

## Chapter 16 – Vehicle Safety (REDACTED)

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### 16.1 Purpose

This chapter describes the basic safety requirements for drivers and passengers of vehicles operated on Ames Research Center (ARC) and Moffett Federal Airfield property (hereafter referred to as Moffett Field). This chapter is to be used in conjunction APG 1600.5, Ames Research Center Traffic Management Plan (Rules, Regulations, and Vehicle Codes), published by the Protective Services Office.

### 16.2 Applicability

This manual is applicable to: (1) all Ames Employees; and (2) all persons and entities who agree in writing to comply with this manual.

### 16.3 Definitions

The following terms are used throughout this chapter.

1. **Bicycle:** Any device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.
2. **Contractor Owned Vehicle:** Any vehicle not owned by the State or Federal Government, which is used by contract employees to perform tasks on Moffett Field property.
3. **Government Vehicle:** Any vehicle with a State or Federal license plate, and unlicensed vehicles operated only on Moffett Field property.
4. **Motor Vehicle:** Any vehicle that is self-propelled. For the purposes of this chapter, three- and four-wheeled golf and/or utility carts are considered motor vehicles.
5. **Personal or Privately Owned Vehicle:** Any vehicle operated on Moffett Field property owned by individuals, whether or not used for daily tasks.
6. **Special Licensing:** Additional requirements or endorsements to a State driver's license such as commercial, fire fighting equipment, or paratransit bus driver license.

### 16.4 Responsibilities

#### 16.4.1 Motor Vehicle Operation

1. Operators of motor vehicles shall not drive a vehicle for a continuous period of more than 10 hours, including non-NASA driving; nor shall the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. Variation of this policy requires documented approval of the NASA Ames Safety, Health, and Medical Services Division.
2. Every person regularly or occasionally operating a motor vehicle on Moffett Field premises shall possess, at all times while operating such a vehicle, a valid State driver's license for the class of vehicle being operated.
3. Every NASA employee or contractor who operates any government vehicle requiring special licensing shall possess, at all times while operating the vehicle, a NASA Ames Research Center Motor Vehicle Operator's Identification Card (SF 46). Information contained on the card shall include the operator's name, date(s), and vehicle(s) for which the person is

approved to operate, and the signature of the certifying official and date of expiration. Additional information on this topic can be obtained through the NASA Ames Safety, Health, and Medical Services Division. All other vehicle operator licensing requirements shall be as mandated by the State of California or other authorized United States Government agencies.

4. If operation of the vehicle involves skills beyond those associated with normal everyday operation of private motor vehicles, formal initial training, consisting of both classroom and operational (hands-on) testing shall be conducted to ensure operator proficiency. Refresher training and testing shall be accomplished periodically as determined by the NASA Ames Safety, Health, and Medical Services Division.

#### **16.4.2 Use of Government Vehicles**

Supervisors are responsible for the safety of their employees and for the safe operation of the equipment under their control. They must ensure adequate lighting (including vehicle lights) for the work being performed, proper condition of vehicles, and effective training (and retraining when necessary) in operating procedures. APD 6730.1 outlines requirements for assignment and eligibility for use of government vehicles.

#### **16.4.3 Use of Personal or Privately Owned Vehicles**

Safety Belts Must Be Worn - All drivers and passengers in personal or privately owned vehicles equipped with lap and shoulder safety belts must properly adjust and wear both of them while operating or riding in the vehicle.

#### **16.4.4 Use of Contractor Owned and Operated Vehicles on Moffett Field**

Contractor owned and operated vehicles shall be properly licensed for their intended use and maintained in good operating condition. Contractors must follow the same guidelines and regulations as outlined in this policy, or specified by the NASA Ames Safety, Health, and Medical Services Division for the job being performed.

#### **16.4.5 Use of Bicycles**

1. Bicycle riders on Moffett Field must abide by the same rules and regulations as motor vehicle operators.
2. Bicycles must be parked in areas where they do not interfere with either vehicle or pedestrian flow. They should not block fire lanes, stairways, sidewalks, walkways, or vehicle lanes.
3. No person operating a bicycle shall ride other than upon or astride a permanent and regular seat attached to the bicycle. No operator shall allow a person to ride as a passenger, and no person shall ride as a passenger, other than upon or astride a separate seat attached to the bicycle.
4. Operators of bicycles shall not carry any package, bundle, or article that prevents them from keeping at least one hand upon the handlebars. The use of permanently attached baskets is encouraged.
5. Bicycle riders must wear a properly fitted and fastened bicycle helmet that meets or exceeds the standards of the American National Standards Institute (ANSI Z 90.4), or the Snell Memorial Foundations Standard for Protective Headgear for Use in Bicycling at all times when operating a bicycle.
6. See APG 1600.5, Section 14.0 Pedestrian and Bicycle Safety for further information.

### **16.5 Requirements**

#### **16.5.1 Driving Regulations**

The speed limits within Moffett Field range from 10 miles per hour (16 kilometers per hour) in areas around hangars and aircraft movement, to a maximum of 45 mph (72 km/hr) on South Macon Road. Limits are posted along streets and roads. The speed limit is 15 mph (24 km/hr)

at entry points, intersections, around Bush Circle, and in all parking areas. See APG 1600.5, Section 11.0 speed and speed limit for further information.

### 16.5.2 Motor Vehicle Safety Belts

1. No person shall operate a motor vehicle at Moffett Field unless that person and all passengers are properly wearing safety belts.
2. Safety belts shall be installed and worn in all NASA and Resident Agency owned and operated passenger cars, multipurpose passenger vehicles, trucks, and buses in accordance with the requirements of Executive Order 12566 and 49 CFR 571..
3. A motor vehicle shall have a safety belt for each passenger. A passenger shall not be permitted to ride in or on a vehicle without wearing a properly adjusted safety belt.
4. Exceptions - The requirement that a safety belt be worn shall not apply to a driver or passenger if:
  - The person has a physical disabling or medical condition that would prevent appropriate restraint in a safety belt. The person shall possess a written statement from a licensed physician and surgeon, or a licensed chiropractor that states the nature of the condition and the reason the restraint is inappropriate.
  - The person possesses a certificate or license endorsement, issued by a State motor vehicle department or similar agency, stating that the person is unable for medical, physical, or other valid reasons to wear a safety belt.
  - The use of the shoulder belt would interfere with the safe operation of the vehicle.

**Note:** Exceptions require documented approval of the NASA Ames Occupational Safety Program Manager.

### 16.5.3 Parking Regulations

Parking on the street or in parking lots is permitted only in spaces identified as parking spaces. Parking in front of building access doors is prohibited, as is any blocking of fire hydrants or marked or potential fire truck or ambulance lanes. See APG 1600.5, Section 10.0 speed and speed limit for further information.

## 16.6 References

- State of California Vehicle Code
- NASA Headquarters Operational Safety Management Reference Book, Chapter 6, (Operational Safety) Executive Order 12566
- ANSI Z-90.4, American National Standards Institute (Standard for Bicycle Helmets)
- Snell Memorial Foundations Standard for Protective Headgear for use in Bicycling
- 49 CFR, Sec. 571.218, Federal Motor Vehicle Safety Standard (FMVSS) #218 (Standard for Motorcycle Helmets)
- NPG 8715.3, NASA Safety Manual Document, Chapter 6: Operational Safety
- APD 6730.1, Control of Passenger Equipment and Special-Purpose Mobile Equipment (SPME)
- APG 1600.5, Ames Research Center Traffic Management Plan

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