles and Mopeds (Applies to on and Off Base).

4.17.1. Before riding a motorcycle on Yokota AB, individuals must complete all prerequisites established by 374 AW/SE, as well as meet the requirements outlined in USFJI 31-205 and AFI 91-207 and supplements. Motorcycle operators must possess a USFJ Form 4EJ indicating if passengers are permitted and the size of motorcycle the operator is allowed to operate.

4.17.2. All first-time motorcyclists will be restricted to riding on base for one month and until they have driven 250 kilometers (160 miles) on their motorcycle. Motorcyclists who cannot practically comply with these restrictions (riders who do not live or who do not work on Yokota AB) may be exempted in writing by their unit commanders, but commanders must

use this privilege judiciously and only after applying sound Operational Risk Management (ORM) principles to mitigate the risk to the rider.

4.17.2.1. For all first time motorcyclists, 374 SFS/S5P will issue a temporary USFJ Form 4EJ and annotate for “on-base driving only” until the motorcycle operator meets the requirements listed above. Immediately after completing the Basic Rider Course, riders will contact their Motorcycle Safety Representative (MSR) for an initial odometer reading. The first day of restriction starts when the MSR documents the initial mileage and time requirements. The rider will then receive a letter from his or her MSR to take to 374 SFS/S5P to receive an unrestricted license. If a rider cannot log 250 kilometers (160 miles) in a three month period, he or she may receive a new temporary permit that lasts until the appropriate number of kilometers have been driven.

4.17.3. Motorcycle operators will obey the following requirements:

4.17.3.1. Headlights and mirrors. Motorcycles will be operated with headlights “on” at all times. Motorcycles will be equipped with a rear view mirror on each side of the handlebars. Scooters and mopeds will have at least one rear view mirror.

4.17.3.2. Motorcycle passengers. To carry passengers, motorcycles must be equipped with foot pegs and designed to carry passengers. The passenger’s feet must rest on the foot pegs while seated.

4.17.3.3. Motorcycle handlebars will not be more than 15 inches in height above the seat when occupied or in motion by the operator.

4.17.3.4. Motorcycles will not overtake and pass in the same lane occupied by the vehicle being passed. Otherwise follow the rules of the road for other motor vehicles.

4.17.3.5. Motorcycles will not be operated between lanes of traffic or between adjacent lanes or rows of vehicles.

4.17.3.6. Motorcycles will not be operated in a swerving fashion from within a single lane.

4.17.4. All motorcycles are entitled to full use of the lane. No motor vehicle will be driven in such a manner as to deprive any motorcyclist of this entitlement. Mopeds will use the left third of the lane, except at intersections, where they are entitled to full use of the lane.

4.17.5. No motorcycle or moped will be operated between lanes of traffic, between adjacent lines or rows of vehicles, on the unpaved shoulder of the road, or the left of single lanes of traffic.

4.17.6. Motorcycles or mopeds will not be operated two or more abreast in a single lane.

4.17.7. No motorcycle, scooter, or moped operators will attach themselves or their vehicles to any other moving vehicle for towing.

4.17.8. Motorcycle, scooter, or moped operators will ride only on the permanent attached seat and only while sitting astride the seat, facing forward with one leg on each side of the vehicle.

4.17.9. A passenger may ride on the permanent and regular seat of a motorcycle or moped only if the vehicle is designed for two persons. The passenger must be at least 5 years old

and his or her legs must be long enough so their feet can rest on the passenger's foot pegs. Any motorcycle, scooter, or moped operator carrying the passenger must be in possession of a valid operator's license (USFJ Form 4EJ) that is clearly marked for passenger authorization.

4.17.10. All packages and bundles must be secured to the motorcycle, moped, or person in such a manner that it will not interfere with the proper and safe operation of the vehicle.

4.17.11. All motorcycles and mopeds will be operated with the vehicle's headlights on at all times. The lights will not be covered or obscured by packages, bundles, or any objects affixed to the vehicle.

4.17.12. Motorcycles, scooters and mopeds manufactured with turn signals must be so maintained.

4.17.13. While on Yokota AB all motorcycle and moped operators to include passengers will wear all required personal protective equipment (PPE) prescribed in AFI 91-207; 3.4.2.4. All SOFA status personnel are required to wear proper PPE regardless of whether they are on or off base. Operators and passengers may use foreign-made helmets provided they meet or exceed these standards. These mandatory requirements also apply to "mission related" all-terrain vehicle (ATV) operators.

4.17.14. Motorcycle or moped operators will not operate a two-wheeled vehicle exceeding the size category stamped on their USFJ Form 4EJ IAW USFJI 31-205.

4.17.15. Motorcycles, scooters, or mopeds may park at bicycle racks located at military family housing towers and unaccompanied military housing (dorms).

4.18. Pedestrian's Rights and Duties.

4.18.1. Pedestrian traffic. Joggers and walkers are considered to be pedestrians. Pedestrians share certain rights and duties as road users and are subject to certain traffic controls, signs and devices, which they must comply with. Pedestrians who violate this instruction may be issued a DD Form 1408. Citations for "Jay-Walking" issued to military members and US civilian or host nation employee violators will be forwarded to their unit commander or agency chief for action. Citations for civilians and dependents will be forwarded to the sponsor's unit commander or agency chief for action. The following rules apply to pedestrians:

4.18.1.1. Children will not play in streets or leave toys in the street, driveways, or sidewalks.

4.18.1.2. Pedestrians will have the right-of-way on sidewalks.

4.18.1.3. Use designated pedestrian crossings to cross roadways. Do not leave the curb and assume the right-of-way over traffic when such traffic is so close it would create a potential hazard.

4.18.1.3.1. When crosswalks are available, pedestrians will cross the roadway only at the crosswalk. When no pedestrian crosswalk is available, yield to traffic and do not cross until traffic has passed or comes to a complete stop and the driver directs you to cross.

- 4.18.1.3.2. Cross all roadways in the most expeditious and safe manner. Pedestrians will not linger in the roadways or in a designated crosswalk when crossing the street.
- 4.18.1.4. Pedestrians crossing at unmarked intersections with traffic lights will not interfere with the smooth flow of traffic.
- 4.18.1.5. When sidewalks are not available, pedestrians will walk on the outermost edge of the road facing the flow of traffic and in a single file.
- 4.18.1.6. Pedestrians will not impede traffic through personal carelessness or with any type of obstruction.
- 4.18.1.7. Hitchhiking on base is prohibited.
- 4.18.1.8. Pedestrians will yield to all responding emergency vehicles.
- 4.18.1.9. Joggers exercising on the roadways will wear reflective material on their upper body from official sunset to sunrise and during conditions of reduced visibility. The reflective material may be a reflective belt, reflective vest, or highly reflective clothing.
- 4.18.1.10. Joggers will run on the outermost edge of the roadway and not interfere with the flow of traffic. When a sidewalk is present, joggers and runners will use the sidewalk, but not interfere with pedestrian traffic.
- 4.18.1.11. Joggers will not wear “walk-man” type headsets or earmuffs which preclude hearing traffic while running on roadways to include traversing intersections. This restriction does not apply to designated jogging paths.
- 4.18.1.12. Joggers and pedestrians are not permitted on the North and the South overrun. Joggers and pedestrians will use the provided paths when crossing the North and the South overrun areas.
- 4.18.1.13. Joggers will run facing on-coming traffic and remain off of the road surface. Except where designated to the contrary, yield the right-of-way to all vehicle and bicycle traffic.
- 4.18.2. Do not consume alcohol or carry open containers of alcohol while in public, except where authorized by 374 AW/CC according to AFI 34-219, *Alcoholic Beverage Program*, and AFI 34-219_374 AWSUP, *Alcoholic Beverage Program*. When under the influence of alcohol or drugs, do not walk in the roadway. Use a sidewalk where available or an open area farthest away from the roadway.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. 374 SFS/S5R oversees the maintenance of installation driving records and the integrity of the traffic point system. The Security Forces Management Information System (SFMIS) is used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation.

5.2. Traffic Point System.

5.2.1. The traffic point system supplements AFI 31-204 and provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action and does not interfere with the installation commander's prerogative to issue, suspend, revoke, deny or reinstate installation-driving privileges IAW AFI 31-204 and USFJI 31-205.

5.2.1.1. The WTRO's policy for suspensions and revocations should be applied systematically and not on a case by case basis.

Table 5.1. Suspension, Revocation and Point Reference Sheet of Violations

Description of Violation	Points	Suspension or Revocation
Abandoned Vehicle	0	Vehicle Towed, Owner Reimbursement
Allowing a Physically Impaired Person to Operate Owner's Motor Vehicle	6	Up to 6 Month Suspension
Allowing an Unlicensed Driver to Operate a Vehicle	0	Up to 12 Month Revocation
Allowing or permitting anyone not in possession of a valid USFJ 4EJ to rent, borrow or operate their SOFA plated privately owned vehicle (POV)	6	Up to 12 Month Revocation
Allowing a Driver Whose Driving Privileges are Suspended or Revoked to Operate a Vehicle	0	Up to 12 Month Revocation
Driver Involved in an Accident and Deemed Responsible	1	N/A
Driving a Vehicle Off-Base with an "On-Base Only" License	0	Up to 12 Month Revocation
Driving a Vehicle Off-Base with an "On-Base Only with Restrictions" License	0	Up to 12 Month Revocation
Driving on a Student Driver Permit Without a Licensed Parent or Guardian Present	0	Up to 12 Month Revocation
Driving Under a Suspension or Revocation Runs consecutively with previous invoked suspension or revocation.	0	Up to 2 Years to Original Offense
Driving Under the Influence of a Narcotic or Drug	6	1 Year Revocation
Driving with Expired License (USFJ Form 4EJ or AF Form 2293)	0	Up to 60 Day Suspension
Driving without an Issued License (USFJ Form 4EJ or AF Form 2293) For Drivers under the age of 16, the suspension or revocation will begin on the first day they would normally become eligible for a license.	0	Up to 12 Month Revocation
Driving without Possession of a License (USFJ Form 4EJ or AF Form 2293) Points assessed even if license is later produced.	1	N/A
Allowing Road Tax to Expire (USFJ Form 15A/15B, Installation Decal) Owner/Sponsor will be assessed: (See Note 5)	0	Up to 60 Day Suspension
(Added) Having valid but not in possession of JCI, Road Tax, or Liability Insurance.	3	N/A
(Added) Failure to / Improperly displayed decals (A7.16)	3	N/A
Driving Without/Allowing to Expire JCI or Liability Insurance in excess of 45 days Owner/Sponsor will be assessed: (See Notes 3 and 5)	6	6 Month Suspension
Driving Without/Allowing to Expire JCI or Liability Insurance for at least	4	1 Month Suspension

(5) five days but less than 45 days Owner/Sponsor will be assessed: (See Notes 3 and 5)		
Driving Without/Allowing to Expire JCI or Liability Insurance less than (5) five days Owner/Sponsor be assessed: (See Notes 3 and 5)	3	N/A
Driving While Drinking Indicated = 0.03% but less than 0.05% (On-Base) Operator is less than 20 years of age: (See Note 4)	0 3	12 Hour Suspension Up to 12 Month Revocation
On Base DWDI - Driving While Impaired = 0.03% but less than 0.079%: DUI - Driving Under the Influence = 0.08% but less than 0.149%: DWI - Driving While Intoxicated = 0.150% or greater: (See Note 4)	3 6 6	6 Month Revocation 1 Year Revocation 2 Year Revocation
(Added) DWI – Driving While Intoxicated : Presence of Drugs (Illegal or legal)	6	1 Year Revocation
Off Base DUI - Driving Under the Influence = Above 0.03% (0.15 mg per liter/balloon test) (See Note 4)	6	1 Year Revocation
(Added)DWDI/DUI/DWI – Second offense	6	2 Year Revocation
Exhibition of Speed (Breaking Traction)	3	N/A
Failure to Submit to Implied Consent. This includes Base Entry Checkpoint/Random Antiterrorism Measure Inspections (See Note 1)	0	2 Year Revocation
Failure to Properly Display License Plate	3	N/A
Failure to obey traffic signals or signs, to include: traffic enforcement officers or traffic wardens; or any official regulatory traffic signs or devices requiring a full stop or yield right of way; denying entry; or requiring direction of traffic (going the wrong way on a one way street)	4	N/A
(Added)Failure to stop for personnel walking in crosswalk	3	N/A
Failure to Stop for Base Bus (Flashing Lights)	4	N/A
Failure to Stop for School Bus or Crossing Signal	4	N/A
Failure to Stop for the Playing of the Japanese/American Anthems	3	N/A
Failure to Stop for Runway Crossing Lights (Red)	4	N/A

Failure to Utilize Seat Belt or Failure to Ensure All Passengers Utilize Seat Belts	4	See Table 2.1.
Failure to Utilize Seat Belt Restraint for Child (when child is 4 years of age or younger or the weight of the child does not exceed 65 pounds) Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt or strap modification. Assess four points when no restraint system of any kind is used.	2 4	See Table 2.1.
Failure to Wear Approved Safety Clothing, Helmet and or Eyewear (Motorcycle)	3	See Table 2.2.
Failure to Yield Right-of-Way	4	N/A
Failure to Yield Right-of-Way (Emergency Vehicle)	4	N/A
Flee Scene/Attempting to Elude Police	0	Up to 12 Month Revocation
Flee Scene/Hit and Run (Property Damage)	6	N/A
Flee Scene of an Accident (Death/Personal Injury) (See Note 4)	6	1 Year Revocation
Failure to Complete Base Registration (Expired AW Form 18 Temporary Decal) Owner/Sponsor will be assessed	0	Up to 60 Day Suspension
Failure to Complete Base De-Registration (374 SFS FORM 0-201) Owner/Sponsor will be assessed (See Note 5)	4	N/A
Failing to Submit to Base Entry/Exit Point Check or Sobriety Checkpoint. (See Note 4)	6	1 Year Revocation
Following too Closely	4	N/A
Illegal Modification to Vehicle	3	N/A
Illegal License Plate Covers, Tilted License Plates or Personally Modified License Plates (i.e., painted or personally modified lighting)	3	N/A
Improper Lane Change	4	N/A
Improper Passing	4	N/A
Improper Turning Movements (No Signal)	3	N/A
Inattentive Driving	3	N/A
Loud Stereo (Heard from a distance of <i>15 feet</i> outside vehicle)	3	N/A
Manslaughter (or negligent homicide by vehicle) Resulting from the Operation of a Motor Vehicle	0	2 Year Revocation
Mental or Physical Impairment Impeding Ability to Drive	0	Up to 12 Month Revocation
Open Container (Alcohol)	4	N/A
Operating an Unsafe Vehicle	2	N/A

Operating a Motorcycle or Moped Exceeding Size Category (USFJ Form 4EJ)	3	N/A
Operating any Radar Detection Devices to Indicate the Presence of Speed Recording Instruments or to Transmit Simulated Erroneous Speed (prohibited on DoD installations)	3	N/A
Parking (Fire Lane)	0	Up to 1 Week Suspension
Parking (Handicap)	0	Up to 30 Day suspension
Parking (Illegal)	0	Three Citations in One Year Up to 60 Day Suspension
Permitting an Unlawful or Fraudulent use of an Official Driver's License	0	Up to 12 Month Revocation
Racing on the Highway (Off-Base)	0	Up to 12 Month Revocation
Receive 12 Points within 1 Year	0	Up to 6 Month Suspension
Receive 18 Points within 2 Years	0	Up to 6 Month Suspension
Receive 3 tickets within 12 months	0	Up to 60 Day Suspension
Receive 6 tickets within 12 Months	0	1 Year Revocation
Receive a second 1 (one) year suspension or revocation of driving privileges within 5 (five) years	0	Up to 6 Month Suspension
Reckless Driving (Refer to Attachment 1 for the definition)	6	N/A
Reckless Driving (Personal Injury)	6	1 Year Revocation
Refusal of Breath, Blood, Urine Test (BAC, BrAC)	0	1 Year Revocation
Road Rage (Refer to Attachment 1 for the definition)	6	1 Year Revocation
Speeding - 2-17 KPH over posted speed limit	3	N/A
Speeding - 18-25 KPH over posted speed limit	4	N/A
Speeding - 26-32 KPH over posted speed limit	5	N/A
Speeding - 33-49 KPH over posted speed limit	6	N/A
Speeding - 50 KPH or greater over the posted speed limit	6	Up to 60 Day Suspension
<u>Speeding in a School Zone or Residential Area:</u>		<u>To Include:</u>
Speeding - 2-17 KPH over speed limit	3	A one day suspension for every Kilometer over the posted speed limit
Speeding - 18-25 KPH over speed limit	4	
Speeding - 26-32 KPH over speed limit	5	
Speeding - 33-49 KPH over speed limit	6	
Speeding - 50 KPH or greater over the speed limit	6	
		Up to 60 Day Suspension
Speed Contests	6	N/A
Speed too Fast for Conditions	2	N/A
Speed too Slow (Potential Hazard)	2	N/A
Talking or text messaging on a Cell Phone while Operating a Motor Vehicle	3	30 Day Suspension

<u>Unattended Children in Vehicles:</u>		
<u>Age of Child:</u> Newborn to 5 years of age: NEVER left unattended in a vehicle.	6	1 Month Suspension
<u>Age of Child:</u> 6-9 years of age: May be left unattended not to exceed 5 minutes with the vehicle keys removed from the vehicle	4	1 Month Suspension
<u>Age of Child:</u> 10-11 years of age: May be left unattended in a vehicle not to exceed 20 minutes with the vehicle keys removed from the vehicle. If a USFJ Form 4EJ holder is within the vehicle, the keys may remain with the vehicle. All cases will be referred to Family Advocacy and unit commanders for military members or YCAP for civilians/dependents.	3	1 Month Suspension
Unauthorized Tinted Windows	3	N/A
Unsafe Backing	3	N/A
Use of a Vehicle in the Commission of a Felony (serious offense)	0	1 Year Revocation
Vehicle Equipment (standard) Removed, i.e., doors, hood, etc.	3	N/A
Additional Violations of this Instruction not Specifically Addressed in this Table	4	N/A
Vehicle Running Unattended	1	N/A
Wearing Headphones While Driving, Bicycling, or Running Exception: Joggers may wear headphones in authorized areas as identified in this instruction.	3	N/A
<p>Note 1: If revocation of driving privileges for implied consent is combined with DUI, revocation runs consecutively up to a total of 36 months.</p> <p>Note 2: In cases of multiple suspensions or revocations, the periods will run consecutively.</p> <p>Note 3: Failure to have or maintain proper insurance will result in a suspension/revocation of driving privileges and/points added to your driving record depending on the circumstances. Anyone stopped for not having insurance is not authorized to operate a vehicle on and off base until they can show proof they have obtained it.</p> <p>Note 4: Points will not be assessed solely for revocation or suspension actions except for implied consent violations and violations determined by the WTRO as unsafe acts.</p> <p>Note 5: Vehicle Operators will not be assessed for the violation unless they are the owner/sponsor of the vehicle or are performing the responsibilities of the owner/sponsor via POA.</p>		

5.2.2. If a suspension or revocation is warranted, 374 SFS/S5R will process the package and submit it to the WTRO. Upon final determination by the WTRO, the individual is assessed points and his or her driving privileges will be suspended or revoked.

5.2.3. Unit commanders will be notified in writing when an individual accumulates six or more traffic points in a 6-month period.

5.2.4. Upon receipt of AF Form 1313, *Driver Record*, or SFMIS product on a person newly assigned to the installation, 374 SFS/S5R will forward the record to the individual's unit commander for review. This review helps commanders identify individuals in need of driver improvement, counseling, or remedial driver's training. Immediately following this review,

destroy the record according to AFI 33-332, *Privacy Act Program*. Do not file the record in the individual's personnel information file.

5.3. Rebuttal of Traffic Citations.

5.3.1. When a violator receives a ticket and feels the ticket was unjustly issued, the violator can rebut the ticket. The violator has 5 duty days to notify 374 SFS/S5R that they want to rebut the ticket. If the violator does not notify 374 SFS/S5R within that timeframe, it will be assumed the violator does not wish to rebut. The ticket will be closed and processed for points and/or suspension.

5.3.1.1. If the violator notifies 374 SFS/S5R within 5 duty days their desire to rebut, the individual will be given 14 days to provide a memorandum articulating his or her position to the Defense Force Commander (DFC) through 374 SFS/S5R. The letter must be endorsed by his or her commander who must add comments supporting the violator's guilt or innocence. A completed package will be forwarded to the WTRO for final decision and the violator will be notified of the results.

5.3.1.2. Rebuttals may not be accepted based on the following circumstances:

5.3.1.2.1. Correctable and administrative errors on the violation.

5.3.1.2.2. Similar uncited violations of others.

5.3.1.3. If the 374 SFS/S5 concludes the ticket is valid, the ticket will be forwarded to the 374 MSG/DD with a recommendation on the validity of the citation.

5.3.1.4. 374 MSG/DD will review the rebuttal package along with recommendations and makes the final determination on the validity of the action.

5.4. Point System Application.

5.4.1. The point system applies to military personnel, dependents, civilian employees, and all other individuals subject to AFI 31-204 operating POVs on or off the installation.

5.4.2. The use of the point system and procedures prescribed herein are mandatory and will be handled IAW AFI 31-204.

5.4.3. The assessment of points for off-base infractions not listed in **Table 5.1** of this instruction, AFI 31-218(I), or AFI 31-204 will be coordinated with the 374 SFS Liaison office for action.

5.5. Point System Procedures.

5.5.1. Security Forces will record traffic violations and assess points IAW this instruction as follows:

5.5.1.1. An offense that results in an apprehension or is considered reckless driving will have an AF Form 3545, *Incident Report*, and/or supporting documents prepared. If the incident is an alcohol or drug related driving offense and an observed traffic violation was the initial reason for contact, a DD Form 1408 will also be submitted.

5.5.1.1.1. Points will be assessed IAW **Table 5.1** of this instruction.

5.5.1.2. Violations will be recorded on the DD Form 1408.

5.5.2. Traffic complaints. When a traffic complaint is received on an individual, the complainant must be willing to provide a written statement. Failure to provide a written statement or an adequate description of the vehicle (e.g., color, make, license plate number [i.e., Tama (Prefecture) 58Y 57-89]) will result in no action being taken. Once a written statement is obtained, the incident will be recorded in the 374 SFS blotter. Complaints against Air Force affiliated personnel will be forwarded to the responsible Air Force unit commander or First Sergeant for follow-up and/or action. Complaints against members of other services will be forwarded to the appropriate agency for follow-up and/or action, if warranted.

5.5.2.1. A DD Form 1408 may be issued based on the validity of the complaint.

5.5.3. Off installation traffic activities. 374 SFS maintains a close liaison with the JNP agencies and when possible, these agencies provide prompt notification via 374 SFS when SOFA vehicle operators are involved in accidents or incidents. JNP will also provide prompt notice when SOFA vehicle operators are involved in traffic accidents or detained for serious violations of Japanese traffic laws. All SOFA personnel **MUST** provide JNP officials their DoD ID cards and USFJ Form 4EJ upon request. Geneva Convention cards do **NOT** meet this requirement. Military members are required to show their applicable DD Form 2 series or Common Access Card (CAC).

5.5.3.1. Most minor infractions of Japanese traffic law do not warrant security forces notification until after the fact. Traffic supervision operations off base are very different than on base. Specifically, if you are caught breaking traffic rules off base, you are subject to fines, arrest and your vehicle is subject to impoundment at your expense. **ALL FINES AND FEES MUST BE PAID IN YEN.**

5.5.3.2. When the Japanese police notify the 374 SFS of a violation committed off-base by US Forces personnel or their families, 374 SFS/S5R assesses penalties according to AFI 31-204 and AFI 31-218(I), **Table 5-1**. 374 SFS/S5R then forwards a notification of the alleged offense to the appropriate unit for action, points assessment, suspension and/or revocation.

5.5.3.3. Personnel receiving the following off-base citations will accomplish the following upon coordination with 374 AW/JA:

5.5.3.3.1. If the violator was given a blue copy of the ticket, they are only required to pay the fine. You have 7 days from the day after the citation is issued to pay the fine at a Japanese bank or Japanese post office. **ALWAYS KEEP THE RECEIPT AS PROOF OF PAYMENT.**

5.5.3.3.2. Failure to pay the fine can result in your arrest until you pay the fine. If you have a valid reason as to why you cannot pay the fine within the 7-day period, contact the 374 SFS/S1L immediately.

5.5.3.3.3. If the violator was given a red copy of the traffic ticket, they must retain the ticket until they are contacted to report to the Japanese authorities for an interview(s) and court. The Japanese prosecutor will contact 374 AW/JA, unit commander, first sergeant, or agency chief.

5.5.3.3.4. 374 AW/JA will coordinate with the violator's unit and subsequently place the violator on administrative hold, pending adjudication. The violator is not permitted to depart on leave or TDY off-island until the ticket is resolved. Prior to proceeding to court, the legal office will conduct a briefing outlining the violator's rights under the SOFA.

5.5.3.3.4.1. 374 AW/JA will provide 374 SFS/S3 a listing as well as updates of all personnel placed on administrative hold.

5.5.3.3.5. JNP ticketing procedures: 374 SFS/S1L is notified by the JNP in writing anytime a SOFA member is issued a traffic ticket. The 374 SFS/S1L provides an office form (Notification of Traffic Infraction or Notification of Alleged Offense) and forward it to 374 SFS/S5R to notify the violator's unit of the infraction.

5.5.3.3.6. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records IAW AFI 31-204 and AFI 31-218(I).

5.6. Disposition of Driving Records. Handled IAW AFI 31-204.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. General. The 374 SFS/S2I vehicle impound lot is located adjacent to Bldg 4072. 374 SFS/S2I is responsible for impounding all SOFA vehicles on Yokota AB. All impounds on Yokota AB are conducted IAW with AFI 31-206, *Security Forces Investigations Program*. This chapter provides standards and procedures for the towing, inventorying, searching, impounding and disposing of POVs. This policy is based on the interests of crime prevention, traffic safety, the orderly flow of traffic, and driver's constitutional rights.

6.2. Standards for Impoundment.

6.2.1. When possible, attempt to notify the owner of the POV and have the vehicle removed. Contact the unit first sergeant if initial attempts to contact the individual fail to verify the status of the member (TDY, leave).

6.2.2. Vehicles will be impounded when they interfere with traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, are stolen, abandoned, or have outdated administrative paperwork. Specifically, impounding POVs is justified when any of the following conditions exist:

6.2.2.1. The vehicle is illegally parked:

6.2.2.1.1. For more than 72 hours.

6.2.2.1.2. On a street or bridge, or is double-parked and interferes with the flow of traffic.

6.2.2.1.3. On a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.2.2.1.4. Blocking an emergency exit door of any public place.

6.2.2.1.5. In a "tow-away" zone marked with signs.

6.2.2.1.6. Unattended in a restricted or controlled area and creating a nuisance or security hazard.

6.2.2.2. The vehicle interferes with or is involved in one of the following:

6.2.2.2.1. Street cleaning operations - after attempts to contact the owner fail.

6.2.2.2.2. Emergency operations (i.e., natural disaster, fire, or other emergency).

6.2.2.2.3. The vehicle was used in a crime or contains criminal evidence.

6.2.2.2.4. The owner or person in charge of the vehicle is unable to arrange removal of the vehicle.

6.2.2.2.5. The POV is mechanically defective or disabled.

6.2.2.2.6. When the owner fails to move the vehicle within 72 hours after it has been involved in an investigated accident (major accident) and the vehicle is a public

eyesore, safety or environmental hazard, or is disrupting mission operations (e.g., preventing loading or unloading of equipment).

6.2.2.2.7. When the operator is the registered owner or a command sponsored dependent of the registered owner and is apprehended for DUI and/or refused to supply blood, breath, or urine for testing.

6.2.2.2.8. When the vehicle has been left unattended for major maintenance for more than 72 hours and it is creating a safety or environmental hazard and the owner cannot or does not immediately respond to correct the issue.

6.2.2.2.9. When it is determined that the registered owner has departed (PCS) and there is no POA on file with 374 SFS/S5P, or the existing POA has expired.

6.2.2.2.10. Being operated by a vehicle operator under suspension or revocation for previous offenses.

6.2.2.2.11. Vehicle is being operated with any of the following discrepancies:

6.2.2.2.11.1. Expired JCI or Japanese inspection.

6.2.2.2.11.2. Expired PDI or insurance failing to meet the minimum coverage required by USFJI 31-205.

6.2.2.2.11.3. The vehicle displays a military or Japanese registration that has been expired in excess of 30 days.

6.2.2.2.11.4. Failure to pay Japanese road tax.

6.2.2.2.11.5. Failing to initially register vehicle with 374 SFS/S5P.

6.2.2.2.11.6. The official seal securing the rear license plate has been removed.

6.2.2.2.11.7. Vehicle is found to be a force protection hazard (e.g., parked adjacent to a barrier, parked inside a parking restricted area, etc.)

6.2.2.2.11.8. When one commits a serious offense with a motor vehicle for which the maximum punishment under the Uniform Code of Military Justice (UCMJ) is confinement for 1 year or more (only those subject to USMJ law).

6.2.2.2.11.9. Manslaughter or negligent homicide caused by the operation of a motor vehicle.

6.2.2.2.11.10. Parked continuously in an unauthorized public place for the purpose of sale. The authorized display area to sell vehicles is "Resale Lot," adjacent to building 124. The seller must maintain base registration requirements and obtain a display permit from the Yujo Community Center before parking it at the resale lot. The display permit may be issued for up to 30 days at a time; however, the actual expiration date will coincide with expiration of the POVs insurance policies, base inspection or Japanese inspection, whichever is sooner. The display permit must be on the dashboard, within the vehicle, and renewed prior to the expiration date. Vehicles parked at the resale lot without a display permit or an expired permit may be cited, considered abandoned and subject to impoundment. Vehicles not parked in the authorized display area will be cited. Every effort will be made not to cite vehicles displaying "For Sale" signs in areas

where the owner works, lives or is patronizing. No vehicles will be used as a residence at any time while parked on Yokota AB.

6.2.2.2.11.11. Failure to submit to a base entry and/or exit point check.

6.2.2.2.11.12. Failure to submit to a sobriety checkpoint.

6.2.2.2.11.13. When directed by the 374 AW/CC, 374 MSG/CC, or CSF.

6.3. Impoundment of Vehicles from Off-Base. All vehicles in the above categories located off base may be towed and impounded when they are identified as abandoned or Japanese authorities request assistance. 374 SFS/S2I impounds, releases and disposes of all claimed and unclaimed vehicles to include vehicles IAW DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*.

6.4. Impoundment Procedures. The following procedures apply for towing, searching, impounding and inventorying of POVs.

6.4.1. 374 SFS will complete a DD Form 1408 and DD Form 2504, *Abandoned Vehicle Notice*, simultaneously when they come in contact with or are notified of suspected abandoned vehicles. This will be documented in the 374 SFS blotter. All other cases outside of abandonment will warrant the issuance of the DD Form 2504 only.

6.4.2. The pink copy of the ticket will be placed on the vehicle. The violator will be allowed 72 hours to report to the BDOC to clear the ticket and abandoned vehicle notice.

6.4.3. The individual will report to the Building 555 or BDOC to verify the issue has been resolved.

6.4.4. If after 72 hours the violator has not reported to the BDOC, the DD Form 2504 will be acted upon by 374 SFS/S2I, one copy will be placed with the vehicle, case file and one copy will be forward to the individual's unit. 374 SFS/S2I will attempt to identify or locate the registered owner of the vehicle. If unable to do so they will impound the vehicle and it will be documented in the blotter. Outside support will be provided as follows:

6.4.5. IAW AFI 24-301, *Vehicle Operations*, 374 LRS will provide 24-hour towing support.

6.4.5.1. Dispatch operations may be called to move disabled POVs, non-appropriated fund (NAF) or AAFES vehicles causing traffic safety or fire fighting obstacles on base. Requests warrant immediate action.

6.4.5.2. Only 374 SFS may make these requests.

6.4.5.3. Wrecker operators are not liable for any damages incurred to any POV, NAF, or AAFES vehicle being towed or removed under these conditions.

6.5. Form Documentation. DD Form 2505, *Abandoned Vehicle Removal Authorization*, DD Form 2506, *Vehicle Impoundment Report*, DD Form 2507, *Notice of Vehicle Impoundment*, will be accomplished upon impounding vehicles. The following procedures apply and will be documented in the blotter.

6.5.1. 374 SFS/S2I contacts 374 LRS Vehicle Operations Flight (374 LRS/LGRO) to arrange for the vehicle to be towed to the impoundment lot. A DD Form 2505 will be completed and provided to the wrecker driver if requested. All due care and caution should

be exercised during impoundment actions. Personnel from 374 LRS/LGRO and 374 SFS/S2I are not liable for any damage(s) that may occur during the impoundment process.

6.5.2. Once the vehicle has been impounded, make an entry in the 374 SFS blotter stating the make, model, year, registration and/or license number of the vehicle and location from which it was impounded. Impounded vehicles will be thoroughly searched and inventoried by 374 SFS/S2I, unless the impoundment was based on criminal activities. If so, SFS/S2I will seek proper search authority. A DD Form 2506 will be completed for each vehicle impounded. Annotate any valuable personal property found in the vehicle.

6.5.3. In the event the owner or lien holder is identified, a DD Form 2507 and a letter will be forwarded to him or her via certified mail stating their vehicle has been impounded. The owner or lien holder will be advised if no reply is received by the applicable date (60 days of the date the DD Form 2507 and letter is mailed), the vehicle will be disposed of through a local junkyard or other authorized agencies. The owner or lien holder may claim the vehicle or release it to the government by completing the release on the back of the DD Form 2507. Prior to the vehicle being released to the owner he or she is responsible for paying any towing and/or storage charge from the date the vehicle was impounded. The vehicle will not be driven out of the impoundment lot unless all base regulatory requirements (i.e., insurance, registration, safe operating order, etc.) are met. If the vehicle is towed out of the vehicle impound lot, other than a wrecker, a "A" "I" or "T" framed tow device or bar will be utilized. If the owner or lien holder cannot be identified, release the vehicle to the local junkyard or other authorized agency 60 days from the date the vehicle was impounded.

6.5.4. When an owner is not verified, the DD Form 2504 will be annotated and the vehicle will be disposed of IAW AFI 31-206 and DoD Manual 4160.21-M.

6.6. Retrieving an Impounded Vehicle. The process of retrieving a vehicle from 374 SFS/S2I is determined by or for the reason for impoundment.

6.6.1. If a vehicle was impounded subsequent to a DUI case, the owner is required to de-register the vehicle through 374 SFS/S5P based on the revocation of their driving privileges.

6.6.2. If a vehicle was impounded due to expired insurance, the owner is required to have a valid insurance policy prior to retrieving the vehicle.

6.6.3. If a Japanese inspection is expired, the vehicle owner will have to obtain a temporary license plate from 374 SFS/S5P before they can retrieve the vehicle.

6.6.4. If a vehicle was impounded as a result of a vehicle accident and it is considered evidence, it will not be released until the case is complete and approval is granted by 374 SFS/S2I and 374 AW/JA.

6.6.5. If the vehicle was impounded as a result of possible abandonment, the vehicle will not be released until approval is granted by 374 SFS/S2I.

6.6.6. In all cases, a letter signed by the vehicle owner's unit commander, first sergeant, or agency chief is required to retrieve the vehicle (see [Attachment 6](#)).

6.6.7. After 60 days, 374 SFS/S5P will have the authority to deregister abandoned vehicles via the appropriate LTO and GOJ agencies. All attempts to contact the owner will be made prior to deregistration; however, permission is not required.

6.6.8. The owner of any vehicle impounded must reimburse the government based on the most current costs of the following fees:

- 6.6.8.1. Towing cost:
- 6.6.8.2. Storage cost (local storage facility):
- 6.6.8.3. Disposal of vehicle fee:
- 6.6.8.4. Deregistration fee:
- 6.6.8.5. Manning hours.
- 6.6.8.6. Active duty tow truck operator:

6.6.9. Payment will be obtained by cash collection voucher or garnishment of the member's pay through the 374th Comptroller Squadron (374 CPTS). Individuals will be assessed the cost of towing, storage and man hours used to impound the vehicle by 374 SFS/S2I. They will hold impounded vehicles for up to 60 days. If vehicle is not claimed within 60 days, 374 SFS/S2I will dispose of the vehicle and the individual will be assessed a total cost of all fees.

PAUL E. FEATHER, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Uniform Code of Military Justice (UCMJ)

DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

AFI 31-201, *Security Forces Standards and Procedures*, 30 March 2009

AFMAN 31-201, Volume 7, *Security Forces Administration and Reports (sfar/s5r)*, 28 August 2009

AFI 31-203, *Security Forces Management Information System (Sfmis)*, 29 July 2009

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 31-206, *Security Forces Investigations Program*, 16 September 2009

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 33-332, *Privacy Act Program*, 16 May 2011

AFI 34-219, *Alcoholic Beverage Program*, 17 October 2007

AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011

AFI 34-219_374 AWSUP, *Alcoholic Beverage Program*, 6 April 2011

USFJI 31-203, *Law Enforcement Procedures in Japan*, 30 June 2004

USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, 5 April 2004

Prescribed Forms

374 AW Form 1, *Non-US Forces Vehicle Registration*, 5 June 2002

374 AW Form 7, *Motor Vehicle Inspection Report (PA)*m 12 December 1995

374 AW Form 12, *Military Registration and Certification of Title for Privately Owned Motor Vehicle (PA)*, 25 August 2000

374 AW Form 18, *Installation Access Card*, 5 June 2002

374 AW Form 48, *Safety Inspection of Two-Wheeled Motor Vehicles*, 24 January 2008

374 AW Form 50, *Application for Operator's Permit for Civilian Vehicle (PA)*, 3 February 2012

374 AW Form 56, *Bicycle Registration*, 11 August 1997

374 AW Form 68EJ, *Provisional Visitor/Vehicle Pass*, 5 April 2000

Adopted Forms

DD Form 2 series, 1 October 1993

DD Form 1408, *Armed Forces Traffic Ticket*, 1 December 1987

DD Form 2504, *Abandoned Vehicle Notice*, 1 May 2000
 DD Form 2505, *Abandoned Vehicle Removal Authorization*, 1 May 2000
 DD Form 2506, *Vehicle Impoundment Report*, 1 May 2000
 DD Form 2507, *Notice of Vehicle Impoundment*, 1 May 2000
 OF 346, *U.S. Government Motor Vehicle Operator's Identification Card*, 1 November 1985
 AF Form 52, *Evidence Tag*, 1 Jul 1986
 AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991
 AF Form 1313, *Driver Record*, 1 May 1985
 AF Form 3545, *Incident Report*, 11 May 2005
 SF 91, *Motor Vehicle Accident Report*, 1 February 1993
 USFJ Form 4EJ, *U.S. Forces, Japan Operator's Permit for Civilian Vehicle (PA)*, 10 December 1982
 USFJ Form 15A, *Vehicle Registration Decal (for Use on 4-Wheel Vehicles)*, January 2012
 USFJ Form 15B, *Vehicle Registration Decal (for Use on 2-Wheel Vehicles)*, January 2012
 Defense Biometric Identification System (DBIDS) pass and/or card

Abbreviations and Acronyms

5 AF—Fifth Air Force
AAFES—Army and Air Force Exchange Service
AB—Air Base
ADAPT—Alcohol Drug Abuse Prevention Treatment
ATV—All-Terrain Vehicle
BAC—Blood Alcohol Content
BDOC—Base Defense Operations Center
BrAC—Breath Alcohol Content
BX—Base Exchange
CB—Citizen Band
CAC—Common Access Card
COMPACAF—Commander, Pacific Air Forces
CSF—Chief, Security Forces
CV—Constant Velocity
CVC—Closed Voice Communication
DBIDS—Defense Biometric Identification System

DEC—Drivers Education Class
DFC—Defense Force Commander
DoD—Department of Defense
DoT—Department of Transportation
DRMO—Defense Reutilization and Marketing Office
DUI—Driving Under the Influence
DWI—Driving While Impaired
EAL—Entry Authority List
ECP—Entry Control Point
GMV—Government Motor Vehicle
GOJ—Government of Japan
GOV—Government Owned Vehicle
GSU—Geographically Separated Unit
IAW—In Accordance With
JCI—Japan Compulsory Insurance
JNP—Japanese National Police
LE—Law Enforcement
LMR—Land Mobile Radio
LTO—Land and Transportation Office
MOWV—Manually operated wheeled vehicles
NAF—Non-Appropriated Fund
NAOC—National Airborne Operations Center
NCOIC—Noncommissioned Officer in Charge
NHTSA—National Highway Traffic Safety Administration
NLT—No Later Than
OF—Optional Form
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
OV—Official Vehicle
PA—Privacy Act
PACAF—Pacific Air Forces
PCS—Permanent Change of Station

PDI—Property Damage Liability Insurance
POA—Power of Attorney
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
SFMIS—Security Forces Management Information System
SOFA—Status of Forces Agreement
SSN—Social Security Number
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
MSR—Motorcycle Safety Representative
UNC(R)LNO—United Nations Command, Rear Liaison
USFJ—United States Forces, Japan
USFJI—United States Forces, Japan Instruction
USO—United Service Organizations
WTRO—Wing Traffic Review Officer

Terms

Ability—The physical proximity, coupled with the motor skills to put the vehicle in motion by manipulation of the ignition, gears, and/or release of the emergency brake. A young child being left unattended in a vehicle could have the ability and physical motor skills to release the emergency brake and put a vehicle into motion.

Access—The right and privilege to enter or utilize.

374 AW Form 68EJ, Provisional Visitor/Vehicle Pass—These passes are to be used for one day temporary vehicle passes or when DBIDS is not functioning. Identifies individuals and vehicles not possessing appropriate DoD and installation media. Passes issued from other installations are not valid for entry onto Yokota AB. The duration of the pass will coincide with the length of the visit. The sponsor, not the visitor determines pass length.

Aggressive/High Risk Driver—The National Highway Traffic Safety Administration (NHTSA) defines aggressive driving as “the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property.” Aggressive driving is a traffic offense, not a criminal offense like road rage (NHTSA, *Aggressive Driving Prosecutors’ Planner*). According to NHTSA there have always been aggressive drivers. Incidents leading to crashes, injuries and even fatalities are becoming more prevalent. Aggressive driving manifests itself as a combination of reckless operating characteristics resulting in highway behavior dangerous to other roadway users, and contributes to needless losses. These behaviors include a list of “symptoms” that create serious risk when combined with other variables such as vehicles, other drivers, traffic congestion, visibility and road conditions. Some of these aggressive driver behaviors include; excessive speeding, tailgating, erratic lane-changes, excessive acceleration and braking, unsafe passing, intentional red light running, passing off the traveled portion of

highway, lane change violations, speeding beyond the traffic flow and failure to yield at ramps or intersections.

Driving Under the Influence (DUI)—The term DUI as used in this publication is in reference to the Yokota AB Commander's Drinking and Driving Policy and is not legally tied to Article 111 of the UCMJ.

Driving While Impaired (DWI)—The term DWI as used in this publication is in reference to the Yokota AB Commander's Drinking and Driving Policy and is not legally tied to Article 111 of the UCMJ.

Drunk or Impaired—Any level of intoxication that is sufficient to impair the rational and full exercise of the mental or physical faculties. The term drunk is used in relation to intoxication by alcohol. The term impaired is used in relation to intoxication by other substances other than alcohol.

Entry Authority List (EAL)—Authenticated, typewritten, chronological source document identifying guests by full name, destination and the inclusive period which access is required. The sponsor assumes responsibility of the conduct and action(s) of their guests while on the installation. EALs are designed to give access to individuals, not their POVs. If vehicle access is required, the sponsor will annotate and verify the visitor meets entry and/or insurance requirements.

Installation Entry/Exit Point Checks—Administrative inspections directed by the installation commander designed to protect the readiness, health and welfare of the installation.

Japanese Compulsory Insurance (JCI)—Required by Article 5 of the Automobile Liability Security Law of Japan. JCI provides personal injury type coverage with limits. Under this law, no automobile may be driven until the owner shows proof of the compulsory insurance. It does not cover any liability for any property a vehicle operator might damage by operating a motor vehicle.

Major Accident—An accident that causes a fatality or injuries, the vehicle cannot be moved under its own power, it sustained over \$10,000 in damage.

Minor Accident—An accident where no one was injured, sustained less than \$10,000 in-damage and the vehicle is able to move under its own power.

On Base—The areas confined within Yokota AB and Tama Hills Recreational Area.

Off Base Jurisdiction—IAW USFJI 31-203, *Law Enforcement Procedures in Japan*, the areas in falling under the responsibility of the Kanto Regional Police Bureau consisting of Saitama-Ken, Ibaraki-Ken, Tochigi-Ken, Gunma-Ken, Chiba-Ken, Niigata-Ken, Nagano-Ken, Chuo Expressway and the areas falling under the responsibility of the Tokyo Metropolitan Police Department (Tokyo-To) except the Machida Police Station.

Operate—Operating a vehicle, aircraft, or vessels includes not only driving or guiding a vehicle while it is in motion, either in person or through the agency of another, but also setting of its motive power in action, or the manipulation of its controls so as to cause the particular vehicle to move.

Parked and/or Standing—The vehicle is stationary, with or without the engine running, with or without the operator at the controls. Parked and/or standing vehicles can be legally or illegally

parked. For the purpose of enforcement, there is no difference between parked and standing. No vehicle will be left unattended with the engine running.

Passes to Foreign Nationals—Foreign nationals are not citizens or nationals of the United States or Japan. Passes, temporary or permanent, will not be issued to foreign nationals desiring to conduct business on 5 AF installations until a favorable local agency check has been completed and applicants present proof of having legal resident status in ventures in Japan, or a valid alien registration card. In questionable cases, applicants must obtain certification of legal residence status from offices of the GOJ Bureau of Immigrations. Passes will not be issued past visa or resident status expiration dates.

Passenger—Person within the vehicle other than the operator.

Pedestrian—Any person who is near or on a roadway using a sidewalk, roadway edge, parking lot, pedestrian road crossing, driveway, or similar location.

Physical Control and Actual Physical Control—These terms are synonymous. They describe the present capability and power to dominate, direct, or regulate the vehicle either in person or through the agency of another, regardless of whether such vehicle is operated. For example, the intoxicated person seated behind the steering wheel of a vehicle with the key in the vehicle in or near the ignition but with the engine not turned on could be deemed in actual physical control of the vehicle. However, the person asleep in the back seat with the keys in his or her pocket would not be deemed in actual physical control. Physical control necessarily encompasses operation.

Reckless Driving—The operation of a vehicle is “reckless” when it exhibits a culpable disregard of foreseeable consequences to others from the act or omission involved. Recklessness is not determined solely by reason of the happening of an injury, or the invasion of the rights of another, nor by proof alone of excessive speed or erratic operation, but all of these factors may be admissible and relevant as bearing upon the ultimate question; whether, under all the circumstances, the manner of operation of the vehicle was of that heedless nature which made it actually or imminently dangerous to occupants, or to the rights or safety of others. It is driving with such a high degree of negligence that if death were caused, the accused would have committed involuntary manslaughter, at least. The condition of the surface on which the vehicle is operated, the time of day or night, the traffic and the condition of the vehicle are often matters of importance in the proof of an offense.

Revocation—Loss of driving privileges for more than 6 months.

Roadway—A portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder even though persons riding bicycles, or other human powered vehicles use such sidewalk, berm, or shoulder. A highway typically includes two or more separate roadways. The term “roadway” as used herein, shall refer to any such roadway separately, but not to all such roadways collectively. Roadway lanes are identified from the curb to centerline.

Road Rage—A deliberate attempt to harm other persons or property arising from an incident involving use of a motor vehicle. This is a criminal matter and thus will not be addressed further.

Skaters—Individual operating roller skates, roller blades, skateboard and T-handled boards and scooters. Motorized scooters (gas or electric powered) are not authorized on Yokota AB property.

Sobriety Checkpoints—Sobriety checkpoints are based on crime trend and traffic enforcement analysis, and are designed to protect the readiness, health and welfare of the installation. 374 SFS personnel, as augmented by 374 AW units, conduct checks.

Suspension—Loss of driving privileges for 6 months or less.

U-turn—Turning a vehicle on a roadway so as to go in the opposite direction whether done by one continuous move or not.

Vehicle—Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

Wing Traffic Review Officer (WTRO)—The 374 MSG/DD or in his or her absence, the 374 MSG/CC has been designated as the WTRO by the 374 AW/CC.

Attachment 2**SAMPLE SUSPENSION OR REVOCATION LETTER****Figure A2.1. Sample Suspension or Revocation Letter**

MEMORANDUM FOR 374 XXX

ATTENTION: RANK/NAME

FROM: 374 MSG/CD

SUBJECT: Suspension of Driving Privileges for (List suspension violation)

1. Your driving privileges are suspended for a period of _____. This suspension shall take effect on the eleventh (11th) day following the date of this letter unless you request a hearing pursuant Paragraph 2 below. You are hereby ordered not to drive any motor vehicle in Japan or on any military installation during any period this suspension is in effect.
2. You may request a hearing regarding this suspension by submitting a written request endorsed by your unit Commander to 374 SFS/S5 Reports and Analysis within ten (10) calendar days of this letter. Failure to obtain your Commander's endorsement will result in a denial of your hearing request.
3. If timely made, your hearing request will be reviewed by the 374 MSG/CCE and you will be notified of a hearing date and time. You and your First Sergeant, Senior NCO or an Officer in your chain of command must appear at the stated date and time. The hearing will be held before the Wing Traffic Review Officer (WTRO). The only issues before the WTRO concern your driving privileges and the length of the suspension. You may present witnesses or other evidence at the hearing relevant to these issues and may be represented by private counsel at your own expense.
4. Regardless of whether you request a hearing, you must immediately surrender your USFJ Form 4EJ.
5. Under certain conditions you may be allowed restricted driving privileges. All requests for restricted driving privileges must be submitted in writing to 374 SFS/S5 Reports and Analysis and must include a statement that your license has not been suspended or revoked by state, federal, or Japanese licensing authorities. Your commander must submit or endorse all requests for restricted driving privileges. For further guidance on the restricted driving requests, refer to Yokota ABI 31-204.
6. In accordance with Yokota ABI 31-204, paragraphs 2.8.1 through 2.10.10., all requests for full reinstatement of driving privileges must be endorsed by the respective unit commander or first sergeant and show proof of attendance at one of the programs below for the listed infraction. If the individual fails to complete the required courses, the suspension or revocation of installation driving privileges will be extended until completion.
 - a. Receiving 12 points within a 12 month period (exception: tickets for non-moving violations) - Completion of Course V, Driver Improvement Course.
 - b. Receiving a DUI, DWI, or DWDI (exception: civilians are encouraged to attend, but not required) - Completion of substance abuse program as applicable.

NAME, RANK, USAF
Deputy Commander
374th Mission Support Group

1st Ind to 374 MSG/CD, Suspension of Driving Privileges for (List suspension violation)

(NAME/RANK/UNIT)

MEMORANDUM FOR: 374 MSG/CD

1. Receipt acknowledged. I do/do not request a hearing in regards to the action taken against me in the matters of case #Txxxxxxx. I understand I may only present matters regarding whether my driving privileges should be revoked or suspended and the time for the revocation or suspension if I request a hearing. I also understand I may present witnesses and be represented by counsel at my own expense.

Hearing Date: _____ Hearing Time: _____

2. I understand that any violation of this suspension/revocation or any violation of restricted driving privileges under this suspension/revocation is punishable under Article 92 of the UCMJ (Failure to Obey a Lawful Order or Regulation) and will result in 2 additional years added to the original suspension period.

3. I understand this letter shall serve as my temporary on-base driving license, but that my right to drive under this letter shall expire on the eleventh day after the date of issuance of this letter, or on my hearing date, if I properly requested a hearing. **I further understand I am not permitted to drive off-base under this letter.** Initials _____

4. If I receive a revocation of 12 months or more, I will report to Pass and Registration within 10 working days to begin deregistration of all my vehicles. The following exceptions will be made.

- a. When the owner has been granted limited driving privileges, the vehicle need not be deregistered; however, they must, prior to operating any POV, report to Pass and Registration for a temporary pass.
- b. In cases where the spouse or family members are authorized to drive AND there is only one vehicle, the vehicle need not be deregistered.

Signature

Duty phone

Date acknowledged

Memo for Record:

This letter was served by _____/S5R on _____.

START: _____

END: _____

REINSTATE: _____

Attachment 3

**SAMPLE LETTER FOR LIMITED OR RESTRICTED DRIVING PRIVILEGES
REQUEST**

Figure A3.1. Sample Letter for Limited or Restricted Driving Privileges Request

MEMORANDUM FOR 374 SFS/S5R

FROM: Self-Explanatory

SUBJECT: Request for Limited Driving Privileges for A1C John Doe, 374 SFS/XXXXX

1. Request restricted driving privileges for the following reasons:

a. Mission Essential: Rank Name current duty schedule is rotating swings and midnight shifts. He or she is a hostage negotiator and is on 24-hour call. Limited driving privileges will allow him to respond to emergency hostage situations on base.

b. Family Hardship: A1C John/Jane Doe is a single parent and resides off base. He or she has two school age children that have a skin infection requiring weekly hospital appointments for 2-months. Limited driving privileges will allow him to provide transportation for his children's medical care.

c. If authorized Rank Name will use the following vehicle and streets: 1988 white Mazda four-door, license plate number H56 Y XXXX

d. Route of Travel (be specific). The only authorized stop will be Elementary School (Specify), base gas station and the base hospital for emergency purposes only.

2. Rank Name has attended the substance abuse alcohol program for individuals involved in an intoxicated (drug or alcohol) motor vehicle incident and/or Course V (Defensive Driver Improvement) (if applicable).

3. Rank Name, license has not been revoked or suspended by State, Federal or Japanese authorities.

4. If you have any questions please contact me at xxx-xxxx.

Requestor's Signature Block

1st Ind, First Sergeant/Section Commander/Unit Commander/Agency Chief Date:

MEMORANDUM FOR 374 SFS/S5

Concur/Non-concur.

Unit Commander/Agency Chief

Signature Block

Note: The Requestor Will:

Use organizational letterhead.

Identify the vehicle to be driven.

The location and occasion in which the vehicle can be driven.

Specify the driving privileges that are mission essential.

Individuals will only be able to drive to and from these facilities:

Base hospital for emergencies.

Base gas station.

Commissary/BX.

Work.

Attachment 4

REBUTTAL OF TRAFFIC CITATION FORMAT

Figure A4.1. Rebuttal of Traffic Citation Format

	Date
MEMORANDUM FOR 374 SFS/CC	
FROM: Individual Who Received Traffic Ticket	
SUBJECT: Rebuttal of Traffic Ticket	
<p>1. The violator must draft a memorandum specifically citing evidence that disproves the validity of the ticket within 10 days of receipt of the violation. The memorandum and the original copy of the ticket in question (white copy) will be forwarded to 374 SFS/S5R for processing.</p> <p>2. Please note the letter must be written in this format. If you have further questions, please contact 374 SFS/S5R at 225-8812.</p>	
Requestor's Signature Block	
1st Ind, Unit Commander/Agency Chief	
MEMORANDUM FOR 374 SFS/S5	
Concur/Non-concur (Must include comments supporting violator's guilt or innocence).	
Unit Commander/Agency Chief Signature Block	

Attachment 5

FACTS ON CAR INSURANCE IN JAPAN

Note: This attachment explains what JCI is and why US Forces personnel are required to carry additional coverage for POV and OV-plated vehicles. US Forces personnel are reminded not to assume their US carrier insurance is valid or recognized in Japan. Contact your personal insurance agent to find out the facts and seek legal advice if you need help in deciding what commercial insurance coverage to purchase.

A5.1. What is JCI? Japanese Compulsory Insurance (JCI) is mandatory basic-level insurance for motor vehicles operated in Japan. The insurance provides for liability costs associated with causing bodily injury or death to another person. JCI coverage applies to passengers in your vehicle, pedestrians and passengers of other vehicles.

A5.1.1. In cases of personal injury, JCI pays for treatment, consolation money and other costs up to a maximum of ¥1,200,000 for each person you injure in one accident. If you injure several people in one accident, JCI will pay up to ¥1,200,000 of medical expenses for each person you injure.

A5.1.2. In cases of death, JCI will pay up to ¥30,000,000 for each death you cause in an accident. If in one accident you kill several people, JCI will pay up to ¥30,000,000 on each death. If in an accident you cause physical handicap to several people, JCI will pay up to ¥30,000,000 for each physical handicap you cause.

A5.2. Why do I have to buy JCI? Article 5 of the Automobile Liability Security Law of Japan requires JCI. Under this law, no automobile may be driven until its owner shows proof of the compulsory insurance. This law is very similar to many of the compulsory insurance laws in the US. As already stated in this instruction, US Forces must abide by Japanese laws for motor vehicles.

A5.3. What is not covered by basic-level JCI? JCI does not protect you in the case of property damage caused by you or any other expense exceeding those listed in USFJI 31-205.

A5.4. Who pays for personal injury or death damage over and above JCI coverage? This instruction makes it mandatory for you to purchase personal injury coverage of \$300,000 or ¥30,000,000 and property damage liability coverage of at least \$30,000 or ¥3,000,000 in addition to what JCI will cover.

A5.4.1. If you cause injury or death damage exceeding your JCI policy coverage and your private insurance coverage, you are responsible. JCI protects you only in case you injure or cause death to other people by the use of your vehicle.

A5.4.2. JCI does not cover liability for any property you might damage by the use of your vehicle. If in an accident caused by you there is damage to someone's vehicle, fence, house, storefront, or other property, you must have property damage liability coverage to protect you.

A5.4.3. To put things in perspective, \$30,000 or ¥3,000,000 may be less than the value of a single automobile. As to the question of who pays for personal injury damages in excess of JCI coverage, consider the following examples: A commercial insurance company in Japan was required to pay for its policy holder ¥70,000,000 in the case of an injury to a 3-year-old

boy by a car. Another judgment in the amount of ¥120,000,000 was made in the case of a man killed in a car accident. JCI would not have come close to covering those judgments. Commercial insurance companies in Japan recommend we buy, in addition to JCI, ¥50,000,000 coverage for each person injured or killed in an accident. Many local nationals purchase ¥100,000,000 personal injury and death liability insurance in addition to and above their JCI coverage. You are encouraged to carefully consider purchasing additional insurance over and above the JCI and USFJ requirements.

A5.5. Is my family covered if I have only JCI protection? No, JCI provides bodily and death coverage with limits as set out above and is written "on the car." Your family will be covered under the JCI coverage you have on your vehicle for personal or death damages only. There is no property damage liability coverage under JCI.

A5.5.1. There have been instances in Japan of DoD personnel assuming their family members were automatically covered as operators by their commercial insurance policy, then finding out the policy only covers drivers of a specific age. There are four types of policies available for purchase in Japan: One has no coverage for people under 21 years of age, a second has no coverage for people under age 26, a third has no age limitation, and the fourth covers drivers by name only and no one else. You should be very careful when purchasing property or personal injury damage insurance. Specifically determine who is covered in the event of loss before anyone operates the motor vehicle.

A5.6. Does JCI cover property damages my family or I may cause? No. JCI does not cover any property damages you or your family may cause in an accident. You have to get protection from a commercial insurance company for such damages. This is why this instruction requires you buy \$30,000 or ¥3,000,000 of property damage liability coverage before you can register and keep a two or four-wheeled motor vehicle on a USFJ installation.

A5.7. If my car is damaged by a hit-and-run driver or someone who won't pay or who says he or she can't pay, then who pays? In these circumstances, there are three different courses of action you may take:

A5.7.1. You can pay for the damages yourself out of your pocket.

A5.7.2. You can hire a Japanese lawyer and take your case to Japanese court.

A5.7.3. You can make a claim against your collision insurance coverage on your car if you carry such insurance. Don't confuse collision coverage, which is usually carried by people owning new and expensive cars, with property damage liability coverage. Property damage liability coverage will pay for somebody else's property you destroy or damage. For you to be paid for your car, you must have collision coverage for your insurance to cover your car damage.

A5.8. Should I buy and carry collision and comprehensive coverage on my car? Collision insurance is what covers repairs to your car in case of an accident. If the other person is at fault, his or her property damage coverage should take care of repairing your car. If you are at fault, you need collision coverage to repair your car. Comprehensive coverage is for things such as fire, theft, or breakage of a windshield. To keep premiums down, both coverage are usually bought with a deductible; that is, you pay the first \$50-\$500 of such damage. For advice on additional coverage, consult a legal representative or insurance professional.

A5.9. Suppose I'm driving while impaired or guilty of reckless driving and with my car cause property damage to another car and I have no property damage insurance or money. What will happen to me? You may be criminally prosecuted in Japanese court for DWI or reckless driving. If the accident occurs on base, or if the Japanese waive jurisdiction to the US, you could face non-judicial punishment under Article 15, UCMJ, or even courts martial as applicable. You will also likely lose your on-base driving privileges. Further, your misconduct, whether prosecuted by the Japanese or branch of service, could constitute grounds for administrative discharge. In any event, you will be responsible for paying for the property damage you cause.

A5.10. Japan, like many other Asian countries, has customs, which determine what will be expected from you if you cause, or are even involved in, an accident, which results in injuries or damage. Japanese people usually make a swift payment of several hundred dollars to express their regret under such circumstances. Failure to do so may be taken as an insult and affect subsequent negotiation over civil liability. The proper behavior is even more important because people involved in car accidents causing personal injuries can be charged with Professional Negligence under the Japanese Criminal Code and fined up to ¥500,000 or jailed for up to 5 years forced labor. Therefore, it is in your best interest to contact your insurance agent immediately following any accident, so that he or she may advise you on these matters. The base legal office can also provide assistance in this area.

Attachment 6

REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT

Figure A6.1. Request for Release of Impounded Vehicle Format

MEMORANDUM FOR 374 SFS/S2I

FROM: Name of Requestor

SUBJECT: Request for Release of Impounded Vehicle

1. My privately owned vehicle was impounded on (date) in connection with a case of (DUI/DWI, expired JCI, expired road tax, reckless driving, illegal parking, abandonment, or other criminal activity.). The vehicle is a (year, color, make, model and license plate number).

2. My command has taken final action on this incident; likewise, final disposition has been completed with the Wing Traffic Review Officer (if applicable).

(REQUESTER WILL USE ONE OF THE FOLLOWING PARAGRAPHS)

3. My driving privileges were not suspended or revoked, so I request the vehicle be turned over to me. Or insert the appropriate:

My driving privileges were suspended for less than 6 months; therefore, I request my vehicle be released into the custody of (full name, rank, and social security number [SSN]).

My driving privileges were revoked for 6 months or more; therefore, I am going to de-register, sell, or dispose of my vehicle. I request release of the registration and title papers so I can accomplish deregistration or title transfer.

Requestor's Signature Block

FROM: Unit Commander, First Sergeant, or Agency Chief

TO: 374 SFS/S2I

1. Forwarded recommending approval/disapproval.

2. Final action has been taken on this case, and there is no further need to hold the vehicle.

Unit Commander/First Sergeant/Agency Chief
Signature Block

NOTE: Utilize organizational letterhead.

Attachment 7**POV SAFETY INSPECTION CHECKLIST**

A7.1. Rear View Mirror(s). Inspect rear view mirrors for general condition, security of mounting and visibility.

A7.2. Speedometer. Speedometer will be mounted securely and operate without any apparent defects such as noise or fluctuations of indicating hands or pointers. Lens will not be cloudy or cracked to the extent that visibility of instrument dial or pointer is restricted.

A7.3. Brake System.

A7.3.1. Brake pads. Shall not have less than 1/3 of its original material thickness remaining at thinnest point.

A7.3.2. Brake linings. Shall not have less than 1/3 of its original material thickness remaining at thinnest point.

A7.3.3. Master/wheel cylinders and/or calipers. Shall function properly without leaks. Fluid level shall be within 1/2 inch of top of cylinder reservoir.

A7.3.4. Brake drum and rotors. Will be free of cracks, grooves, hub lubricant and brake fluid and meet minimum thickness requirements of vehicle manufacturer.

A7.3.5. Brake hoses or lines. Will not leak or show evidence of deterioration.

A7.3.6. Pedal height. Brake pedal shall have 50 percent of total brake pedal travel in reserve when brakes are fully applied while the vehicle is stationary.

A7.3.7. Hand or emergency brake. Control handle or pedal shall have at least 1/3 of its full travel in reserve when fully applied and holding vehicle. Control cables, rods and linkage shall operate freely.

A7.4. Horn System. The horn shall be securely mounted and shall produce a loud and clear signal when actuated by the horn button. Horns shall be of original manufacturer design. The horn button shall be mounted securely and in easy reach of the operator.

A7.5. Windshield Wipers or Washers.

A7.5.1. All components shall be securely mounted and shall operate properly. Wiper blade edges will be pliable and will maintain full contact with glass. Wiper arms will have adequate tension to ensure effective wiper action. Arm or blades will not strike frames when operated.

A7.5.2. Washer hoses shall show no evidence of leaks or signs of deterioration. Washer spray pattern and quantity shall be sufficient to cover wiped area of window.

A7.6. Lighting Systems.

A7.6.1. Tail, brake, turn signal, parking, marker or clearance, backup, rear license plate and emergency flasher lighting systems shall be securely mounted and operate properly.

A7.6.2. Headlights. Shall be securely mounted, properly adjusted and operate properly.

A7.6.3. Fog-lights or spotlights. Shall be securely mounted, properly adjusted and operate properly.

A7.6.4. Light lenses will not be cracked, broken or discolored.

A7.7. Steering System.

A7.7.1. Steering wheel. Shall not be broken or cracked to the point it will impair its strength or reliability.

A7.7.2. Steering gear box or pump. Shall afford positive control of the vehicle and shall not indicate undue wear, incorrect adjustment, worn bearings, loose connections and be free of leaks.

A7.7.3. Drag links, tie rods and associated steering components. Component connections shall be securely fastened, not exhibit excessive play or looseness and locking devices shall not be missing or broken.

A7.7.4. Shock absorbers. Shall not have leaks, excessively worn bushings, be securely mounted and shall effectively control rebound.

A7.7.5. Springs. Shall not be cracked or broken and be correctly assembled. Will not be cut or chopped to the point of being dislodged or causing movement when vehicle is raised or lifted.

A7.7.6. Boots or cups. Shall not be cut, slit, torn or cracked beyond serviceability. Holding clamps shall be in place and properly installed.

A7.8. Engine and Driving System.

A7.8.1. Engine. Shall have no major oil leaks or drips, be securely mounted and all accessories, shrouds and attachments shall be in proper working condition.

A7.8.2. Transmission. Shall operate properly, be free of leaks and securely mounted.

A7.8.3. Clutches. Shall not bind or drag when disengaged and shall engage without grabbing or chattering. Clutch master or slave cylinder will be free of leaks and operate properly.

A7.8.4. Universal/constant velocity (CV) joints. Shall exhibit no play or looseness.

A7.8.5. CV boots - Shall not be cut, slit, torn, or cracked beyond serviceability. Holding clamps shall be in place and properly secured.

A7.8.6. Wheels. Shall be of proper size and type. Will not be cracked or damaged so as to impair proper operation.

A7.8.7. Wheel studs and nuts - Studs and nuts will be of proper type and size for wheel application being used.

A7.9. Fuel System.

A7.9.1. Fuel tank. Shall be securely mounted to prevent shifting or movement while vehicle is in operation. Tank seams, filler neck and connections shall be properly aligned, with no leaks or cracks. Fuel cap will be in good working condition and be secure.

A7.9.2. Fuel lines. Will exhibit no leaks and be secured or anchored in a manner to prevent failure due to vibration.

A7.9.3. Fuel pump. Shall be free of oil and fuel leaks.

A7.10. Exhaust System. Pipes, catalytic converters and mufflers shall not be excessively rusted as to result in early failure and shall be free of obvious leaks. Hangers and clamps shall not be broken and be securely mounted. Exhaust (CO₂) sensor will be in place and operating properly. Heat shields and shrouds used in conjunction with exhaust systems shall be properly installed.

A7.11. Emissions Test. Will conform to local standards, as prescribed.

A7.12. Vehicle Body. Will not have any damage that negatively effects the safety and drive ability of the vehicle.

A7.13. License Plates. Both must be secured and the rear must have a Japanese tamper-proof seal in place.

A7.14. Tires. Shall fall within the limits specified by the vehicle manufacturer. Tires shall have at least 2/32 of an inch tread depth across the tread pattern and shall be free of cuts, fabric breaks or other damage which could cause early failure. Tires of different construction design (belted bias, radial and bias) shall not be intermixed. Tires of different tread design (snow versus highway or other variations) or tread diameter (low profile versus standard tires) shall not be mixed on the same axle. Tires shall not extend past vehicle fender, when measured on a vertical line.

A7.15. Windshield and Window Glass. Shall not be covered with any material or device from the driver's compartment forward. Must be free of cracks and breaks that could interfere with operator's visibility.

A7.16. Decals. Will have Japanese inspection decal, road tax decal, and base registration decal affixed to front windshield and they will coincide with associated documents. No decal will be affixed to the windshield that could cause visibility problems to the vehicle operator.

A7.17. Seat Belts. Shall be securely mounted, retractors and centrifugal clutches shall operate freely. Webbing will not be cut, melted, or frayed. Buckles will open freely. Belt buckles shall latch and release properly without binding. Seat belts shall match the number of seats installed by manufacturer.

A7.18. Safety Items. All vehicles shall have an emergency road flare and shall have a roadside triangle for expressway driving applications. **Note:** Items listed above are a minimum requirement; the inspector could identify additional safety items.

Attachment 8

RESERVED PARKING REQUEST FORMAT

Figure A8.1. Sample Reserved Parking Request Format

	DATE
MEMORANDUM FOR TRAFFIC SAFETY WORKING GROUP	
FROM: 374 SFS/CC	
SUBJECT: RESERVED PARKING PLAN	
1. Request the following reserved parking spots be approved for Building 555/Security Forces Command Building.	
a. 374 SFS/CC	
b. 374 SFS First Sergeant	
c. 374 SFS/S1L	
d. Five 374 SFS Vehicle	
e. One handicapped	
f. One customer	
2. All requests are per Yokota ABI 31-204, paragraph 4.4. except for the 374 SFS/S1L. This spot is required to ensure immediate access to the facility by the 374 SFS/S1L during Distinguished Visitor Tours by Japanese National Government and Police officials. The 10 percent reserved parking rule has not been exceeded.	
3. If you have any questions or concerns please contact 374 SFS/S3OL at 225-7606.	
SIGNATURE BLOCK	
Unit Commander	
Attachment:	
Parking Area Map	

1st Ind., date, Reserved Parking Plan

MEMORANDUM FOR 374 AW/CC

Recommend Approval / Disapproval

SIGNATURE BLOCK

Base Traffic Engineer

2d Ind., 374 AW/CC

MEMORANDUM FOR TRAFFIC SAFETY WORKING GROUP

Approved / Disapproved

SIGNATURE BLOCK

Commander

374th Airlift Wing