



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5560.8C  
SAF

DEPOT ORDER 5560.8C

14 JUL 2022

From: Commanding General  
To: Distribution List

Subj: MOTOR VEHICLE AND TRAFFIC REGULATIONS

Ref: (a) MCO 5110.1D  
(b) MCO 5100.29C W/CH 1-2 W/VOL 1-9  
(c) MCO 5300.17A W/ADMIN CH 1  
(d) South Carolina Law and Motor Vehicle Handbook  
(e) Assimilative Crimes Act (Title 18 U.S.C. § 13)  
(f) MCM 2019 edition  
(g) DoD Minimum Antiterrorism Standards for Buildings  
(h) Tri-Command Military housing Resident Guide  
(i) MCO 5580.2B W/Ch 2 Law Enforcement Manual  
(j) Towing Agreement  
(k) DODI 6055.04 DoD Traffic Safety Program  
(l) DepO 1513.6G W/CH 6 Recruit Training Order

Encl: (1) Motor Vehicle and Traffic Regulations

1. Situation. Publish policy and guidance for motor vehicle and traffic regulations aboard Marine Corps Recruit Depot Parris Island (MCRDPI).

2. Cancellation. Depot Order 5560.8B

3. Mission. To promulgate the motor vehicle and traffic regulations and the traffic court procedures for MCRDPI. Penalties for violation of the standards and rules of conduct set forth by this order include the full range of statutory and regulatory sanctions for military personnel and civilians. This order is a regulatory general order and all provisions herein apply to all Department of Defense (DoD) personnel and civilian personnel aboard the installation. A violation of these provisions, and the laws and regulations promulgated by these provisions, is punishable in accordance with the Uniform Code of Military Justice (UCMJ) for military personnel and is the basis for appropriate disciplinary action and criminal prosecution of civilians aboard MCRDPI.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All military personnel, family members and civilians operating motor vehicles aboard MCRDPI, shall comply with the contents of this Order. As used in these regulations "MCRD Parris Island," "MCRDPI," "The Depot," "Installation," or "reservation" are general terms

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used to describe all real estate over which the Commanding General (CG), MCRDPI exercises exclusive jurisdiction. The Provost Marshal (PM) will enforce the regulations contained herein and forward reports of violations as appropriate.

(2) Concept of Operations. This provides guidance for ensuring a safe and secure quality of life for the personnel who work, live, and visit the installation. The MCRDPI CG has the authority to grant motor vehicle operating privileges and installation access for MCRDPI and may suspend or revoke driving privileges for safety and security of others and for violations of this order. This order, along with references (a through l), identify the minimum qualifications for registering and operating motor vehicles aboard the installation.

b. Subordinate Element Missions. Ensure all members of your unit are abiding by the rules and regulations set forth in this order.

5. Administration and Logistics. Recommendations concerning the contents of this order shall be forwarded to the Depot Safety office via the appropriate chain of command.

6. Command and Signal

a. Command. This order is applicable to all military personnel and civilians who operate motor vehicles, bicycles, and pedestrians in areas aboard MCRDPI and its properties.

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



W. M. FIELD

DISTRIBUTION: A

## LOCATOR SHEET

Subj: MOTOR VEHICLE AND TRAFFIC REGULATIONS

Location: \_\_\_\_\_  
(Indicate the location(s) of copy/copies of this Order.)

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

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## CHAPTER 1

### RESPONSIBILITIES, DEFINITIONS, AND POLICIES

1. General. The regulations set forth herein govern the registration and operation of all vehicular traffic aboard MCRDPI and the Federal Government owned and/or controlled lands under the jurisdiction of the GC, MCRDPI.
2. Enforcement. The PM is Delegated the authority to enforce these regulations. It is the duty and responsibility of all officers, noncommissioned officers, and supervisors to set personal examples by their safe driving habits and to report all violations of driving procedures which are observed. Family members and civilians have the right to report unsafe driving habits to military police. Violations should be reported to military police and should include the state and number of the vehicle license plate, description of the vehicle, and the time and location of the offense. Military policemen are the agents through whom the CG exercises police power in the control of vehicles operated aboard the Depot. Military police are authorized to stop any vehicle or persons at any location under lawful order or upon reasonable belief that a criminal or traffic offense has been, or is about to be, committed. No person shall willfully fail or refuse to comply with any lawful order or direction of a military police officer invested by regulation with law enforcement authority.

#### 1000. Definitions

1. Substance Abuse. The use of alcohol, drugs, or other substance to the extent that it has an adverse effect on the user's health, personal or professional behavior, family, community, or Naval Service.
2. Depot. All areas under the command and control of the CG, MCRDPI.
3. Exclusive Jurisdiction. Sole jurisdiction for a given area including executive, legislative, and judicial authority. MCRDPI is exclusive jurisdiction.
4. Alcoholic Beverages. Any beverage which contains alcohol.
5. Blood Alcohol Concentration (BAC) Standards. As a uniform basic for administrative revocation of driving privilege and/or taking enforcement action, the amount of alcohol in a driver's blood, as indicated by chemical analysis.
6. Chemical Breath Test Device. An instrument used photoelectric or other physical or chemical means to quantitatively determine blood alcohol concentration.

7. Conviction. A final adjudication that may include one or more of the following:

a. Plea of nolo contendere accepted by a court.

b. Plea of guilty or finding of guilt (or tantamount to a finding of guilty) on any charge of violating state, federal, or foreign criminal law, or the UCMJ.

8. Driver. Any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. For example, sitting in a parked car behind the steering wheel, keeping it in restraint or in a position to control its movement. The word "driver" is interchangeable with the word "operator."

9. Driver's License. A license to operate a motor vehicle issued or recognized under the laws of South Carolina or state it was issued.

10. Driving Privilege. The privilege extended by an installation commander to a person permitting the operation of a motor vehicle within the limits of the installation.

11. Driving While Impaired (DWI)/ Refusal. Any driver who is administered a chemical or blood alcohol test which reveals a BAC of .08 or above, or who refuses a chemical or blood alcohol test.

12. Drug Use Incident. Irresponsible drug use or wrongful use of a substance occurs when the preponderance of the evidence establishes that the service member used, abused, possessed, manufactured, or trafficked a controlled substance, Chemical, and/or a prescribed or over the counter drug or pharmaceutical compound.

13. Emergency Vehicle. Fire, military police, ambulance, and such other vehicles as may be designated by the CG.

14. Hitchhiking. Soliciting by words or gestures, transportation from passing motor vehicles not commercially engaged in the carry of passengers for hire, except while at an authorized designated pick-up point.

15. Illegal/Illicit Drugs. Drugs prohibited by law or lawful drugs when obtained or used without proper authority, to include the abuse of otherwise legal drugs.

16. Juvenile. Any person who has not reached their 18<sup>th</sup> birthday and is not a member of the U.S. Armed Forces.

17. Minor Vehicle Accident. An occurrence involving the operation or movement of a vehicle in which there is no personal injury and which results in damage to any property totaling less than \$1000 dollars.

18. Moped. Any two-wheel or three-wheel device having operative capability by:

a. An automatic transmission, if equipped with a transmission.

b. A motor that produces less than two gross break horsepower and:

(1) Propels the device at a maximum speed of no more than 25 miles per hour on level ground.

(2) Has a maximum engine size of 50 cubic centimeters.

19. Motorcycle. Any motor vehicle that has a seat or saddle for use of the rider and is designed to travel with not more than three wheels in contact with the ground. Tractors and mopeds are excluded.

20. Motor Vehicle. Any Vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets, roads, and highways. Vehicles operated only on rail or rails are excluded.

21. Moving Violation. A violation for any traffic law, ordinance, or regulation while operating a vehicle. Moving violations typically involve one or both of the following:

a. Unsafe act. An act or omission in traffic that is hazardous.

b. Unsafe Condition. Causing or permitting an illegal and possibly hazardous condition of:

(1) Highways, roads, or streets used by traffic.

(2) Vehicles used in traffic.

(3) A pedestrian or driver in traffic.

22. Non-moving Violation. A violation of any traffic law, ordinance, or regulation affecting vehicle or user safety upon the street or highway but not promulgated primarily with the object or making the use safe.

23. Person. Every person, firm, co-partnership, association, company, corporation, or other legal entity.

24. Point System. An administrative aid to evaluate driver performance by assessing weighted point values for moving traffic violations. Appendix E shows assessments under the point system as per reference (b) Chapter 6.



25. Possession. The exercise of actual physical custody and control over a controlled substance. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises control.

26. Privately Owned Vehicles (POV). POVs are those vehicles which belong to individuals, firms, associations, companies, corporations, co-partnerships, or any other legal entity. Vehicles belonging to the U.S. Government agencies are not privately owned.

27. Reciprocity. Reciprocal action between state and military authorities to suspend or revoke an individual's government operator's permit, or state driver's license, based upon action initiated by either jurisdiction. For example, if an individual is arrested for DWI off station, that individual's on-base driving privileges will be revoked for at least one year.

28. Reckless Driving. Operation of a vehicle with culpable disregard of foreseeable consequences to others; operation of a vehicle in a heedless manner actually or immediately dangerous to the occupants or to the rights and safety of others. Speed alone may not be used to determine this violation.

29. Revocation of Driver's License. The termination by formal action of state authority of a person's license or privilege to operate a motor vehicle on a public highway. Termination shall not be subject to renewal or restoration except that application may be presented and acted on by the state after the expiration of the applicable period prescribed by state law. Such action disqualifies the individual from operating a privately owned motor vehicle on a military installation since they are no longer licensed to drive.

30. Revocation of Driving Privileges. Action taken by an installation commander to terminate the privilege to operate a motor vehicle on a military installation. This action is normally levied by the Traffic Court Hearing Judge and may be for a period of up to 24 months.

31. School Bus. Any motor vehicle used for the organized transportation of school children bearing markings indicating the purpose for which used.

32. State. One of the 50 United States of America constituent political entities that share its sovereignty with the United States Federal Government, also known as the Commonwealth.

33. Suspension of Driver's License. Termination by state authority of a person's license or privilege to operate a motor vehicle on the public highways. The license may not be renewed until after the expiration of the suspension period. A suspended state driver's license disqualifies the

individual from operating a privately owned motor vehicle on a military installation. Since the individual is no longer licensed to drive.

34. Suspension of Driving Privileges. The temporary withdrawal, by an installation commander, of a person's privilege to operate a motor vehicle on a military installation for up to 12 months. Privileges normally are restored on the day after the date the suspension ends, provided the individual files proper paperwork with the traffic court clerk at the Provost Marshal's Office (PMO).

35. Termination of Registration. Action taken by a competent authority to terminate vehicle registration or pass.

36. Trafficking. The wrongful distribution (includes sale or transfer) of a controlled substance, wrongful possession, or introduction into a military unit, base, station, ship, or aircraft of a controlled substance with the intent to distribute.

37. Vehicle. Every device in, upon, or by which any person or property may be transported or drawn upon a highway, exempting devices moved by human power or use exclusively upon fixed rails or tracks. For the purposes of this definition, bicycles shall be deemed vehicles and every operator of a bicycle upon a highway shall be subject to the provisions of these regulations applicable to the driver of a vehicle.

38. Vehicle Accident. An occurrence involving the operation or movement of a vehicle, in a sequence of events, which usually produces unintended injury, death, or property damage.

#### 1001. General

1. Local Law Enforced. Operation of government and privately owned motor vehicles on this installation is regulated by the traffic code of the State of South Carolina except as modified or stated herein. Traffic enforcement is the responsibility of military police.

2. Operating Vehicles. The privilege to drive on this installation is contingent upon operating any vehicle in a safe, lawful, and prudent manner.

1002. Traffic Citations. Armed Forces Traffic Tickets (DD Form 1408) are used for referral to MCRDPI Traffic Court and U.S. District Court Violation Notices (DD Form 1805) are used for referral to a U.S. Magistrate.

1. Moving Violations. Only PMO and appointed Road Masters are authorized to issue traffic citations for any moving violations committed aboard this installation. However, any person, military or civilian, observing an offense can report it to Military Police.

2. Parking Violations. Unauthorized parking in a seeded, restricted, or handicap areas may be reported to PMO by phone. The call must include the time, date, location, and type of violation, type of pass if visible, vehicle color, body type, make, year, state license plate number, and name of owner or operator, if known.

3. Warning Tickets. Warning tickets may be issued for minor violations. If an individual receives more than one warning ticket in a 30-day period or more than two in a 6-month period, the PM may direct that the most recent one be reissued as a DD Form 1408 requiring a traffic court appearance.

1003. DWI

1. Presumptive Limit. The state of South Carolina and MCRDPI consider a 0.08 percent blood alcohol level as presumptive evidence (no other evidence is required) of impairment of driving skills. No quantitative limits are set on other drugs.

2. Procedures. Military Police, suspecting that a vehicle operator is under the influence of alcohol or another drug, will perform the following.

a. Detention. After stopping a vehicle or deciding that an operator may have been driving under the influence (DUI) of alcohol or another drug, military police will detain the operator. The driver may be searched or moved to a better location before further investigation. The driver will not be allowed to drive again until it has been determined that there no longer exists any influence of alcohol or other drugs, or that there is insufficient evidence to warrant further action.

b. Field Sobriety Testing. The Driver's vehicle will be secured by military police or by the driver. Military police will administer a standardized field sobriety test as directed by the PM. If there is insufficient evidence of impairment when taken with other evidence of the influence of alcohol (as determined by military police), the driver will be released.

c. Apprehension. If evidence of impairment of driving ability is sufficient, military personnel will be placed under military apprehension and civilian personnel will be informed that they are being detained. The measures as necessary to prevent escape or injury.

d. Testing. The diver will be offered the opportunity to submit to a chemical blood, urine, or breathe test to determine the level of blood alcohol and/ or presence of drugs. The driver will be informed of the South Carolina and this installation's Implied Consent Law and the consequences of refusal to submit to a test, which includes revocation of their privilege to operate a motor vehicle aboard the installation for one year. The driver will indicate in writing (if able) their choice, or refusal, to submit to a test.

e. Refusal. Military Police will warn the driver that refusal to complete such a chemical test will result in revocation of the privilege to operate a motor vehicle on the installation for one year. If the suspect continues to refuse to complete the test, the driver will receive a temporary letter of suspension documenting the revocation of their installation driving privileges. Visitors or guests who refuse to submit to a chemical test will have their temporary pass confiscated.

f. Suspension. Once a positive test for BAC or presence of other drugs has been completed and the driver has been charged with a DWI, the driver will receive a temporary letter of suspension documenting the revocation of their installation driving privileges. Visitors or guests will have their temporary pass confiscated.

3. DWI/Refusal, Off-Station. Any person stationed aboard the Depot who is administered a chemical or blood alcohol test which reveals a BAC of 0.08 or above, or who reuses a chemical or blood alcohol test while off-station, will report to the PMO for processing immediately upon returning to the installation. Upon being processed by the PMO, that person's installation driving privileges will be temporarily suspended until they appear before the MCRDPI Traffic Court.

#### 1004. Illegal/Illicit Drugs

1. A drug-related incident, drug use, or wrongful use of a substance occurs when a preponderance of the evidence establishes that the individual used, abused, possessed, manufactured, or trafficked a controlled substance, substance (e.g., Fungi), Chemicals (e.g., Chemicals wrongfully used as inhalants), a prescribed drug, over-the-counter drug, or pharmaceutical compound. All incidents of confirmed illegal drug use require a mandatory revocation of driving privileges. Unit commanders shall notify the MCRDPI CG, through the PMO, of individuals who have been confirmed of illegal drug use as defined above. The individual will report to the PMO Traffic Court Clerk with a copy of the message from the drug lab and will be scheduled for the next traffic court date. Additionally, the individual will receive suspension of installation driving privileges. The Traffic Court Judge shall issue the revocation.

2. Those individuals who have voluntarily sought assistance and have no prior drug related incidents, which are diagnosed as drug dependent, and complete treatment may request driving privileges without restriction.

## Chapter 2

### VEHICLE REGISTRATION AND VEHICLE PASSES

#### 2000. Policy

1. Motor vehicles which are owned by a person who resides, performs duty, is employed on, or frequently uses the facilities of the Depot will be registered in accordance with this order.
2. Vehicles designed exclusively for construction and materials handling, such as bulldozers, which are solely for off road use, are not required to be registered.
3. All permanent military personnel and civilian DoD employees shall register their vehicles at the Vehicle Registration Office within 30 days of reporting aboard MCRDPI.

#### 2001. Procedures

1. Application for registrations will be made in person with the vehicle to be registered at the Vehicle Registration Office.
2. Installation registration may be renewed in those instances where the service member (sponsor) is transferred to an overseas area, and the spouse or other dependent family members continue to reside in the geographic area contiguous to the installation.
3. Vehicle Registration. The following information will be entered in Consolidated Law Enforcement Operations Center (CLEOC):

##### a. ID type

- (1) Person ID.
- (2) Last name.
- (3) First name.
- (4) Base registered.
- (5) Registration expiration date.
- (6) Person registering vehicle.
- (7) Status.
- (8) Vehicle identification number.

- (9) Vehicle tag number.
- (10) Vehicle tag State/territory.
- (11) Vehicle tag country.
- (12) Vehicle tag expires.
- (13) Color.
- (14) Year.
- (15) Make.
- (16) Style.
- (17) Model.
- (18) Number of doors.
- (19) Current owner's name.
- (20) Contractor.
- (21) Sub-contractor.
- (22) Power of attorney (POA) name.
- (23) POA expires.
- (24) Inspection state/territory.
- (25) Inspection expires.
- (26) Lien holder.
- (27) Insurance company.
- (28) Full insurance policy number.
- (29) Insurance policy expiration date.
- (30) Additional information.
- (31) Driver's license number and state.
- (32) Driver's license expiration date.

4. Contractors must have their days of employment documented in the CLEOC database. This can be achieved and re-verified during the background screening approval process that is documented in CLEOC by Installation Security Manager Office personnel.

#### 2002. Registration Requirements

1. Applicants for registration of privately owned vehicles must report to the Vehicle Registration Office where a vehicle registration form will be completed on each vehicle to be registered. Registration will require:

a. A valid active duty, reserve, retired, family member, or civilian identification card, or letter from Marine Corps Community Services stating that a DoD civilian retiree is an active member of the Club System.

b. Evidence of vehicle ownership and certificate of state registration, as required by the state in which the vehicle is registered.

c. A valid state driver's license from South Carolina, or the individual's home state, U.S. territory, or international driver's license.

d. Certification of the continuing possession of motor vehicle liability insurance in an amount not lower than the current South Carolina minimum. Proof of insurance must be shown at time of registration. Proof of insurance may be shown through electronic devices.

e. Evidence of satisfactory completion of a Military Drive Safe Course for all military drivers under 26 years old.

2. Motorcycles. Persons desiring to register a motorcycle are also required to possess a valid driver's license with motorcycle endorsement or permit as required by South Carolina or the individual's state of license. Military members must also produce evidence of satisfactory completion of Marine Corps approved curriculum for basic safety training by certified instructor, as per the requirements found in reference (b). If an individual possesses a valid certification from another DoD installation or state it will be honored.

3. All motor vehicle operators must produce, upon demand of military police or other competent authority, valid vehicle registration and proof of financial responsibility (insurance). Insurance cards are not acceptable unless they indicate the name of the insurer, the vehicle insured, and the effective dates of the insurance. Proof of insurance may be shown through electronic devices.

#### 2003. Termination of Registration and De-Registration

1. The PM, or designated representative, will terminate the registration of a privately owned motor vehicle when:

a. The owner fails to maintain all registration requirements in a valid status.

b. The owner uses, or knowingly permits the use of, the motor vehicle as a conveyance in the commission of a criminal offense or in connection with illegal activities (e.g., hit and run).

c. The owner knowingly permits the operation of the motor vehicle by an unauthorized driver. An unauthorized driver is any driver whose operation is in violation of regulations, including but not limited to, a driver who is revoked, suspended, unlicensed, or impaired due to alcohol or drugs.

d. The owner is apprehended for any drug related charge, regardless of the location (e.g., barracks, family quarters, or off-base).

e. The owner is apprehended for DUI of alcohol/drugs.

2. Termination of registration will take place as follows:

a. The subject's name will be added to the revoked driving privileges list if a person refuses to submit to or complete a chemical test, has a BAC of 0.08 percent or more on the instillation or is reported to have had a BAC of 0.08 percent off instillation, is apprehended for any drug related charge at any location, or the person is under the age of 21 and has consumed any amount of alcohol (i.e. BAC above 0.00 percent).

b. A temporary suspension of driving privileges letter (Appendix F) will be issued by the apprehending military police officer. This letter will be signed by the subject and witnessed by a third party.

3. Personnel will de-register their vehicles by reporting to the Vehicle Registration Office when:

a. The Driving privileges of the registrant are suspended or revoked, on or off-station.

b. The owner sells, transfers, or otherwise disposes of the vehicle.

c. The service member is released from active duty, except when a member is in official transition and rates base/ installation privileges, or the member is transferred to a drilling reserve unit in the area. Upon checkout, a forwarding address shall be entered into the CLEOC/NJIS database.

d. The service member is transferred from the Depot and no family members will be remaining in the geographic area. The PM will remove the registration from his records and forward it to the PM at the gaining installation.



- e. The service of a federal civilian employee is terminated.

2004. Changes to Vehicle Registration. All changes concerning registered vehicles will be reported to PMO via the Vehicle Registration Office within 72 hours or the next duty day. These changes include, but are not limited to, changes of insuring company, color, state tag number, organization, or sale of the vehicle

1. Additionally, the following circumstances shall be included as grounds for changes/updates to vehicle registration:

- a. Vehicle ownership is transferred.
- b. Vehicle owner's installation driving privileges are revoked or suspended.
- c. Vehicle was towed off the installation.
- d. Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.
- e. Vehicle was used in the commission of a criminal offense.
- f. Fraudulent, inaccurate, or incomplete application information is determined or failure to provide updated information.
- g. Fraudulent use of a pass to gain access to the installation.
- h. Vehicle contains narcotics, paraphernalia, or contraband.
- i. Vehicle owner has been identified by urinalysis as positive for wrongful drug use.
- j. Abandoned vehicles that have been impounded.
- k. The Vehicle Registration Office may issue vehicle passes to long-term guests for periods up to 30 days. Long-term guests are required to update their vehicle passes on a monthly basis at PMO's Vehicle Registration Office.
- l. Visitors that require the operation of a motor vehicle aboard the installation and/or housing must have in their possession the following:
  - (1) Valid Driver's License.
  - (2) Valid State Vehicle Registration.
  - (3) Insurance card with expiration date.

(4) Permission to use permit, if required.

m. Official guests and visitors requiring access to MCRDPI will be issued temporary vehicle passes in accordance with their respective dates of Temporary Additional Duty (TAD) or length of site visit.

2. Motorcycles. Active-duty motorcycle operators who have successfully completed an approved safety curriculum taught by a certified instructor and have a valid motorcycle learner's permit will be allowed to operate their motorcycle aboard the Depot.

3. The Vehicle Registration Office supervisor will resolve unusual cases including, but not limited to, the following:

a. Newly assigned personnel who need to change vehicle insurance to meet South Carolina liability standards prior to permanent registration.

b. Newly purchased vehicles with temporary state registration tags.

c. Personnel on TAD to the installation.

d. Personnel that need to complete Driver's Improvement Course or need permission to use permits prior to permanent registration.

#### 2005. Vehicles for Hire

1. Vehicles for hire (taxi cabs, Uber, ride sharing, etc.) hired off the installation by military personnel, family members, or U.S. Government employees are authorized to take their fares directly to their required destination.

2. Vehicles for hire are required to exit the installation immediately upon discharging their fares.

3. All passengers are required to show valid identification to show affiliation to the installation in order to have access granted.

4. Vehicles for hire shall be logged in by the gate sentry and passenger(s) names and the destination must be annotated in the log sheet.

5. Vehicle for hire drivers shall remain in their vehicles at all times.

6. Vehicles for hire may be contacted and arrive from off the installation to pick up a fare. Notification must be made by the fare (taxi's sponsor) to the PMO Desk Sergeant who will relay the information to the appropriate access point. The PMO Desk Sergeant can be contacted at (843) 228-3444.

7. Vehicles for hire may not "cruise" or otherwise solicit the installation for fares.

8. MCRDPI shall not have a designated parking area for fares.

### Chapter 3

#### TRAFFIC SUPERVISION

##### 3000. General

1. Operators of motor vehicles will obey traffic controls signs and devices unless directed otherwise by military police or other designated traffic control personnel.
2. Driving a vehicle in a negligent or willful disregard for the rights or safety of others is prohibited. This includes driving at a speed or manner so as to endanger any person or property.
3. Vehicle operators shall drive only on designated roads and parking areas. vehicles shall not drive, stop, stand, or park, whether attended or unattended, on sidewalks, lawns, or seeded areas except when authorized by the proper authority or necessitated by an emergency.
4. All drivers, traveling in either direction, will bring their vehicles to a complete stop when approaching a school bus that is loading or unloading passengers. Vehicles will remain stopped until the bus is again in motion.
5. All Drivers will immediately drive to the side of the road and come to a complete stop when signaled by military police using flashing blue/red lights, siren, or hand signals.

##### 6. Right of Way

a. All drivers shall yield the right of way to emergency vehicles (ambulance, military police, fire, or explosive ordnance disposal (EOD) vehicles) exhibiting a flashing red or blue light or sounding a siren. When an emergency vehicle approaches, drivers will immediately drive to a position as near as possible and parallel to the right edge or curb, clear of intersections, and will stop and remain stopped until the emergency vehicle passes, unless otherwise directed by military police.

b. When two vehicles approach or enter an intersection or junction at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right, unless the vehicle on the right is required to stop or yield the right of way by sign or traffic control personnel.

c. The driver of a vehicle entering a through road from a driveway or parking lot exit shall yield the right of way to all approaching vehicles.

d. Pedestrians have the right of way at all times on walkways and in crosswalks except when emergency vehicles are approaching.

7. All rules and regulations contained in references (d) and (e) are applicable to vehicle operators aboard the Depot except in case of conflict with this order in which case this order will take precedence to the extent authorized by federal law and regulation.

3001. Driver's License. No person shall be permitted to drive a vehicle on the Depot unless they possess a valid state driver's license or a recognized driver's license issued by their country of origin.

3002. Restraint Systems

1. All military personnel driving or riding in any vehicle, on or off the depot, and all individuals driving or riding in any vehicle on the depot are required to wear seat belts at all times while the vehicle is in motion. The number of passengers in any vehicle may not exceed the number of properly installed safety belts. Transporting any person in the bed of a pickup truck, which is not equipped with safety belts, is prohibited. Motorcycles and safety vehicles out lined in reference (1) are exempt from these requirements. Violators may be denied access to the installation.

2. The following criteria apply to child safety seats:

a. Rear-facing child safety seat:

(1) Required for all children from birth to one year old.

(2) Required for all persons weighing less than 20 pounds.

b. Front-facing child safety seat: Required for all children who are one to five years old and weigh between 20 and 40 pounds.

c. Belt-positioning booster seat: Required for all children who are one to five years old and weigh between 40 and 50 pounds and who cannot sit with their back against the vehicle seat back and bend their legs over the seat edge without slouching.

d. Children under six years old may not sit in the front passenger seat. This restriction does not apply if the vehicle has no rear passenger seats or if all other passenger seats are occupied by children less than six years old.

3003. Loading

1. Privately owned vehicles shall not be operated with more than three persons in the front seat or so loaded as to exceed the normal carrying capacity as designated by the manufacturer, to obstruct the driver's view, or to interfere with the operation of the vehicle.

2. A red light during the hours of darkness, and a red flag no less than 12 inches square during the hours of daylight shall be displayed at the extreme end of any load extending four feet or more beyond the rear of the body of any motor vehicle.

3004. Speed Limit

1. Regardless of any speed limits imposed by either this order or by road signs, drivers shall not operate a vehicle at a speed greater than is reasonably prudent based upon the conditions present. In any case, the posted speed limit shall not be exceeded. Extra caution shall be exercised when approaching, crossing, or traveling on intersections, curves, or any narrow or winding road, and when special hazards exist with respect to pedestrians, weather, or road conditions.

2. Drivers shall exercise due caution when approaching and passing pedestrians and troop formations. The speed limit when approaching or passing a column of troops in formation, or other pedestrians on the roadway, is 10 miles per hour (mph).

3. Except as otherwise posted, the maximum speed aboard the installation is 25 mph, the maximum speed in any parking area is 10 mph, and the maximum authorized speed in family housing is 20 mph, except where otherwise posted.

4. Except when necessary or prudent based upon prevailing conditions, the minimum speed limit is 10 mph below the maximum speed limit, so as to not impede the normal and reasonable flow of traffic with the exception of certain government vehicles which have only limited speed capabilities.

5. The speed limit aboard the installation is 25 mph unless posted otherwise and 10 mph in a parking area.

3005. Following

1. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of such vehicle and existing traffic and road conditions.

2. During good weather conditions the "two seconds" rule will be used to determine a reasonable and prudent following distance. The procedure to determine this distance is to count two seconds starting when the lead vehicle passes a fixed point and ending when the trail vehicle passes the same point. If the point is passed in less than two seconds, the vehicle is following too close. During inclement weather, the time will be increased to three seconds.

3006. Vehicles in a Convoy

1. Crossing intersection between vehicles in a moving convoy is prohibited.
2. Vehicles moving in a convoy will not be passed by vehicles not in convoy within the limits of the depot.
3. Convoys, or groups of vehicles in a joint movement, will comply with all traffic rules unless otherwise directed by accompanying military police.

3007. Backing

1. Backing of a government vehicle, other than sedans or light trucks, without the posting of a person to act as a guide is prohibited.
2. Backing across sidewalks or into a traveled portions of roads will be executed only after drivers have made a complete stop and assured themselves the movement can be completed without endangering pedestrians or interfering with oncoming vehicular traffic.

3008. Dimming Headlight

1. During the hours of darkness, high beam lights/auxiliary light bars will be dimmed when approaching another vehicle from the front or rear, or when stopped where headlights shine on any portion of the roadway or street.
2. During the hours of darkness, if possible, only parking lights will be used when approaching the gate sentries.

3009. Parking and Unattended Vehicles

1. Vehicles shall be parked in designated parking areas when available or where designated by appropriate authority.
2. Vehicles parked in a parking lot shall be parked in a parking space marked by white lines.
3. Vehicles parked on roads or streets will be parked on the right side in the direction of the flow of traffic unless angular parking is authorized by appropriate signs or markings. Vehicles shall not be parked on the shoulder of any road unless the location is marked as an authorized parking area.
4. Vehicles shall be parked so as to permit free access to, and unobstructed exit of other parked vehicles. No vehicle will be parked in a double-parked position.

5. Parking or stopping a vehicle in any of the below listed places, except when experiencing mechanical difficulties and unavoidable or in compliance with a traffic order or device, is prohibited:

- a. Within 15 feet of any fire hydrant or fire hose outlet.
- b. On designated lawn, grass, or seeded areas.
- c. Within 15 feet of any stop signs or 20 feet of any intersection.
- d. Within 50 feet of any building except in designated parking spaces.
- e. In front of any driveway or loading zone.
- f. On any roadway so as to obstruct traffic, traffic control signs, or refuse collection.
- g. Within 100 feet any vehicle accident or emergency.
- h. In any reserved parking space. Military sponsors are responsible for their dependents and guests.
- i. Along a red/ yellow curb which designates a no parking zone.
- j. On a sidewalk or crosswalk.
- k. Within 20 feet of a driveway entrance to any emergency facility.
- l. In service driveways or fire lanes.
- m. Within 30 feet of any secured area.
- n. On any area were prohibited by traffic control sign to include housing areas.
- o. In isolated areas of the depot during hours of darkness, except when required by official duty or emergency. Isolated areas are defined as off-the-road areas that are not immediately adjacent to living or normal working areas. Parking of vehicles adjacent to unoccupied building and in unauthorized areas is prohibited.

6. Privately owned vehicles shall not be parked within any motor pool where government owned vehicles are parked, stored, or repaired.

7. All drivers who experience a vehicle breakdown on a roadway or adjacent to any building must notify the Military Police Desk Sergeant at (843) 228-3444 of the type of difficulty, type of car (year, make, etc.), and estimated time of recovery. Any vehicle which becomes inoperative shall be



moved clear of the roadway. If a disabled vehicle cannot be moved clear of the roadway, parking lights or emergency flashers will be left on during darkness and other means available, such as flares or reflectors, will be used to warn other traffic. In all cases, disabled vehicles shall be reported immediately to military police who may have the vehicle removed from the roadway at the owner's expense if required for safety.

8. Before leaving any vehicle, the driver will stop the engine, lock the ignition, remove the ignition key from the vehicle, and if parking on perceptible grade, set the parking brake and turn the front wheels to the curb or side of the road.

9. No vehicle will be left occupied solely by a person who cannot readily exit in the event of an emergency. Elderly persons that require assistance to exit the vehicle and children under the age of 10 shall not be left unattended in vehicles. A child is considered unattended when the keys are not in the custody of a person at least 12 years of age. No pet of any kind shall be left unattended in a vehicle for any period of time, no matter how short.

3010. Emerging from Alleyways. The driver of a vehicle emerging from an alley or driveway shall stop the vehicle immediately before reaching a sidewalk or the area extending across the alley or driveway and yield the right-of-way to any pedestrian or other traffic before entering the roadway.

3011. Sidewalk Operations. The operation of any motor vehicle on the sidewalk is prohibited.

3012. Attachment to Vehicles. The vehicle operator will not allow riders of bicycles, coasters, skateboards, roller blades, scooters, or any vehicle to attach themselves to the vehicle while it is moving.

3013. Headphones. The wearing of headphones, earphones, or other devices attached or otherwise, that cover both ears is not authorized, operators of heavy equipment may wear ear protection while driving aboard the Depot. Motorcycle operators whose helmets have built in speakers shall not attach the power cord for such speakers.

3014. Cellphones. Drivers may wear an earpiece to use a hands-free cell phone. The use of cell phones while operating a motor vehicle aboard the depot is prohibited unless used in a hands-free manner. Texting or manipulating electronic devices while operating a motor vehicle is prohibited.

3015. Littering

1. The discarding of bottles, cans, trash, cigarettes, or any litter whatsoever on the depot streets or roads is prohibited. The vehicle operator is responsible for any litter discarded from the vehicle.
2. Persons moving a wrecked or damaged vehicle from the roadway (i.e., the wrecker) shall be responsible for the removal of any plastic, glass, injurious materials, and any other debris dropped from that vehicle.

3016. Racing. No person shall drive any vehicle on the depot in an unlawful race, speed contest, or competition.

3017. Pedestrians and Joggers

1. Military Police shall enforce portions of the traffic code of the State of South Carolina, and this order that apply to pedestrians and formations.
2. Pedestrians, joggers, and troop formations shall remain off the roadway and utilize sidewalks and trails where possible.
3. In addition, all pedestrians shall:
  - a. Cross the road at intersections or crosswalks whenever possible.
  - b. Walk/jog on the left side of the road facing oncoming traffic in the absence of sidewalks.
  - c. Comply with orders or directions of Military Police or traffic control persons.
  - d. Not enter any crosswalk or roadway when vehicle traffic is so close that it constitutes an immediate hazard to pedestrians or vehicles.
  - e. Not stand on the roadway to solicit a ride in any vehicle.
4. Wearing personal listening devices during physical training outdoors reduces the ability to hear private, commercial, tactical, and emergency vehicles; roadway construction, maintenance, and repair equipment; and/or verbal calls and commands which can decrease one's situational awareness. Individuals not wearing appropriate personal protective equipment (PPE) or using required safety gear during physical training outdoors can increase the chance of not being seen by motorists and roadway workers.
  - a. The wearing of personal listening devices (e.g., headphones, earphones, earbuds, etc.) in one or both ears is prohibited. Areas specifically designed for physical training (i.e., gym, track, and PT fields) are exempt.

b. A reflective belt or vest that is visible from a 350-degree field of view shall be worn during physical training outdoors while walking, jogging, running, skating, skateboarding, bicycling, or using a personal transportation device before morning colors (0800), after evening colors (sunset), and during periods of reduced visibility (e.g., rain, fog, etc.). Individuals preparing to participate in and/or departing for physical training outdoors with the approach of evening colors shall wear a reflective belt or vest that is visible from a 360-degree field of view.

3018. Troop Formations

1. Pedestrians and troop formations should remain off the roadway where possible.

2. Personnel in charge of troop formations will ensure that they:

a. Travel as close as possible to the right edge of the roadway except when turning left and ensure persons accompanying the formation, such as unit leaders, are not in the traffic lane.

b. Do not do drill movements in formation that may cause an obstruction of traffic or otherwise cause a hazard.

c. Post road guards at crossroads and intersections. Road guards must wear reflective vests/belts at all times and carry working lighting equipment (flashlights) during the hours of darkness or reduced visibility per reference (a).

d. Comply with directions from military police or other traffic control persons.

e. Maintain as close a formation as possible. If necessary, form stragglers into another formation to minimize traffic delays while crossing roadways.

f. Cross roadways using the most expedient means to clear the roadway, such as flanking movement in columns.

g. Only government vehicles are authorized for escorting/training formations.

3. Troop formations shall not run in the housing areas.

3019. Motorcycle Specific Regulations

1. In addition to obeying general traffic regulations as delineated in this, order, motorcycle operators shall also observe the following special rules set forth in this section.

a. Reference (b) details the mandatory Motorcycle Operation Education Course.

b. Reference (b) contains the Motorcycle Inspection criteria and Checklist.

2. A motorcycle may be operated aboard the depot only by its registered owner or the registered owner's family member if they meet the criteria per reference (b).

3. Motorcycles shall be parked in spaces specifically marked for them whenever possible.

4. Motorcycle state safety inspection policies shall be enforced in accordance with the registering state requirements.

5. Motorcycle operation shall be confined to improved road surfaces and designated parking areas. Trail riding, hill climbing, racing, and related activities are expressly prohibited.

6. The following unsafe practices are forbidden:

a. Sidesaddle riding by passengers.

b. Riding between lanes of moving traffic.

c. Riding between lanes of traffic and parked cars.

d. Passing another vehicle in the same lane.

e. Use of the same traffic lane with more than one motorcycle abreast.

f. Carrying more than one passenger unless the vehicle is designed to do so (i.e., motorcycle with a side care and trikes).

g. Passing other motor vehicles on the right where prohibited.

h. Exhibitions of speed, breaking traction, or lifting the front or rear wheel off the ground while operating the motorcycle.

i. Setting passengers in front of the operator of the motorcycle.

j. Any other unsafe handling of a motorcycle as determined by the PM.

7. Motorcycles will not be parked inside any MCRDPI building with the exception of the Hobby Shop Garage.

8. No person riding upon a motorcycle shall attach themselves to the motorcycle or to any other vehicle on the roadway while in operation.

9. There are no authorized areas for the personal or unofficial operation of minibikes, dirt bikes, all terrain vehicles (ATVs) or other off road, non-licensed, non-issued vehicles aboard the depot. This applies, but is not limited to, small vehicles normally designed to be operated off road and not configured to be operated on roadways.

10. Operators of government and privately owned motorcycles (both street and off-road versions) permitted to operate on DoD installations must be appropriately licensed to operate on public highways. A valid OF346, U.S. Government Motor Vehicle Operator's Identification Card, fulfills the licensing requirements for the operators of tactical motorcycles. The use of personally owned vehicles off road is prohibited.

11. PPE

a. The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle aboard DoD installations and for all military personnel operating or riding on a motorcycle off installation, on and off road, in uniform or civilian clothing:

(1) A properly fastened (under the chin) protective helmet which meets the standards of the Department of Transportation (DOT) or the Snell Memorial Foundation.

(2) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses, or fairing alone is not considered proper eye protection.

(3) Riders are encouraged to wear reflective materials or use other visibility increasing devices on their motorcycle. Civilian jackets, riding suits and full leathers may be worn in uniform. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply.

(4) Hard-soled shoes that are equal or greater to the requirements spelled out in reference (b).

(5) Properly worn long-sleeved shirt or jacket, long-legged trousers, and gloves designed for use on motorcycles.

b. The PPE for motorcycle operators during off-road operations should also include knee and shin guards or Marine Corps Boots and padded gloves designed for use on motorcycles.

12. When operated on any DoD installation, all government or privately owned motorcycles must have headlights turned on (if so equipped).

13. These, and all Marine Corps policies regarding motorcycle safety, apply to active-duty personnel in possession of a motorcycle endorsement on their state driver's license or a motorcycle learner's permit, and/or those who own or operate a government or privately owned motorcycle, on or off base, as well as to all civilian personnel operating a motorcycle on base.

14. The following documents will be carried by all personnel when riding and by all active-duty personnel when operating a motorcycle on or off base.

- a. Safety course completion certificate (for military members).
- b. Current driver's license with valid motorcycle endorsement.
- c. Vehicle registration.
- d. Proof of insurance.

15. An approved checklist will be completed by active-duty personnel before each annual leave and long weekend liberty period where the motorcycle will be the primary means of transportation per reference (b).

#### 3020. Operation of Emergency Vehicles

1. Drivers of emergency vehicles shall:

- a. Avoid the unnecessary use of sirens or signals lights.
- b. Obey established speed regulations, except that Military police and other emergency vehicles may exceed the established speed regulations per their established policy, if the situations warrant (i.e., in pursuit of law violators, when answering an emergency alarm, or as directed by the Watch Commander).

- c. Obey all traffic laws, except in emergency situations to include:

- (1) Park or stand in any location.

- (2) Proceed through stop signs but only after slowing down as may be necessary for safe operation.

- d. The foregoing provisions shall not release the driver of authorized emergency vehicle from the duty to drive with due regard for the safety of

all persons nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

2. Police, fire, and ambulances are authorized emergency vehicles. Volunteer Fire department and the installation Road Master's vehicles are not considered authorized emergency vehicles and are only authorized to use lights and sirens for the execution of their specified duties.

3. All emergency vehicle operators will have a current Emergency Vehicle Operators Course Certificate. With records maintained per reference (b).

3021. Honors and Salutes

1. At morning and evening colors, and during the playing of the National Anthem all vehicles, except those responding to authorized emergencies, shall be brought to a stop and shall remain stopped until "Carry On" is sounded.

2. All active-duty personnel in uniform who recognize officers senior to them as drivers/passengers in privately owned and government vehicles shall render the appropriate salute.

3022. Alcoholic Beverages

1. Alcoholic beverages in opened or unsealed containers shall never be brought in any vehicles.

2. No person who is under the influence of alcohol or any physically debilitating drugs shall operate a motor vehicle within the confines of the depot.

3023. Equipment. All equipment on every vehicle, required by law regulation, or for safety, must be in good working condition. Vehicles not meeting the appropriate South Carolina state requirements shall not be permitted on the depot. In cases where questions arise on operating equipment not covered by state regulations or this order, the PM will determine if the vehicle in question will be allowed to operate on board the depot.

3024. Use of Another's Vehicle

1. Privately owned motor vehicles registered on the depot, or bearing a temporary pass, shall not be loaned to another person unless the registered owner has motor vehicle liability insurance to cover the borrowers or the borrower's liability insurance to cover themselves while operating any privately owned vehicle. It is the lender's responsibility to ensure that the borrower's driving privileges are not suspended or revoked.

2. Before any motor vehicle registered on the depot or bearing a temporary pass may be loaned by a recorded owner for use by the borrower, the owner

shall ensure the borrower has in their possession a written vehicle loan authorization and valid operator's license.

3. Written permission to operate or be in possession of a privately owned vehicle is not required if the registered owner is in the vehicle or the operator is a family member of the registered owner.

4. No person other than a recorded owner shall drive a motor vehicle registered on the depot, or bearing a temporary pass, unless that person is qualified in their own right to end or be aboard the installation at the time of use of the vehicle or the recorded owner of the vehicle is present.

#### 3025. Government Vehicles

1. No person shall operate a government vehicle with a gross vehicle weight (GVW) of 10,000 pounds or above unless they are a student driver or have in their possession a valid U.S. Government Motor Vehicle Operator's Identification Card with a capacity equal to, or greater than, that authorization on the permit. For operation of automotive equipment under 10,000 pounds GVW, military personnel are required to possess either a valid state driver's license or a SF-46, U.S. Government Motor Vehicle Operator's Card. The exception to the above will be drivers of tactical vehicles and emergency type vehicles such as ambulances and military police and crash crew who will be required to possess a U.S. Government Motor Vehicle Operator's Identification Card.

2. All government vehicles operated by unlicensed personnel, either for training or for use in the Government Motor Vehicle Operator's Licensing Test, shall be equipped with signs on the front and rear of the vehicle with lettering at least five inches high reading "STUDENT DRIVER.".

3. A restraint system (seatbelt) shall be worn by all operators and passengers of U.S. Government vehicles so equipped, on or off installation at all times while the vehicle is in motion. The number of passengers in any U.S. Government vehicle may not exceed the number of properly installed safety belts. Motorcycles are exempt from this requirement.

4. The speed of all tactical wheeled vehicles, including motor transport items, in convoy or single run is limited to the posted speed limit or 45 mph whichever is slower. This restriction applies on and off-base.

5. The highest-ranking occupant of a government motor vehicle is responsible for ensuring that the operation of the vehicle conforms to the provisions of these and all applicable regulations.

6. Operator Duty Time. In accordance with reference (b), to reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific duty hour limits for Marine Corps vehicle



operators. These duty time limits will consider the degree of risk involved in various motor vehicle operations (i.e., Weapons convoys, reserve operations). Duty hour limits during normal operations shall include the following minimum requirements.

a. Drivers shall be provided with at least eight consecutive hours of rest (off-duty) during any 24-hour period. Commanders shall ensure that preceding a known prolonged work or sleep loss period, off-duty time shall be kept as free of work-related requirements as possible, and ideally should be spent at rest or sleep.

b. An operator shall not drive more than 10 hours in a duty period (including rest and meal breaks). Mission essential billets requiring shifts in excess of 10 hours (e.g., security patrols, severe weather operations, training support, snow removal) will develop specific written procedures to minimize the hazards of increased mission required driving time. To reduce the potential for traffic mishaps caused by operator fatigue following extended duty or shift work, commanders shall establish written rest-recovery guidance. At a minimum, the guidance will include:

(1) Options to mitigate fatigue in periods of extended duty or shiftwork.

(2) The requirement to assess the risks associated with using fatigued personnel to operate a motor vehicle. The assessment shall consider time on duty, the individual's physical condition, driving conditions, and length of travel.

(3) Control measures such as alternative means of transportation or designating rest stop for fatigued personnel until they are sufficiently rested to operate a motor vehicle.

c. Drivers will take rest breaks (at least 15 minutes) every two hours of driving or every 100 miles, whichever occurs first. These breaks are in addition to regular meal breaks.

d. Duty time limits will comply with this order and any additional international standards as applicable. A means of recording driving time must be established for designed motor vehicle operators who operated government motor vehicles on a regular basis.

e. When transporting hazardous materials (HAZMAT) or explosives, two qualified/certified drivers will be assigned to the vehicle if the trip requires more than eight hours of travel.

f. Commanders shall establish maximum driving times and mileage limits for Marines on orders, leave, and/or liberty. These mileage limits must not exceed allowable limits suggested when using the Travel Risk Planning System.

g. Operators of a government owned vehicle involved in a traffic collision must complete an SF-91 Motor Vehicle Accident Report and notify law enforcement to complete a police report from the jurisdiction in which the incident originally took place. The original completed SF-91 shall be provided to the motor pool vehicle dispatcher and a copy shall be given to PMO.

3026. Bicycle/Moped Traffic Rules. The term "bicycle" throughout this order includes mopeds. The following provisions apply to all persons riding bicycles.

1. Enforcement. Except where specifically provided by law or in this order, all traffic regulations, signals, signs, and devices governing the operation of motor vehicles except when dismounted at which time pedestrian regulations apply. Military police may issue minor offense reports (MORs) or DD Form 1408 to owners and operators of bicycles who do not comply with these laws and regulations. Family members who continue to disobey traffic regulations while riding bicycles shall be detained and the item shall be confiscated by PMO. The sponsor will be required to pick up the family member and item. Family member operators can be issued traffic citations for violations of this order and will be required to appear before the Depot's Traffic Court Judge.

2. Sponsor/Parental Responsibility. Sponsors/parents shall ensure that family members and guests are properly instructed in the safe operation of bicycles, and that they understand and obey the laws and regulations. The minimum age of a moped operator is 16 years of age.

3. Operator Responsibility. Operators of bicycles shall observe the following:

- a. Use bike lanes when available.
- b. When emerging from an alley, driveway, or building, yield right-of-way to all approaching vehicles and pedestrians.
- c. Keep at least one hand on the handlebars at all times.
- d. Ride as near to the right side of the roadway as practical.
- e. Bicycles shall not be parked on a street or in a service driveway and will be secured with a chain and lock or another locking device.
- f. Bicycles will neither be towed by another vehicle, nor tow another vehicle, except trailers manufactured for that purpose.
- g. Bicycles are permitted only on streets, road, and parking areas, and not on athletic fields, tracks, lawns, seeded, areas, and sidewalks. Bicycles

will be ridden with the traffic and kept to the right edge of the roadway to avoid interference with faster moving vehicles. Mopeds will not be driven on sidewalks at any time. In the interest of safety, children operating tricycles, bicycles, or other foot powered devices with a height of less than 16 inches may ride on sidewalks.

h. The maximum speed limit for bicycles is 30 mph unless lower speed limit is posted for the area being ridden through.

i. Bicycles may not be ridden while under the influence of alcohol or other drugs. Violators may be subject to the same penalties as for driving a motor vehicle under the influence of alcohol or drugs.

j. Bicycle operators will not wear radio headsets, earphone, or other devices which obstruct their hearing.

4. Required Equipment. Bicycles/mopeds must be equipped with:

a. A crystal (white) reflector facing forward and unobstructed when viewed from the rear.

b. An amber reflector on each side of the bicycle facing outward.

c. A red reflector facing rearward and unobstructed when viewed from the back.

d. Bicycles/mopeds will not carry any other passengers except when that vehicle is equipped with an additional firmly fixed seat for that purpose.

e. Bicycles will be equipped with brakes that will enable the operator to make the braked wheel skid on dry, level, clean pavement.

f. Moped headlights will be on at all times when in operation. Mopeds will have a rearview mirror attached to each side of the handlebars. Every person operating or riding on a moped aboard the depot or off station shall wear a DOT approved helmet and suitable eye protection. Suitable eye protection is defined as goggles with neck strap or full-face shield attached to the helmet. A windshield, fairing, spectacles, or sunglasses are not considered suitable eye protection.

g. Properly fastened DOT approved bicycle helmets will be worn by all personnel who ride bicycles on the installation's street, roadways, sidewalks, and posted bicycle/running trails.

5. Required equipment for night riding. All bicycles/mopeds used at night must be equipped with:

a. A functioning headlight beam of 30 feet and a taillight or red reflector. Bicyclists will wear a reflective upper garment or vest.

b. Mopeds must be equipped with a headlight beam of 500 feet and a red taillight.

3027. Golf Carts

1. Privately owned golf carts, or other low speed vehicles (LSVs), will only be authorized in the areas designated for their safe use by the CG's policy.

2. Privately owned golf carts will also be required to adhere to local guidelines and laws of South Carolina.

3028. Scooter/Rollerblade/Roller Skate/Street Luge and Skateboard Regulations

1. Enforcement, Sponsor/Parental Responsibility, Operator Responsibility. Reference paragraph 3027 above.

2. Required Equipment. Non-motorized vehicle or foot powered device operators must also be equipped with:

a. All Non-motorized vehicle or foot powered device operators will wear properly fastened helmets while riding aboard the depot. Elbow, wrist, and kneepads are strongly recommended.

b. All non-motorized vehicle or foot powered device operator will wear brightly colored or reflective clothing to increase visibility during darkness.

3029. Radar Detection Devices. Per reference (i), the use and/or visual display of radar detection devices designed to indicate the presence of electronic speed measuring instruments, or transmit erroneous speeds, is prohibited.

3030. Noise Originating from Within Vehicles

1. All drivers shall ensure that noise (whether from a car stereo or other source) does not exceed the following limits:

a. Shall not be heard above engine noise from any point outside the vehicle when all windows are closed.

b. Shall not be such as to interfere with the vehicle operator's ability to hear emergency vehicles approaching using sirens.

c. No obscene language shall be heard outside the vehicle with window open or closed.

3031. Traffic Violation Repot (TVR)

1. The purpose of TVR is to have a procedure for any person, military or civilian, to report traffic violations via a third-party complaint process.

2. Personnel authorized to file a TVR. All nonoperational/off duty military police officers will utilize the TVR in reporting violations. Additionally, anyone who observes a motor vehicle violation is authorized to file a TVR. No report will be acted upon unless the complainant completes a witness statement and indicates a willingness to testify against the violator.

3. Personnel subject to a TVR

a. On-Base violations. Any person, whether military, dependent, civilian employees, or contractor, operating either a private or government owned vehicle aboard MCRDPI is subject to a TVR.

b. Off-base violations. TVRs will not be accepted for off base violations.

4. Reportable Violations. All violations, moving or non-moving, are reportable using the TVR process.

5. Reporting Violations

a. Personnel reporting any violation are encouraged to come to PMO and file a TVR, enclosure (1) pertains. Telephonic reports will not be accepted.

b. Personnel reporting any violation may also submit a TVR electronically by visiting the MCRDPI Public Affairs website at <http://www.beaufort.marines.mil/Resources/PublicAffairs.aspx>. Upon completion, the TVR will be emailed to the MCRDPI Desk Sergeant E-mail account at [bfrt\\_pmo\\_desk-sgt2@usmc.mil](mailto:bfrt_pmo_desk-sgt2@usmc.mil). Ensure that the TVR is in reference to MCRDPI.

c. Police officers receiving the report and witness statement shall issue the violator an Armed Forces Traffic Ticket, DD Form 1408, will not be issued as a result of a TVR.

d. United States district court violation notices, DD Form 1805, will not be issued as a result of a TVR.

3032. Reporting Accidents. All traffic accidents involving GOVs occurring on, or off installation shall be reported immediately to the PMO by notifying

dispatch via 911 to allow proper response, as well as being reported to Motor Transportation Divisions (MTD) within 24 hours.

3033. Accidents Aboard MCRDPI

1. Military police shall perform detailed on the scene and follow up investigations for all motor vehicle accidents involving a fatality, personal injury, or property damage. Military Police shall investigate all accidents involving a government vehicle and any vehicle accident where the federal interest exists. Investigation results will be recorded utilizing the military police reporting system. The original copy will be retained within PMO.

2. A traffic accident waiver (Appendix J) form may be issued at the discretion of on scene law enforcement officers. This discretion must be assigned a case control number. Prior to the completion of the on scene investigation both parties will be issued the traffic accident waiver, which may be completed if the following pertains to the investigation:

- a. The accident did not result in any type of injury or death.
- b. The accident did not cause major damage to the property of any one person and/or private organizations.
- c. The accident did not cause any property damage belonging to the U.S. Government.
- d. The accident was not caused by any serious violation of the law.
- e. Both parties involved have valid vehicle insurance, driver's license, and vehicle registration.
- f. Both parties involved agree who is at fault for the accident.
- g. Both parties involved understand the traffic accident waiver form.
- h. Both parties involved are witnessed by responding officers/investigators exchanging personal information for insurance purposes only.
- i. Both parties are present at the time or shortly after law enforcement arrives on scene.

3. Observation of impairment will be made of all drivers involved in traffic accidents investigated by military police. Any vehicle assigned to PMO involved in a motor vehicle collision resulting in any damage or injury, however slight, will be reported to and investigated by the PMO Accident Investigation Division (AID) Chief Investigator.

4. The PM or his authorized representative, upon notification of a refusal to submit to or complete a chemical test, will terminate the registration for all vehicles registered to the subject driver and place that person's name on the revocation list.

3034. Accidents Not Aboard MCRDPI. PMO in conjunction with MTD, through liaison with civil law enforcement agencies, perform detailed on-the-scene and follow up investigations, and obtain copies of respective agency reports for all motor vehicle accidents involving government vehicles or accidents resulting in death or disabling injury to MCRDPI military personnel occurring within 50 miles of the depot. All accidents that involve a government vehicle or any vehicle accident where the potential for litigation against the U.S. Government or other significant federal interest exist shall be investigated. All accidents outside the designated area will be investigated by the nearest military activity, upon request of the unit to which the involved personnel or material are attached.

3035. Judge Advocate General (JAG) Manual Investigations. Commanding officers exercising special courts martial convening authority or higher shall conduct investigations into motor vehicle accidents occurring both on and off the depot when required by the JAG Manual. Relevant information obtained by PMO shall be made available to the appointed investigating officer/body.

3036. Standards for Impoundment. POVs Shall be impounded if they clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. Impoundment will only occur if there are no other reasonable alternatives.

1. Attempts will be made to locate the owner of the POV and have the vehicle removed.
2. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found.
3. Another responsible person may be allowed to drive or tow the POV with permission from the owner/operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that military police personnel are not responsible for safeguarding the POV.
4. The owner of any vehicle left unattended and/or illegally parked for 24 hours shall be directed to remove the vehicle if the owner can be identified/located. If the owner cannot be found or fails to remove the vehicle as directed, the vehicle will be impounded by PMO and towed off-

station by a commercial wrecker to a commercial storage lot. All charges and expenses for towing the storage will be borne by the owner of the vehicle.

5. Those unattended/illegally parked vehicles that may be impounded and towed immediately at the owner's expense fall into one or more of the following categories. Vehicles that:

- a. Present a traffic hazard to the motoring public.
- b. Block the normal flow of traffic.
- c. Are being stripped or vandalized.
- d. Have been illegally brought aboard the depot by a suspended or revoked driver. If present, a spouse, or other legal owner may remove the vehicle if they are able to drive.
- e. Have been involved in the commission of a crime. Such vehicles may be impounded as evidence.
- f. Have inadequate insurance coverage.
- g. Have illegal registration or plates.
- h. Interfere with operational commitments.
- i. Are being repaired or having maintenance performed beyond emergency requirements or require any mechanical fluids to be changed that pose an environmental hazard.
- j. In the event of an evacuation no vehicle will be left unattended at any building's specific parking areas (chow halls, battalion buildings, medical, dental, exc.).

### 3037. Procedures for Impoundment

1. An abandoned vehicle notice will be conspicuously placed on vehicles considered unattended. The owner will be allowed three days from the date the POV is tagged to remove before impoundment action is initiated. After 72-hour notice has been reached, a diligent effort to find the owner (or the heirs, next of kin, or legal representative of the owner) shall begin to the maximum extent practicable, no later than seven days after the date on which the 72-hour notice has expired. After this period has passed, a contracted wrecker service will be contacted to remove the vehicle.

2. An inventory, completed by AID, shall list personal property and be completed to protect the owner, law enforcement personnel, the contractor,



and the Command. Personal property found will remain in the vehicle and an inventory will be kept by law enforcement and the contracted tow company.

3. A notice of vehicle impoundment will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and request information concerning the owner's intentions regarding to the disposition of the vehicle.

4. If the vehicle is to be held for evidentiary purposes, it shall remain in the custody of military police until law enforcement action is complete.

5. A recovered stolen privately owned vehicle (POV) will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

3038. Disposition of Vehicles after Impoundment

1. If the POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary of law enforcement purpose exist. The vehicle will then be returned to the owner without delay unless directed otherwise by competent authority.

2. If the vehicle is unclaimed after 30 days from the date notification was mailed or the owner released the vehicle by properly completing the appropriate release form, the vehicle will either be released to the lien holder or processed as abandoned property.

3039. Commercial Wrecker Service

1. All commercial wrecker services operating aboard the depot shall comply with state and county regulations pertaining to the towing the storage of motor vehicles and property and operate in accordance with reference (d).

2. All wrecker services must be available on a 24-hour basis.

3. Wrecker owners and operators are prohibited from soliciting business at traffic accident scenes.

4. When called, the wrecker service must inform the Military Police Desk Sergeant whether a wrecker is immediately available to make the tow. There will be no substitutions of wrecker services. If a wrecker service is not available another service will be contracted to make the tow.

5. The maximum response time for the summoned wrecker service is 30 minutes. If due to climatic conditions, i.e., snow, ice, or storms, the wrecker service is unable to meet the 30-minute response time, then an additional 15 minutes will normally be allowed. If climatic conditions are favorable and

the response time has expired, the next wrecker service on the wrecker rotation list will be contacted.

6. No wrecker service is authorized to exceed the posted speed limit aboard the depot.

7. All wrecker services will be equipped as follows:

- a. Prescribed emergency lights.
- b. Dual rear tires.
- c. Hand and power winches.
- d. Flares.
- e. Broom.
- f. Shovel.
- g. Fire extinguisher.
- h. Pry bar.
- i. Dollies.
- j. Vehicle unlocking device(s).

8. Wreckers must be capable of extracting vehicles from ditches, mud, or creeks.

9. Once the first hook is connected, that wrecker owner/operator assumes responsibility for any additional damage or loss to the motor vehicle or property until such time as the owner receives the motor vehicle or property.

10. When damage is unlikely to result to the towing vehicle by towing it without using a vehicle dolly, the wrecker owner/operator will attempt to mechanically place the transmission in the neutral position and/or disconnect the driveshaft as appropriate for the vehicle being towed.

11. The wrecker owner/operator will ensure all debris is removed from the roadway prior to leaving the traffic accident scene.

12. Wrecker services will not release towed vehicles unless authorized by the registered owner, military police, or the title to the vehicle/property is obtained from the State.

13. The wrecker services must notify the Military Police Accident Investigation Division (AID) at (843) 228-2314/2858 when it obtains a title to a vehicle or desires to otherwise dispose of it. This does not include returns to registered owners.

14. The wrecker services shall maintain accurate records of all vehicle/property removed from the depot. These records shall include but not be limited to the following:

- a. Date, time, and location of tow.
- b. Name of military police authorizing the tow.
- c. Name of wrecker service driver.
- d. Date the state was notified of the tow.
- e. Date the title was applied for.
- f. Final disposition of vehicle.

15. All wrecker service owner/operators will apply to PMO for designation as an authorized wrecker service for the installation in writing per Appendix C.

16. To safeguard against the unauthorized removal of vehicles from the installation, all towing companies will fill out the Vehicle Removal Authorization Form (Appendix C). Furthermore, any towing company which states that it is coming aboard the installation to repossess a vehicle, will be instructed to report to the Staff Judge Advocate (SJA). The SJA will ensure the towing company has the proper paperwork for removal. Towing companies attempting to gain base access after-hours will be instructed by the gate sentries to report to the SJA on the next business day.

17. Authorized wrecker services are authorized to charge a fee for their services not to exceed \$200.00 for basic tow and \$300.00 for special tow. Wrecker services are outlined in the depot wrecker service agreements.

#### 3040. Government Wrecker Service

1. Government wreckers shall be utilized to tow impounded vehicles that fall into one or more of the following categories:

- a. The owner cannot be identified.
- b. The vehicle is to be impounded, for example, as evidence.
- c. The owner has been transferred to another duty station.

2. Motor vehicles/property not claimed by the owner within 180 days will be disposed of in accordance with the current edition of the DoD manual 4160.21M, Chapter 4, Paragraph 40.

3041. Commercial Wrecker Service Liaison Responsibility

1. The AID Chief shall maintain liaison with the commercial wrecker services desiring to operate aboard the depot.
2. Maintain an authorized wrecker services list and rotation log.
3. Maintain on file and review annually an acceptance agreement statement between the wrecker service and the depot.
4. Maintain a record of all vehicles/property that are impounded.
5. Conduct monthly inspections of impound lots.

## CHAPTER 4

### INSTALLATION TRAFFIC COURT

#### 4000. Depot Traffic Court

##### 1. Authority

a. MCRDPI Traffic Court is an administrative system established by the CG, MCRDPI to promote traffic control and safety aboard the depot. Actions by the Installation Traffic Court include, but are not limited to, assignment of points, suspension or revocation of driving privileges, and assignment to Remedial Driver Training (Attitudinal Dynamics of Driving course). Attendance at the Installation Traffic Court is mandatory except when the Installation Traffic Court Magistrate delegates guilty plea adjudication to the PMO Traffic Court Clerk for non-mandatory offenses. When the delegation occurs and the driver wants to plead guilty, they must submit a plea, via email, to the traffic court clerk or the case will be handled as a failure to appear.

b. The Depot Traffic Court Judge will be a senior enlisted (E-9) or field grade officer (O-4 and above) appointed by the Chief of Staff.

2. Offenses Handled. Depot Traffic Court will handle offenses involving violations of military orders and instructions pertaining to traffic and parking violations, littering, as well as all violations committed by government vehicle operators aboard this installation.

3. Point Assessments. The PMO will record the appropriate number of points on an individual's driving record when notified of a traffic violation adjudicated by Depot, State, or Federal Court, or when state authority disposes of the violation committed within its jurisdiction by point assessment. When more than one violation is committed on a single occasion, points will be assessed, either in part or as a total sum of all tickets, at the discretion of the Traffic Court Judge.

4. Suspension/Revocations of Driving Privileges. Upon reasonable cause, the Depot Traffic Court is authorized to suspend or revoke driving privileges. PMO will notify an individual of suspension/revocation in writing and will also notify the individual's Commanding Officer per appendixes A and F. Commanders are responsible for ensuring compliance. Before the permanent suspension/revocation of driving privileges, the individual will be the afforded an opportunity to defend them self to the Depot Traffic Court. Failure to request a hearing, or to appear on the date assigned, will automatically result in suspension/revocation of driving privileges:

a. For the duration of any state suspension/revocation of a driver's license.

b. For up to six months for receiving six citations for illegal parking including warning citations, in a six-month period.

c. For accumulating 12 or more points within 12 consecutive months, or 18 points within 23 months.

d. For operating a vehicle while privileges or license has been suspended by military or civilian authority.

e. When convicted by court-martial or when non-judicial punishment is imposed for driving under the influence of alcohol.

f. Upon forfeiting bail or being convicted for driving under the influence of alcohol or drugs, manslaughter involving a vehicle, negligent homicide involving a vehicle, or the commission of any felony crime involving a vehicle.

g. For one year upon refusal to be tested for alcohol or other drugs, per the implied consent law.

h. When notified of a positive result of a urinalysis test, or for having drugs or drug paraphernalia in a vehicle.

i. Suspension/revocations of state driving privileges that occur off base related to an alcohol-related offense (i.e., DUI, DUI refusal, DWI exc.) are to be immediately handled by the Depot Traffic Court Judge following the incident. The suspect will report to PMO for processing and their installation driving privileges will be temporarily suspended. The suspect will be instructed to contact the PMO Traffic Court Clerk at (843) 228-7493 for the issuance of a traffic court date. Furthermore, it is the individual's responsibility to contact the traffic court clerk to provide information regarding adjudication by a civilian court from the off-depot case. If the state revoking/suspending the suspects privileges grants limited driving privileges, this information can be turned into the Traffic Court Judge for consideration.

j. Per reference (b), the suspension/revocation of driving privileges upon acquittal of intoxicated driving will continue to be enforced if the preliminary suspension was based on refusal to take a BAC test.

2. Reinstatement of Driving Privileges. Driving privileges which has been revoked or suspended are automatically reinstated upon expiration of revocation or suspension provided all imposed preconditions have been granted driving privileges until they have been relicensed by the authority originally invoking the suspension or revocation.

3. Appeal. Any person whose installation driving privileges have been suspended or revoked by the Depot Traffic Court may appeal in writing to the

Chief of Staff, MCRDPI, via their chain of command, within 10 working days from the date of the notice. An appeal must be based on fact and will be judged on its merits. The appeal must state clearly why the action warrants review. Commanders will process appeals as expeditiously as possible and verify serious family hardship or other facts and include a recommendation. Suspensions remain in affect while the appeal is being processed.

4001. Mandatory Attendance. The Depot traffic Court may direct military personnel to attend training when appropriate. Unless this training has been successfully completed within the proceeding three months, all military personnel must attend the earliest available class when they:

- a. Accumulates twelve points in one year.
- b. Are at fault in an accident while operating a government vehicle.

3. Assignment of Civilians. Civilian personnel, Contractor employees, and family members cannot be directed to attend remedial driver training for the same offenses which military personnel can be assigned. However, they can be offered a choice of attending the school, completing an 8-hour National Safety Council's Defensive Driving Course (Alive at 25) conducted off-base, or having their installation driving privileges suspended, Civilian employees shall not be paid for the time spent attending either school.

4. Procedures

a. The Safety Office aboard MCAS shall publish schedules and will provide the facilities and instructors to support the Remedial Drivers Training School. The course instructor will submit a report of attendees to the Court Clerk within one working day after each class.

b. Personnel assigned to attend the Remedial Drivers Training will be notified upon the conclusion of their traffic court hearing by the Traffic Court Judge. Failure to report to the scheduled class without appropriate approval or failure to complete the course will result in suspension of driving privileges and possibly disciplinary action under the UCMJ.

c. Unit commanders may order military personnel to attend the Remedial Driver Training if deemed appropriate.

4002. Government Operator's License Suspension/Revocation

1. PMO shall notify Commanding Officers when the Depot Traffic Court suspends a military member's driving privileges. MCO 11240.660 states that, when warranted, Commanding Officers have authority to suspend an OF-346 and prescribe required administrative actions. Commanders may grant exceptions when it is determined that such suspension would seriously affect military mission requirements. However, PMO will be notified in writing within three

working days of such action. If the suspension is based upon a suspension of a state driver's license by civil authorities, then per reference (b), operation of a government vehicle will be restricted to the installation.

2. PMO will notify the Human Resource Office when the Depot Traffic Court Suspends the driving privileges of a civilian employee. If the employee possesses a valid OF-346 when notified, then appropriate action will be taken under the Federal Personnel Manual, Chapter 930 or other applicable laws and regulations concerning civilian personnel.

#### 4003. Driver Records

1. Maintenance. PMO shall maintain a record of all traffic violations by drivers of vehicles registered aboard the installation. Notice of traffic violations by persons whose vehicle is registered at another installation will be forwarded to the other command for adjudication.

2. Forwarding Upon Transfer. Individual driving records reflecting incidents related to the operation and registration of motor vehicles will be forwarded to the next installation when the service member is transferred.

3. State Notification. Per reference (k), state driver's license agency of DoD personnel will be notified when installation driving privileges have been revoked for one year or more following adjudication of an intoxicated driving offense or upon refusal to submit to a lawful BAC test.

#### 4004. Chemical Testing Policies and Procedure

1. General. Breath tests are performed by qualified personnel within PMO, using a quantitative chemical breath test device approved by designated authorities of the state. Persons accepting MCRDPI driving privileges shall be deemed to have given their consent to evidentiary tests for alcohol or other drug content of their blood, breath, and/or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on U.S. Military property while suspected to be under the influence of intoxicants. The person has a right to refuse to be tested. The test results, or the fact of the person's refusal, will indicate in writing their choice, or refusal, to submit to attest. Refusal to take any requested test or tests will result in an immediate revocation of the person's driving privileges for 12 months.

2. Chemical Breath Test Procedure. The following procedures will apply to the quantitative chemical breath testing devices.

a. Observe the person to be tested for at least 20 minutes prior to the collection of the breath specimen, during which period the person must not have ingested alcoholic beverages or other fluids, regurgitated, eaten or smoked.



b. Verify proper operation of the chemical breath test device through its internal circuitry test.

c. Comply with operational procedures set forth in the current instruction manual of the manufacturer for the instrument in use.

### 3. Chemical Testing of Personnel Involved in Fatal Accents

a. In the case of a death of any MCRDPI personnel as a result of an accident involving a motor vehicle, the PM or his representative shall contact Beaufort Memorial Hospital and ascertain the circumstances surrounding the accident.

b. In the case of drivers killed in motor vehicle accidents and death of pedestrians subject to military jurisdiction, or other pedestrians 16 years of age or older when consent of sponsor is obtained, Beaufort Memorial Hospital or other authorized medical facilities will be requested to examine the presence and percentage concentration of alcohol and drugs, if feasible, in the blood or other fluids from the victim. This information shall be submitted with the report.

c. To the extent provided by law, and medical conditions permitting, a blood or breath sample shall be obtained from any surviving operator whose motor vehicle is involved in a fatal accident.

### 4. Considerations

a. In the event a quantitative chemical breath test of a subject indicates a BAC of 0.30 or above, a second test should be administered after a waiting period of 20 minutes. If the second test indicates a continuing rise, the subject will be immediately referred to the appropriate hospital facility.

b. If a quantitative chemical breath test of a subject indicates a BAC of less than 0.06 percent and there is evidence of strong physical impairment, the individual should be referred for medical evaluation and treatment, as appropriate.



**APPENDIX A**  
**UNITED STATES MARINE CORPS**  
 MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
 PO BOX 19001  
 PARRIS ISLAND, SOUTH CAROLINA 29905-9001

TEMPORARY SUSPENSION OF DRIVING PRIVILEGES LETTER

From: Provost Marshal, Marine Corps Depot Beaufort To:

IN REPLY REFER TO  
 PMO  
 DD Mmm YYYy

LNAME	FNAME	MI	RANK	EDIPI
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Subj: TEMPORARY SUSPENSION OF DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D  
 (b) ASO P5110.1G  
 (c) DepO P5560.C\_

1. Per the references, your driving privileges aboard Marine Corps Depot Beaufort, South Carolina and Marine Corps Recruit Depot Parris Island, South Carolina, and any other military installation, to include all housing areas, are suspended pending your appearance before the Depot or Depot Traffic Court.

2. This temporary suspension is based on your apprehension or detention for driving under state suspension and/or driving under the influence of alcohol or drugs at \_\_\_\_\_ hours on \_\_\_\_\_ at \_\_\_\_\_

3. In view of your chemical test result of \_\_\_\_\_ percent BAC or your refusal to submit a chemical test sample or a report received from another jurisdiction, your driving privileges are suspended in accordance with the following Orders:

MCO 5110.1D Chapter 2-4.3(d) (Report of DUI/Refusal)  
 ASO P5110.1G Para. 1202, sec. 2, subsection (e) (Refusal)  
 ASO P5110.1G Para. 1202, sec. 1, in conjunction with sec. 3  
 (.08 percent BAC or higher)  
 ASO P5110.1G Para. 1101, sec. 29, 30, 33, and 34 (Driving on a  
 Suspended or Revoked License)  
 ASO P5110.1G Appendix (J), Code 47 (Fraudulent use of  
 License Plate or Depot Pass)  
 ASO P5110.1G Para. 2104, Sec. 2, subsection (b) (.001% or  
 higher, under 21 years or age)  
 ASO P5110.1G Para. 1203 (Illegal/Illicit Drugs)  
 Other \_\_\_\_\_

4. You are not authorized to allow anyone other than bona fide dependent(s) to operate your vehicle(s). Failure to comply may result in an additional two years added to your suspension and recommendations for disciplinary action will be forwarded to your Commanding Officer.

---

(Provost Marshal's signature)

I have read, understand, and had explained the provisions of my suspension letter and will comply.

---

(Signature of  
Individual)/(date)

---

RECEIVING ENDORSEMENT

Revised 20 August 2020 (all previous editions are obsolete) Initials

APPENDIX B

MOTORCYCLE OPERATION EDUCATION COURSE

1. Operator Training. Military members operating government or privately owned motorcycles, mopeds, motor scooters, or all-terrain vehicles (ATVs) must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active-duty Marines operating motorcycles whether on or off base.

a. The safety course must include the following.

(1) The Motorcycle Safety Foundation (MSF) for motorcycles or Specialty Vehicle Institute of America (SVIA) for ATV's will use approved curriculum taught by MSF or SVIA certified instructors.

(2) Hands-on training.

(3) A performance-based and knowledge-based evaluation.

b. Operators of military motorcycles will complete the formal military motorcycle (MILMO) off road operator's course.

c. The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Services organizations.

d. Motorcycle training required by this Order shall be provided at no cost to military and DOD personnel (including annual leave).

e. Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

f. Record of Course Completion. In accordance with reference (K), each Marine is responsible to ensure the appropriate course completion codes are entered into MCTFS. A statement attesting to the date and location of course completion is a mandatory element for TMS reporting and will be entered upon successful completion of each course. Installation Traffic Safety Offices will maintain course completion records (e.g., sign-up sheets, *sign-in* rosters, attendance rosters and completion card logs) per local written procedures.

2. MCRDPI currently offers the following two courses from the MSF. Both courses meet or exceed the Marine Corps order requirements quoted above, including hands-on training, a knowledge-based evaluation (written test), and a performance-based skills evaluation (riding test).

a. Basic Rider's course (BRC) Level 1. The MSF BRC is designed to be a safe, effective, and enjoyable training event for

participants who have little or no riding experience. The primary goal of this course is to provide an introduction to the fundamentals of safe, responsible motorcycling, including the knowledge and skills that lead to licensing and motorcycle operation on the streets and highways.

b. Advanced Rider's Course (ARC) Level 2. The MSF ARC is designed to provide a safe, effective, and enjoyable training event for participants. It is intended to facilitate the development of riders. Participants should have successfully completed the MSF Basic Rider's Course or equivalent or have sufficient riding skills and experience to operate a motorcycle with basic proficiency.

3. Scheduled courses should have between 6 and 12 participants. Class size should not exceed 12.

4. The Department of Safety and Standardization will have overall responsibility for administration and coordination of the motorcycle safety course.

5. If an individual possesses a valid MSF certification from another

**APPENDIX C**

REQUEST LETTER FOR COMMERCIAL WRECKER SERVICE

From: \_\_\_\_\_

\_\_\_\_\_  
(Wrecker Service Business Name/Business Address)

To: Commanding Officer, MCRDPI

Attn: Provost Marshal, Marine Corps Depot Beaufort

Subj: REQUEST FOR APPROVAL AS AUTHORIZED WRECKER

SERVICE

Encl: (1) Terms and Conditions (note: must be signed and dated)

1. It is requested that my company/wrecker service be authorized to provide the subject service to MCRDPI and outlying areas under operational control of the Commanding General, MCRDPI, including the Laurel Bay housing area, and to MCRDPI and outlying areas under operational control of the Commanding General, MCRDPI.

2. I/we have read, understand, and agree to be bound by the terms and conditions set forth in the enclosure and agree to operate within these guidelines and instructions.

3. It is further understood that this authorization will expire in three years from the signed date and must be renewed if I/we desire to continue the services.

4. In those rare instances where the Provost Marshall determines that an error has been made in towing a vehicle, it is agreed that no fee will be charged and that my company/wrecker service will be placed on call for the next service requirement by the Installation.

\_\_\_\_\_  
(Wrecker Service Representative's Signature)

For PMO use only:

Application Accepted/Declined - reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

By: \_\_\_\_\_

**APPENDIX D**

**VEHICLE REMOVAL AUTHORIZATION FORM**

From: \_\_\_\_\_

\_\_\_\_\_  
(Wrecker Service Name/Address/Telephone  
Number)

To: Commanding Officer, MCRDPI

Attn: Provost Marshal, Marine Corps Depot Beaufort

SUBJ: AUTHORIZATION TO TOW; CASE OF

\_\_\_\_\_  
(VEHICLE OWNER)

Ref: (a) ASO PS110.1G

1. The above individual has authorized my company to tow his/her vehicle(s):

---

(MAKE)	(MODEL)	(YEAR)	(COLOR)	(LICENSE#)
	(STATE)			

2. I understand that towing this vehicle without the registered owner's consent is a violation of the reference.

3. I understand that failure to comply with the references by me or the company I represent may lead to debarment from Marine Corps installation MCRDPI, SC, and its associated housing area.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

**APPENDIX E**

<b>CODE</b>	<b>VIOLATION (S)</b>	<b>CONSEQUENCE</b>
001	Operating vehicle while under suspension or revocation of driving privileges.	MCA, 2 yrs Revoked,
002	Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	MCA, 1 yr Revoked,
003	Fleeing the scene of an accident (hit and run) involving death or personal injury without rendering aid or reasonable assistance.	MCA, 1 yr Revoked,
004	Conviction by the DTC or civil court for driving under influence (DUI .08% or more).	MCA, 1 yr Revoked,
005	Driving a motor vehicle while a habitual user or under the influence of any narcotic, drug, or other substance.	MCA, 1 yr Revoked,
006	Conviction by court-martial or civilian court, or non-judicial punishment for any drug related offense, including offenses involving drug paraphernalia, whether or not a motor vehicle was involved in the offense.	Revoked, 1 yr
007	Felony involving use of a                      to include vehicle, assault with vehicle.	MCA, 1 yr Revoked,
008	Perjury or false statement under oath to responsible officials or under law relating to the ownership or operation of motor vehicles.	MCA, 1 yr Revoked,
009	Unauthorized use of a motor vehicle belonging to another not amounting to a felony.	MCA, 1 yr Revoked,
010	Driving under influence; refusal to submit to chemical tests (implied consent).	MCA, 1 yr Revoked,
011	Reckless driving (willful and wanton disregard for the safety of persons or property, speed contests (drag racing).	MCA, 6 pts
012	Fleeing the scene of an accident (hit and run) involving damage to property of another, without making identity known.	MCA, 6 pts
013	Conviction at the DTC or civil court for driving with unlawful alcohol concentration (DUC .08% and higher); or underage alcohol use while driving.	MCA, Revoked, 1 yr,
014	Incompetent to drive a motor vehicle (mental or physical impairment).	MCA, 6-month suspension
015	Owner, knowingly and willfully, permitting another to operate his/her motor vehicle when physically impaired (DUI/DWI/DUC).	MCA, 6 pts
016	Committed an offense off Depot, which would be grounds for suspension/revocation on Depot.	MCA, 6-month suspension
017	Permitted an unlawful or fraudulent use of an official driver's license.	MCA, 6-month suspension
018	Fleeing or attempting to elude Military Police.	MCA, 6-month suspension
019	Careless Driving (To include speeding 20 MPH	MCA, 6 pts



	above posted speed limit).	
020	Speeding 15-19 MPH above posted speed limit.	5 pts
021	Speeding 10-14 MPH above posted speed limit.	4 pts
022	Speeding 1-9 MPH above posted speed limit.	3 pts
023	Contributing to the cause of an accident resulting in property damage or bodily injury.	4 pts
024	Speed restrictions, to include driving too fast for conditions, spinning wheels or excessive acceleration.	4 pts
025	Passing a stopped school bus in the act of discharging or getting ready to discharge or admit passengers.	4 pts
026	Improper passing or improper lane usage (to include crossing solid yellow lines and passing troops in formation without express permission).	4 pts
027	Failure to obey traffic signs, signals, devices, or instructions of traffic control man or road guard	4 pts
028	Passing or failure to yield the right of way to emergency vehicle giving audible or visible warning.	4 pts
029	Open alcoholic beverage in vehicle.	4 pts
030	Following too closely.	4 pts
031	Failure to yield right of way (to include traffic protocols).	4 pts
032	Cellular phone use by driver without hands free device. 1st Offense 2nd Offense 3rd Offense	4 pts 30-day suspension 6-month suspension
033	Allowing an unlicensed person to drive.	4 pts
034	Operation below the minimum limits or at such slow speed as to impede the normal and reasonable movement of traffic, unless required for emergency safe operation.	2 pts
035	Driving while unlicensed	MCA, Revoke, 1 yr
036	Driving on seeded area.	3 pts
037	Carrying more passengers than the vehicle was designed to carry, to include passengers in an uncovered open bed pickup truck.	3 pts
038	Failure to see that an intended move could be made safely (starting or stopping).	3 pts
039	Improper turning.	3 pts
040	Illegal entry: failure to use designated installation entry control points.	4 pts
041	Failure to maintain proper control of motor vehicle.	3 pts
042	Prohibited equipment/alteration. 1st Offense (if corrected w/in 72 hours) 2nd Offense	Warning 4 pts MCA, 6-month suspension

	Any subsequent offense	
043	Failure to signal or give improper signals.	3 pts
044	Inattention to driving, to include drinking from a container, excessively loud vehicle sound system, viewing of video system, or use of headphones not to include cell phone hands-free devices.	3 pts
045	Driving without a valid license in possession (if license is shown to traffic court clerk w/in 72 hours, charge will be dismissed).	2 pts
046A	Habitual violation of traffic laws or regulations (accumulation of 12 points within 12 consecutive months).	MCA, 6-month suspension
046B	Habitual violation of traffic laws or regulations (accumulation of 18 points within 24 consecutive months).	MCA, 6-month suspension
047	Fraudulent application for, use of, or alteration of, a state license plate, DoD decal or Depot passes.	MCA, 6-month suspension
048	Failure to appear as cited or maximum indicated punishment for each cited offense.	MCA, Revoked, 6 mos
049	Failure to report the involvement in an accident.	30-day suspension
050	Third party (TVR) or Command directed traffic violation offense.	As adjudged by DTC
051	No insurance (to include expired insurance)	30-day suspension
052	Throwing litter from a vehicle.	Revoked, 6 mos
053	Expired State registration or no State registration.	MCA, 15-day suspension
054	Illegal Parking; to include multiple offenses.	As adjudged by the DTC
055	Violation of any provision of these regulations not listed in this table.	As adjudged by the DTC
056	Driver involved in accident is responsible (used only as additive to points assessed for specific offense).	1 pt
057	Failure to use seat belts (operator and/or passenger). 1st Offense 2nd Offense 3rd Offense	1 week suspension + RDC 1 month suspension 6-month suspension
058	Senior ranking occupant in government vehicle failing to ensure seat belts in use by all occupants.	2 pts
059	Failure to restrain children in approved restraining devices. 1st Offense 2nd Offense 3rd Offense	1 week suspension + RDC 1 month suspension 6-month suspension
060	Use of radar detection or jamming devices.	3 pts
061	Failure to de-register upon transfer of vehicles	2 pts

## 1408/1805 TRAFFIC/NON-TRAFFIC OFFENSES

CODE	VIOLATION(S)	CONSEQUENCE
	SPECIFIC MOTORCYCLE VIOLATIONS	
M01	"Showing off" or grandstanding in any manner.	MCA, 6-month suspension
M02	Improper passing of other vehicles in same lane on either side or weaving in and out of traffic.	4 pts
M03	Riding between lanes of moving traffic or riding between the traffic lane and parked vehicles.	4 pts
M04	Riding two or more abreast in same lane.	3 pts
MOS	Allowing passengers to ride sidesaddle or allowing passenger without protective equipment.	4 pts
M06	Knowingly violate any motorcycle/moped equipment regulation of this Order.	3 pts
M07	Carrying items so as to interfere with safe control of motorcycle/moped.	3 pts
MOS	Failing to wear appropriate personal protective equipment/operating without valid Motorcycle Safety Foundation certificate.	4 pts
	<b>1805 TRAFFIC AND NON-TRAFFIC OFFENSES AND COLLATERAL</b>	
<b>FINE</b>	<b>OFFENSE</b>	<b>S . C . CODE</b>
\$60	Alcohol: underage consumption	61-6-4710
\$80	Alcohol: providing to underage	61-6-4070
\$180	Assault: by striking, beating or wounding	18:0113(d)
\$120	Assault: simple	18:0113(e)
\$60	Backing: improper	6-05-3810
\$60	Beginner's permit	56-01-50
\$150	Boating: negligent operation of a boat	50-21-0110
\$150	Bumper sticker: obscene	56-05-3885
\$120	Checks: drawing fraudulent less than \$200 (1 <sup>st</sup> offense)	34-11-0060
MCA	Child neglect	20-7-50
\$15	Child Restraint Violation	56-05-6410
\$60	Crossing median	56-05-1920
\$120	Driver's License: using some else's	56-01-0510
\$90	Driver's License: expired	56-01-0020
\$30	Driver's License: not in possession (1 <sup>st</sup> offense)	56-01-0190
\$1500	Driver's License: altering, provide false info	56-01-0515
\$120	Driver's License: driving without (1 <sup>st</sup> offense)	56-01-0440
\$120	Driver's License: lending (1 <sup>st</sup> offense)	56-01-0510
\$60	Driver's License: using an altered license	56-01-0515
\$180	Dealer Plate: improper use of	56-03-2320
\$60	Driving left of centerline	56-05-1810
\$60	Driving on wrong side	56-05-1810
MCA	DUI (1 <sup>st</sup> offense)	56-05-2933
\$240	DUS (1 <sup>st</sup> offense)	56-01-0460
MCA	DUS - relating to DUI (1 <sup>st</sup> offense)	56-01-0460

\$60	Equipment: Brakes, improper	56-05-4850
\$60	Equipment: Brake light	56-05-4730

## 1408/1805 TRAFFIC/NON-TRAFFIC OFFENSES

<b>FINE</b>	<b>VIOLATION(S)</b>	<b>S.C. CODE</b>
\$60	Equipment: Faulty horn	56-05-4950
\$60	Equipment: Headlights, driving without	56-05-4450
\$60	Equipment: Headlights, improper dimming	56-05-4780
\$15	Equipment: Headlights required in bad weather	56-05-4450
\$60	Equipment: Improper front lights (2 required)	56-05-4490
\$60	Equipment: Mirrors, improper	56-05-4990
\$60	Equipment: Muffler or excessive fumes	56-05-5020
\$60	Equipment: Parking lights	56-05-4640
\$60	Equipment: Rear light	56-05-4510
\$60	Equipment: Taillight	56-05-4540
\$60	Equipment: Tires improper	56-05-5040
\$60	Equipment: Turn signal, failure to use	56-05-4730
\$60	Equipment: Windshield cleaning device, improper	56-05-5000
\$15	Equipment: Windshield, broken, unsafe	56-05-4410
\$30	Failure to change address	56-01-0230
\$60	Failure to obey traffic control device	56-05-950
\$60	Failure to obey officer directing traffic	56-05-0740
\$300	Failure to pay for gasoline	16-13-185
\$120	False insurance certificate	56-10-026
\$60	Fire hose, running over	56-05-3850
\$120	Firearm, Archery or Tackle: negligent use (no injury)	50-01-0085
MCA	Firearm, Archery or Tackle: negligent use (injury)	50-01-0085
MCA	Firearm, Archery or Tackle: negligent use (property damage)	50-01-0085
\$120	Fishing: Exceeding limits	50-13-0210
\$200	Fishing: Sale of game fish	50-13-1610
\$60	Following too closely	56-05-1930
\$120	Handicap Parking	56-03-1970
\$150	ID Card: unlawful possession	18:0701
\$60	Lane usage: improper	56-05-1900
\$120	Leaving scene of accident: fixtures only	56-05-1250
\$120	Leaving scene of accident: property damage	56-05-1220
\$120	Leaving scene of accident: unattended vehicle	56-05-1240
\$60	License plate - improper	56-03-1360
\$60	License plate: missing	56-03-1240
\$60	License plate: no/expired	56-03-0110
\$60	License plate: improper display	56-03-1240
\$120	Littering: <15 lbs	16-11-0700
\$60	Load spillage: failure to clean spillage	56-05-4100
MCA	Malicious injury to animal, personal property: less than \$1000.00 (1st offense)	16-11-0510
MCA	Malicious injury to animal, personal property: \$1000.00 - \$5000.00	16-11-0510
MCA	Malicious injury to animal, personal property: \$5000.00	16-11-0510

\$60	Median crossing	56-05-1920
\$60	Motorcycle: no helmet (under age 21)	56-05-3660
\$15	Motorcycle: headlight not on	56-05-4460

## 1408/1805 TRAFFIC/NON-TRAFFIC OFFENSES

CODE	VIOLATION (S)	CONSEQUENCE
\$60	Motorcycle: improper light - no headlamp	56-05-4800
\$60	Motorcycle: improper light - stop lights	56-05-4560
\$60	Motorcycle: improper riding - operator	56-05-3630
\$60	Motorcycle: improper riding - passenger	56-05-3630
\$60	Motorcycle: no face shield or goggles	56-05-3670
\$60	One way street - wrong way	56-05-1910
\$60	Open container law	61-06-4020
\$60	Ownership - failure to transfer	56-03-1270
\$60	Parking in a no parking zone	56-05-2530
\$60	Passing: in no passing zone	56-05-1890
\$60	Passing: on the left	56-05-1860
\$60	Passing: on the right	56-05-1850
\$60	Passing: opposite directions	56-05-1830
\$60	Passing: same direction	56-05-1840
MCA	Police: failure to stop for blue light	56-05-0750
\$60	Public disorderly conduct	16-17-0530
MCA	Racing: allowing a vehicle to race	56-05-1600
MCA	Racing: on a public street	56-05-1590
\$120	Reckless driving	56-05-2920
\$120	Registration: selling a vehicle with suspended registration or plate to a family member	56-10-0250
\$60	Registration - not in possession	56-03-1250
MCA	Right of way: fail to yield - emergency equipment	56-05-2360
\$60	Right of way: fail to yield - no signs	56-05-2310
\$60	Right of way: fail to yield - stop sign at intersection	56-05-2330
\$60	Right of way: fail to yield - when making left turn	56-05-2320
\$60	Right of way: fail to yield - yielding improperly	56-05-2330
\$60	Right of way: fail to yield - to pedestrians	56-05-3130
\$120	Right of way: fail to yield - school bus, failure to stop for	56-05-2770
\$6	Seat belt	56-05-6520
\$300	Shoplifting - <\$1000.00 in value	16-13-0110
\$MCA	Shoplifting - >\$1000.00 but <\$5000.00	16-13-0110
\$60	Signal: failure or improper	56-05-2150
\$60	Slow - obstructing traffic	56-05-1560
\$15	Speeding: 1 to 10 mph over	56-05-1520
\$30	Speeding: 11 to 15 mph over	56-05-1520
\$45	Speeding: 16 to 24 mph over	56-05-1520
\$120	Speeding: 25 mph or more over	56-05-1520
\$60	Speeding: too fast for conditions	56-05-1520
\$60	Starting a vehicle	56-5-2110
\$60	Stop sign: failure to obey	56-05-2740
\$60	Straddling lane lines	56-05-1900
\$60	Traffic control device: failure to obey	56-05-0950

\$60	Traffic: obstructing - stopped in roadway	56-05-2510
\$150	Trespassing	18 USC 1382
\$60	Turning: improper for curve or grade	56-05-2140
\$60	Turning: improper left to right	56-05-2120

## 1408/1805 TRAFFIC/NON-TRAFFIC OFFENSES

<b>FINE</b>	<b>VIOLATION(S)</b>	<b>S.C. CODE</b>
\$60	Unattended motor vehicle	56-05-2570
\$150	Uniform: unlawful wearing of	18 USC 0702
\$60	Unlicensed person: allowing to drive	56-01-0480
\$120	Uninsured	56-10-225
\$60	Unsafe movement	56-05-2110
\$60	Vehicle: unsafe	56-05-5310

## 1408/1805 TRAFFIC/NON-TRAFFIC OFFENSES

**APPENDIX F**

DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT  
MARINE CORPS DEPOT BEAUFORT,  
SOUTH CAROLINA 29904-5001



IN REPLY REFER TO  
5560  
FMO  
DD Form YY

From: Commanding Officer, Marine Corps Depot Beaufort  
To: \_\_\_\_\_

Attn: Traffic Court Hearing Judge

Subj: DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

Ref: (a) MCO 5110.1  
(b) ASO P5110.1G

1. Per the references, your driving privileges aboard Marine Corps Depot Beaufort, Marine Corp Recruit Depot Parris Island, and Naval Hospital Beaufort, South Carolina, and all other federal reservations, to include their surrounding housing areas and all outlying fields, have been suspended/revoked.

\_\_\_\_\_  
Signature of Traffic Court Hearing Judge by direction

ACKNOWLEDGEMENT OF DRIVING PRIVILEGES SUSPENSION/REVOCATION

From:  
To: Traffic Court Hearing Judge, Marine Corps Depot Beaufort

1. I am aware that:

a. I am forbidden to operate a motor vehicle, nor will I allow anyone other than my properly licensed spouse or dependent children to operate my motor vehicle aboard this or any other military installation, to include their housing areas and outlying fields.

b. Attempts by me to obtain a base registration in the form of a Visitor Pass, a Temporary Pass, or to register any other vehicle during my suspension/revocation period will result in an additional revocation.

2. I understand that I may appeal this suspension/revocation by submitting an administrative action form to the Commanding Officer, Marine Corps

3. Recruit Depot Parris Island, South Carolina, via the appropriate chain of command within 15 working days.

I understand that if I am serving a mandatory suspension/revocation that once I have completed the first half of my suspension/revocation, I may use  
Subj: DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

the above-mentioned process to request restricted privileges for the remainder of my suspension/revocation.

4. I understand that prior to operating a vehicle aboard any military installation, I must follow the below listed procedures *in* order to be fully reinstated, once my suspension/revocation period *is* completed.

a. Revocation: Request reinstatement by following the stated procedure *in* subparagraph (b).

b. Suspension: No further action, driving privileges automatically reinstated.

5. I understand that my licensing state will be notified of my revocation, and that they may take action concerning my driving record and/or driving privileges off Depot.

---

Signature of Defendant



REINSTATEMENT AND APPEAL PROCEDURES

Reinstatement. Persons having their driving privileges suspended or revoked will report to the Vehicle Registration Office for automatic reinstatement of their privileges on the day following the last day of the suspension.

Appeals. Any person desiring to appeal an administrative penalty awarded by the Traffic Court Judge or the Provost Marshal, as specified above, may do so. All appeals will be submitted in writing, supported by statements of witnesses or other documents, as appropriate, to the CG, MCRDPI through the chain of command, within 10 working days of the hearing.

Penalties assessed will commence on the date of the action by the Traffic Court Judge.

General information. Personnel are required to carry a copy of this letter in the vehicle at all times and present it to proper authority upon request. Personnel assigned remedial drivers training must attend in the uniform of the day. Attendance is mandatory. Report to the Vehicle Registration Office at the end of the suspension/revocation period with proof of reinstatement when appropriate for action.

Copy to:

Induvial

Traffic Court Files

**APPENDIX G**  
**INSTRUCTIONS AND REQUEST FOR SPECIAL EVENTS AUTHORIZATION**

1. A by-name list must be submitted to the Security Manager five days prior to the event. A point of contact/sponsor for the event will be named and they will provide a contact number.
2. For large events, a Letter of Instruction (LOI) will be written by the sponsor to reflect the individual security measures to be taken by the visitors (i.e., no coolers, no sealed packages). This LOI will be submitted to the Provost Marshal's Office five days prior to the event to allow for coordination with all external agencies.
3. Special event passes will be issued at the main gate. Upon verification of a valid driver's license, registration, and proof of insurance, a pass will be issued to the driver for that day/s special event. Passengers will be required to show a valid DOD or state issued picture ID. Children are exempt.
4. The vehicle will be inspected and then allowed to proceed to the event.
5. Persons arriving at any gate other than the main gate will be turned away and directed to the main gate.
6. Persons arriving at the main gate who are not on the guest list will be delayed while the special event point of contact/sponsor is called to verify admittance. If the sponsor cannot be contacted at the number provided, the guest will be turned away.

7. When guests depart the Installation, the special event pass will be destroyed by the guest.

I REQUEST AUTHORIZATION TO HAVE A SPECIAL EVENT ON: \_\_\_\_\_  
(Date),  
AT \_\_\_\_\_

(Location). I HAVE READ AND WILL COMPLY WITH THE ABOVE CONTENT.

NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**APPENDIX H**

UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT  
BEAUFORT, SOUTH CAROLINA 29904-5001  
REQUEST FOR SPECIAL EVENT PASS

IN REPLY REFER TO  
5560  
PMO  
DD MM YY

From: Commanding Officer, MCRDPI Provost Marshal's Office  
To: ATTFNDEE  
Subj: REQUEST FOR SPECIAL EVENT PASS  
Encl: (1) List of guests with no military affiliation

1. It is requested that special event passes be issued on: beginning at date time, ending at time. The special event is and will be held at
2. If the special event has more than 50 visitors, the special event pass will be issued by the gate sentry. If the event has less than 50 visitors and is during normal working hours, the pass will be issued at the Vehicle Registration Office adjacent to the main gate.
3. Enclosed is a list of guests with no military affiliation.
4. The sponsor of this event is: Name and Phone Number

---

(Requester's signature)

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Approved/Disapproved  
(PMO Representative)

APPENDIX I

NOTICE TO DRIVERS OF EXPLOSIVE-LADEN VEHICLES

1. Local ordinances prohibit the parking of explosive-laden vehicles within the county limits. Violations of these ordinances can result in fines, jail sentences, or both.
2. This Installation provides an authorized safe haven area for sensitive cargo and explosive-laden vehicles until you depart from this area. Military police will direct and provide an escort for you, if required, to the safe haven area.
3. It is suggested you utilize this safe haven facility unless you plan to leave the MCRDPI vicinity.
4. Drivers of vehicles afforded safe haven may stay with their vehicle in the safe haven compound.
5. Drivers electing to leave their cargo may do so after security and safety requirements are determined and provided for your cargo. This action will in no way relieve you of your liability, nor does this activity assume responsibility for the shipment or the carrier's equipment.
6. This safe haven is temporary in nature and your vehicle or trailer should be removed as soon as possible.
7. You may pick up your trailer at any time, provided you have certified documents (shipping papers, bill of loading, etc.) indicating proof of the assigned trailer.

8. POINTS OF CONTACT

Provost Marshal's Office	(843) 228-6710 DSN 335-6710
Station Ordnance	(843) 228-6064 DSN 335-6064
Safe Haven	(843) 228-6372 DSN 335-6372
Emergency (Local)	911

Press "#6082" on the telephone in the safe haven to speed dial the Defense Transportation Tracking System.

**APPENDIX J**  
TRAFFIC ACCIDENT WAIVER FORM

I have been involved in a motor vehicle traffic accident aboard Marine Corps Air Station Beaufort/ Laurel Bay or Marine Corps Recruit Depot Parris Island, South Carolina. I have reported this accident to the Provost Marshal's Office in accordance with ASO P5110.1G or DepO 5560.8, Motor Vehicle and Traffic Regulations and **desire that no report be taken.**

I fully understand that the Provost Marshal's Office is required to complete an accident report if:

- 1) The accident resulted in any type of injury or death.
- 2) The accident caused major damage to the property of any one person. 3) U.S. Government property was damaged from the traffic accident.
- 4) The accident resulted from a serious violation of the law.

Accident Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_ Driver 1: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Insurance Co & Policy#: \_\_\_\_\_

Driver 2: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Insurance Co & Policy#: \_\_\_\_\_

Investigator/MP: \_\_\_\_\_

By signing below, I confirm that I have read and understand all the contents listed above. I also understand that both parties agree who is primarily responsible for the collision and that an accident report **will not** be filed by the Provost Marshal's Office.

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

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

Violation That Occurred: \_\_\_\_\_

Turn in this form with daily paperwork to be forwarded to AID. Both parties can get a copy if needed from AID on the next working day.

**Notes for on scene officers:**

A waiver can be filled if all of the following pertain to the investigation:

- The accident did not result in any type of injury or death.
- The accident did not cause major damage to the property of any one person and/or private organizations.
- The accident did not cause any property damage belonging to the U.S. Government.
- The accident was not caused by any serious violation of the law.
- Both parties involved have valid vehicle insurance, driver's license, and vehicle registration.
- Both parties involved agree who is at fault for the accident.
- Both parties involved understand the traffic accident waiver form.
- Both parties involved are witnessed by responding officers/investigators exchanging personal information for insurance purposes only.
- Both parties are present at the time or shortly after law enforcement arrive on scene.