



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1700.7  
Effective Date: October 8, 2008  
Expiration Date: October 8, 2013**

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**Responsible Office: Security and Program Protection Branch, Center  
Operations Directorate**

**Subject: Traffic Management**

**1. POLICY**

- a. Establish traffic regulations and methods of disposition of traffic offenses to achieve maximum traffic safety for all motor vehicle operators, bicyclists, and pedestrians on the Langley Research Center (LaRC). Motor vehicle operating procedures will comply with Federal, State, and local motor vehicle safety regulations.
- b. Compliance with this directive is a condition for permission to operate a motor vehicle or bicycle on the Center.

**2. APPLICABILITY**

This directive is applicable to motor vehicle operators (including electric cars), bicyclists, and pedestrians employed by, working on, or visiting LaRC.

**3. AUTHORITY**

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

**4. APPLICABLE DOCUMENTS**

- a. NPR 8715.3, "NASA General Safety Program Requirements."
- b. LAPD 1600.3, "LaRC Security Policy."

**5. RESPONSIBILITY**

- a. Security and Program Protection Branch (SPPB) will:
  - (1) Enforce LaRC traffic regulations (see Attachment A) and security protocols.
  - (2) Investigate traffic violations and accidents occurring on LaRC property and at parking areas associated with property contracted to NASA for the purpose of law enforcement and facility security.

- (3) Remove unattended vehicles which constitute a security/safety hazard when the owner/driver cannot be located or refuses to move the vehicle. An owner/driver, who refuses to move a vehicle or otherwise causes the removal of an improperly parked vehicle, may be charged with the removal cost.
  - (4) Enforce parking regulations through the issuance of citations.
  - (5) Maintain records of traffic violations through the issuance of citations.
  - (6) Assess points for violations according to the LaRC Traffic Violation Point Assessment Table (Attachment B). All assessment notices will include the total number of points accumulated within the reckoning period.
  - (7) Initiate action to suspend driving privileges of drivers who have been assessed 15 traffic points in a 12-month reckoning period.
  - (8) Provide copies of citations issued for violations of traffic laws or LaRC policies to supervisors for counseling and actions to prevent future infractions and to promote a safer driving environment.
- b. Drivers will:
- (1) Obey uniformed and non-uniformed Security Personnel controlling traffic and enforcing LaRC traffic and security regulations.
  - (2) Park only in authorized parking spaces. Observe all parking restrictions in areas where official signs, other markings, or operations prohibit or restrict parking.
  - (3) Yield the right-of-way to emergency vehicles, except when otherwise directed by an Officer controlling traffic, by pulling to the right hand curb and stopping clear of any intersection and remain in such position until an emergency vehicle has passed.
  - (4) In the event of a traffic accident:
    - (a) Summon aid for any injured persons and then summon a Security Officer to report the accident.
    - (b) Give name, badge number, organization, and, upon request, show driver's license, vehicle registration, and insurance card to the officer.
    - (c) Remain at the scene of the accident unless it is absolutely necessary to leave for the purpose of summoning aid.
  - (5) While entering the Center's security perimeter drivers will:
    - (a) Slowly proceed into the armed checkpoint at Center gates.

- (b) Personal conduct must be compliant, patient, and un-provocative.
- (c) The use of items such as cell phones, handheld personal radios, books, or any other item or device, which could distract the driver, or present a hazard to the security officer, is prohibited.
- (6) In addition, adhere to Attachment A, "Langley Research Center Traffic Regulations."

**6. DELEGATION OF AUTHORITY**

None

**7. MEASUREMENTS/VERIFICATION**

None

**8. CANCELLATION**

CID 1700.7, dated September, 13, 2007.

*Original signed on file*

Lesa B. Roe  
Center Director

Attachments A-B

## LANGLEY RESEARCH CENTER TRAFFIC REGULATIONS

### 1. VEHICLE INSPECTIONS

Pursuant to 14 CFR Section 1204.100P1, for purposes of security, NASA reserves the right to conduct an inspection and search of any person or any vehicle as a condition of admission to, exit from, or continued presence on the Center.

### 2. LICENSING AND REGISTRATION

A current valid state or recognized international driver's license, insurance, and vehicle registration are required to operate a motor vehicle on LaRC. LaRC Security Officers may require motor vehicle operators to show a driver's license, insurance card, and vehicle registration. Access to the Center shall be denied to any motor vehicle operator who does not have a license in his possession. For vehicles registered in the State of Virginia, a valid State of Virginia Safety Inspection decal must be displayed as required. Vehicles with an expired Virginia Safety Inspection may not be operated on LaRC. Commercial vehicle drivers must be properly licensed for the class and type of vehicle they are operating.

### 3. DRIVING ON NASA PROPERTY OR DRIVING A NASA VEHICLE

Drivers of motor vehicles on NASA property or driving a NASA vehicle both on and off NASA property are prohibited from:

- a. Driving a motor vehicle for a continuous period of more than 10 hours, including a combination of personal driving and driving for official NASA business.
- b. Driving a motor vehicle for a combined duty period that exceeds 12 hours in any 24-hour period, without at least 8 consecutive hours of rest.
- c. Using hand-held communication devices while the vehicle is in motion except for emergency, security, and fire vehicles during official operations. This includes cell phones, UHF radios, or other hand-held wireless communication devices. When there are two individuals traveling in an emergency, security, or fire vehicle during official operations, the passenger should be the person to use the hand-held communication device.

### 4. ABANDONED AND IMPROPERLY PARKED VEHICLES

Abandonment of a vehicle on the Center is prohibited. A vehicle is considered abandoned if left unattended for longer than 72 hours, or parked without license plates. A vehicle is improperly parked if it is in an area or location that presents an immediate threat to security or safety or the orderly flow of traffic. Individuals employed at LaRC should notify the Emergency Dispatch Office if they need to leave their vehicle unattended for more than 48 hours. A reasonable attempt will be made to identify and locate owners of suspected abandoned or improperly parked vehicles before they are

towed unless an issue of security is involved. Where possible, Security Officers will place a notice of intent to impound on the vehicle 24 hours before the vehicle is towed. Vehicles may be towed at the owner's expense. In the case of vehicles parked where an issue of security is involved, the vehicle will be immediately towed and the owner charged with the cost of towing.

## **5. ACCIDENTS AND ACCIDENT REPORTING**

The driver or owner of any vehicle involved in an accident on the Center must immediately notify the Emergency Dispatch Office. Report the accident in accordance with detailed instructions provided by the on-scene security officer. The operator of any NASA government vehicle involved in an accident off the Center must notify the local law enforcement agency having jurisdiction where the accident occurs.

## **6. SPEED LIMITS**

a. LaRC posted speed limits range from 10 to 25 mph. Twenty-five mph is the maximum speed limit unless otherwise posted. The speed limit at all LaRC exit gates is 15 mph. The speed limit at all LaRC entry gates is 10 mph. The speed limit in parking areas is 10 mph.

b. LaRC Security Officers use radar speed detection to monitor vehicle speeds and detect speeders.

## **7. SLOW-MOVING VEHICLES**

Slow-moving vehicles on LaRC must display a "Slow-Moving Vehicle" emblem (i.e., a triangular emblem, of minimum height 14 inches with a red reflective border not less than 1 3/4 inches wide and a florescent orange center). A slow-moving vehicle means any motor vehicle designed to operate at a maximum speed of 25 mph or less.

## **8. SEATBELTS**

Seatbelt use on LaRC by a driver and front-seat passengers of all privately owned vehicles such as antique cars, so equipped with these safety devices, is mandatory. Seat belt use is also mandatory during the operation of United States Government vehicles. Passengers shall not be carried in the cargo area of pickup trucks, flatbeds or special purpose equipment, such as fire trucks or escape trucks unless designated occupant positions with seat belts are provided. Seat belts for all occupants of motor vehicles operated on NASA property, including delivery vans and trucks of all sizes, shall be worn at all times when the vehicle is in motion.

## **9. PEDESTRIAN AND BICYCLE SAFETY**

a. Motor vehicle operators should be alert for pedestrians and bicyclists. However, pedestrians (i.e. joggers and roller-skaters, and bicyclists) are required to obey traffic control signs and signals. The following directives apply to pedestrians:

- (1) Use sidewalks where available.
- (2) Do not suddenly leave a curb or sidewalk or run into the path of a vehicle so as to cause a hazard. No pedestrian shall enter or cross an intersection in disregard of approaching traffic.
- (3) Walk on the left side of the road facing traffic if there is no sidewalk.
- (4) Wait on the curb, not in the street, until it is safe to enter a crosswalk.

b. Rules for Bicyclists:

- (1) Ride no more than two abreast.
- (2) Do not weave in traffic or enter the road from behind a parked car.
- (3) Move off the street to park or make repairs.
- (4) Do not carry more persons than the cycle is equipped for.
- (5) Ride as near to the right hand side of the road as practical, exercising care when passing a standing vehicle or a vehicle moving in the same direction.
- (6) Do not carry packages or articles that preclude keeping two hands on the handlebars, or obstruct your view.
- (7) At night, have a front white light visible 500 feet, and a red rear reflector visible 300 feet. A red light visible from the rear is also highly recommended.
- (8) Bicyclists are required (mandatory) to wear protective helmets and encouraged to wear highly visible reflectorized clothing.
- (9) Yield the Right-of-Way to pedestrians.
- (10) Do not ride on sidewalks.
- (11) Use rear-view mirrors if the bicycle is so equipped.

**10. HEADPHONES AND EARPHONES**

Headphones and earphones will not be worn while driving a motor vehicle or riding a bicycle on LaRC. A single earphone may be worn while using a hands-free cell phone.

**11. PARKING OF RECREATIONAL VEHICLES, TRAILERS, BOATS, CAMPERS, ETC.**

The parking or storing of recreational vehicles (RVs), trailers, boats, campers, etc., on LaRC in other than approved areas is prohibited. An RV, trailer, boat, camper, etc., left

stationary for longer than 24 hours may be issued a Traffic Violation Notice. A vehicle left for longer than 72 hours may be deemed abandoned (See Section 4). Adjacent parking to the Langley Federal Credit Union-NASA Branch for resale is an approved area, and constitutes an exception to the prohibition.

## **12. UNATTENDED VEHICLES**

Vehicles are not to be left unattended without first stopping the engine, locking the ignition (when so equipped), removing the key, and effectively setting the parking break. Unattended vehicles, vehicles parked without an operator or passenger should be locked for security. At no time, is it permissible to park or otherwise leave unattended a vehicle with a child of any age inside the vehicle. On LaRC, children without visitor/family-member badges must be accompanied by their sponsors, and may never be left alone in a vehicle, parking lot, or on the street.

## **13. EMERGENCY VEHICLES**

Operators of emergency vehicles are exempt from these traffic and parking regulations when responding to an emergency. Emergency vehicles will however be driven with due regard and consideration for safety of persons and property.

## **14. ENTERING SECURITY CHECK POINTS AT CENTER GATES**

Gate security officers are tasked with several responsibilities, such as traffic control, access control, and personnel protection. Security officers must be able to respond to any threat to the Center. Drivers will come to a full stop and roll down their window. Drivers, and vehicle occupants, must give the security officers their full attention and follow all instructions while presenting their NASA access badge or pass, or other approved forms of identification, to the officer for visual and physical examination.

## **15. LANGLEY AIR FORCE BASE TRAFFIC REGULATIONS**

LaRC employees driving on Langley Air Force Base (LAFB) are also subject to LAFB traffic enforcement rules including fines and suspensions. Langley Air Force Base rules can be requested through the LaRC Traffic Manager at the Security Office.

## **16. TRAFFIC ENFORCEMENT CODE POINT SYSTEM**

A summary of points that are assessable is provided in the LaRC Traffic Violation Point Assessment Table (Attachment B). The point assessments remain on the person's LaRC Driving Record for 1 year, beginning on the date of issuance of each violation notice.

## **17. POINT SYSTEM PROCEDURES AND SUSPENSION OF DRIVING PRIVILEGES**

a. LaRC assesses traffic points for parking and traffic violations committed on the Center. The accumulation of 15 or more points within a 12 consecutive month period

will result in suspension of Center driving privileges. Suspension periods for LaRC are as follows:

- (1) Fifteen calendar days for first time suspension.
  - (2) Thirty calendar days for a repeat suspension (a repeat suspension is the accumulation of 15 additional points within 12 months of the date of the first time suspension).
  - (3) Sixty calendar days for a second repeat suspension (a second repeat suspension is the accumulation of 15 additional points within 12 months of the date of the suspension).
  - (4) An indefinite suspension may be imposed for violations that occur after a second repeat suspension or in cases where the frequency, flagrancy, and severity of the violation warrant the indefinite withdrawal of driving privileges. Examples of violations that warrant an indefinite suspension are: driving while license or driving privileges on the Center are suspended, refusal to submit to a blood alcohol test, DUI, fleeing the scene of an accident involving injuries, use of a motor vehicle in the commission of a felony, use of fraudulent driver's license, license plates, or registration, attempting to elude Security Officers or police, and racing. An operator given an indefinite suspension may petition for reinstatement 1 year from the beginning of the suspension.
- b. In addition to the suspension of Center driving privileges, criminal activities involving the use of a motor vehicle may be referred to the City of Hampton or United States Attorney for criminal prosecution.
  - c. The Center Chief of Security (CCS), SPPB, will notify the employee in writing of the intent to suspend driving privileges when the employee has accumulated 15 or more points in a 12-month period.
  - d. Written appeals of traffic citations and suspensions may be made to the CCS, SPPB, or to the NASA official appointed by the Chief as the LaRC Traffic Manager. Written appeals will be addressed to the Center Chief of Security, SPPB, at Mail Stop 163. Appeal letters should explain any extenuating circumstances and should address the reasons that points and/or suspension is not warranted. To be considered timely, appeals must be submitted within 10 days of the violation notice or suspension notification. NASA employees may also appeal using appropriate employee grievance procedures. All appeals shall be in writing.
  - e. Persons whose state driver's license have been suspended or revoked also forfeit their privilege to drive on LaRC until the state driving privilege is restored. An appeal to the CCS is permitted in this instance only once the state has vacated the suspension and restored the person's state motor vehicle operators license. Resumption of Center driving privileges is not automatic and will remain in effect until lifted by the CCS.

**LaRC Traffic Violation Point Assessment Table**

<b>Violation Code Number</b>	<b>Violation</b>	<b>Point Assessment</b>
<b>01</b>	<b>Parking Violations</b>	
01a	Parking in a marked fire, emergency or service zone	5
01b	Parking in a designated hazardous area	5
01c	Unauthorized parking in a designated handicapped space	5
01d	Unauthorized parking in other reserved spaces such as loading zones, visitor spaces, and designated employee spaces	2
01e	Parking in a crosswalk, on a sidewalk, or blocking a driveway	3
01f	Parking overtime in areas with posted time limits	2
01g	Parking or stopping on the street where prohibited	2
01h	Parking in other areas not designated for parking (lawns, under structures such as tunnels and research facilities)	2
01i	Other parking, safety, moving, or non-moving violations	See Note 1
<b>02</b>	<b>Regulatory Infractions Moving &amp; Non-moving</b>	
02a	Driving a motor vehicle for a continuous period of more than 10 hours, including a combination of personal driving and driving for official NASA business is prohibited	See Note 8
02b	Driving a motor vehicle for a combined duty period that exceeds 12 hours in any 24-hour period, without at least 8 consecutive hours of rest is prohibited	See Note 8
02c1	Using a hand-held communication device while driving a vehicle.	2
02c2	Use of a cellular phone (without a hands free device) or other distraction while approaching a security check point at a Center gate or while driving on Center	5
02d	Failure to remain and provide information at an accident scene	15
02e1	Operating a vehicle while under suspension of driving privileges on LaRC	See Note 2

<b>Violation Code Number</b>	<b>Violation</b>	<b>Point Assessment</b>
02e2	Operating a vehicle with expired registration, expired license, or expired safety inspection	See Note 3
02f	Failure to correct a Correction Citation	See Note 5
02g	Improper conduct at a security check point, gate, or during a traffic stop	5 See Note 7
<b>03</b>	<b>Moving Violations Vehicle Operation</b>	
03a1	Speeding 21 mph or more over posted limit	15
03a2	Speeding 11-20 mph over posted limit	10
03a3	Speeding 6-10 mph over posted limit	5
03a4	Speeding 1-5 mph over posted limit	3
03b1	Driving under the influence of intoxicating beverage or drugs	15
03b2	Reckless driving (driving with a willful and wanton disregard for safety of persons or property)	15
03b3	Attempting to elude or flee from a Security Officer in pursuit	See Note 8
03c1	Failing to obey a traffic sign or signal, including marked crosswalks, resulting in injury to persons	15
03c2	Failing to obey a traffic sign or signal, including marked crosswalks, with no injury to persons	5
03d	Failure to obey or disregarding any lawful direction from a Security Officer or other Security Official	5-15 (see Note 6)
03e1	Running a stop sign	5
03e2	Failure to yield	3
03f	Following too close, unsafe backing	3
<b>04</b>	<b>Moving Violations Regulatory &amp; Safety</b>	
04a	Operating a motor vehicle without a valid license or while license is suspended or revoked	15
04b	Driving onto the flight line or runway without authorization	15
04c1	Failure to wear safety belts	5

<b>Violation Code Number</b>	<b>Violation</b>	<b>Point Assessment</b>
04c2	Failure to secure children age 8 and under, or any child that cannot use a seatbelt, in an approved safety seat, or with safety belts for children over age 8 but less than age 16	5 (See Note 9)
04c3	Operating a motorcycle without an approved safety helmet	5
04c4	Operating a "slow-moving vehicle" without a "slow-moving vehicle" emblem	See Note 4
04c5	Other moving safety violations	See Note 3
04d	Causing a minor accident	3

Note 1: LaRC Security Officers may cite other parking, safety, moving, or non-moving violations assessing 2-15 points (i.e. failure to wear a helmet while riding a bicycle or skating on the sidewalk). Point assessments in such instances are subject to review and reassessment by the Center Chief of Security.

Note 2: Escorted off LaRC, suspension period reinstated. This means that if an operator was found driving under suspension after completing 14 days of a 30 day suspension, the new Point Assessment would be suspension for an additional 30 days, the original assessment period.

Note 3: Security Officers will issue a "correction violation notice" giving the operator 14 days to correct the deficiency. Operator failure to correct deficiencies within 14 days will result in suspension of Center driving privileges until corrected.

Note 4: "Correction violation notice" issued and barred from driving on LaRC if not corrected within 10 days.

Note 5: Assessment of 3 points and issued a second "Correction" violation notice with new time limit.

Note 6: The determination of points assessed will be at the discretion of the responding Security Officer or Security Official and subject to reassessment by the Center Chief of Security.

Note 7: The Security Officer will describe the improper conduct in the remarks section of the citation.

Note 8: Driving privileges will be suspended until reassessed by the Center Chief of Security.

Note 9: Drivers will fully comply with the Motor Vehicle Code of Virginia 46.2-1095, and NPR 8715.3b, Chapter 3, and Paragraph 3.2.2.1 d.