



DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
22268 CEDAR POINT ROAD  
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 5560.2M  
N3AT

FEB 05 2014

NASPAXRIV INSTRUCTION 5560.2M

From: Commanding Officer, Naval Air Station Patuxent River

Subj: ADMINISTRATION OF TRAFFIC REGULATIONS

Ref: (a) NASPAXRIVINST 11240.19I  
(b) NASPAXRIVINST 3721.2E  
(c) OPNAVINST 11200.5D  
(d) Maryland Vehicle Law  
(e) SECNAVINST 5300.28E  
(f) OPNAVINST 5100.12J  
(g) OPNAVINST 5100.25B  
(h) NASPAXRIVINST 5560.4B  
(i) DoDI 6055.4

Encl: (1) Motor Vehicle Administration  
(2) Traffic Regulations  
(3) Violations Requiring Mandatory Suspension of Driving Privileges/Point Assessment for Moving Traffic Violations  
(4) Notification Letters

1. Purpose. To prescribe policies and procedures for administering and enforcing motor vehicle traffic regulations.

2. Cancellation. NASPAXRIVINST 5560.2L

3. Scope. The provisions of this instruction apply to all personnel, military, civilian, and contractor, who operate privately owned and/or government motor vehicles aboard Naval Air Station (NAS) Patuxent River. The privilege of operating a motor vehicle, both private and government, aboard the installation can be subject to administrative suspension or revocation for cause, as determined by the circumstances surrounding a specific event. In addition, all laws, rules, and regulations as outlined in reference (d) are enforced on the installation.

4. Action

a. Security Officer. The Security Officer (SECO) is responsible for enforcing traffic regulations aboard NAS and shall:

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(1) Establish and maintain an effective on-station traffic enforcement program.

(2) Maintain liaison with local civilian Police agencies to:

(a) Effect prompt return to military control of military personnel charged with traffic violations, for which violators would customarily be released on bail or upon own recognizance.

(b) Effect release of a government vehicle operator to military authorities, unless the nature of the offense for which an individual is held warrants detention.

(c) Coordinate with civilian law enforcement agencies where military personnel or drivers of official military vehicles violate civil traffic laws.

(d) Advise the NAS Commanding Officer (CO) of instances where military personnel or drivers of official military vehicles violate civil traffic laws.

(e) Participate in joint educational and training campaigns to promote safe driving.

b. COs, NAS Heads of Departments, and Officers-in-Charge shall give this instruction widest dissemination.

c. Operators of Privately-Owned Motor Vehicles shall:

(1) Abide by regulations contained in enclosures (1) and (2).

(2) Possess a valid state driver's license, valid state vehicle registration, and current insurance.

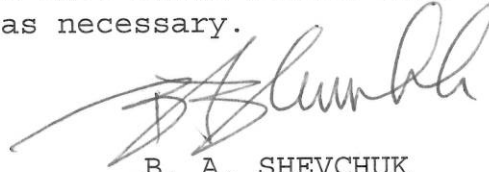
d. Operators of Government Motor Vehicles shall possess a proper license in accordance with reference (a) for operating U.S. Government motor vehicles, and abide by regulations in enclosures (1) and (2).

e. Operators of any vehicle requiring access to aircraft parking ramps, taxiways, and runways shall abide by the requirements and regulations in reference (b) regarding training, qualifications, and licensing.

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f. No type of headset (radio, stereo, cassette, etc.) may be worn/used while operating a motor vehicle, motorcycle, bicycle, or any other motor driven machine aboard the installation.

5. Review Authority. The SECO shall review this instruction annually, making changes as necessary.



B. A. SHEVCHUK

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## MOTOR VEHICLE ADMINISTRATION

1. Traffic Enforcement. For all violations of traffic regulations listed in enclosure (2) committed by individuals aboard NAS, a DD Form 1408, Armed Forces Traffic and/or a DD Form 1805, United States District Court Violation Notice may be issued, depending upon the type and severity of the violation.

a. Traffic Point System

(1) The traffic point system is an impartial and uniform administrative device used to evaluate the driving performance of personnel operating a motor vehicle onboard NAS Patuxent River. Points may be assessed in accordance with enclosure (3) for all moving violations in which a DD Form 1408 was issued. The traffic point system will be administered in accordance with regulations set forth in references (c) and (d). Points assessed will be recorded on the individual's on base driving record.

(2) Points assessed against an individual will remain in effect for a two year period. Notifications of points assessed will be made by enclosure (4).

b. Alcohol or Drug Related offenses

(1) In accordance with reference (c), military personnel, their family members, retired service members, and DOD civilian personnel may have their installation driving privileges suspended pending resolution of an intoxicated driving incident regardless of the geographic location of the arrest. Non-DOD civilians, including contractors, may have their driving privileges suspended only for incidents occurring on the installation or in areas subject to military traffic jurisdiction.

(2) Preliminary Suspensions

(a) Individuals who refuse to take a Blood Alcohol Content (BAC) test, or who are lawfully apprehended and charged with DUI/DWI, shall be subject to preliminary suspension of driving privileges. Preliminary suspension will be affected by written notification using the format in enclosure (4). The affected person may appeal the suspension by following the procedures as outlined in this enclosure.

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(b) By accepting the privilege of operating vehicles onboard NAS, or in the State of Maryland, persons are deemed to have given prior consent to a chemical test of blood, breath, or urine performed according to methods approved by the State of Maryland Chemical Test for Alcohol Unit. Failure to submit to an approved test will result in a mandatory revocation of driving privileges for a period of one year.

(c) A breath test reading of a Blood Alcohol Content (BAC) of 0.08 or greater is considered evidence of driving under the influence. BAC readings of .05 to .079 are considered evidence of impairment by alcohol. When a breath test indicates BAC in this range, all of the circumstances surrounding the incident, including, but not limited to: the reason for the stop, the performance on any field sobriety tests and witness statements, will be considered in determining an appropriate course of action. Both violations may result in revocation of station driving privileges for not less than one year.

(d) If in a subsequent judicial, non-judicial, or administrative proceeding, the individual is acquitted, the charges are dismissed or there is an equivalent determination, based on a finding that the test which established the blood-alcohol content was invalid, the preliminary suspension shall be vacated. In instances of a preliminary suspension due to refusal to take a BAC test, if the test was lawfully requested, the suspension will remain in effect for one year, irrespective of the ultimate disposition of the DUI/DWI offense.

(3) All military personnel, their family members, retired service members, and DOD civilian personnel found guilty of DUI/DWI by civilian court, court-martial, or non-judicial proceedings shall be prohibited from operating a motor vehicle aboard NAS for a minimum of one year, regardless of action at any preliminary hearing. All suspensions will run from the date of imposition of preliminary suspension, if any. Provisions of this enclosure apply.

(4) Requests for an exception may be submitted in accordance with this enclosure.

c. Suspension and Revocation

(1) Station driving privileges will be suspended for a minimum of six months, but not more than two years, when an individual accumulates 12 traffic points within a consecutive 12

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month period, or 18 traffic points within a consecutive 24 month period, unless charges are alcohol related.

(2) Driving privileges will be suspended or revoked when an individual commits certain specific traffic offenses listed in enclosure (3), and fails to comply with conditions requisite to granting station privileges.

(3) An additional one year suspension of driving privileges will be imposed on individuals who are apprehended driving aboard NAS after their driving privileges have been suspended or revoked. This action shall be taken notwithstanding any disciplinary action which also may be initiated. The additional year's suspension will begin on the date that the original suspension was scheduled to end.

d. Appeal and Administrative Hearings

(1) Driving privileges will be suspended or revoked by written notice. The affected person may appeal the preliminary suspension by requesting an administrative hearing. Suspension or revocation will take place immediately from the date of the suspension letter. Driving privileges will remain suspended while an appeal is being considered. Requests for an administrative hearing must be made in writing and delivered to the NAS Legal Officer within five working days of receipt of notice of suspension or revocation.

(2) Per reference (c), administrative hearings will be conducted by the NAS or designee not assigned primarily to law enforcement duties at a designated place. The affected person may appear in person and present matters in his/her own defense. There is no right to have witnesses produced at their own expense. The results of each hearing will be entered in the individual's driving record. The presiding officer will consider the circumstances of the original suspension, as well as any violations of the suspension order in reaching his/her conclusion on an appeal.

(3) A person whose driving privileges have been suspended or revoked, will have the right to appeal the administrative hearing officer's decision. Requests shall be forwarded through the chain of command to the installation CO within 10 working days from the date the individual is notified of the suspension, or revocation action or the results of the administrative hearing. The suspension or revocation action will remain in effect pending a final ruling on the request. In

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cases of exceptional hardship, the installation CO may delay execution of the suspension/revocation pending final determination of the appeal.

e. Exceptions. Exceptions to a suspension may be requested in writing. The NAS CO may grant such a request on the bases of an adverse impact to the military mission or unusual personal or family hardship. Permission may be granted to drive to specified locations for specific purposes. However, no exceptions will be granted if an individual's driver's license has been suspended or revoked by its issuing authority.

## 2. Motor Vehicle Accident Investigation

a. Government Vehicles. All accidents involving government vehicles on station will be reported immediately to the Regional Dispatch Center at 301-342-3208. None of the vehicles involved may be removed from the scene until after Navy Security Force personnel have authorized such action. The investigating Officer will conduct an on-scene investigation and prepare appropriate reports of investigation. A Standard Form 91, Operator's Report of Motor Vehicle Accident, must be prepared by the operator of the government vehicle. Traffic accidents occurring off station must be investigated by the Police authority having jurisdiction over the locale where the accident occurred. A Standard Form 91 must be completed by the operator of the government vehicle and turned in to Public Works Transportation immediately upon return to the station. All Government vehicle accidents must be reported and investigated regardless of whether they occur on or off base.

b. Privately Owned Vehicles. Accidents involving only privately owned vehicles will be investigated as circumstances dictate.



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## TRAFFIC VIOLATIONS

Station Traffic Regulations are established in accordance with the provisions of references (c), (d), and (f), which include the following:

1. General Regulations. In addition to regulations specified in reference (d), the following traffic regulations are in effect aboard the NAS:

a. Speed Limit

(1) The maximum speed limit on the main roads of the station, unless otherwise posted, is 35mph. Gasoline tank trucks and vehicles carrying explosives shall not exceed 25mph. Speed limits in housing areas are 15mph unless otherwise posted. Speed limits in parking lots, or areas used as parking lots on a temporary basis shall not exceed 10mph. All support equipment (e.g., forklifts, aircraft support equipment, farm implements, etc.), whether self-propelled or towed (regardless of towing vehicle), will be allowed on the roadway only in case of necessity and will be limited to 15mph. Speed limits shall not be construed as authority to operate any vehicle at a speed greater than is reasonable and prudent considering existing road, weather, and traffic conditions.

b. Passing. Passing at intersections on the right side of any vehicle which is moving in the same direction, or in NO PASSING ZONES, indicated by yellow solid center line, is prohibited. A stopped vehicle may be passed on the right at intersections where an improved surfaced passing area is provided. In accordance with reference (d) bankrun or dirt shoulders are not considered surfaced passing areas.

c. Intersection. Intersections, roads, or taxiways shall not be blocked at any time. Clear passage must be maintained at all times for Emergency vehicles, taxing aircraft, and the normal flow of traffic.

d. Operation of Vehicles on Aircraft Parking Ramps, Taxiways and Runways. Only authorized vehicles may be operated on aircraft parking ramps, runways, or taxiways with the exception of intersections at Cedar Point Rd and Taxiway Alpha and Cedar Point Rd and Taxiway Foxtrot unless under direct control of the airfield control tower. Unauthorized entry onto the airfield proper is a security violation. NAS Security Force

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personnel may cite the offender with violation of Title 50, U.S. Code 797.

e. Station Traffic Signs. Units submitting work requests to Public Works for traffic signs shall submit them via the Security Officer and the Occupational Safety & Health Director for approval by the Traffic Safety Council.

f. Parking

(1) Administration of parking lots is the responsibility of the cognizant head of the activity assigned the parking area. Guidelines are in reference (h).

g. Moving and Impounding Vehicles

(1) The SECO, or his/her designee is authorized to move, to the extent necessary, those vehicles which are parked in such a manner as to present a traffic hazard, or impede operation of emergency vehicles (i.e., fire apparatus, ambulance or Security Force vehicles). Towing fees will be the responsibility of the owner of the vehicle.

(2) The SECO, or his/her designee, is authorized to impound vehicles for legal cause, such as vehicles operated by unauthorized person or persons under the influence of intoxicants; vehicles that appear abandoned; vehicles parked in violation of parking regulations; or vehicles used in felony crimes. Towing will be done at the owner's expense by a commercial service. A reasonable effort will be made to contact the owner before a vehicle is removed.

(3) Disposal of abandoned motor vehicles shall be in accordance with reference (c).

(4) Non-government vehicles unable to operate under their own power will be towed, not pushed, using a tow bar or tow vehicle.

h. Vehicle Repairs. Major repairs on motor vehicles shall be accomplished only in assigned spaces of the Auto Hobby Shop. Vehicles may not be repaired in barracks or base housing areas. Violators will be impounded at the owner's expense.

i. Emergency Vehicles. All primary emergency vehicles will be equipped with red and/or blue lights and a siren. This equipment may only be used on emergency missions as necessitated

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by code assignment. Emergency vehicles displaying Emergency lights/sirens shall have the right-of-way over all other traffic, except taxing aircraft. Primary emergency vehicles consist of Security Force, Fire, and Ambulance. All vehicles shall yield the right-of-way to emergency vehicles by pulling to the right side of the roadway, stopping, and remaining stopped until the emergency vehicles has passed and gained a distance of at least 100 yards.

j. School/Church Buses. Drivers approaching a school bus which has stopped, or is stopping to receive or discharge passengers, shall come to a full stop ten feet from the bus when alternately flashing red lights on the bus are in operation.

k. Pedestrians. Pedestrians shall not enter crosswalks without first stopping and ensuring that oncoming motorists can safely stop for them. When walking on the street or road, pedestrians shall walk facing oncoming traffic. Jaywalking is prohibited. Joggers must remain clear of the roadway, and move against the flow of traffic, and wear brightly colored attire. For safety reasons, no one may jog or walk on roads of the station while wearing portable headphones, earphones, or other listening devices, with the exception of hearing protection or hearing aids.

l. Hitchhiking. Hitchhiking is prohibited aboard the installation. No person shall stand on or near any roadways on NAS for the purpose of soliciting by words, gestures, or otherwise a ride from the driver or occupant of any motor vehicle, except for motor vehicles operating as commercial passenger carriers. Violators are subject to disciplinary action.

m. Unattended Vehicles (Emergency Vehicles Exempted). No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key, effectively setting the brake and, when standing upon any grade, turning the front wheels to the right side of the roadway.

(1) Children under the age of ten years may not be left unattended in vehicles aboard NAS.

(2) Drivers are cautioned regarding leaving pets in unattended vehicles during hot weather.

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n. Safety Requirements. Unsafe vehicles may not be operated aboard NAS.

(1) No one may ride in the cargo space of a vehicle unless a proper seat and passenger restraint is provided. If no seat belt is installed for the seating position to be occupied, or the seat belt has been removed or is broken, passengers may not ride in that seat.

o. Littering. Any driver or passenger who throws or otherwise discards litter of any kind, which includes cigarette butts, onto station grounds or roadways will cause the operator of that vehicle to be issued a United States District Court Violation Notice. Additional administrative and/or discipline pursuant to Uniform Code of Military Justice action may also be taken by the command.

p. Tailgating. A safe distance shall be maintained between vehicles. At least one car length for every 10mph of driving speed is the acceptable standard.

q. Miscellaneous

(1) Obscene or publicly offensive stickers, appliqués, or decals shall not be displayed on vehicles operated aboard NAS. Violators will be cited to appear for an Administrative Traffic Hearing. If the Hearing Officer determines the offending material to be publicly objectionable, the owner/operator shall be given the opportunity to remove the material. If the owner/operator chooses not to remove the material, the vehicle operator's installation driving privileges may be revoked.

(2) Persons involved in a motor vehicle accident shall not leave the accident scene until aid has been rendered, the accident investigated, and all information has been recorded by NAS Security Force personnel. Injured persons may be removed to the hospital by medical response personnel at any time.

(3) Operators may not drive a motor vehicle in a reckless manner that could cause loss of control of the vehicle.

(4) Operators will not drive a motor vehicle in a restricted area unless authorized.

(5) All children under the age of eight, unless they are 4'9" tall or weigh more than 65 pounds, must be secured in a

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federally approved safety seat, which is secured to the vehicle's seat by use of the vehicle's seat belt(s). All other personnel must be properly secured by the vehicle's installed seat belt/combination, seat belt-shoulder harness, or be properly secured in a booster seat which is secured to the vehicle's seat.

(6) Children with medical problems that make use of the safety seat impractical are exempt, provided the operator has a written statement from a physician.

## 2. Motorcycle and Moped Regulations

a. The same traffic regulations and registration requirements that apply to operators of other motor driven vehicles, also apply to operators of motorcycles and mopeds.

b. All active duty military motorcycle operators shall attend an approved Motorcycle Safety Training Course at the Naval Safety Center or NAS OSH Office, as a prerequisite to riding on or off base. A copy of certification shall be maintained on the rider's person while operating a motorcycle on base.

c. Motorcycles shall be operated with their headlight on at all times while aboard NAS.

d. Passengers may ride only if the motorcycle is designed to carry passengers. The passenger must also wear all the protective equipment listed in this enclosure.

e. Motorcycles must be equipped with the following equipment:

(1) Two rearview mirrors, one each attached to the right and left handlebars.

(2) Approved type mufflers.

(3) Footrests for passengers, if vehicle is so designed.

f. Only street legal motorcycles as defined by section 30112 of title 49, U.S. Code, DOT FMVSS, and applicable State and local laws, will be operated on Navy installation streets or highways. All original safety equipment as designed and installed by the manufacturer will be operable.

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g. Gas-powered or electric mini-bikes, pocket bikes, Segways, ATVs, dirt-bikes, and/or motorcycles that do not meet DOT FMVSS are prohibited onboard NAS.

h. When operating or riding a motorcycle, individuals shall wear or use the following personal protective equipment:

(1) Head Protection. A helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 shall be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.

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

(3) Foot Protection. Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(4) Protective Clothing. Riders and passengers shall wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, kevlar, and or cordura and containing impact-absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored, fluorescent or reflective materials are highly recommended.

3. Bicycles. All persons riding a bicycle on a roadway shall be granted all rights and be subject to all duties applicable to the driver of a motor vehicle, even though no operator's license is required. The parent of any child or the guardian of any ward shall not authorize, or knowingly permit the child or ward to violate any of the provisions of this instruction. Bicycles are not required to be registered, however, the following regulations are applicable to their operation aboard NAS. Bicyclists are required to wear ANSI or SNELL approved helmets while bicycling on station. All bicyclists should wear light colored clothing (during reduced visibility conditions, reflective clothing must be worn).



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a. Bicycles shall be operated on the right side of the roadway with the flow of traffic, exercising due care when passing a standing vehicle or one proceeding in the same direction.

b. Persons may not operate a bicycle aboard NAS while wearing portable headphones, earphones, or other listening devices (does not include hearing aids).

c. Operators may not:

(1) Ride other than in single file, unless bike lane accommodates two riders.

(2) Carry passengers, unless the bike is so designed.

(3) Carry any bundle or article which would prevent keeping both hands on the handlebars.

(4) Exceed the posted speed limit.

(5) Pass other riders or runners without announcing "passing on the left."

d. All bicycles must have the following equipment:

(1) Effective brakes.

(2) A white headlamp visible from a distance of at least 500 feet to the front and red reflector on the rear, visible from a distance of 600 feet, if operated on station roadways during hours of darkness.

5. **Off-Road Vehicles (ORVs)**. All land and water areas aboard NAS are closed to travel by ORVs. All motorized vehicles are restricted to established roadways, including paved or graveled surfaces, and clearly defined dirt roads which provide access to recreation areas. For the purpose of this instruction, an ORV shall be defined as a motorized vehicle designed for, or capable of, cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swamp land, or other natural terrain, except that such term excludes:

a. Any registered motorboat.

b. Any military, fire, ambulance, or law enforcement vehicle when used for emergency purposes.

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c. Any vehicle whose use is authorized by the Secretary of Defense, or properly designated representative, for official use under a permit, lease, license, or contract.

6. Morning and Evening Colors. The ceremonial hoisting and lowering of the National Ensign at 0800 and sunset aboard NAS are respectively known as Morning and Evening Colors. All motorists shall stop their vehicles when within sight and/or hearing of the ceremony while the colors are raised or lowered. Those motorists who do not comply will be issued a traffic citation.

7. Animals. Horses and/or any other load bearing animal may be ridden only on designated bridal paths or designated trails. Additionally, these animals are prohibited in all work and quarters areas except as authorized by the SECO.

8. Skateboards, In-line Skates, and Roller Skates

a. In-line skates may only be used by adults on the shoulder along Cedar Point Road from the beach area to Harpers Creek Bridge. No skateboards or roller skates are permitted in this area.

b. Persons operating skateboards, in-line skates, or roller skates may not wear portable headphones, earphones, or other listening devices (does not include hearing aids). Skateboarding, in-line skating, or roller skating, in a way that creates a dangerous condition, or impedes the flow of traffic, is not permitted.

c. Skaters must wear an ANSI approved helmet and light colored clothing. Knee, elbow and wrist guards are recommended.



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VIOLATIONS REQUIRING MANDATORY SUSPENSION OF DRIVING  
PRIVILEGES/POINT ASSESSMENT FOR MOVING TRAFFIC VIOLATIONS

SUSPENSIONS:

1. The installation commander may for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation as per ref (c).
2. Immediate suspension of installation driving privileges pending resolution of an intoxicated driving incident is authorized for active duty military personnel, family members, retired members of the military services and DOD civilian personnel. Suspension is authorized for non-DOD affiliated civilians only with respect to incidents occurring on the installation or in areas subject to military traffic supervision.
3. One year suspension of driving privileges is **mandatory** upon conviction of:
  - a. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.
  - b. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (BAC .08% or greater).
  - c. Driving a motor vehicle while habitual user or under the influence of any narcotic, or while under the influence of any other drug to a degree rendering driver incapable of safe operation.
  - d. Any felony in the commission of which a motor vehicle is used.
  - e. Fleeing the scene of an accident involving death or personal injury (Hit and Run).
  - f. Perjury or making false affidavit or statement under oath to responsible officials, or under law or regulations relating to the ownership or operation of motor vehicles.
  - g. Unauthorized use of a motor vehicle belonging to another, which act does not amount to a felony.

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4. Preliminary one year suspension of driving privileges is **mandatory** for:

a. Refusal to submit to chemical tests (Implied Consent).

5. Suspension of driving privileges for six months or less, or suspension not to exceed one year for:

a. Being found incompetent to drive a motor vehicle (e.g., mental, physical impairment).

b. Military personnel, their family members, retired service members, and DOD civilian committing an offense within a state which, if committed on the installation, would be grounds for suspension or revocation.

c. Permitting an unlawful or fraudulent use of an official driver's license.

d. Conviction of fleeing or attempting to elude a Police Officer.

e. Conviction of racing on the highway.

6. Point Assessments:

<u>Violation</u>	<u>Points Assessed</u>
Reckless driving (willful and wanton disregard for the safety of persons or property)	6
Owner knowingly and willfully permitting another to operate the owner's motor vehicle when physically impaired	6
Fleeing the scene (Hit and Run) - property damage	6
Driving vehicle impaired (consumption of alcohol - more than .05% and less than .08%)	6
Speed contests/Drag Racing	6
Speed too fast for conditions	2
One to ten mph over posted speed limit	3
Over 10 but not more than 15 over posted speed limit	4

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Over 15 but not more than 20 mph above speed limit	5
Over 20 mph above posted speed limit	6
Speed too slow for traffic conditions	2
Following too close	4
Failure to yield right-of-way to emergency vehicle	4
Failure to stop for school bus or school crossing	4
Failure to obey traffic signals, traffic instructions of an enforcement officer or any official regulating a traffic device requiring a mandatory stop, yield right-of-way, denial of entry, or required direction of traffic	4
Improper passing	4
Failure to yield (no official sign involved)	4
Improper turning movements (no official sign involved)	3
Unsafe backing (involved in accident)	3
Failure to stop for pedestrian in crosswalk	3
Failure to wear seat belts	2
Occupant sitting where there is no seat belt in motor vehicle	3
Child under age 8 less than 4'9" in height or weighing less than 65 pounds not in a proper child restraint seat	2
Child under age 10 left unattended in motor vehicle	3
Other moving violations (involving driver behavior only)	3
Illegal/improper parking (includes parking in Handicap/reserved, etc.)	3

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Littering	2
Operating an unsafe vehicle	2
Driver involved in accident is deemed responsible (used only as an additive to points assessed for specific offense)	1
Person(s) operating motorcycle or motor vehicle, riding a bicycle, or running while wearing headphones, earphones or listening device.	3
Failure to attend an approved Motorcycle Safety Training Course at the Navy Safety Center	3
Motorcycle operator/passenger or cyclists not wearing approved helmet	3
Motorcycle operated without headlight	1
Motorcycle operator/passenger not in proper safety attire	3

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NOTICE OF POINT ASSESSMENT

Date: \_\_\_\_\_

From: Commanding Officer, Naval Air Station Patuxent River  
To:

SUBJ: TRAFFIC POINT ASSESSMENT

Ref: (a) OPNAVINST 11200.5D  
(b) NASPAXRIVINST 5560.2M

1. On \_\_\_\_\_ you were issued an Armed Forces Traffic Ticket for \_\_\_\_\_ as a result of your \_\_\_\_\_.

2. Based upon investigation into this matter, I have determined that, in fact, \_\_\_\_\_.

3. You are assessed \_\_\_\_\_ points in accordance with references (a) and (b). There are currently a total of \_\_\_\_\_ points recorded against your NAS driving record. Station driving privileges will be revoked for minimum of six months, but not more than two years when an individual accumulates 12 traffic points within a consecutive 12 month period or 18 traffic points within a consecutive 24 month period.

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NOTICE OF PRELIMINARY SUSPENSION

Date: \_\_\_\_\_

CERTIFIED - RETURN RECEIPT REQUESTED

From: Commanding Officer, Naval Air Station Patuxent River  
To:

SUBJ: DRIVING PRIVILEGE SUSPENSION/REVOICATION

Ref: (a) OPNAVINST 5350.4D  
(b) OPNAVINST 11200.52

Encl: (1) Arrest Report

1. Per enclosure (1), on \_\_\_\_\_ you were arrested for Driving While Intoxicated/Driving Under the Influence. Per references (a), (b) and (c), your station driving privileges are immediately suspended until further notice.

2. You may appeal this preliminary suspension (**in writing**) to the Commanding Officer, Naval Air Station, Patuxent River, Maryland 20670-5409. State the grounds of your appeal and list any witnesses you intend to bring to the hearing. The appeal must be delivered to the Naval Air Station's Legal Office, Building 409, Room 219, within 5 working days. The hearing will be held within 10 working days. **Your driving privileges will remain suspended while the appeal is being considered.**

3. A one-year suspension can be imposed upon conviction, non-judicial punishment, probation before judgment, or action by civilian authorities leading to suspension or revocation of your driver's license.

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NOTICE OF SUSPENSION SAMPLE

Date: \_\_\_\_\_

From: Commanding Officer, Naval Air Station Patuxent River  
To:

SUBJ: SUSPENSION OF STATION DRIVING PRIVILEGES

Ref: (a) NASPAXRIVINST 5560.2M

1. On \_\_\_\_\_ you were issued an Armed Forces Traffic Ticket for a traffic offense. Based upon the investigation into this matter, I have determined that, in fact, \_\_\_\_\_ constituted \_\_\_\_\_.

2. You are assessed 6 points for this violation, per reference (a). There is currently a total of 12 points recorded against you NAS driving record. Station driving privileges will be revoked for a minimum of six months, but not more than two years, when an individual accumulates 12 traffic points within a consecutive 12 month period, or 18 traffic points within a consecutive 24 month period.

3. Due to your accumulation of 12 points, your driving privileges are suspended for a period of 6 months, effective: \_\_\_\_\_ to \_\_\_\_\_.

4. Exceptions are governed by reference (a), on a case-by-case basis. Requests must be in writing to the Commanding Officer, Naval Air Station, Patuxent River, Maryland 20670-5409. You may request a hearing to review this revocation stating the grounds for your request. This request must be delivered to the Chief of Police by \_\_\_\_\_. Requests received after this date will not be considered. The request for a hearing will stay this revocation for seven days.

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NOTICE OF EXTENSION OF SUSPENSION

Date: \_\_\_\_\_

From: Commanding Officer, Naval Air Station Patuxent River  
To:

Subj: EXTENSION OF DRIVING PRIVILEGE SUSPENSION

Ref: (a) NASPAXRIVINST 5560.2M

1. On \_\_\_\_\_ at \_\_\_\_\_ you were cited for \_\_\_\_\_ while currently on suspension aboard NAS. You are being suspended for an additional \_\_\_\_\_, which will be added to your previous suspension(s). Your new reinstatement date is \_\_\_\_\_.

2. You may request a hearing to review this extension. Your request must be in writing and delivered by \_\_\_\_\_ to the NAS Legal Office. State the grounds for your request in your letter. The appeal will not stay this suspension.