



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 1700.7
Effective Date: March 4, 2011
Effective Date: February 28, 2016

Responsible Office: Office of Security Services, Center Operations Directorate

Subject: Traffic Management

1. POLICY

a. A comprehensive and effective Traffic Safety Program shall be established and maintained as part of the NASA Langley Research Center accident prevention program. LaRC shall, through the application and enforcement of the Virginia traffic code, NASA safety regulations, and the institution of traffic control standards, provide for the safety of motorists and pedestrians using the Center road network and parking areas. Establish traffic regulations and methods of disposition of traffic offenses to achieve maximum traffic safety for all road users.

b. Vehicle operators, passengers in motor vehicles, and pedestrians shall comply with Federal, State, and local motor vehicle and pedestrian safety regulations. *Primary enforcement of these rules by the Office of Security Services (OSS) shall include the enforcement of NASA motor vehicle safety rules regarding text messaging and cell phone use by drivers, and safety belt use by drivers and all vehicle passengers.*

c. Compliance with this directive is mandatory for all government employees and federal contractors, and is a condition for permission to operate a motor vehicle or bicycle on the Center.

2. APPLICABILITY

This directive is applicable to all road and parking area users including but not limited to motor vehicle operators (including electric cars), bicyclists, and pedestrians, employed by, working on, or visiting LaRC.

3. AUTHORITY

National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113 (a), formerly codified at, 42 U.S.C. § 2473 (c)(1).

4. APPLICABLE DOCUMENTS

a. 18 United States Code (USC) § 13 Assimilative Crimes Act (ACA)

b. Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messages While Driving," October 1, 2009.

- c. 14 Code of Federal Regulations (CFR) Subpart 10—Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials.
- d. 23 CFR Part 655, Subpart F Traffic Control Devices on Federal-Aid and Other Streets and Highways.
- e. NASA Procedural Requirements (NPR) 8715.3, “NASA General Safety Program Requirements.”
- f. Langley Procedural Directive (LAPD) 1600.3, “LaRC Security Policy.”
- g. Langley Form 230, “Traffic Violation Notice.”

5. RESPONSIBILITY

- a. The Center Chief of Security, Office of Security Services (OSS) shall:
 - (1) Enforce LaRC traffic regulations (see Attachment A), safety rules and regulations pertaining to motor vehicle operation, vehicle operation, and pedestrian conduct, and security protocols.
 - (2) Appoint in writing as LaRC Traffic Manager, a NASA special agent with law enforcement experience, to oversee the LaRC traffic program including parking lot use, road use, traffic enforcement, and to approve all markings and signage associated with pedestrian safety, traffic safety, and traffic management.
 - (3) Investigate traffic violations and accidents occurring on LaRC property and at parking areas associated with property contracted to NASA.
 - (4) Remove unattended vehicles which constitute a security/safety hazard when the owner/driver cannot be located or refuses to move the vehicle.
 - (5) Enforce parking regulations through the issuance of citations.
 - (6) Maintain records of traffic violations through the issuance of citations using LF 230, Traffic Violation Notice to document infractions.
 - (7) Assess points for violations according to the LaRC Traffic Violation Point Assessment Table (Attachment B). All assessment notices shall include the total number of points accumulated within the reckoning period.
 - (8) Initiate action to suspend driving privileges of drivers who have been assessed 15 traffic points in a 12-month reckoning period. Initiate an indefinite suspension 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.

(9) 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 shall:

(1) Obey uniformed and non-uniformed Security Personnel controlling traffic and enforcing LaRC traffic and security regulations. This instruction includes NASA employees and contractors providing support, as directed, to security personnel in an emergency.

(2) Obey; do not drive around or move, temporary and emergency barriers including traffic cones and barricades erected to restrict road use or parking.

(3) Park only in authorized parking spaces (i.e. standard spaces marked in white and handicapped spaces marked in blue). Observe all parking restrictions in areas where official signs, other markings (such as yellow paint), or operations prohibit or restrict parking. Faded, flaked, or worn parking restriction marking may not be ignored and can result in a citation being issued. The driver of an improperly parked vehicle shall be liable for all costs associated with its removal and storage.

(a) On LaRC the standard parking space marking is between two white painted lines, between a white painted line and a yellow painted line at the beginning of a parking restriction, or a white painted line and a curb or pavement end when no curb is present. Parking is also permitted along a white painted curb.

(4) Yield the right-of-way to emergency vehicles (displaying blue or red flashing lights). Except when otherwise directed or required, pull to the right hand curb and stop clear of any intersection and remain in such position until an emergency vehicle has passed.

(a) If the emergency vehicle is stopped in or near the roadway, drivers shall move to an opposite lane with the same direction of travel or slow down and proceed cautiously in the same lane if changing lanes cannot be done safely.

(b) If an emergency vehicle is blocking traffic, drivers shall stop and wait until directed to proceed or detour. Unless otherwise directed by an Officer controlling traffic, do not make turns except at intersections, and do not drive on surfaces not intended for through traffic.

(5) 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, 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.
- (6) While entering the Center's security perimeter drivers shall:
 - (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.
 - (d) Stop fully, present your identification to the officer for physical and visual inspection, and proceed to enter the Center only when instructed. Security officers are instructed to inspect the identification of every individual.
- (7) In addition, adhere to Attachment A, (Langley Research Center Traffic Regulations.)

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 1700.7, dated October 8, 2008

Original signed on file

Lesa B. Roe
Center Director

Attachments A-B

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ATTACHMENT A**LANGLEY RESEARCH CENTER TRAFFIC REGULATIONS****1. VEHICLE INSPECTIONS**

Pursuant to 14 CFR Section 1204.1001, 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. Anyone, refusing an inspection shall be denied access to the Center, or immediately removed from the Center if already 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.
- d. Text messaging (*to include, reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication*) is prohibited (a) when driving

a GOV, or when driving a POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving. Exempt from this prohibition are employees, devices, or vehicles that are engaged in or used for protective, law enforcement, or national security responsibilities or on the basis of other emergency conditions.

e. Motorcycle operators and passengers are required to wear helmets and eye protection, or in lieu of eye protection a windshield, while operating or riding on a motorcycle on the Center. Helmets shall be approved IAW Virginia State law and worn in a manner consistent with the maker's instructions, including the use of chin/neck straps. The use of reflectorized material and appropriate protective clothing and foot wear is highly encouraged.

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 shall 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 shall 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 shall 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. 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. The emblem must not be blocked or damaged in a manner that reduces its effectiveness.

8. SEATBELTS

All Federal employees on official business, and all occupants of motor vehicles operated on NASA property, must properly use seatbelts (Rear seat passengers in antique cars not originally equipped with rear seat seatbelts are exempt.) 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.

9. PEDESTRIAN AND BICYCLE SAFETY

a. Motor vehicle operators should be alert for pedestrians and bicyclists and other non-motorized vehicle road users. However, pedestrians, bicyclists, motor-driven cycles, and electric power-assisted bicycles are required to obey traffic control signs and signals. Skateboards or scooters, or motorized skateboards or scooters are not to be used in the roadway. Electric personal assistive mobility devices are not to be used in the roadway, except under such conditions as are permitted under state law.

b. Rules that 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) Use crosswalks when available.
- (5) Wait on the curb, not in the street, until it is safe to enter a crosswalk.

c. Rules for Bicyclists, motor-driven cycles, and electric power-assisted bicycles:

- (1) Bicyclists are required (mandatory) to wear protective helmets and encouraged to wear highly visible (reflectorized) clothing.
- (2) Ride no more than two abreast.
- (3) Do not weave in traffic or enter the road from behind a parked car.

- (4) Do not carry more persons than the bicycle is equipped for (seating).
- (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) Move off the street to park or make repairs.
- (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.
- (12) Obey all traffic signs and highway markings.
- (13) A bicycle or motorized bicycle or an electric power assisted bicycle shall be a vehicle while operated on the highway.
- (14) Headphones and earphones shall not be worn while on a roadway.

d. Rules for non-motor vehicles (electric personal assistive mobility devices, skateboards or scooters, or motorized skateboards or scooters):

- (1) Skateboards or scooters, or motorized skateboards or scooters are not to be used in the roadway or sidewalks.
- (2) Electric personal assistive mobility devices can be used on sidewalks, in parking lots and on roadways under such conditions as are permitted under state law. Warning devices such as flags and reflectors are strongly encouraged.
- (3) Skateboards and scooters, and motorized skateboards or scooters can only be used in parking lots. Helmets and pads are strongly encouraged.

10. HEADPHONES AND EARPHONES

Headphones and earphones shall 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, OR ANY OTHER OBJECT.

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).

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 brake. 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 shall 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 shall come to a full stop and roll down their window. Drivers, and all 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 form of identification, to the officer for visual and physical examination. If required, officers will check NASA badges using an approved electronic access control device.

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 traffic 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 shall 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 first repeat 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), OSS, shall 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, OSS, or to the NASA Special Agent appointed by the Chief as the LaRC Traffic Manager. Written appeals shall be addressed to the Center Chief of Security, OSS, 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 persons state motor vehicle operators license. Resumption of Center driving privileges is not automatic and shall remain in effect until lifted by the CCS.

ATTACHMENT B**LaRC Traffic Violation Point Assessment Table**

Violation Code Number	Violation	Point Assessment
01	Parking Violations	
01a	Parking in a marked fire, emergency or service (loading) 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 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 improperly, i.e. in more than a single parking space or parking on the street where prohibited	3
01h	Parking in other areas not designated for parking (i.e. on lawns, under structures such as tunnels and research facilities)	2
01i	Other parking, safety, pedestrian or non-moving violations	See Note 1
02	Regulatory Infractions Moving & Non-moving	
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 text communication device or a cellular phone (without a hands free device) while driving a vehicle.	3
02c2	Use of a text communication device or cellular phone or other distraction while approaching a security check point at a Center gate or a check point elsewhere on	5

Violation Code Number	Violation	Point Assessment
	Center.	
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
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, Center gate, or during a traffic stop.	8 (See Note 7)
02h	Ignoring or moving a temporary barrier in a parking lot.	3
02h1	Driving around, or failing to obey, a barrier placed in a roadway.	(See Note 6)
02h2	Moving a temporary barrier placed in a roadway.	(See Note 6)
03	Moving Violations Vehicle Operation	
03a1	Speeding 21 mph or more over posted limit	10
03a2	Speeding 11-20 mph over posted limit	7
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, or failure to stop for 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)

Violation Code Number	Violation	Point Assessment
03e1	Failure to stop at a Stop sign	5
03e2	Failure to yield (other than at a crosswalk) at a Yield sign	3
03f	Following too close, unsafe backing	3
04	Moving Violations Regulatory & Safety	
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 (seatbelts) while driving or failing to insure passengers use safety belts while operating a vehicle	5
04c2	Failure to secure, children under age 8, or any child that cannot use a seatbelt, in an approved safety seat, or with safety belts for children age 8 and older but less than age 18	5
04c3	Operating a motorcycle without an approved safety helmet	5
04c4	Operating a "slow –moving vehicle" without a "slow-moving vehicle" emblem or with an obscured or damaged "slow-moving vehicle" emblem	See Note 4
04c5	Other moving safety deficiency violations (taillight out etc.)	See Note 3
04d	Causing a minor accident	3

Note 1: LaRC Security Officers may cite other parking, safety, pedestrian, or non-moving violations assessing 2-15 points (i.e. stepping in traffic without regard for approaching vehicles, 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 or the Traffic Manager.

Note 2: Escorted off LaRC, suspension period to start over. Continued violations may result in revocation of center access at the discretion of the Chief of Security. This means that if an operator was found 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 shall issue a “correction violation notice” giving the operator 14 days to correct the deficiency. Operator’s failure to correct deficiencies within 14 days may 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 or Traffic Manager.

Note 7: The Security Officer shall describe the improper conduct in the remarks section of the citation. The Center Chief of Security shall consider revocation of center access if the conduct includes a violation of the center workplace violence policy.

Note 8: Driving privileges shall be suspended until reassessed by the Center Chief of Security or Traffic Manager.