

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

**YOKOTA AIR BASE INSTRUCTION  
31-116**



**2 MAY 2024**

**Security**

**YOKOTA AIR BASE MOTOR VEHICLE  
TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This establishes responsibilities and procedures for motor vehicle operations and traffic supervision within Yokota Air Base (AB) and Tama Hills Recreational Area. This instruction applies to all personnel permanently or temporarily assigned and working (including military, civilian, contractors, Japanese, and dependents) at these locations and includes, but is not limited to, the contents of Air Force Instruction (AFI) 31-115, *Law and Order Operations*, DAFI 31-218, *Motor Vehicle Traffic Supervision*, and United States Forces Japan Instruction (USFJI) 31-205, *Motor Vehicle Operations and Traffic Supervision*. This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain the records prescribed in this publication is 10 U.S.C. 8013 (374 AW Form 12, *Military Registration and Certification of Title for Privately Owned Motor Vehicle [PA]*, and 374 AW Form 50, *Application for Operator's Permit for Civilian Vehicle [PA]*). Forms affected by the PA have an appropriate PA statement. System of record notices F031 AF SP L, *Traffic Accident and Violation Reports* (11 June 1997, 62 FR 31793) and F031 AF SP K, *Vehicle Administration Records* (11 June 1997, 62 FR 31793) apply. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

***SUMMARY OF CHANGES***

This publication has been substantially revised and must be reviewed in its entirety. Updated traffic points in **Table 5.1**. Deleted abandoned vehicle procedure.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision IAW USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision* and Yokota Base Defense Plan (BDP). Yokota AB is designated as a “closed” installation, which warrants stringent entry control.

**1.2. Responsibilities.** The provisions of this instruction will be IAW AFI 31-115 *Law and Order Operations*, Army Regulation 190-5, *Motor Vehicle Traffic Supervision*, DAFI 31-218, USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, and US Code of Federal Regulations Title 32, *National Defense*, **Part 634**.

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

1.3.1. The provisions of Yokota BDP will be complied with for all visitor entry requirements (i.e., physically escorting or denial to the installation).

## Chapter 2

### DRIVING PRIVILEGES

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

2.1.1. Military Registration and Certificate of Title of Motor Vehicle.

2.1.2. USFJ Form 4EJ, and/or AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, for the type of vehicle being operated.

2.1.3. DoD Identification card (SOFA personnel).

2.1.4. Proof of Japan Compulsory Insurance (JCI) and the Japanese vehicle title. Hereafter the verbiage “JCI” will refer to both JCI and the Japanese vehicle title.

2.1.5. Proof of liability insurance covering bodily injury and property IAW USFJI 31-205.

2.1.6. Current year USFJ Form 15A, *Vehicle Registration Decal (for Use on 4-Wheel Vehicles)*, or USFJ Form 15B, *Vehicle Registration Decal (for Use on 2-Wheel Vehicles)*, properly affixed to the motor vehicle.

2.1.7. Japan vehicle registration (inspection) card, with Japanese road-use tax stamp attached (not applicable to motor vehicle assigned “OV” numbers).

### 2.2. USFJ Form 4EJ.

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

2.2.1.1. Applicants who are SOFA status U.S. citizens (military, civilian, contractors, and dependents) must present a valid (current) operator's license issued by any state or U.S. territory or by the District of Columbia. Otherwise, applicants must provide proof he or she has successfully completed a certified formal driving course, either offered on-base or from a certified stateside driving course as defined in USFJI 31-205. Applicants who are SOFA status, but non-U.S. citizens may present a valid Government of Japan (GoJ) operator's permit or a valid license from one of the countries listed in USFJI 31-205. Applicants who have a license from a country not listed in this instruction must complete the on-base certified formal driving course before being issued the 4EJ.

**Table 2.1. Standards for Obtaining a USFJ Form 4EJ.**

Permanent Party Members	Valid U.S. state/territory or D.C. license	Driver license from country listed in USFJI 31-205	Driver license from other country	International Driver Permit and operator license from IDP issuing country	Valid GoJ Driver's License	First-Time Certified Driver Training Course
SOFA military, civilians, and dependents	Form 4EJ					
Non-U.S. dependents with SOFA status	Form 4EJ	Form 4EJ	Form 4EJ (with written exam, road test)	Form 4EJ	Form 4EJ	
SOFA no license (First-time driver)						Form 4EJ

2.2.1.2. Members with an expired state-side license should contact their respective state Department of Motor Vehicles for current procedures addressing renewal of licenses. Many states allow licenses issued to personnel to remain valid, regardless of expiration date, while they continue to serve in an overseas assignment or until the next return visit to the state. Others allow renewal by mail.

2.2.1.3. 374 SFS/S5PR (Pass & Registration/B993) may renew the 4EJ when the requestor (with an expired state license) presents state documentation permitting license to remain valid when overseas.

2.2.1.4. For those members with an expired state license whose state does not permit extension while overseas, renewal by mail, etc., the NCOIC for 374 SFS/S5PR may grant a waiver for a renewal of the 4EJ, given the individual's driving record is acceptable, and the individual attests to the fact their expired state-side license has not been revoked, suspended, or removed for cause.

2.2.1.5. Issuance of the 4EJ for personnel not covered in [para 2.2.1.1](#) will be IAW USFJI 31-205.

2.2.2. PCS/Change of Station to Yokota AB from another USFJ installation. Members must attend the local conditions training at the “Right Start” newcomer’s briefing. After completion, member will provide a 374 AW Form 50 and previous 4EJ license to 374 SFS/S5PR to be updated in the vehicle management system for Yokota AB and have their 4EJ expiration date updated with the new DEROS identified on assignment orders.

2.2.3. Personnel who do not possess a valid 4EJ will not be allowed to operate a vehicle, except as specified in this instruction and/or USFJI 31-205. Personnel are required to sign for their 4EJ, once license prerequisites are fulfilled, at 374 SFS/S5PR, prior to operating a vehicle. **Table 5.1** penalties may be imposed for unlicensed drivers.

2.2.4. Personnel who misplace their 4EJ can go to 374 SFS/S5PR office to retrieve a new form. For extensions of the 4EJ, personnel must present their new DEROS via MFR/Print-out from 374 FSS. DoD civilians or contractors may present proof of extension via Letter of Employment, Orders, or approved contract from the sponsoring agency.

2.2.5. USFJ Form 4EJ Issuance for Hardships. The WTRO can authorize a “FOR ON-BASE USE ONLY” driving privilege to family members, stepparents, or guardians authorized to use base facilities to support assigned personnel during extenuating circumstances. Sponsor will provide a request approved from their unit commander and routed to WTRO for final approval. After approval, authorized personnel will complete the Yokota AB driver test, attend the local conditions briefing, and report to 374 SFS/S5PR for 4EJ issuance.

2.2.6. Student Driving Permits:

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

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

2.2.6.2.1. Upon an individual’s 16th birthday, they can attend the COURSE II conducted by 374 AW/Safety (374 AW/SE). Once this is complete, the student driver and parent/guardian will bring the completed 374 AW Form 50 to 374 SFS/S5PR with course certificate.

2.2.6.2.2. 374 SFS/S5PR will issue a temporary 4EJ, good for six months, stamped with “Student Driver’s Permit” and “Must be accompanied by parent or guardian at all times.”

2.2.6.3. Student driving permits allow young drivers an opportunity to practice driving (on-base only) and under direct supervision until completion of the formal Drivers Education Class (DEC) offered by the Yujo Recreation Center. If the individual cannot complete the DEC within the first six months, an extension can be requested with 374 SFS/S5PR. Upon DEC completion, they are eligible to receive an unaccompanied (on-base only) 4EJ. Once a member turns 18 years old and all driving requirements in **paragraph 2.2** have been met, an unrestricted license can be issued.

2.2.7. Personnel TDY/TDA less than 90 days may only operate a GOV on-base only IAW AFMAN 24-306, *Operation of Air Force Government Motor Vehicle*, with a valid stateside driver’s license and completion of YAB’s local conditions brief provided by 374 AW/Safety, unless off-base driving is needed to perform official duties. If off-base driving is required, the member must provide a justification memorandum signed by their unit commander. This memorandum can be given to 374 SFS/S5PR to allow the issuance of the 4EJ. **Note:** TDY personnel will not be authorized to register or act on behalf of a Power of Attorney while in temporary status.



### 2.3. Stopping and Inspecting Personnel or Vehicles.

2.3.1. The 374 AW/CC is responsible for protecting personnel and property under his or her jurisdiction and maintaining good order and discipline on Yokota AB. Although not inclusive, this is conducted through aggressive programs, such as:

2.3.1.1. Installation entry and/or exit point checks.

2.3.1.2. Sobriety checkpoints.

2.3.1.3. Unannounced checkpoints for the safety and security of the wing.

2.3.1.4. Force protection measures.

2.3.2. Personnel attempting to elude, evade, or failing to submit to a checkpoint will lose driving privileges for one year and a six-point assessment and may be subject to additional criminal liability.

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

2.4.1. Drivers give consent to tests for alcohol or drug content of their breath, blood, or urine as a condition to accepting driving privileges. This consent applies when lawfully stopped, detained, apprehended, or cited for any offense committed while driving or in physical control of a motor vehicle in Japan or when stopped for any other lawful reason, e.g., entry to a USFJ installation or pursuant to an installation checkpoint, etc. Failure to take or complete a lawfully requested blood, breath, or urine test, will result in immediate revocation of driving privileges.

2.4.2. The primary evidentiary test for Yokota AB will be devices on the approved National Highway Traffic Safety Administration (NHTSA) Conforming Products List of Evidential Breath Measurement Devices in mobile or non-mobile forms. When approved equipment is unavailable, blood or urine (urinalysis) tests will be administered as secondary test options. Implied Consent applies equally on and off the installation. This applies off base when refusing a breath test administered by Japanese Police. 374 SFS personnel will advise personnel suspected of driving under the influence (DUI) of the implied consent policy as follows:

#### Figure 2.1. Implied Consent Policy.

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

**2.5. Implied Consent to Vehicle Impoundment.** As a condition of accepting driving privileges, drivers consent to the vehicle impoundment policy. Privately Owned Vehicle (POV) registration forms or policy will contain or have appended to them a certificate with the following statement: “I am aware of YABI 31-116, and the traffic code allowing removal and temporary impoundment of POVs parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a protection level area, or abandoned.

## 2.6. Suspension or Revocation of Driving Privileges.

2.6.1. All suspension and/or revocations must be coordinated with the 374 SFS/S5R (Reports & Analysis/B316). SOFA personnel whose driving privileges are suspended or revoked will surrender their 4EJ to 374 SFS/S5R or an on-duty SFS person. Personnel must provide a copy of the suspension letter to their Vehicle Control Officer (VCO) and surrender their AF Form 2293, if applicable. Any offending members requesting access to Yokota AB whose driving privileges are suspended or revoked will have their DBIDs profile tagged with a revocation warning.

2.6.1.1. Personnel whose driving privileges are suspended or revoked will not operate any vehicle, including POV or GOV unless Restricted Driving Privileges have been granted.

2.6.2. Personnel deemed with high-risk driving tendencies can be suspended up to 180 days. Unit commanders are delegated suspension authority for assigned military personnel. The WRTO has suspension authority over all other categories of personnel (DoD civilians, contractors, host nationals, and dependents). The high-risk tendencies must be tied to the operation of a motor vehicle. Suspensions will be in writing and must include the reason, length, and whether the suspension applies to only on or off-base driving or both. The signed written suspension will be forwarded to 374 SFS/S5R for process. The member's 4EJ will be surrendered to the unit of assignment or sponsor until the suspension has lapsed or terminated. The suspending authority may reinstate the driving privileges of the member before the end of the suspension if circumstances warrant.

2.6.2.1. Medical physicians can recommend personnel under their care to be restricted from operating a motor vehicle. Medical physicians will recommend the length of suspension. Commanders will suspend licenses for military personnel under their control and the WTRO will determine medical suspensions for all others based on medical recommendations.

2.6.3. Appeals may be submitted to 374 SFS/S5R by the military member during the period of suspension. For unit commander suspensions, the appeal authority will be the 374 MSG/CC. For 374 MSG/CC suspensions, the appeal authority will be the 374 AW/CV or CC. These authorities may rescind the suspension if warranted.

2.6.4. Drivers of vehicles cited for Talking/Texting on a Cell Phone or Electronic Device or not wearing required motorcycle personal protective equipment will be issued a suspension letter along with a DD Form 1408, *Armed Forces Traffic Ticket*. The suspension letter suspends the driver's driving privileges effective at 0001L on the second duty day following the citation. The suspension affects both on-base and off-base driving privileges for those drivers who possess a 4EJ. The driver has one duty day following the infraction to contact 374 SFS/S5R to request a rebuttal of the citation, if desired. In the event a rebuttal is requested, the suspension will not take effect until the first duty day following a decision on the rebuttal if the result is averse to the driver. The length of the suspension is IAW [Table 2.2](#) and [Table 2.3](#).

**Table 2.2. Length of Suspension using a Cell Phone/Electronic Device.**

Number of Offense	Period of Suspension	Points Assessed
1st Offense	30 days	6 Points
2nd Offense/Reoccurring Offense	6 months	6 Points

2.6.5. Suspension for failure to wear motorcycle personal protective equipment is IAW [Table 2.3](#). This suspension applies against the driver for violations by the driver and any passenger.

**Table 2.3. Length of Suspension for Failure to Wear Motorcycle Personal Protective Equipment.**

Number of Offense	Period of Suspension
1st Offense	14 days
2nd Offense within a 12-month period	30 days
3rd Offense within an 18-month period	12 Month

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

2.6.7. IAW USFJI 31-205, suspension or revocation of driving privileges applies to all USFJ installations and is applicable as outlined below. This suspension and/or restriction also applies to any motorized vehicle while in effect.

2.6.7.1. Personnel whose 4EJ (including AF Form 2293) is suspended are not authorized to operate any vehicle on the installation unless Restricted Driving Privileges were granted, regardless of whether they possess an international driver's license. Personnel who possess an international driver's license are prohibited from driving a "Y" plated vehicle for the duration of a suspension.

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

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

2.6.10. 374 SFS will confiscate the 4EJ on the spot from individuals who have been apprehended or detained when evidence indicates the individual had been driving while impaired (DWI), DUI, drinking and driving while underage, refused the implied consent policy, or reckless driving. DD Form 2817, *Evidence and Property Custody Document*, will be accomplished on all confiscated items.

2.6.11. When an individual's driving privileges have been suspended, they will report to 374 SFS/S5R within 3 duty days to acknowledge the decision. Failing to acknowledge within 3 duty days will result in the suspension going into effect automatically and the member will forfeit the option for an administrative hearing. The 3 duty-day timeline starts from the date of notification of suspension or revocation of driving privileges.

2.6.11.1. If the member is caught driving on a suspension or revocation when in effect, the member will receive an automatic revocation of 24 months added to the original disposition (AFI 31-218(I), paragraph 2-12.a).

2.6.11.2. Submit suspension and revocation appeals in writing to 374 SFS/S5R.

2.6.11.2.1. Appeals/Hearing requests will be endorsed by the original suspending authority by concurring or non-concurring on the member's request. Requestors have 5 duty days to submit their request to the 374 SFS/S5R and the 5 duty-day timeline starts from the acknowledgement date of the driving suspension letter.

2.6.11.3. If a hearing is not requested, suspension and/or revocation will take effect upon acknowledgment of receipt.

2.6.11.4. Personnel who receive a traffic citation which carries a suspension or revocation prior to departing for TDY, deployment or extended scheduled leave will have their suspension actions delayed until they return. Upon returning, violators will report to 374 SFS/S5R with their supervisor or sponsor. The member will be afforded the opportunity to rebut the citation, request a hearing or request Restricted Driving Privileges IAW the above requirements. The WTRO can impose immediate suspensions/revocations regardless of location of the infraction or scheduled departure for TDY, deployment or leave where immediate actions are warranted.

2.6.12. If the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the reinstatement request letter/electronic message (e-mail) will also include verification of completion of Course V, *Driver Improvement Course*, conducted by the 374 AW/SE. This course is not required when the initial suspension or revocation was for an alcohol related offense or for non-moving (parking) violations.

2.6.12.1. Military personnel having their driving privileges suspended or revoked due to impaired or intoxicated driving incident must complete requirements in [paragraph 2.8](#) prior to driving privileges being reinstated. The reinstatement letter/e-mail must provide verification ADAPT requirements have been completed.

2.6.12.2. If the individual fails to complete required courses, their suspension or revocation of installation driving privileges will be extended until completion. The individual is responsible to ensure all required courses have been completed. The reinstatement letter will include verification of completion of the applicable courses.

**2.7. Reciprocal Procedures.** The WRTO will honor reciprocal suspensions/revocations issued by other USFJ installations, regardless of service component or affiliation, when formally requested. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Anyone with suspended or revoked privileges may petition for partial or Restricted Driving Privileges as outlined in this instruction.

**2.8. Alcohol and Drug Abuse Programs.** After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders will ensure BAC tests are taken as soon after the incident as possible to determine the level and intensity of alcohol/drug involvement. All military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident will be referred to the ADAPT or appropriate alcohol abuse program for their specific military branch for evaluation. Level and scope of ADAPT treatment is determined by unit commanders/agency chiefs. **Note:** Civilians are encouraged to attend, but not required.

**2.9. Restoration of Driving Privileges on Acquittal.** When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to impaired driving, the suspension of driving privileges will be vacated. The following are exceptions to the rule, and suspensions will continue to be enforced when:

2.9.1. The preliminary suspension was based on the refusal to take a BAC test.

2.9.2. The preliminary suspension resulted from a valid BAC test (unless disposition of the charges was based on the invalidity of the BAC test). In the case of a valid BAC test, the suspension will continue, pending the completion of a hearing. In such instances, the member will be notified in writing the suspension will continue and of the opportunity to request a hearing within 5 duty days.

2.9.3. The member was driving or in physical control of a motor vehicle while under a preliminary suspension or revocation.

2.9.4. An administrative determination has been made by the State or Host Nation licensing authority to suspend or revoke driving privileges.

2.9.5. The member failed to complete a directed substance abuse or driver's training program.

**2.10. Restricted Driving Privileges or Probation:**

2.10.1. The 374 AW/CC or designee may authorize partial or restricted driving privileges to members who have been suspended or revoked by another military service authority.

2.10.2. All requests for restricted driving privileges must be endorsed by the unit commander/agency chief and processed through 374 SFS/S5R for WTRO's approval or disapproval. Personnel must show documentation of rehabilitative driving programs (i.e., Course V, substance abuse). Failure to attend will warrant a loss of driving privileges, retroactive to the date of the offense.

2.10.3. The requestor will provide a letter with the mission essential justification (as opposed to requestor's personal hardship), vehicle information, location, and when the vehicle will be used. The following are considered mission essential: the base hospital (for emergencies), the base gas station, and work. A copy of the restricted driving letter will always be kept in the vehicle ([Attachment 3](#)).

2.10.4. When the driving privileges of an individual have been suspended/revoked for one year or longer, all vehicles registered to the individual will be deregistered within 10 duty days. Deregistration must be accomplished at the 374 SFS/S5PR. This does not apply to unit commander directed suspensions. Vehicle deregistration not required for the following exceptions:

2.10.4.1. When the owner has been granted Restricted Driving Privileges.

2.10.4.2. In cases where the spouse or family members are authorized to drive.

2.10.5. Personnel who are not granted restricted driving privileges must plan to sell, or properly dispose of their vehicle within 10 duty days of being notified of disapproval.

2.10.6. Personnel whose driving privileges are suspended must contact 374 SFS/S5R to surrender their 4EJ within 3 duty days from the date of notification of suspension or revocation of driving privileges. If driving privileges are suspended after the hearing with the WTRO, personnel must contact 374 SFS/S5R to surrender their 4EJ within 24 hours or the next duty day.

2.10.7. Personnel granted restricted-driving privileges will have their license stamped "Restricted" by 374 SFS/S5R. Upon completion of the suspension, personnel will be sent to the 374 SFS/S5PR for issuance of a new 4EJ if required.

2.10.8. Requests for full reinstatement of driving privileges must be endorsed by the first sergeant and processed through 374 SFS/S5R. Reinstatement will only be approved upon successful completion of Course V or a substance abuse program for certain offenses. All other suspensions/revocations require a letter or e-mail requesting reinstatement from their first sergeant.

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

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

## **2.11. Reciprocal State-Military Actions.**

2.11.1. IAW DAFI 31-218, 374 SFS/S5R will notify the state licensing agency with (copy of member's stateside driver's license will be included) of personnel whose driving privileges are suspended or revoked for 12 months or more following final adjudication of an intoxicated driving offense or upon refusal to submit to a lawful BAC/BrAC test. The following is applicable:

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

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

2.11.1.3. Notifications will be made to the unit and the offender.

## Chapter 3

### MOTOR VEHICLE REGISTRATION

**3.1. Registration Policy.** Persons (including retirees) having SOFA status are authorized vehicle registration under this paragraph. They will follow registration procedures and be issued a USFJ Form 15A. Dependents who gain SOFA status by virtue of their sponsor cannot register a vehicle unless a power of attorney (POA) is granted by the sponsor. The vehicle will be registered in the name of the sponsor. **Note:** Registration of vehicles by anyone other than the sponsor will be looked at case-by-case IAW USFJI 31-205.

3.1.1. Authorized personnel must register a vehicle within 10 duty days of taking possession with 374 SFS/S5PR and present a valid driver's license and assignment documentation. Additionally, deregistration of vehicles will be completed within 10 duty days from the issuance of a SFS Form 0-201. **Table 5.1** determines penalties for not properly registering or deregistering vehicles. All vehicles will be deregistered prior to personnel being signed off on any out-processing checklists. Extension requests will be sent to 374 SFS/S5PR are on a case-by-case basis.

3.1.1.1. Motorcycle. Personnel who purchase/transfer a motorcycle who have not completed the Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) and have not received proper licensing are allowed to register the motorcycle under the following conditions: The engine size of the motorcycle is commensurate with level of training to be obtained. Projected owner must provide valid JCI, liability insurance and inspection during registration. The new/projected owner of the motorcycle is not allowed to operate the motorcycle until properly licensed. Personnel must not exceed the authorized number of vehicles per family outlined in this instruction. Additionally, personnel will produce a signed memorandum from the unit commander, flight chief or equivalent identifying the personnel involved and the make, model, and size of the motorcycle to be registered.

3.1.1.2. Retired military personnel are not required to have a USFJ 15A to enter Yokota AB. However, a USFJ Form 15A may be issued upon showing current road tax, to assist in gaining entry to other USFJ installations.

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

3.1.1.3.1. The sponsor must provide a spouse's dependent ID card, relationship proof (i.e., Marriage Certificate), a translation for the Japanese title identifying current ownership, JCI, liability insurance, and a current road tax receipt.

3.1.2. Authorized Yokota AB personnel may not transfer or sell more than four "Y" plated vehicles within the same year. Transferring or selling vehicles in a calendar year pertains to vehicles registered with 374 SFS/PR and applies to taking possession of or participating in the sale of a motor vehicle by any means including the execution of a POA.



3.1.3. Vehicle Waiver Procedures. All personnel issued a 4EJ for Yokota AB are authorized to register one 4-wheel and one 2-wheel vehicle, including licensed dependents (only one child dependent) in the household. In the event an additional vehicle is required above this limit, the SOFA member will request a waiver. The waiver must provide justification, parking plan and be signed by the unit commander or agency chief. Forward waiver request to 374 SFS/S5PR for final approval by the 374 SFS/S5 Superintendent. Once approved, member can register the vehicle and documentation will be maintained by the 374 SFS until no longer required.

3.1.3.1. Temporary Vehicle Waivers. If a member requires a waiver for a short duration allowing transfer of another vehicle, member may request up to 60 days. The member is only required to submit a letter, signed by themselves, to 374 SFS/S5PR for process. If member surpasses the 60-day requirement, a notice will be sent to the member's unit leadership for correction.

3.1.3.2. Vehicle Waiver Appeals. If a member is denied an additional vehicle and would like to appeal the decision, they will route a letter through their unit commander or agency chief to have reviewed by the 374 SFS/CC. The 374 SFS/CC's decision will be final.

3.1.4. Special purpose vehicles. All motorized special purpose vehicles are not allowed to be operated on roadways at Yokota AB. Personnel who operate vehicles without licensing and registration are in violation of Article 62 of Japanese Law and USFJI 31-205. Special purpose equipment or vehicles are defined as any device which derives power from an alternate source other than manual means i.e., hand or foot. The following are examples of special purpose equipment or vehicles which are not to be operated on 374 AW roadways (This list is not all inclusive). Dirt bikes, racing motorcycles, dune buggies, motorized go-carts, multi-tracked or multi-wheel vehicles, ATVs, personal mobility transport devices, agricultural carts, go-peds, ground effect air cushion vehicles, or other means of transportation deriving motive power from a source other than muscle (hand or foot) power. **Note:** Power assisted devices such as e-scooters and e-bikes are exempt.

3.1.4.1. Low Speed Vehicles. LSVs operated on roadways will be treated as motor vehicles. All LSVs shall meet DOT FMVSS 500 safety requirements such as windshields, exterior mirrors mounted on driver and passenger sides of the vehicle, head lamps, tail lamps, brake lamps, emergency flashers and turn signals, reflectors, parking brake, safety belts, vehicle identification numbers, and horn or warning device. They also shall meet host nation, Federal, State, and local safety requirements. These requirements do not apply to golf carts because their speed, as manufactured, is less than 20 miles per hour (mph). However, if any golf cart/gators are modified so that its maximum speed is over 20 mph, it must conform to the above standards.

3.1.4.2. Golf Carts. Golf carts typically operate at speeds no greater than 20 mph and offer no occupant protection in a collision. They are not classified as a POV/GOV or an LSV. They do not meet the requirements in reference (3.1.4.1.) and shall not be used on roadways that are used for commercial traffic. Units/Organizations using golf carts shall establish vehicle standard operating procedures, authorized areas of usage, perform vehicle inspections, and ensure the vehicles are operated and maintained following the manufacturer's guidelines. **Note:** Golf carts/gators may be used for Wing events when approved by the WTRO.

3.1.4.3. Electric Scooter (e-scooter). E-scooters, skateboards, one-wheeled hoverboards, Segways, and similar types of equipment may be operated within Yokota AB and Tama Hills boundaries sidewalks in a safe manner. Skaters-Individual operating roller skates, roller blades, skateboards, and T-handled boards and scooters. Motorized versions of the above, including self-balancing scooters (gas or electric-powered), are not to be operated on the roads except for limited road access associated with pedestrians and will comply with all pedestrian-related traffic laws. The e-scooter or e-bicycle will be limited to no more than 600 watts. Operators will properly wear (snapped, buckled, or fastened per manufacturer's design) approved safety helmets during use. **Note:** Operators of the e-scooter and e-bicycle outside of the confines of Yokota AB and Tama Hills will follow all Japanese Road and Traffic Laws. Violations will be recorded with the issuance of a DD Form 1408 and a notification to the sponsor's unit commander, first sergeant, or civilian equivalent. Any Japanese Road and Traffic law violation is subject to fines, arrest, and the e-scooter or e-bike impoundment at the member's expense.

3.1.4.4. Host Nation, Federal, State and Local Laws. While in use, all vehicles shall meet host nation, Federal, State, and local laws, and regulations.

3.1.5. Temporary Vehicle Registration. The 374 AW Form 18, *Installation Access Card*, is used by 374 SFS/S5PR for the purchasing or transferring of a vehicle to a SOFA member. This form will be used in lieu of the USFJ Form 15 A/B until registration is completed.

3.1.5.1. Owners may use temporary license plates ("Kari Number"– Red Slash mark across plate) on vehicles for the purpose of Registration, Inspection or Selling an off-base vehicle not already registered. These plates are issued from the local City Hall and are valid for **5 days** and may only be used to drive the vehicle from home to local vehicle land office or to a service garage. Specific penalties may apply to members who misuse the plates.

3.1.5.2. Vehicle operators will ensure to remove the existing USFJ Form 15A/B before termination or transfer of ownership.

3.1.6. Handicap Parking Permit Registration. Motorist with a valid need for a handicapped decal must provide 374 SFS/S5PR with a current letter from a medical care provider outlining the need and duration for handicapped access.

3.1.6.1. 374 SFS/S5PR will file the letter and issue the member a handicap parking pass to the date identified by medical. **Note:** The pass will not exceed the DEROS date of assignment. If an extension is required, member will bring old handicap pass to 374 SFS/S5PR for a renewal.

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

3.1.7.1. Major vehicle maintenance performed on base will be accomplished only at the FSS Auto Hobby Center or BX Garage. Owners will report to 374 SFS/S5PR with an authorization letter from the FSS Auto Hobby Center or BX Garage to deregister their vehicle for major maintenance. Once deregistered, JCI, liability insurance, or the base inspection may be allowed to lapse. The vehicle will meet all operational requirements prior to being reregistered.

3.1.7.2. The initial deregistration document for “Major Vehicle Maintenance” vehicles will be issued for 90 days. If after this period the vehicle is still inoperative, a 90-day extension may be granted, only after proof of attempts to fix the vehicle is presented to Pass and Registration (e.g., BX Garage order receipts). Owners must remove from the installation, at their expense, any vehicle not repaired and properly registered after the 180-day period.

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

3.1.9. All vehicle owners on Yokota AB are responsible for ensuring all registration, safety requirements, forms, and insurance is IAW USFJI 31-205 (regardless of the operational status of the vehicle or the status of the registered owner [leave, TDY, deployed]). If an individual fails to maintain proper insurances on the vehicle, the individual may lose driving privileges. Vehicles will be always kept in inspection order. Vehicles cited for safety defects will have 3 duty days to correct the defect. The owner will report to the 374 SFS/Base Defense Operations Center (BDOC/B210) or 374 SFS/S5R with the vehicle to indicate it has been repaired. **Note:** This section does not pertain to those vehicles stated in section 3.1.7.1.

3.1.10. Anyone with a registered vehicle will not depart Japan pursuant to permanent change of station (PCS) orders, retirement, separation, or otherwise permanently leave without selling, transferring, or deregistering the vehicles. Personnel are authorized to use a POA in these situations for a period of 90-days to begin on the registered owner’s departure date. Extensions may be granted for extenuating circumstances, up to 90 days, and approved by the NCOIC, 374 SFS/S5PR. POA extensions must be submitted prior to expiration. Any active-duty members pending retirement without proof of employment under SOFA status will be approved on a case-by-case basis.

3.1.11. OV-Plated Vehicles:

3.1.11.1. OV-Plated vehicles are authorized for official use by the agencies listed below. The WTRO is delegated to approve all requests for a new OV-Plated vehicle.

3.1.11.1.1. NAF activities.

3.1.11.1.2. Japan Area Exchanges.

3.1.11.1.3. Clubs and organizations authorized and regulated by US Forces.

3.1.11.1.4. Pacific Stars and Stripes.

3.1.11.1.5. American Red Cross.

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

- 3.1.11.1.7. Military banking facilities and credit unions.
  - 3.1.11.1.8. Universities providing college level off-duty education programs.
  - 3.1.11.1.9. United Service Organizations (USO).
- 3.1.11.2. In the event it is discovered that OV-Plated vehicles are being used in violation of parameters of USFJI 31-205, the WTRO will review the case and take appropriate measures against the agency in question. If the agency is no longer authorized the vehicle or it is no longer required, the vehicle must be deregistered immediately.
- 3.1.11.3. All OV-Plated vehicles must be registered with 374 SFS/S5PR annually and will be issued a USFJ Form 15A for verification of registration.

## Chapter 4

### TRAFFIC PLANNING AND CODES

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

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

4.1.2. 374 SFS controls speed of traffic on the base by means of observation, lidar and radar units.

4.1.2.1. Personnel selected as operators of speed measuring devices will meet training and certification requirements prescribed by the State or SOFA prior to being authorized to use the device. 374 SFS/S3T provides training on the use of speed measuring devices and documents training in members training records.

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

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

4.2.1. Red Light. Come to a complete stop and wait for the light to change green.

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

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

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

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

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

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

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

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

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

4.2.11. Each operator of a motor vehicle or bicycle must be knowledgeable of all traffic control devices and signs. All traffic control devices will be handled as follows:

4.2.11.1. Do not place, display, or remove reserved parking, special parking, no-parking, no-entry, detour, or other traffic regulating signs without permission from the 374 AW Traffic Safety Working Group, chaired by 374 MSG/DD or designee, facilitated by the 374 CES/CEOE and with members from 374 AW/SE, 374 SFS, 374 CES and 374 LRS. All temporary parking signs must be approved by the 374 SFS/S3 (Police Services) and coordinated through 374 AW/SEG.

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

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

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

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

4.2.12.3. If at any time the lights or bells are not functioning, do not proceed across the overruns; report the situation to the 374 OSS/OSAM (225-7006) or the Control Tower. 374 OSS/OSAM will notify 374 SFS when the overrun lights malfunction. 374 CES will initiate an emergency work order to repair the lights or bell.

### **4.3. Safety Standards.** Yokota AB minimum safety standards for vehicle operations are:

4.3.1. All authorized personnel driving or riding in a GOV or POV (on or off the installation) must wear the manufacturer's primary restraint system (seat belts), including those vehicles equipped with air bags. Vehicle operators will ensure seatbelts are installed and in use whenever a vehicle is being operated on the roadway, prior to putting the vehicle into motion.

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

4.3.1.2. Children 4 years of age or younger (or child weight does not exceed 45 pounds) must be in an approved infant and/or child restraint device. Children ages 4 to 7 (weighing 45 pounds or more and less than 4 feet 9 inches tall) will be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above (no less than 4 feet 9 inches tall) will be properly secured in a vehicle seat belt or booster seat. All child safety restraint devices must meet US Department of Transportation (DoT) and host nation certifications and be installed IAW manufacturer instructions.

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

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

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

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

4.3.6. AFI 91-207, *The US Air Force Traffic Safety Program*, restricts the number of people in GOVs to the designed seating capacity. This includes sedans, station wagons, buses, trucks, and cargo vans with passenger seats. Vehicle occupants shall not ride in areas of a vehicle without fixed seats (see [Attachment 10](#) for specific guidance on Yokota Base Shuttle operations).

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

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

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

4.3.10. Vehicle owners are solely responsible for ensuring only authorized and licensed personnel operate their vehicles.

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

4.3.11. Vehicle modification is a physical change altering the original manufacturer's design. Illegal vehicle modification is a physical change not documented on the Japanese title. USFJ personnel are prohibited from physically modifying, or altering their vehicle, which changes the original manufacturer's design (i.e., serial number, tires, rims, suspension, steering wheel, timing of signal flashers, etc.) after completing the GoJ vehicle inspection.

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

4.3.11.2. Vehicle owners or operators with defective, noncompliant, or illegally modified vehicles will be issued a DD Form 1408 and instructed to correct the violation within 3 duty days. Individuals will also be instructed to maintain a copy of the violation with the vehicle until the correction is made and will present the citation to the 374 SFS member if subsequently stopped for the same violation within the 3 duty-day period. Anyone who cannot comply within the specified timeframe, must have a letter from their first sergeant stating they are authorized an extension to the violator to correct the violation, and the estimated completion date. Additional citations for the same vehicle defect will not be issued if this documentation is validated.

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

4.3.12.1. License plates will not be obscured, covered, bent, or tilted. An object attached to or over the license plate is prohibited. Infrared license plate covers are illegal. DD Form 1408 will not be issued as a fix-it ticket for any license plate violations.

4.3.13. Vehicles are allowed 70% tint or higher on the front driver and passenger windows. Vehicle rear driver and passenger windows may be tinted or darkened to zero percent. For vehicles without four doors, the rear quarter panel windows may be tinted. Vans may tint all windows except for the windshield, driver's, and passenger's front door windows.

4.3.14. Vehicles will not be operated with safety defects (missing fenders, bumpers, bald tires, inoperative lights, broken seatbelts, cracked or shattered windows, defective parts, etc.). The owner is responsible to correct and pass a routine safety inspection. Vehicles not able to pass a routine inspection are subject to administrative hold or vehicle impoundment.

4.3.14.1. Vehicle operators with safety defects will be issued a DD Form 1408. The DD Form 1408 will be kept at BDOC for 72 hours and forwarded to 374 SFS/S5R for processing, if not corrected.

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

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

4.3.17. Every vehicle will be equipped with an operational muffler, capable of preventing excessive noise and smoke. A vehicle will not be operated with a muffler which emits sound that can be heard within 150 feet while in motion or stationary. Muffler cutouts and similar devices shall not be used on motor vehicles operated on roads anywhere in Japan.

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

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



4.3.19. Inoperative vehicles. When a vehicle becomes inoperative, the owner/operator will ensure:

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

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

4.3.19.3. The hood of the vehicle is raised and displays an emergency warning reflective triangle or a like device to warn on-coming traffic of the hazard. Raise the hood to place the signal flare during the hours of darkness.

4.3.19.4. BDOC is notified (225-7227/7200) of the vehicle location, type, and license plate number.

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

4.3.19.6. Inoperative vehicles are not left in parking lots, roadways, or other areas not specifically authorized for long term parking more than 72 hours, regardless of if registration and insurance is still valid. **Exception:** The Yokota AB long term parking lot will not exceed 60 days of the vehicle becoming inoperative.

4.3.19.7. Public Parking structures are for daily work use only (less than 24 hours). Personnel are not authorized to park vehicles in parking structures for storage, regardless of if the vehicle is moved every day. Exceptions to this policy must be approved by the member's command by memorandum stating the purpose, dates, and times the vehicle will be parked in the structure and filed with 374 SFS/S5PR.

4.3.20. Noise originating from within vehicles will not be heard above the engine noise within 50 feet from the vehicle when one or more of the windows are open. Noise will not distract the operator's driving or other vehicle operators' driving (including to hear emergency vehicles).

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

4.3.21.1. Vehicles parked in assigned residential parking spots can be left running/idling while unattended for the purpose of defrosting the vehicle to ensure all windows are free from obstruction (frost/ice) prior to operation.

4.3.22. All motor vehicles will be equipped with a horn that can emit a continuous, unchangeable sound level. The sound of the horn will not be a siren or a bell.

4.3.23. USFJ personnel are prohibited from using and/or possessing Citizen Band (CB) Radio and Equipment or any form of two-way communication equipment unless specifically licensed and authorized by the GoJ and/or military authorities. The unlawful use or possession of this equipment will be subject to confiscation by 374 SFS.

4.3.24. All Yokota personnel operating a POV are prohibited from possessing/using radar detection devices to indicate the presence of speed recording instruments or to transmit erroneous speeds.

4.3.25. Vehicle operators will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device or items listed in 4.3. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. **Note:** This section does not apply to the use of any official communication equipment or while reporting emergency situations to proper emergency response officials. Individuals driving a GOV while driving off base may monitor land mobile radios (LMRs) only (except in cases of emergency). Passengers are authorized to use LMR and cellular phones at any time consistent with the requirements listed in this paragraph above.

**4.4. Miscellaneous Roadway Operations.** The following provisions must be adhered to:

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

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

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

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

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

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

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

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

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

4.4.2.3. To all emergency vehicles responding to an emergency.

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

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

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

4.4.2.7. To all passenger and school buses when loading or off-loading passengers. Vehicles approaching the bus from any direction must come to a complete stop no closer than 20 feet (6 meters) from same except when there is a median divider (e.g., Airlift Ave and Friendship Blvd). Otherwise, vehicles will remain stopped until the bus departs the area.

4.4.2.8. To all fuel trucks and school buses at the intersection of McGuire and James Ave.

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

4.4.3. Turning and Stopping.

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

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

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

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

4.4.6. Yield to traffic when indicated by traffic signs at intersections. Operators required to stop for any posted stop signs (mounted or painted on roadway). If there are no indications of a stop other than the limit line upon the roadway, the limit line only requires operators to yield the right-of-way.

4.4.7. Do not straddle the centerline of the roadway.

4.4.8. Centerline crossing authorized when executing passing or turning movement in safe manner.

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

4.4.10. Do not follow vehicles closer than one car length, except when passing.

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

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

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

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

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

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

4.4.17. Do not consume alcohol nor carry open alcoholic containers while operating a vehicle, including all passengers in the vehicle.

4.4.18. Any bumper sticker, decal, or other vehicle marking that offends good order and discipline or otherwise violates AF directives is prohibited. 374 SFS will handle these issues in the same manner as a traffic complaint. The complaint will be taken, a blotter entry made, and the issue will be forwarded to the unit commander, first sergeant, or agency chief.

4.4.19. Any recording devices (cameras, phones, etc.) installed in the vehicle will only be used as directed by the manufacturer and to capture vehicle operation for insurance claims. Any image or video captured beyond those restrictions will be assessed by 374 SFS and 374 AW/PA.

#### 4.5. Overtaking and Passing.

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

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

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

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

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

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

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

4.5.3. Passing is not permissible when:

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

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

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

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

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

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

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

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

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

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

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

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

**Table 4.1. Speed Restrictions on Yokota AB.**

CONDITIONS	MPH	KPH
On all roadways, except where posted.	25 MPH	40 KPH
In all residential or housing areas.	18 MPH	30 KPH
In all parking lots or areas and alleyways.	12 MPH	20 KPH
When passing troop movements.	12 MPH	20 KPH
In all school zones during school hours.	12 MPH	20 KPH
When moving in reverse or backing up.	06 MPH	10 KPH
North Overrun	31 MPH	50 KPH
South Overrun	25 MPH	40 KPH
When towing vehicles, trailers, or other cargo (vehicles must be towed using approved equipment or vehicles).	18 MPH	30 KPH
Drive slower than the posted speed limit during inclement weather or when maneuvering through construction.		
Do not drive a moped (over 50cc) at a speed more than:	25 MPH	40 KPH
Do not drive a moped or motorcycle (less than 50cc) more than (on/off base):	18 MPH	30 KPH
Do not drive a vehicle on a public or private roadway at a speed less than or drive a vehicle so slow as to impede the safe, fluid movement of traffic or create a potential hazard:	06 MPH	10 KPH

**4.8. Special Procedures for POVs.**

4.8.1. USFJ personnel will not rent, lend, or permit the use or operation of their POVs by persons other than those who possess a valid 4EJ (including those with a POA). Exceptions for temporary convenience of the owner or family, when the vehicle is in any of the following conditions:

- 4.8.1.1. Being driven by the owner's authorized chauffeur IAW USFJI 31-205.
- 4.8.1.2. Undergoing maintenance or repair.

4.8.1.3. Being shipped into or out of Japan.

4.8.1.4. Stored in an authorized parking lot or garage.

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

4.8.1.6. Undergoing inspection and processing at a GoJ Land and Transportation Office (LTO).

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

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

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

4.8.3.1.1. Operators (other than family members) will have the owner's written permission in their immediate possession while operating the vehicle if the owner is unable to be contacted (TDY, leave, etc.). If the vehicle owner is not present and a letter of permission is not available, 374 SFS may, administratively hold or impound the vehicle until the registered owner can be contacted and verify the operator did have permission to operate the vehicle or as otherwise authorized. **Note:** Owners are responsible for all towing charges if performed by a towing agency. Failure to reimburse the agency for all towing charges will warrant pay garnishment until the debt is paid in full.

4.8.4. Non-SOFA family members operating vehicles will be IAW USFJI 31-205. A request letter will be approved by the WTRO, and the member must attend the newcomer's driver orientation class. The non-SOFA member must possess a valid driver's license prior to being issued a 4EJ.

4.8.4.1. TCN/Foreign personnel will IAW USFJI 31-205.

#### **4.9. Traffic Accident Investigation Reports.**

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

4.9.1.1. 374 SFS/CC assigns traffic accident investigators who have completed an approved Traffic Accident Course.

4.9.2. Any person involved in, observing, or first arriving at the scene of a major motor vehicle accident (damage of more than \$10,000 and/or injury/death) will notify 374 SFS immediately. Individuals will remain on scene until released and provide information requested by 374 SFS.

4.9.2.1. Personnel involved in minor accidents (damage of less than \$10,000) will report to the BDOC as soon as possible, but not to exceed 72 hours to complete the minor accident worksheet.

4.9.2.2. The operator of any vehicle involved in an accident off base will immediately notify Japanese Police and will stand by and await their arrival on the scene.

4.9.2.3. All accidents which occur off base must be reported to 374 SFS upon arrival back to base to ensure all accident information is documented.

4.9.3. When requested by 374 SFS, 374 LRS will tow disabled vehicles when a roadway safety hazard exists. A 374 SFS member will be present to witness the tow and 374 LRS will only tow the vehicle to a point where it does not pose a hazard. It is the owner's responsibility to ensure their vehicles are removed from the area within 72 hours or face possible impoundment. If the vehicle is needed for investigative purposes, 374 LRS will transport the vehicle to the 374 SFS impoundment lot. 374 SFS/S2 (Investigations) is the point of contact for all impounded vehicles.

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

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

4.9.4.2. 374 AW/SE, 374 AW/JA, 374 CES, and 374 LRS (when GOVs are involved).

4.9.4.3. Insurance companies of involved parties via e-mail or memo submitted to 374 SFS/S5R.

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

4.9.5. GOV Operators will, in addition to the above:

4.9.5.1. Refrain from making oral or written statements to anyone including those being represented by someone involved in an accident the accident cause, liability, possibility of pursuing a claim, or the possibility of approval of any claim.

4.9.5.2. Properly identify and fully cooperate with 374 SFS or other law enforcement investigating the accident.

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

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

4.9.5.5. Report the accident to 374 SFS or other appropriate police agency not to exceed 72 hrs.

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

4.10.1. It is prohibited to:

4.10.1.1. Park in any area including seeded, grassed, or unpaved areas not designated for parking.

4.10.1.2. Park in any reserved parking spaces officially designated for another or beyond the designated time limits for certain areas identified with a time limit.

- 4.10.1.2.1. Park in any fire lane. The entire driveway of tower buildings is considered a fire lane. Only emergency response vehicles authorized.
- 4.10.1.2.2. Park in handicapped areas without a properly displayed handicap decal.
- 4.10.1.2.3. Park in child drop-off or pickup lanes unless doing same during operational facility hours.
- 4.10.1.2.4. Residents loading or unloading in the tower basement driveway are authorized to be unattended no more than 20 minutes. The parking area extends no further than 20 feet (6 meters) beyond the end of the loading dock. This does not apply to emergency response vehicles, tower maintenance vehicles, 374 CES and housing supply trucks, or other types of delivery trucks.
- 4.10.1.2.5. Park beyond 72 hours in public parking lots or beyond 60 days for the long-term parking area. Exceptions can be made with 374 SFS/S3P (Police Services) for personnel due to deployment or TDY via an email/memo from the unit's first sergeant.
- 4.10.1.3. Park on a sidewalk or in any place blocking a driveway, entrance, exit, traffic control devices or force protection barriers, construction zones, or a garbage collection receptacle/building.
- 4.10.1.4. Park within 15 feet (5 meters) of an intersection, crosswalk, fire hydrant, or a building except where specifically authorized.
- 4.10.1.5. Park within 20 feet (6 meters) of a fire station driveway (does not apply to fire response vehicles) or a railroad crossing or track.
- 4.10.1.6. Park within 30 feet (10 meters) of a bus stop.
- 4.10.1.7. Park on traveled roadways (attended/unattended) or against the traffic flow.
  - 4.10.1.7.1. Double-park (in front/back/side of another vehicle) preventing free movement to exit.
  - 4.10.1.7.2. Parallel Park (greater than 12 inches) from the left curb of an authorized parking space. Where there is no curb, should be parked as far left as the hard surface permits. Angular parking is authorized only where painted lines are indicated.
- 4.10.1.8. Leave pets in a parked vehicle for more than 15 minutes. If left in vehicle, vehicle doors will be unlocked, and sufficient ventilation is available.
- 4.10.1.9. Facility Managers may monitor and control illegal parking in business or residential areas after parking warden training has been completed with 374 SFS/S3P.
- 4.10.2. Reserved parking spaces is authorized for the following personnel or vehicles:
  - 4.10.2.1. 374 AW/CC, 374 AW/CD, 374 AW/CCC, Group/Deputy CCs, and Unit CCs/First Sergeants/SELs.
  - 4.10.2.2. General officers.
  - 4.10.2.3. GOVs essential to unit mission, customer parking with specified time limits and disabled or handicapped areas.
  - 4.10.2.4. Colonels at the Officers' Club and CMSgt/First Sergeants at the Enlisted Club.



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

4.10.4. Special Event parking (i.e., festivals) will be coordinated with 374 SFS/S5PR for approval.

4.10.4.1. Requestors will be responsible for procurement, set-up, and tear down of temporary parking. **Note:** 374 SFS/S5PR will advise upon request.

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

4.10.5.1. Parking requests containing the above approved positions will be approved by 374 CES/CEOE after coordination with 374 SFS/S3P.

4.10.5.2. Any requests for reserved parking not listed above will be submitted to 374 CES/CEOE through 374 SFS/S5PR. The approval authority for these is 374 AW/Traffic Safety Working Group.

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

4.10.7. Areas with 2-wheel vehicle parking will be used by those operators first, when available. Only one two-wheeled vehicle per authorized parking spot.

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

**4.11. Traffic Warden Program.** Unit commanders may delegate one primary and one alternate in the grade of E-5 (civilian equivalent) or above in writing, for participation in the parking warden program. Monitors will be trained by 374 SFS/S3P will maintain the letter on file.

4.11.1. All traffic wardens must complete training before issuing any citations. Traffic wardens are responsible for only managing their facilities and processing all citations at 374 SFS/S3P. Citations must be turned in within 72 hours or they might not be processed.

4.11.2. Traffic wardens will notify 374 SFS/S3P when DD Form 1408 are needed. Obsolete or outdated DD Forms 1408 will not be processed.

**4.12. Blood, Breath, or Urine Alcohol Concentration Standards.**

4.12.1. Yokota's standardized field sobriety tests for one-legged stand, walk and turn, and horizontal gaze nystagmus test.

4.12.2. Yokota's evidentiary test will be BrAC, BAC, or urinalysis depending on the incident.

4.12.2.1. For personnel whose BrAC cannot be obtained or determined, then consensual or nonconsensual extraction of blood samples using AFI 44- 102, *Medical Care Management*, procedures will be followed.

4.12.3. An incident report will be completed for any person having a .03% or higher BrAC/BAC. DUI will be cited for a reading of .03% - .079% and DWI will be cited for a reading of .08% or above. **Note:** An incident report will be completed for any BrAC/BAC readings for subjects under the age to consume alcohol.

4.12.4. Operating a motor vehicle with a BAC of .08 or above or while operating a motor vehicle in an impaired manner under the influence of alcohol constitutes intoxicated driving.

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

4.13.1. The following rules apply when moving cargo in vehicles on roadways:

4.13.1.1. Do not overload or leave unsecured cargo to the vehicle when transporting. Cargo must be securely latched if a truck or trailer has no sides or tailgate. If cargo is higher than the truck sides and tailgate, cargo must be securely latched.

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

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

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

**4.14. Towing of Vehicles:**

4.14.1. Vehicles must be towed by using a rigid A-frame, I-beam, or commercially designed towing strap. (I-beam and towing straps require an operator in the towed vehicle). A white flag will be affixed to the rear of the vehicle in tow. From dusk until dawn, rear lights and turn signals on the towed vehicle will be used.

4.14.2. When removing a wrecked or damaged vehicle from the roadway, all vehicle debris (i.e., broken glass, parts) will be removed by the owner(s) or tow agency of the vehicle(s).

4.14.3. Owners will reimburse all fees associated with towing.

**4.15. Emergency-Type Motor Vehicles.**

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

4.15.1.1. Law Enforcement, Fire Department and Medical vehicles from on and off base.

4.15.1.2. Emergency maintenance vehicles, in support of emergencies (i.e., gas leaks, etc.).

4.15.1.3. 374 AW/CC, 374 AW/CD, Group CCs, 374 AW/SE, and 374 LRS wrecker vehicles.

4.15.1.4. Any other vehicle required for emergency purposes.

4.15.2. Emergency vehicles must have operational audio and visual warning equipment installed and will be operated IAW AFI 31-118, *Security Forces Standards and Procedures*, when employing emergency response actions. Loaner vehicles will have a suitable substitute (i.e., Kojak Light, PA Horn). **Exception:** Wing and group commanders will be identified by the vehicle placard.

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

4.15.3.1. Assume the right-of-way, including going through stop locations, only when it can be done in a safe manner.

4.15.3.2. Only SFS, Fire and Medical vehicles are authorized to operate off the installation in an emergency mode and only when responding to a valid life- threatening emergency. Prior to responding, operators must coordinate their response with JNP and 374 SFS/BDOC. Under no circumstances will an emergency vehicle assume the right-of-way when it is clearly not safe.

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

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

4.15.4.2. Not follow or stop/park within 500 feet (150 meters) any emergency vehicle when in response of an emergency.

4.15.4.3. Not drive over any equipment (i.e., hoses) stretched across the roadway at the scene of a fire response unless directed by an on-scene traffic controller.

#### **4.16. Operating Bicycles on Roadways.**

4.16.1. All personnel on-base (including local nationals) are required the following safety equipment:

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

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

4.16.2.1. Bicycles must be equipped with a front light (white in color), a rear reflector (red in color), and a bell. During official sunset to sunrise (or during poor visibility), the front light must be illuminated, and riders will wear highly retro-reflective clothing or vests.

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

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

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

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

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

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

4.16.3. Bicyclists will use the provided bicycle paths near the perimeter fence when crossing the south overrun and will not use or operate the bicycle on the vehicle roadway crossing the runway. Bicyclists and pedestrians are not required to stop at the overrun lights when using the path.

#### 4.17. Operation of Motorcycles and Mopeds.

4.17.1. Before riding or registering a motorcycle on Yokota AB, individuals must complete all prerequisite training/requirements established in AFI 91-207, USFJI 31-205, as well as the Yokota AB Form 51, *Yokota Air Base Motorcycle Rider Application (Attachment 9)*. Motorcycle operators must possess a 4EJ indicating size of motorcycle authorized and if passengers are permitted. All personnel are prohibited from loaning their motorcycles to personnel who are not properly trained and licensed. **Exception:** If individual is borrowing a motorcycle to participate in an MSF course. Training on a borrowed motorcycle will be under the supervision of a certified MSF Rider Coach in an approved location. The individual may not ride to and from the course.

4.17.2. All first-time motorcyclists will be restricted to riding on base for one month until they have driven 250 kilometers (160 miles) on their motorcycle. Motorcyclists who cannot practically comply with these restrictions (riders who do not live or who do not work on Yokota) may be exempted in writing by their unit commanders. Commanders must use this privilege judiciously and only after applying sound Risk Management (RM) principles to mitigate any potential future concerns.

4.17.2.1. 374 SFS/S5PR will issue a temporary 4EJ and annotate “on-base driving only” until the motorcycle operator meets the requirements listed above. Immediately after completing the BRC, riders will contact their MSR for an initial odometer reading which will start the initial mileage and time requirements. The rider will then receive a letter from their MSR to take to 374 SFS/S5PR to receive an unrestricted license. If a rider cannot log 250 kilometers (160 miles) in a three-month period, they may receive a new temporary permit until the appropriate mileage has been driven.

4.17.3. Motorcycle and moped operators will obey the following requirements:

4.17.3.1. Headlights and mirrors. Headlights must always be “on” and the handlebars must each be equipped with a rear-view mirror. Mopeds will have at least one rear view mirror.

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

4.17.3.3. Motorcycles and mopeds will not overtake and pass in the same lane occupied by the vehicle being passed or operate between lanes of traffic, between adjacent lanes or rows of vehicles, or on the unpaved shoulder of the road. Otherwise follow all rules of the road for other vehicles.

- 4.17.3.4. Motorcycles and mopeds will not be operated in a swerving fashion within a single lane.
- 4.17.4. All motorcycles are entitled to full use of the lane and will not operate two or more abreast in a single lane. No motor vehicle will be driven in such a manner as to deprive any motorcyclist of their right of the lane. Mopeds will use the left third of the lane, except at intersections, where they are entitled to full use of the lane.
- 4.17.5. Motorcycle and moped operators will ride only on the permanent attached seat and while seated, must be facing forward with one leg on each side of the vehicle.
- 4.17.6. A passenger may ride on the designed seat of a motorcycle or moped, if equipped for two persons. The passenger must be at least 5 years old, and their legs must be long enough for their feet to be on the passenger's foot pegs.
- 4.17.7. All packages and bundles must be secured to the motorcycle, moped, or person in such a manner that it will not interfere with the proper and safe operation of the vehicle.
- 4.17.8. All required safety items (i.e., signals, lights) will be maintained on motorcycles/mopeds.
- 4.17.9. All motorcycle and moped operators to include passengers will wear required personal protective equipment (PPE) prescribed in USFJI 31-205. SOFA members required PPE, regardless of whether they are on or off base. Operators and passengers may use foreign-made helmets provided they meet or exceed established standards. These mandatory requirements also apply to "mission related" all-terrain vehicle (ATV) operators. **Note:** All USFJ personnel operating or riding a motorcycle, moped, or any other similarly designed motor propelled vehicle are required to wear and properly fasten the following protective equipment and clothing.
- 4.17.9.1. Helmets must be certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, Snell Standard M2005, or host nation equivalent for non-U.S. Forces personnel.
- 4.17.9.2. Eye protection must be designed to meet or exceed American National Standards Institute Standard Z87.1-2003 for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet. A windshield, fairing or sunglasses do not constitute eye protection.
- 4.17.9.3. Sturdy foot protection that includes over-the-ankle footwear protecting the feet and ankles, long sleeve shirts or jackets, long pants and full-fingered gloves made from leather or other abrasion-resistant material. Motorcycle jackets and pants made of abrasion-resistant materials such as leather, Kevlar, or Cordura and containing impact absorbing padding are strongly encouraged.
- 4.17.10. Motorcycles, motorized scooters, or mopeds may park at bicycle racks located at military family housing towers and unaccompanied military housing (dorms).

#### 4.18. Pedestrian's Rights and Duties.

4.18.1. Pedestrian traffic. Joggers and walkers are pedestrians. Pedestrians share certain rights and duties as road users and are subject to certain traffic controls, signs, and devices, which they must comply with. Pedestrians who violate this instruction may be issued a DD Form 1408. Citations for "Jaywalking" issued to violators will be forwarded to their unit commander or agency chief for action (dependents will be forwarded to the sponsor's unit of assignment). The following rules apply to pedestrians:

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

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

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

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

4.18.1.5. Cross all roadways in the most expeditious and safe manner. Pedestrians will not linger in the roadways or in a designated crosswalk when crossing the street.

4.18.1.6. Pedestrians crossing at unmarked intersections with traffic lights will not interfere with the smooth flow of traffic.

4.18.1.7. When sidewalks are not available, pedestrians will walk on the outermost edge of the road facing the flow of traffic and in a single file.

4.18.1.8. Pedestrians will not impede traffic through personal carelessness or with any type of obstruction.

4.18.1.9. Hitchhiking on base is prohibited.

4.18.1.10. Pedestrians will yield to all responding emergency vehicles.

4.18.1.11. Joggers exercising on the roadways will wear reflective material on their upper body from official sunset to sunrise and during conditions of reduced visibility. The reflective material may be a reflective belt, reflective vest, or highly reflective clothing.

4.18.1.12. Joggers will run on the outermost edge of the roadway and not interfere with the flow of traffic. When there is on a sidewalk, runners will use but not interfere with pedestrian traffic.

4.18.1.13. Joggers/Walkers will wear only (1) one "earbud" type earphone while running/walking on roadways/sidewalks to include traversing intersections/roads. Headphones (items which cover both ears) will not be worn while jogging/walking on roadways. Personnel may wear headphones while walking on sidewalks however must remove prior to crossing roadways. This restriction does not apply to designated jogging paths.

4.18.2. Joggers and pedestrians are not permitted on the North and the South overrun. Joggers and pedestrians will use the provided paths when crossing the North and the South overrun areas.

4.18.2.1. Joggers will run facing on-coming traffic and remain off the road surface. Except where designated to the contrary, pedestrians have the right-of-way unless otherwise designated.

4.18.3. Do not consume alcohol or carry open containers of alcohol while in public, except where authorized by 374 AW/CC according to AFI 34-219, *Alcoholic Beverage Program*. When under the influence of alcohol or drugs, do not walk in the roadway. Use a sidewalk where available or an open area farthest away from the roadway.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

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

#### **5.2. Traffic Point System.**

5.2.1. The traffic point system supplements DAFI 31-218 and provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action and does not interfere with the 374 AW/CC's prerogative to issue, suspend, revoke, deny or reinstate driving privileges IAW prescribed guidelines.

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

Description of Violation	Points	Suspension or Revocation
Allowing unlicensed non-SOFA members to operate a vehicle on-base – 1st Offense	3	N/A
Allowing unlicensed non-SOFA members to operate a vehicle on-base – 2nd Offense	6	6 Month Suspension
Allowing individual under the influence of alcohol/illegal drugs or otherwise impaired to operate a motor vehicle	6	6 Month Suspension
Allowing a Physically Impaired Person to Operate Owner's Motor Vehicle	6	Up to 6 Month Suspension
Allowing an Unlicensed Driver to Operate a Vehicle	0	Up to 6 Month Suspension
Allowing or permitting anyone not in possession of a valid USFJ 4EJ to rent, borrow or operate their SOFA plated privately owned vehicle (POV)	3	Up to 2 Month Suspension
Allowing a Driver Whose Driving Privileges are Suspended or Revoked to Operate a Vehicle	0	Up to 12 Month Revocation
Driver Involved in an Accident and Deemed Responsible	1	N/A
Driving a Vehicle Off-Base with "On-Base Only" License	0	Up to 12 Month Revocation
Driving a Vehicle Off-Base with "On-Base Only with Restrictions" License	0	Up to 12 Month Revocation
Driving on a Student Driver Permit Without a Licensed Parent or Guardian Present	0	Up to 12 Month Revocation



Driving Under a Suspension or Revocation (Runs consecutively with previous invoked suspension or revocation)	0	24 Month Revocation Added to Original Offense
Driving with Expired License (USFJ Form 4EJ, AF Form 2293, or Host Nation License)	3	N/A
Driving without an Issued USFJ 4EJ but having a valid Host Nation License or International Driver's Permit	0	Up to 2 Month Suspension
Driving without any Issued License (USFJ Form 4EJ, AF Form 2293, or Host Nation License)  For Drivers under the age of 16, the suspension or revocation will begin on the first day they would normally become eligible for a license.	0	Up to 12 Month Revocation
Driving without Possession of a License (USFJ Form 4EJ, AF Form 2293, or Host Nation License) Points assessed even if license is later produced.	1	N/A
Allowing Road Tax to Expire (USFJ Form 15A/15B, Installation Decal)  Owner/Sponsor will be assessed: (See <b>Note 5</b> )	4	N/A
Not in possession of Base Registration, JCI or Liability Insurance paperwork while operating a motor vehicle. Owner/Sponsor will be assessed: (See <b>Note 5</b> )	1	N/A
Failure to / Improperly display decals  Owner/Sponsor will be assessed: (See <b>Note 5</b> )	2	N/A
Driving Without/Allowing to Expire JCI in excess of 45 days.  Owner/Sponsor will be assessed: (See <b>Notes 3, 5 and 7</b> )	6	6 Month Suspension
Driving Without/Allowing to Expire Liability Insurance in excess of 45 days.  Owner/Sponsor will be assessed: (See <b>Notes 3, 5 and 7</b> )	0	6 Month Suspension
Driving Without/Allowing to Expire Japanese Vehicle Title in excess of 45 days.  Owner/Sponsor will be assessed: (See <b>Notes 3, 5 and 7</b> )	6	6 Month Suspension
Driving Without/Allowing to Expire JCI for at least (5) five days but less than 45 days.  Owner/Sponsor will be assessed: (See <b>Notes 3, 5 and 7</b> )	0	30 Day Suspension
Driving Without/Allowing to Expire Liability Insurance for at least (5) five days but less than 45 days Owner/Sponsor will be assessed: (See <b>Notes 3, 5 and 7</b> )	4	30 Day Suspension

Driving Without/Allowing to Expire Japanese Vehicle Title for at least (5) five days but less than 45 days Owner/Sponsor will be assessed: <b>(See Notes 3, 5 and 7)</b>	0	30 Day Suspension
Driving Without/Allowing to Expire JCI less than (5) five days Owner/Sponsor be assessed: <b>(See Notes 3, 5 and 7)</b>	3	N/A
Driving Without/Allowing to Expire Liability Insurance less than (5) five days Owner/Sponsor be assessed: <b>(See Notes 3, 5 and 7)</b>	3	N/A
Driving Without/Allowing to Expire Japanese Vehicle Title than (5) five days Owner/Sponsor be assessed: <b>(See Notes 3, 5 and 7)</b>	3	N/A
<u>On Base/Off Base</u>		
DUI - Driving Under the Influence = 0.03% to 0.079%.	6	12 Month Revocation
DWI - Driving While Intoxicated = 0.08% or greater. <b>(See Note 4)</b>	6	24 Month Revocation
DWI – Driving While Intoxicated: Presence of Drugs (Illegal or legal)	6	12 Month Revocation
DUI/DWI – Second offense	6	24 Month Revocation
Exhibition of Speed (Breaking Traction, Drifting) (Suspension imposed for drifting incidents only)	3	Up to 30-day suspension
Failure to Submit to Implied Consent (Breath). This includes Base Entry Checkpoint/Random Antiterrorism Measure Inspections <b>(See Note 1)</b>	0	12 Month Revocation
Failure to Properly Display License Plate	3	N/A
Failure to obey traffic signals or signs, to include traffic enforcement officers or traffic wardens; or any official regulatory traffic signs or devices requiring a full stop or yield right of way; denying entry; or requiring direction of traffic (going the wrong way on a one-way street)	4	N/A
Failure to Stop for Base Bus (Flashing Lights) or Crossing Signal	4	N/A
Failure to Stop during playing of the Japan/US Anthems	3	N/A
Failure to Stop for Runway Crossing Lights (Red)	4	N/A
Failure to Utilize Seat Belt or Failure to Ensure All Passengers Utilize Seat Belts	4	N/A

Failure to Utilize Restraint device for Child as identified in paragraphs 4.3.1 and 4.3.1.2. of this instruction.  Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt, or strap modification.	4	N/A
Failure to Wear Approved Safety Clothing, Helmet and or Eyewear (Motorcycle)	3	See Table 2.3
Failure to Yield Right-of-Way	4	N/A
Failure to Yield Right-of-Way (Emergency Vehicle)	4	N/A
Failure to Yield to Pedestrians in designated walkway/crosswalk.	3	N/A
Flee Scene/Attempting to Elude Police	0	Up to 12 Month Revocation
Flee Scene/Hit and Run (Property Damage)	6	N/A
Flee Scene of an Accident (Death/Personal Injury) <b>(See Note 4)</b>	6	12 Month Revocation
Failure to Complete Base Registration (Expired AW Form 18 Temporary Decal)  Owner/Sponsor will be assessed	2	N/A
Failure to Complete Base De-Registration (374 SFS Form 0-201) Owner/Sponsor will be assessed.  <b>(See Note 5 and 7)</b>	2	N/A
Failing to Submit to Base Entry/Exit Point Check or Sobriety Checkpoint.  <b>(See Note 4)</b>	6	12 Month Revocation
Following too Closely	4	N/A
Illegal Modification to Vehicle	3	N/A
Illegal License Plate Covers, Tilted License Plates or Personally Modified License Plates (i.e., painted or personally modified lighting)	3	N/A
Slash Plate - 1 <sup>st</sup> Offense	3	N/A
Slash Plate - 2 <sup>nd</sup> Offense	6	6 Month Suspension
Improper Lane Change	4	N/A

Improper Passing	4	N/A
Improper Turning Movements (No Signal)	3	N/A
Inattentive Driving	3	N/A
Loud Stereo (Heard from 15 feet outside vehicle)	3	N/A
Muffler which emits sound that can be heard at 150 feet while in motion or stationery	3	N/A
Manslaughter (or negligent homicide by vehicle) Resulting from the Operation of a Motor Vehicle	0	12 Month Revocation
Mental or Physical Impairment Impeding Ability to Drive	6	Up to 6 Month Revocation
Open Container (Alcohol)	4	N/A
Operating an Unsafe Vehicle	2	N/A
Operating a Motorcycle or Moped Exceeding Size Category (USFJ Form 4EJ)	3	N/A
Operating any Radar Detection Devices to Indicate the Presence of Speed Recording Instruments or to Transmit Simulated Erroneous Speed (prohibited on DoD installations)	3	N/A
Parking (Fire Lane)	3	N/A
Parking (Handicap)	3	N/A
Parking (Illegal) utilize verbiage from 4.10.1	2	N/A
Permitting Unlawful or Fraudulent use of an Official Driver's License	0	Up to 12 Month Revocation
Racing on the Highway (Off-Base)	0	Up to 12 Month Revocation
Receive 12 Points within 12 Months	0	Up to 6 Month Suspension
Receive 18 Points within 24 Months	0	Up to 6 Month Suspension
Receive 6 tickets within 12 Months	0	12 Month Revocation
Reckless Driving (Refer to Attachment 1 definition)	6	N/A
Reckless Driving (Personal Injury)	6	12 Month Revocation

Refusal of Breath, Blood, Urine Test (BAC, BrAC)	0	12 Month Revocation
Road Rage (Refer to Attachment 1 definition)	6	12 Month Revocation
Speeding – 2-17 KPH over posted speed limit	3	N/A
Speeding – 18-25 KPH over posted speed limit	4	N/A
Speeding – 26-32 KPH over posted speed limit	5	N/A
Speeding – 33-49 KPH over posted speed limit	6	N/A
Speeding – 50 KPH or greater over the posted speed limit	6	Up to 2 Month Suspension
<u>Speeding in a School Zone or Residential Area:</u> Speeding – 2-17 KPH over speed limit	6	<u>To Include:</u>  ----- Up to 2 Month Suspension
Speeding – 18-25 KPH over speed limit	8	
Speeding – 26-32 KPH over speed limit	10	
Speeding – 33-49 KPH over speed limit	12	
Speeding – 50 KPH or greater over the speed limit	12	
Speed Contests	6	N/A
Speed too Fast for Conditions	2	N/A
Speed too Slow (Potential Hazard)	2	N/A
Talking or text messaging on a Cell Phone while Operating a Motor Vehicle	6	<b>See Table 2.2.</b>
Unattended Children under the age of 12 (Animals are included if a danger exists) in a vehicle: Refer to YABI 31-118 for further details on minors. All cases will be referred to Family Advocacy and unit commanders for military members or YCAP for civilians/dependents. Consult SJA for further guidance. <b>(See Note 6)</b>	6	N/A
Unauthorized Tinted Windows	3	N/A
Use of a Vehicle in the Commission of a Felony (serious offense)	6	12 Month Revocation
Vehicle Equipment removed or not meeting safety standards, i.e., doors, hood, etc.	2	N/A
Additional Violations of this Instruction not Specifically Addressed in this Table	2	N/A

Vehicle Running Unattended	3	N/A
Wearing Headphones While Operating a Motor Vehicle/Bike	3	N/A
<p><b>Note 1:</b> If revocation of driving privileges for implied consent is combined with DUI, revocation runs consecutively up to a total of 36 months.</p> <p><b>Note 2:</b> In cases of multiple suspensions or revocations, the periods will run consecutively.</p> <p><b>Note 3:</b> Failure to have or maintain proper insurance will result in a suspension/revocation of driving privileges and/points added to your driving record depending on the circumstances.</p> <p>Anyone stopped for not having insurance is not authorized to operate a vehicle on and off base until they can show proof, they have obtained it.</p> <p><b>Note 4:</b> Points will not be assessed solely for revocation or suspension actions except for implied consent violations and violations determined by the WTRO as unsafe acts.</p> <p><b>Note 5:</b> Vehicle Operators will not be assessed for the violation unless they are the owner/sponsor of the vehicle or are performing the responsibilities of the owner/sponsor via POA.</p> <p><b>Note 6:</b> When an AF Form 3545 will also be accomplished. Revocation of driving privileges up to one year will be considered by the commander. <b>Example:</b> If children or animals were left in dangerous conditions in vehicle (i.e., hot weather where the interior temperatures may reach dangerous levels, keys left accessible to children or other hazardous conditions deemed by a reasonable person).</p> <p><b>Note 7:</b> Military personnel married to other military personnel have the option to register vehicles in their own name. Registration requirements and number of authorized vehicles allowed will be met. Refer to USFJI 31-205 for registration requirements. The registered owner of a vehicle is responsible to maintain JCI, Road Tax, and Liability insurance on the vehicle at all times.</p> <p><b>Note 8:</b> 374 SFS/S5R are authorized to issue traffic citations based on reliable information of an infraction or information received in the course of investigative processing.</p>		

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

5.2.3. Unit commanders may be notified by 374 SFS/S5R in writing/e-mail when an individual accumulates six or more traffic points in a 6-month period.

5.2.4. Upon receipt of a *Driver Record*, or AFJIS product on a person newly assigned to Yokota who has multiple traffic infractions identified (within last 24 months), 374 SFS/S5R will forward the record to the individual's unit commander for review. This review helps commanders identify individuals in need of driver improvement, counseling, or remedial driver's training. Immediately following this review, destroy any records IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Do not file the record in the individual's personnel information file.

### 5.3. Rebuttal of Traffic Citations.

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

5.3.1.1. If the violator's rebuttal must be endorsed by their unit commander or agency chief and routed to 374 SFS/S5R for processing. A completed package will be forwarded to the WTRO for final decision and the violator will be notified of the results.

5.3.1.1.1. The 374 SFS/S5R will obtain a written statement from the 374 SFS patrolman who issued the ticket for inclusion in the rebuttal package.

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

5.3.1.2.1. Correctable and administrative errors on the violation.

5.3.1.2.2. Similar uncited violations of others.

5.3.1.3. The 374 SFS/CC will review the rebuttal and provide their recommendation to the WTRO.

5.3.1.4. WTRO will review the rebuttal package along with recommendations and make the final determination on any administrative action.

### 5.4. Point System Application.

5.4.1. The point system applies to all personnel subject to USFJI 31-205 operating vehicles on or off the installation.

5.4.2. The use of the point system and procedures prescribed herein are mandatory and will be handled IAW DAFI 31-218.

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

### 5.5. Point System Procedures.

5.5.1. 374 SFS will record traffic violations and assess points IAW this instruction as follows:

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

5.5.1.1.1. Points will be assessed IAW [Table 5.1](#) of this instruction.

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

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

5.5.2.1. A DD Form 1408 may be issued during or after an incident based on the validity of the complaint and information is reliable.

5.5.3. Off installation traffic activities. 374 SFS maintains a close liaison with the JNP agencies and when possible, these agencies provide prompt notification when SOFA vehicle operators are involved in accidents or incidents. JNP will also provide prompt notice when SOFA vehicle operators are involved in traffic accidents or detained for serious violations of Japanese traffic laws. All SOFA personnel MUST provide JNP officials their DoD ID cards and 4EJ upon request. Geneva Convention cards do NOT meet this requirement.

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

5.5.3.2. When the JNP notifies 374 SFS of a violation committed USFJ personnel off-base, 374 SFS/S5R assesses points and/or penalties IAW this instruction. The 374 SFS/S5R then forwards a notification of the alleged offense to the appropriate unit for information.

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

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

5.5.3.3.2. Failure to pay the fine can result in your arrest until fine is paid. If you have a valid reason for not paying within the 7-day period, contact the 374 SFS/Liaison Office immediately.

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

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



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

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

5.5.3.3.6. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records.

**5.6. Disposition of Driving Records.** Will be handled IAW DAFI 31-218.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. General.** The 374 SFS vehicle impound lot is located adjacent to Building 4072. 374 SFS/S2 is responsible for impounding all SOFA vehicles on Yokota AB. All impounds are conducted IAW with SFOI 31-101, *Security Forces Operations*. This chapter provides standards and procedures for the towing, inventorying, searching, impounding, and disposing of POVs. This policy is based on the interests of crime prevention, traffic safety, traffic flow, and the driver's constitutional rights.

#### **6.2. Standards for Impoundment.**

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

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

6.2.2.1. The vehicle is illegally parked, as identified in [paragraph 4.10](#) of this instruction.

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

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

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

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

6.2.2.2.4. The owner or operator of the vehicle is unable to arrange removal of the vehicle.

6.2.2.2.5. The POV is mechanically defective or disabled.

6.2.2.2.6. When the owner fails to move the vehicle within 72 hours after it has been involved in an investigated accident (major accident) and the vehicle is a public eyesore, safety, or environmental hazard, or is disrupting mission operations (e.g., preventing loading or unloading of equipment).

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

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

6.2.2.2.9. When it is determined the registered owner has departed (PCS) and there is no POA on file with 374 SFS/S5PR, or the existing POA has expired.

6.2.2.2.10. Being operated by a vehicle operator suspended or revoked for previous offenses.

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

6.2.2.2.11.1. Expired JCI or Japanese inspection.

6.2.2.2.11.2. Expired Liability insurance failing to meet minimum coverage IAW USFJI 31-205.

6.2.2.2.11.3. The vehicle displays an expired military or Japanese registration more than 30 days.

6.2.2.2.11.4. Failure to pay Japanese road tax.

6.2.2.2.11.5. Failing to initially register vehicle with 374 SFS/S5PR.

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

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

6.2.2.2.11.8. When one commits a serious offense with a motor vehicle for which the maximum punishment under the Uniform Code of Military Justice (UCMJ) is confinement for 12 months or more (only those subject to UCMJ law).

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

6.2.2.2.11.10. Parked continuously in an unauthorized public place for the purpose of sale. The authorized display area to sell vehicles is "Resale Lot," adjacent to Building 124. The seller must maintain base registration, road tax, insurance requirements, and obtain a display permit from the Yujo Community Center before parking it at the resale lot. The display permit may be issued for up to 30 days at a time; however, the actual expiration date will coincide with expiration of the POVs vehicle documentation, whichever is soonest. The display permit must be on the dashboard, within the vehicle, and renewed prior to the expiration date. Vehicles parked at the resale lot without a display permit, or an expired permit may be cited, considered abandoned and subject to impoundment. Vehicles not parked in the authorized display area will be cited. Every effort will be made not to cite vehicles displaying "For Sale" signs in areas where the owner works, lives or is patronizing. No vehicles will be used as a residence at any time while parked on Yokota AB.

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

6.2.2.2.11.12. Failure to submit to a sobriety checkpoint.

6.2.2.3. When directed by the 374 AW/CC, 374 MSG/CC, or 374 SFS/CC.

**6.3. Impoundment of Vehicles from Off-Base.** All vehicles in the above categories located off base may be towed and impounded when they are identified as abandoned or Japanese authorities request assistance. 374 SFS/S2 impounds, releases, and disposes of all claimed and unclaimed vehicles to include vehicles IAW DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*.

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

6.4.1. 374 SFS will complete a DD Form 1408 and DD Form 2504, *Abandoned Vehicle Notice*, simultaneously when they come in contact with or are notified of suspected abandoned vehicles. The DD Form 1408 will be utilized to document the Infraction that leads to the suspicion of the vehicle being identified as *Abandoned*. This will be documented in the 374 SFS blotter. All other cases outside of abandonment will warrant the issuance of the DD Form 2504 only.

6.4.2. The pink copy of the DD Form 1408 and the DD Form 2504 will be conspicuously placed on POV considered unattended. The violator will be allowed 72 hours to report to the BDOC to clear the abandoned vehicle notice.

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

6.4.4. If after 72 hours the violator has not reported to the BDOC, the DD Form 2504 will be acted upon by 374 SFS/S2, one copy will be placed with the vehicle, one copy with the case file and one copy will be forward to the individual's unit. 374 SFS/S2 will attempt to identify or locate the registered owner of the vehicle. If unable to do so they will impound the vehicle and it will be documented in the 374 SFS blotter. Outside support will be provided as follows:

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

6.4.5.1. Dispatch operations may be called to move disabled POVs, NAF or AAFES vehicles causing traffic safety or firefighting obstacles on base. Requests warrant immediate action.

6.4.5.1.1. Only 374 SFS may make these requests.

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

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

6.5.1. 374 SFS/S2 contacts 374 LRS Ground Transportation Flight (374 LRS/LGRDDO) to arrange for the vehicle to be towed to the impoundment lot. A DD Form 2505 will be completed and provided to the wrecker driver if requested. All due care and caution should be exercised during impoundment actions. Personnel from 374 LRS and 374 SFS/S2 are not liable for any damage(s) that may occur during the impoundment process.

6.5.2. Once the vehicle has been impounded, BDOC will make an entry in the 374 SFS blotter stating the make, model, year, registration and/or license number of the vehicle and location from which it was impounded. Impounded vehicles will be thoroughly searched and inventoried by 374 SFS/S2 unless the impoundment was based on criminal activities. If so, 374 SFS/S2 will seek proper search authority. A DD Form 2506 will be completed for each vehicle impounded. Annotate any valuable personal property found in the vehicle.

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

6.5.4. When an owner is not verified, the DD Form 2504 will be annotated, and the vehicle will be disposed of IAW SFOI 31-101 and DoD Manual 4160.21-M.

**6.6. Retrieving an Impounded Vehicle.** The process of retrieving a vehicle from 374 SFS/S2 is determined by or for the reason for impoundment.

6.6.1. If a vehicle was impounded after a DUI incident, the owner is required to de-register the vehicle through 374 SFS/S5PR based on the revocation of their driving privileges.

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

6.6.3. If a Japanese inspection is expired, the vehicle owner will have to obtain a temporary license plate from 374 SFS/S5PR before they can retrieve the vehicle.

6.6.4. If a vehicle was impounded because of a vehicle accident and it is considered evidence, it will not be released until the case is complete and approved by 374 SFS/S2 and 374 AW/JA.

6.6.5. If the vehicle was impounded because of possible abandonment, the vehicle will not be released until approval is granted by 374 SFS/S2.

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

6.6.7. After 60 days, 374 SFS/S5PR will have the authority to deregister abandoned vehicles via the appropriate LTO and GOJ agencies. All attempts to contact the owner will be made prior to deregistration; however, permission is not required.

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

6.6.8.1. Towing cost.

6.6.8.2. Storage cost (local storage facility).

6.6.8.3. Disposal of vehicle fee.

6.6.8.4. Deregistration fee.

6.6.8.5. Manning hours.

6.6.8.6. Active-duty tow truck operator.

6.6.9. Payment will be obtained by cash collection voucher or garnishment of the member's pay through 374 CPTS. Individuals will be assessed the cost of towing, storage and man hours used to impound the vehicle by 374 SFS/S2. They will hold impounded vehicles for up to 60 days. If vehicle is not claimed within 60 days, 374 SFS/S2 will dispose of the vehicle and the individual will be assessed a total cost of all fees.

ANDREW L. RODDAN, Colonel, USAF  
Commander

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

AFI 24-301, *Ground Transportation*, 22 October 2019  
AFI 31-115, *Law and Order Operations*, 18 August 2020  
AFI 31-118, *Security Forces Standards and Procedures*, 18 August 2020  
AFI 31-218\_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006  
AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021  
AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020  
AFI 44-102, *Medical Care Management*, 17 March 2015  
AFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019  
AFPD 31-1, *Integrated Defense*, 21 June 2018  
DAFI 31-101, *Integrated Defense (ID)*, 03 March 2020  
DAFI 34-219, *Alcoholic Beverage Program*, 31 March 2022  
DoD Manual 4160.21-M, *Defense Materiel Disposition*, 30 September 2019  
SFOI 31-101, *Security Forces Operations*, 6 January 2022  
Uniform Code of Military Justice (UCMJ)  
USFJI 31-203, *Law Enforcement Procedures in Japan*, 12 April 2021  
USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, 01 November 2020

***Prescribed Forms***

374 AW Form 7, *Motor Vehicle Inspection Report (PA)*  
374 AW Form 12, *Military Registration and Certification of Title for Privately Owned Motor Vehicle (PA)*  
374 AW Form 18, *Installation Access Card*  
374 AW Form 48, *Safety Inspection of Two-Wheeled Motor Vehicles*  
374 AW Form 50, *Application for Operator's Permit for Civilian Vehicle (PA)*  
374 AW Form 68EJ, *Provisional Visitor/Vehicle Pass*  
Yokota AB Form 51, *Motorcycle Rider Application*

***Adopted Forms***

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*  
AF Form 332, *Base Civil Engineer Work Request* AF Form 1176, *Authority to Search and Seize*  
AF Form 3545, *Incident Report*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2 *series*

DD Form 2220, *DoD Registered Vehicle*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 2817, *Evidence and Property Custody Document*

Defense Biometric Identification System (DBIDS) *pass and/or card*

OF 346, *U.S. Government Motor Vehicle Operator's Identification Card*

SF 91, *Motor Vehicle Accident Report*

USFJ Form 15A, *Vehicle Registration Decal (for Use on 4-Wheel Vehicles)*

USFJ Form 15B, *Vehicle Registration Decal (for Use on 2-Wheel Vehicles)*

USFJ Form 4EJ, *U.S. Forces, Japan Operator's Permit for Civilian Vehicle (PA)*

### ***Abbreviations and Acronyms***

**5 AF**—Fifth Air Force

**AAFES**—Army and Air Force Exchange Service

**AB**—Air Base

**ADAPT**—Alcohol Drug Abuse Prevention Treatment

**ADTSEA**—American Driver and Traffic Safety Education Association

**AFJIS**—Air Force Justice Information System

**ATV**—All-Terrain Vehicle

**BAC**—Blood Alcohol Content

**BDOC**—Base Defense Operations Center

**BrAC**—Breath Alcohol Content

**BRC**—Basic Rider Course

**BX**—Base Exchange

**CAC**—Common Access Card

**CB**—Citizen Band

**CVC**—Closed Voice Communication

**CV**—Constant Velocity

**DBIDS**—Defense Biometric Identification System



**DEC**—Drivers Education Class  
**DFC**—Defense Force Commander  
**DoD**—Department of Defense  
**DoT**—Department of Transportation  
**DUI**—Driving Under the Influence  
**DWI**—Driving While Intoxicated  
**EAL**—Entry Authority List  
**ECP**—Entry Control Point  
**GMV**—Government Motor Vehicle  
**GOJ**—Government of Japan  
**GOV**—Government Owned Vehicle  
**GSU**—Geographically Separated Unit  
**IAW**—In Accordance With  
**JCI**—Japan Compulsory Insurance  
**JNP**—Japanese National Police  
**LE**—Law Enforcement  
**LMR**—Land Mobile Radio  
**LSV**—Low Speed Vehicle  
**LTO**—Land and Transportation Office  
**MSF**—Motorcycle Safety Foundation  
**MSR**—Motorcycle Safety Representative  
**NAOC**—National Airborne Operations Center  
**NCOIC**—Noncommissioned Officer in Charge  
**NHTSA**—National Highway Traffic Safety Administration  
**NLT**—No Later Than  
**OF**—Optional Form  
**OPR**—Office of Primary Responsibility  
**OV**—Official Vehicle  
**PA**—Privacy Act PACAF—Pacific Air Forces  
**PCS**—Permanent Change of Station  
**PDI**—Property Damage Liability Insurance  
**POA**—Power of Attorney

**POV**—Privately Owned Vehicle

**PPE**—Personal Protective Equipment

**RDS**—Records Disposition Schedule

**SOFA**—Status of Forces Agreement

**SSN**—Social Security Number

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**UNC(R)LNO**—United Nations Command, Rear Liaison

**USFJI**—United States Forces, Japan Instruction

**USFJ**—United States Forces, Japan

**USO**—United Service Organizations

**VCO**—Vehicle Control Officer

**WTRO**—Wing Traffic Review Officer

### *Terms*

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

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

**Complete Stop**—A complete stop is when there is no forward momentum and the needle on the speedometer is at 0.

**Driving under the Influence (DUI)**—The term DUI as used in this publication is in reference to the Yokota AB Commander’s Drinking and Driving Policy.

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

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

**Inattentive Driving**—The failure to pay proper attention to the road while driving. It includes, among others, talking, eating, putting on make-up and attending to children. Using cell phones and other wireless or electronic units are also considered distractions.

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

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

**Major Accident**—Any accident involving damage \$10,000 or more, disabling damage where vehicle cannot be moved on its own, serious injuries (i.e. broken limbs, deep lacerations, head/spine trauma, etc.), death, or hard to explain, (i.e., no correlation to the evidence on-hand).

**Minor Accident**—Any accident that does not meet the definition of a Major Traffic Accident.

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

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

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

**Parked and/or Standing**—The vehicle is stationary, with or without the engine running, with or without the operator at the controls. Parked and/or standing vehicles can be legally or illegally parked. For enforcement, there is no difference between parked and standing.

**Passenger**—Person within the vehicle other than the operator.

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

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

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

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

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

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

**Skaters**—Individual operating roller skates/blades, skateboard and T-handled boards and scooters.

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

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

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

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

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

## Attachment 2

## SAMPLE SUSPENSION OR REVOCATION LETTER

Figure A2.1. Sample Suspension or Revocation Letter.

MEMORANDUM FOR XXX

ATTENTION:

FROM: 374 MSG/CD

SUBJECT: Suspension of Driving Privileges for

1. Driving Suspension. Your driving privileges are suspended for a period of\_ . You are hereby ordered not to drive any motor vehicle in Japan or on any USFJ installation during any period the suspension is in effect. This suspension covers both Privately Owned Vehicles (POV) and Government Owned Vehicles (GOV).
2. Hearing Request. You may request a hearing regarding this suspension by submitting a written request endorsed by your unit commander to 374 SFS/S5R within 5 duty days of this letter. Failure to obtain your commander's endorsement will result in a denial of your hearing request.
  - a. If timely made, your hearing request will be reviewed by the 374 MSG/CCE and you will be notified of a hearing date and time. You and your first sergeant or senior leader in your chain of command must appear at the stated date and time. The hearing will be held before the Wing Traffic Review Officer (WTRO), 374 MSG/CD or 374 MSG/DD. You may present witnesses or other evidence to these issues and may be represented by private counsel at your own expense.
3. You must provide a copy of this driving suspension to your Vehicle NCO (VCNO).
4. Restricted Driving Privileges. Under certain conditions you may be allowed restricted driving privileges. All requests for restricted driving must be submitted in writing to 374 SFS/S5R and must include a statement that your license has not been suspended or revoked by state, federal, or Japanese licensing authorities. Your commander must endorse all requests for restricted driving privileges. For further guidance on the restricted driving requests, refer to YABI 31-116.
5. Reinstatement. IAW YABI 31-116, personnel involved in a DUI/DWI or accumulated traffic points suspension who submit a request for full reinstatement of driving privileges; the request must be endorsed by the unit commander, first sergeant or agency chief and show proof of attendance at one of the programs below for the listed infraction. If the individual fails to complete the required course(s), the suspension or revocation of installation driving privileges will be extended until completion. For suspensions not identified below (5 a, b); personnel need only a letter endorsed by their unit commander, first sergeant, or agency chief to have their driving privileges reinstated.
  - a. Receiving 12 points within a 12-month period (EXCEPTION: tickets for non-moving violations) Completion of Course V, *Driver Improvement Course*.

b. Receiving a DUI, or DWI, (EXCEPTION: civilians are encouraged to attend, but not required) – Completion of substance abuse program as applicable.

6. Delay in Suspensions/Miscellaneous Actions. Personnel who receive a traffic citation which carries a suspension or revocation prior to departing for TDY, deployment or leave will have their suspension actions delayed until they return. Upon returning, violators will report to 374 SFS/S5R with their supervisor or sponsor. The member will be afforded the opportunity to rebut the citation, request a hearing or restricted driving privileges. The WTRO can impose an immediate suspension regardless of location of the infraction or scheduled departure where actions are warranted.

NAME, Lt Col, USAF  
Deputy Commander

1<sup>st</sup> Ind to 374 MSG/CD, Suspension of Driving Privileges for (Reason)

(Name, Unit)

MEMORANDUM FOR 374 MSG/CD

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

2. I understand any violation of this suspension/revocation or any violation of restricted driving privileges could result in more severe disciplinary action and will result in 2 additional years added to the original suspension period.

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

4. If I receive a revocation of 12 months or more, I will report to 374 SFS/S5PR within 10 working days to begin deregistration of all my vehicles. The following exceptions are authorized where vehicle deregistration does need to happen:

- a. If member is granted restricted driving privileges.
- b. If the member’s dependents are authorized to drive and there is only one vehicle.

\_\_\_\_\_

\_\_\_\_\_

Signature

Duty Phone

Date

Acknowledged

Memo for Record:

This letter was served by \_\_\_\_\_ 374 SFS/S5R on

.

START: \_\_\_\_\_

END: \_\_\_\_\_

REINSTATE: \_\_\_\_\_

**Attachment 3****SAMPLE LETTER FOR RESTRICTED DRIVING PRIVILEGES REQUEST****Figure A3.1. Sample Letter for Restricted Driving Privileges Request.**

MEMORANDUM FOR 374 SFS Reports & Analysis

FROM: Self-Explanatory

SUBJECT: Request for Restricted Driving Privilege for A1CJohn Doe, 374 SFS/XXXXX

4. Request restricted driving privileges for the following reasons:

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

b. Family Hardship: Rank Name is a single parent and resides off base. He or she has two school age children that have a skin infection requiring weekly hospital appointments for 2 months. These privileges will allow them to provide transportation for children's medical care.

c. If authorized Rank Name will use the following vehicle: 1986 Silver Nissan Skyline, two-door, license plate number 300 Y XXXX

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

2. Rank Name has attended the substance abuse alcohol program (individuals involved in drug or alcohol incidents) and/or Course V (Driver Improvement) (if applicable).

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

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

Requestor's Signature Block



1<sup>st</sup> Ind, First Sergeant/Section Commander/Unit Commander/Agency Chief Date:  
MEMORANDUM FOR 374 SFS/S5R

Concur/Non-concur.

Unit Commander/Agency Chief Signature Block

**Note:** The Requestor will use organizational letterhead, identify the vehicle to be driven, the location and occasion in which the vehicle can be driven, specify the driving privileges that are mission essential. Individuals will only be able to drive to and from these facilities: Base hospital for emergencies, base gas station, Commissary/BX, work.

## Attachment 4

## REBUTTAL OF TRAFFIC CITATION FORMAT

Figure A4.1. Rebuttal of Traffic Citation Format.

MEMORANDUM FOR 374 SFS/CC

FROM: Individual Who Received Traffic

Ticket SUBJECT: Rebuttal of Traffic Ticket

2. The violator must draft a memorandum specifically citing evidence that disproves the validity of the ticket within 10 days of receipt of the violation. The memorandum and the original copy of the ticket in question (white copy) will be forwarded to 374 SFS/S5R for processing.

2. Please note the letter must be written in this format. If you have further questions, please contact 374 SFS/S5R at 225-8812.

Requestor's Signature Block

1<sup>st</sup> Ind, Unit Commander/Agency

MEMORANDUM FOR 374 SFS Reports & Analysis

Concur / Non-Concur

(Commander/Agency Chiefs required to submit comments on members request)

Unit Commander/Agency Chief Signature Block

## Attachment 5

### FACTS ON CAR INSURANCE IN JAPAN

**A5.1. Note:** This attachment explains what JCI is and why USFJ personnel are required to carry additional coverage for POV and OV-plated vehicles. USFJ personnel are reminded not to assume their US carrier insurance is valid or recognized in Japan. Contact your personal insurance agent to find out the facts and seek legal advice if you need help in deciding what commercial insurance coverage to purchase.

A5.1.1. **What is JCI?** Japanese Compulsory Insurance (JCI) is mandatory basic-level insurance for motor vehicles operated in Japan. The insurance provides for liability costs associated with causing bodily injury or death to another person. JCI coverage applies to passengers in your vehicle, pedestrians, and passengers of other vehicles.

A5.1.1.1. In cases of personal injury, JCI pays for treatment, consolation money and other costs up to a maximum of ¥1,200,000 for each person you injure in one accident. If you injure several people in one accident, JCI will pay up to ¥1,200,000 of medical expenses for each person you injure.

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

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

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

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

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

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

A5.4.3. To put things in perspective, \$30,000 or ¥3,000,000 may be less than the value of a single automobile. As to the question of who pays for personal injury damages more than JCI coverage, consider the following examples: A commercial insurance company in Japan was required to pay for its policy holder ¥70,000,000 in the case of an injury to a 3-year-old boy by a car. Another judgment in the amount of ¥120,000,000 was made in the case of a man killed in a car accident. JCI would not have come close to covering those judgments. Commercial insurance companies in Japan recommend we buy, in addition to JCI, ¥50,000,000 coverage for each person injured or killed in an accident. Many local nationals purchase ¥100,000,000 personal injury and death liability insurance in addition to and above their JCI coverage. You are encouraged to carefully consider purchasing additional insurance over and above the JCI and USFJ requirements.

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

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

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

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

A5.7.1. You can pay for the damages yourself.

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

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

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

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

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

## Attachment 6

## REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT

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

MEMORANDUM FOR 374 SFS Investigations

FROM: Name of Requestor

SUBJECT: Request for Release of Impounded Vehicle

1. My privately owned vehicle was impounded on (date) in connection with a case of (DUI/DWI, expired JCI, expired road tax, reckless driving, illegal parking, abandonment, or other criminal activity.). The vehicle is a (year, color, make, model, and license plate number).
2. My command has taken final action on this incident; likewise, final disposition has been completed with the Wing Traffic Review Officer (if applicable). (REQUESTER WILL USE ONE OF THE FOLLOWING PARAGRAPHS)
3. My driving privileges were not suspended or revoked, so I request the vehicle be turned over to me. Or insert the appropriate:
  - a. My driving privileges were suspended for less than 6 months; therefore, I request my vehicle be released into the custody of (full name and rank)
  - b. My driving privileges were revoked for 6 months or more; therefore, I am going to de-register, sell, or dispose of my vehicle. I request release of the registration and title papers so I can accomplish deregistration or title transfer.

Requestor's SignatureBlock

FROM: Unit Commander, First Sergeant, or Agency Chief

TO: 374 SFS Investigations Section

1. Forwarded recommending approval/disapproval.
2. Final action has been taken on this case, and there is no further need to hold the vehicle.

Unit Commander/First Sergeant/Agency Chief Signature Block

NOTE: Utilize organizational letterhead.

**Attachment 7****POV SAFETY INSPECTION CHECKLIST**

**A7.1. Rear View Mirror(s).** Inspect mirrors for general condition, mounting and visibility.

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

**A7.3. Brake System.**

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

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

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

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

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

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

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

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

**A7.5. Windshield Wipers or Washers.**

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

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

**A7.6. Lighting Systems.**

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

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

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

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

**A7.7. Steering System.**

A7.7.1. Steering wheel. Shall not be broken/cracked where it compromises strength or reliability.

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

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

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

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

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

**A7.8. Engine and Driving System.**

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

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

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

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

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

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

A7.8.7. Wheel studs and Nuts. Will be of proper size/type for wheel application being used..

**A7.9. Fuel System.**

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

A7.9.2. Fuel lines. Will exhibit no leaks and be secured to prevent failure due to vibration.

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

**A7.10. Exhaust System.** Pipes, catalytic converters, and mufflers shall not be excessively rusted as to result in early failure and shall be free of obvious leaks. Hangers and clamps shall not be broken and be securely mounted. Exhaust (CO<sub>2</sub>) sensor will be in place and operating properly. Heat shields and shrouds used in conjunction with exhaust systems shall be properly installed.



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

**A7.12. Vehicle Body.** Will not have any damage negatively effecting safety or driving of vehicle.

**A7.13. License Plates.** Both must be secured, and rear must have a Japan tamper-proof seal.

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

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

**A7.16. Decals.** USFJ Form 15A (Road Tax sticker) must be correctly placed on the inside portion of the windshield behind the rear-view mirror so it is visible from outside the vehicle and does not obstruct the driver's field of vision.

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

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

## Attachment 8

**RESERVED PARKING REQUEST FORMAT****Figure A8.1. Sample Reserved Parking Request Format.**

MEMORANDUM FOR TRAFFIC SAFETY WORKING GROUP	
FROM: 374 SFS/CC	
SUBJECT: RESERVED PARKING PLAN	
<ol style="list-style-type: none"> <li>1. Request the following reserved parking spots be approved for 374 SFS/Building 210. <ol style="list-style-type: none"> <li>a. 374 SFS/CC</li> <li>b. 374 SFS First Sergeant</li> <li>c. Five 374 SFS GOV places</li> <li>d. One handicap</li> <li>e. Three customer places (two for 60 minutes and one for 30 minutes)</li> </ol> </li> <li>2. All requests are IAW YABI 31-116. The 10 percent reserved parking rule has not been exceeded.</li> <li>3. If you have any questions or concerns, please contact 374 SFS/S3P at 225-7606.</li> </ol>	
	SIGNATURE BLOCK Unit Commander
Attachment: Parking Area Map	
1 <sup>st</sup> Ind., date, Reserved Parking Plan MEMORANDUM FOR 374 AW/CC Recommend Approval / Disapproval	
	SIGNATURE BLOCK Base Traffic Engineer
2d Ind., 374 AW/CC MEMORANDUM FOR TRAFFIC SAFETY WORKING GROUP	
Approved / Disapproved	
	SIGNATURE BLOCK Commander, 374 <sup>th</sup> Airlift Wing

Attachment 9

SAMPLE YOKOTA AIR BASE FORM 51

Figure A9.1. Sample of Yokota AB Form 51.

YOKOTA AIR BASE MOTORCYCLE RIDER APPLICATION (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974) PRIVACY ACT STATEMENT			
<p><b>AUTHORITY:</b> Title 10, United States Code, 8013  <b>PRINCIPAL PURPOSE:</b> To gather information for member requesting motorcycle training and licensing (AW AFJ 91-207, USFJ 31-205, and YAB/ 31-116)  <b>ROUTINE USES:</b> Applications will be provided to and maintained by the Unit Motorcycle Safety Representative in hard copy or digitally.  <b>DISCLOSURE:</b> Voluntary, however, failure to provide requested information may result in non-recommendation for motorcycle training or licensing.</p>			
1. NAME (Last, First, MI)	2. GRADE/RANK	3. ORGANIZATION	4. DATE
5. CONTACT E-MAIL ADDRESS (Duty or Personal)		6. CONTACT PHONE NUMBER (Duty or Personal)	
<p><b>NOTE:</b> Dependents will coordinate their applications either through their sponsor's unit or their unit of employment, if applicable.</p>			
<p><b>1. Motorcycle Safety Foundation (MSF) Course Requirements For Yokota AB Personnel</b></p> <p>a. First time riders and those without proof of previous training must attend the MSF Basic Rider Course (BRC) and will be restricted to on-base riding for one month <u>and</u> 250km after completing the course. This will be monitored by the unit Motorcycle Safety Representative (MSR) and documented on page 2 of this form. Once sections 39 through 41 have been filled in by the MSR, take this form back to the 374 Security Forces Squadron Pass &amp; Registration (374 SFS/S5P) to remove the restriction.  <b>NOTE: Personnel who live <u>or</u> work off-base may be exempted from these restrictions with a memorandum from their unit commander to 374 SFS/S5P.</b></p> <p>b. Personnel desiring to increase their currently authorized engine size (or accomplish advanced refresher training) must attend the Basic Rider Course-2 (BRC-2) on a motorcycle within the desired category to receive the higher endorsement on their USFJ Form 4EJ, U.S. Forces, Japan Operator's Permit for Civilian Vehicle (PA).</p> <p>c. First time riders will not be authorized to carry passengers until they have at least one year of riding experience and complete the BRC-2 skills test with a passenger.</p>			
<p><b>2. Direct Licensing Requirements</b></p> <p>a. <b>Must possess a motorcycle training course completion card (i.e., MSF Card).</b> If a card is not available the applicant must complete the MSF BRC.</p> <p>b. Personnel are eligible for direct licensing <b>if they have attended MSF training within the past five years</b>, regardless of location.</p> <p>c. Yokota military personnel and DoD civilians are required to be registered in the Motorcycle Unit Safety Tracking Tool (MUSTT).  <b>*MLC employee and dependent registration in MUSTT is optional*</b></p> <p>d. If personnel currently possess a motorcycle it is <u>recommended</u> they be licensed in the size category of that motorcycle.</p> <p>e. If personnel do not possess a motorcycle it is <u>recommended</u> they be licensed in "Category III" (Cat III = 400cc or less).</p> <p>f. Motorcycle operators desiring authorization to carry a passenger must have <u>one year of riding experience</u> and complete the BRC-2 with a passenger.</p> <p>g. Motorcycle operators intending to carry a passenger on an expressway must be at least <u>20 years old</u>, show proof of possessing a motorcycle license/MSF card for at least <u>three years</u>, and be operating a <u>motorcycle over 250cc</u>.</p> <p>h. It is ultimately the unit commander's decision whether personnel are granted a license, which size category they are licensed for, and whether passengers are authorized.</p> <p><b>NOTE:</b> Applications should continue to be routed to the commander regardless of a "DO NOT RECOMMEND" selection by a lower endorser unless the applicant chooses to withdraw their application from coordination.</p>			
<p><b>3. Applicable References</b></p> <p>a. DoD Instruction 6055.04, DoD TRAFFIC SAFETY PROGRAM  b. USFJ INSTRUCTION 31-205, MOTOR VEHICLE OPERATIONS AND TRAFFIC SUPERVISION  c. AFJ 91-207, THE US AIR FORCE TRAFFIC SAFETY PROGRAM (and supplements)  d. 374 AWI 31-116, YOKOTA AIR BASE MOTOR VEHICLE TRAFFIC SUPERVISION</p>			
<p><b>APPLICANT: Read and initial each line below.</b></p> <p>_____ I am aware of the hazards of operating a motorcycle and the risks inherent with the operation of on-road motorcycles.</p> <p>_____ I understand my responsibilities to obey all traffic laws and refrain from unsafe acts, including, but not limited to, racing, driving between lanes of traffic, popping wheelies, running red lights, etc.</p> <p>_____ I understand that I must always wear the required PPE and ensure any passengers I carry wear all required PPE.</p> <p>_____ I will not operate a motorcycle after consuming alcoholic beverages.</p> <p>_____ I have read and understand DODI 6055.04, AFJ 91-207, USFJ 31-205, and 374 AWI 31-116.</p> <p>_____ I understand that the provisions of listed references are applicable on and off base, on and off duty, regardless of geographic location.</p>			
<p>7. I request a <input type="checkbox"/> Permit to attend training <input type="checkbox"/> Full License</p>		<p>8. SIGNATURE OF APPLICANT  <input type="text" value="Click to sign"/></p>	
<p><b>CHAIN OF COMMAND ENDORSEMENTS</b></p>			
<p>9. SUPERVISOR ENDORSEMENT  1. <input type="checkbox"/> RECOMMEND <input type="checkbox"/> DO NOT RECOMMEND approval of applicant's request to operate a motorcycle.</p>			
<p>10. TYPED/PRINTED GRADE/NAME OF SUPERVISOR</p>		<p>11. SIGNATURE  <input type="text" value="Click to sign"/></p>	<p>12. DATE</p>

CHAIN OF COMMAND ENDORSEMENTS (continued)		
<b>MOTORCYCLE SAFETY REPRESENTATIVE (MSR) COORDINATION:</b> I have verified the applicant has created a MUSTT profile.		
13. TYPED/PRINTED GRADE/NAME OF MSR	14. SIGNATURE <div style="text-align: center;">Click to sign</div>	15. DATE <div style="text-align: right;">☐</div>
16. <b>FIRST SERGEANT ENDORSEMENT</b> (Optional if unit does not have First Sergeant, continue routing to commander or equivalent.) I <input type="checkbox"/> RECOMMEND <input type="checkbox"/> DO NOT RECOMMEND approval of applicant's request to operate a motorcycle.		
17. TYPED/PRINTED GRADE/NAME OF MSR	18. SIGNATURE <div style="text-align: center;">Click to sign</div>	19. DATE <div style="text-align: right;">☐</div>
20. <b>UNIT COMMANDER ENDORSEMENT</b> I personally interviewed the applicant on _____ and considered the recommendations of previous endorsers. Based on the information presented to me: I <input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE applicant's request for a <input type="checkbox"/> Permit to attend training <input type="checkbox"/> Full License (Indicate authorization below) <b>Category:</b> (Check 1 box) <span style="float: right;"><b>Authorized:</b> (Check On/Off Base &amp; Passenger Status)</span> <input type="checkbox"/> Category I: Automatic motorcycles (Moped/scooter) <input type="checkbox"/> Category IV: Motorcycles 750 cc or less <input type="checkbox"/> On Base Only <input type="checkbox"/> On and Off Base <input type="checkbox"/> Category II: Motorcycles 125 cc or less <input type="checkbox"/> Category V: No restrictions to engine size <input type="checkbox"/> No Passenger <input type="checkbox"/> With Passenger* <input type="checkbox"/> Category III: Motorcycles 400 cc or less  *Only riders with at least one year of riding experience who have completed the BRC-2 skills test with a passenger, are authorized to carry passengers.		
21. TYPED/PRINTED GRADE/NAME OF COMMANDER	22. SIGNATURE <div style="text-align: center;">Click to sign</div>	23. DATE <div style="text-align: right;">☐</div>
<b>TO BE COMPLETED BY 374 AW SAFETY</b>		
24. <input type="checkbox"/> The applicant has completed all required coordination and is authorized to receive a <input type="checkbox"/> Permit to attend training <input type="checkbox"/> Full License.		
25. TYPED/PRINTED GRADE/NAME OF 374 AW/SE MEMBER	26. SIGNATURE <div style="text-align: center;">Click to sign</div>	27. DATE <div style="text-align: right;">☐</div>
<b>TO BE COMPLETED BY 374 SFS PASS &amp; REGISTRATION</b>		
28. Applicant has been issued a: <input type="checkbox"/> Permit to attend training (ONLY AUTHORIZED TO OPERATE DURING CLASS) Expires:		
29. TYPED/PRINTED GRADE/NAME OF 374 SFS/S5P	30. SIGNATURE <div style="text-align: center;">Click to sign</div>	31. DATE <div style="text-align: right;">☐</div>
<b>TO BE COMPLETED BY MSF RIDERCOACH (Only if attending training)</b>		
<b>MOTORCYCLE USED DURING EVALUATION</b>		
32. YEAR and MAKE	33. MODEL	34. ENGINE SIZE <div style="text-align: right;">cc</div>
35. <b>EXAMINATION RESULTS</b> Written Practical With Passenger MSF Card Issued MSF Card# _____ <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BRC <input type="checkbox"/> BRC-2/ERC <input type="checkbox"/> Other _____		
36. TYPED/PRINTED GRADE/NAME OF MSF RIDERCOACH	37. SIGNATURE <div style="text-align: center;">Click to sign</div>	38. DATE <div style="text-align: right;">☐</div>
MSF RIDERCOACH # _____		
<b>MOTORCYCLE SAFETY REPRESENTATIVE VALIDATION:</b> Initial odometer reading and date: _____		
I have validated this rider has completed the requirement of riding on base for one month and 250km IAW YABI 31-116, paragraph 4.17.2.		
39. TYPED/PRINTED GRADE/NAME OF MSR	40. SIGNATURE <div style="text-align: center;">Click to sign</div>	41. DATE <div style="text-align: right;">☐</div>
<b>TO BE COMPLETED BY 374 SFS PASS &amp; REGISTRATION</b>		
42. Applicant has been issued a: <input type="checkbox"/> Full License based on Unit Commander and/or RiderCoach responses above. <b>Category:</b> (Check 1 box) <span style="float: right;"><b>Authorized:</b> (Check On/Off Base &amp; Passenger Status)</span> <input type="checkbox"/> Category I: Automatic motorcycles (Moped/scooter) <input type="checkbox"/> Category IV: Motorcycles 750 cc or less <input type="checkbox"/> On Base Only <input type="checkbox"/> On and Off Base <input type="checkbox"/> Category II: Motorcycles 125 cc or less <input type="checkbox"/> Category V: No restrictions to engine size <input type="checkbox"/> No Passenger <input type="checkbox"/> With Passenger <input type="checkbox"/> Category III: Motorcycles 400 cc or less <b>Final USFJ Form 4EJ Issued - Permit#</b> _____ <b>Expiration Date:</b> _____ <div style="text-align: right;">☐</div>		
43. TYPED/PRINTED GRADE/NAME OF 374 SFS/S5P	44. SIGNATURE <div style="text-align: center;">Click to sign</div>	45. DATE <div style="text-align: right;">☐</div>
<b>MOTORCYCLE SAFETY REPRESENTATIVE CLOSEOUT:</b> I have updated applicant's MUSTT profile with final licensing/MSF card info.		
46. TYPED/PRINTED GRADE/NAME OF MSR	47. SIGNATURE <div style="text-align: center;">Click to sign</div>	48. DATE <div style="text-align: right;">☐</div>

## Attachment 10

## GUIDANCE FOR YOKOTA AIR BASE SHUTTLE

## Figure A10.1. MFR Yokota AB Safety Standards for Vehicle Operations.

22 August 2023

MEMORANDUM FOR ALL YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC

SUBJECT: Interim Guidance for Yokota Air Base Safety Standards for Vehicle Operations

Reference: (a) DAFI 91-207, 22 May 2023, *The Traffic Safety Program*  
(b) YABI 31-116, 16 June 2021, Yokota Air Base Motor Vehicle Traffic Supervision

1. The purpose of this memorandum is to provide additional guidance for the Yokota Air Base Shuttle regarding YABI 31-116 paragraph 4.3, concerning safety standards and the use of child restraint devices for children aged 4 years or younger, or whose weight does not exceed 45 pounds while riding in a Government Owned Vehicle (GOV) or Personal Owned Vehicle (POV).
2. IAW DAFI 91-207, this does not apply to vehicles not designed for seat belts such as buses. Nothing in this publication will require seat belt installation into these vehicles unless mandated by applicable host-nation, state, or territory laws.
3. Additionally, IAW 49 Code Federal Regulation (CFR) 507.208, buses are not required to have belt systems throughout the entire vehicle. Only the driver and specific seats in the front, depending on bus size and type, require a belt system.
4. All passengers with children aged 4 years or younger, or whose weight does not exceed 45 pounds will assume risks when utilizing the base shuttle. By riding, passengers are understanding the risks and assume liability.
5. This memorandum becomes void after one year from the date signed or upon publishing of an interim change to or rewrite of the YABI 31-116, whichever is earlier. Please refer question to the 374 SFS/S3 at 225-7339.

ANDREW L. RODDAN, Colonel, USAF  
Commander