

BASE VEHICLE OPERATION RULES AND REGULATIONS

BASE SAN JUAN INSTRUCTION 5560.1

- Ref: (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
(b) Motor Vehicle and Recreational Off-Duty Safety Manual, COMDTINST M5100.5 (series)
(c) Security and Force Protection Program, COMDTINST M5530.1 (series)

GENERAL

- A. The Base San Juan Command Security Officer is responsible for maintaining and executing the policy set forth in this instruction.
- B. Pedestrians always have the right of way.
- C. Motor vehicle operators are permitted to use cellular phones for voice calls in a hands-free mode that does not require earphones. Sending or reading text messages is prohibited on USCG facilities while operating a vehicle.
- D. Wearing earphones while operating a motorized vehicle onboard Base facilities is prohibited.
- E. Ticket Point System.
 - a. Base will issue citations for violations of these regulations and use a point system to determine when additional action is necessary. This system applies to all personnel operating government or privately-owned vehicles onboard Base facilities.
 - b. All Base security personnel are authorized to issue DD Form 1408 – Traffic Ticket, Armed Forces. A copy of any citation will be provided to the vehicle operator or left prominently on unattended vehicles.
 - c. The following outlines violations and penalties/points assessed:

VIOLATION

Driving while driver's license or base driving privileges are suspended or revoked.

Perjury or making a false statement to responsible officials relating to the ownership or operation of motor vehicles.

Open container of alcoholic beverages (In a vehicle).

PENALTY

One year revocation of Base driving privileges

Same as above

8 Points

Failure to stop for school/passenger/bus.	5 Points
Failure to wear PPE while operating a two wheeled vehicle.	5 Points
Speeding.	5 Points
Parking in Handicap Marked Spot (Without having a Handicap Tag).	5 Points
Failure to obey traffic instructions of an enforcement officer or official regulatory traffic sign or device requiring a full stop or yield of right of way, denying entry; or requiring direction of traffic.	4 Points
Cell phone use while driving a motor vehicle.	4 Points
Wearing of headphones/earphones while driving motor vehicles.	3 Points
Failure to properly restrain children in a child restraint system while moving.	3 Points
Parking in unauthorized area (Grass, unoccupied housing unit).	3 Points
Passengers riding in the cargo areas of vehicle (driver assessed points).	2 Points
Failure of occupants to use available restraint devices while moving (driver assessed points).	2 Points
Driving without a driver's license (Person has a license, but not with them).	2 Points
d. For multiple violations occurring from a single incident, only the points from the most serious offense will be assessed.	
e. Registered owners of ticketed vehicles are responsible for all parking/non-moving violations assessed against their vehicle(s).	
f. Any citation will be forwarded to the Base Executive Officer and shall have the authority to approve and assess points/penalties or dismiss. Individuals may contest the citation in writing to the Base Executive Officer, and the final decision will be made by the Base Commanding Officer.	

- g. When a USCG member receives 6-12 points, an advisory letter will be sent to them and their chain of command.
 - h. Individuals who accumulate 12 traffic points in a 12-month period, or 20 points in a 24-month period, may have their Base facilities driving privileges suspended for a period three to six months. Each person whose driving privilege has been suspended or revoked has the right to appeal to the Base Commander. The appeal shall be in writing and forwarded via the individual's supervisor (CO, OIC, or Department Head), and the Base Executive Officer. Appeals must be submitted within ten days of notification that driving privileges have been suspended. Suspensions remain in effect pending final decision.
- F. In any case not covered by this instruction, the traffic laws of the Commonwealth of Puerto Rico or direction by USCG Security personnel apply.
- G. The Base San Juan Executive Officer or Command Security Officer may authorize deviations to this policy at any time.

AUTOMOBILE, MOTORCYCLE, AND TRUCK REGULATIONS

1. Any vehicle entering the Base facilities shall:
 - a. Be authorized for normal operation on streets and highways in accordance with Puerto Rico law.
 - b. Have a valid registration issued by a State or Territory of the United States.
 - c. Be operated by an individual with a valid driver's license or learner's permit issued by a State or Territory of the United States.
 - d. Be insured in accordance with Puerto Rico law.
 - e. Have a valid ACAA or marbete sticker.
 - f. Have proof of a current safety inspection (for vehicles registered in Puerto Rico).
 - g. Be properly equipped (as required by state law) and in satisfactory operating condition in accordance with reference (b).
 - h. Have a Base facilities parking pass (San Juan and Borinquen only) or complete a visitor's pass with Security Forces.
2. Radar detectors shall not be used in Government Vehicles at any time, nor in any vehicle on Base facilities per reference (b).
3. The maximum speed limit:
 - a. Base Detachment is 15 MPH.
 - b. Aguadilla Housing is 20 MPH, except School and N.E. road is 15 MPH.
4. All personnel operating or riding in any motor vehicle on Base facilities are required to use seatbelts or an appropriate child restraint device. Passengers shall not ride in the cargo areas of motor vehicles, including truck beds, no matter the distance traveled.

5. All operators of motorcycles, mopeds and bicycles shall adhere to reference (b).
6. Base Facilities Parking Pass is required for all vehicles of USCG members to park aboard San Juan and Borinquen facilities. If a vehicle is sold to another member of the USCG, they shall complete a new parking pass. Parking pass request is located on Base San Juan's Portal site.
7. Vehicles in apparent disrepair or abandonment are subject to removal at any time. When security, space, and other considerations permit, the last registered owner will be given time to correct the deficiencies before the vehicle is towed at the owner's expense.

UNCONVENTIONAL AND NON-MOTORIZED VEHICLE REGULATIONS

1. Electric maintenance vehicles and golf carts shall follow all motor vehicle traffic regulations.
2. Gas powered go-karts, mini-bikes, and other motorized recreational vehicles not permitted for road operation in Puerto Rico shall not be operated on or off-road at Base facilities.
3. Electric powered scooters, bikes, and toys are permitted for use within Housing. These vehicles must obey the speed limit as well as slowing to a cautious speed when approaching pedestrians, animals, other riders, and vehicles. Operators of electric powered bikes and scooters shall wear the same safety equipment as conventional bicycles.
4. The following bicycle regulations apply to civilian personnel operating on Base facilities and to all military personnel at all times:
 - a. All riders shall wear a CPSC-approved bicycle helmet properly fastened under the chin.
 - b. Children may only be carried using a rear-mounted seat securely attached over the rear wheel with guards to prevent feet and hands from being caught in the wheels. Front or backpack child carriers on a bike are prohibited.

PARKING REGULATIONS

1. Parking at Aguadilla Housing:
 - a. Parking along yellow painted curbs is prohibited. Parking on grass is prohibited except for the purpose of washing a vehicle. Personnel living on the "J" of Hook Road may park on the grass providing that two of the vehicle's wheels are on the blacktop.
 - b. All boats, RVs, campers and trailers shall be registered with the Security Office and parked at the designated parking area along the fence on the west side of the Hangar. Additional parking, if necessary, will be made available in the parking lot to the east of Bldg. 408. Boats, RVs, and campers are not to be stored in the housing area. Boats,

RV's, and campers may be parked in the housing area for active loading and unloading.

2. Base may reserve parking for special events or activities. Any cones marking these special designated parking areas shall only be placed or moved by authorized Base personnel.
3. Vehicles parked in a space reserved for handicapped personnel must have the proper state/territory-issued handicapped authorization properly displayed.