

NASA Glenn Safety Manual

CHAPTER 19 - VEHICLE AND PEDESTRIAN SAFETY

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19.1 SCOPE

This chapter addresses regulations and safe practices to be exercised by motor vehicle operators and pedestrians within the boundaries of Glenn Research Center, which includes the Cleveland Center and Plum Brook Station. The "Ohio State Digest of Motor Laws" is the primary document of reference for this chapter.

19.2 APPLICABILITY

The provisions of this chapter are applicable to all persons, including NASA and contractor personnel and visitors, whether in a Government or privately-owned vehicle (POV). On bicycle, or on foot, when they are within the boundaries of the Cleveland Center or Plum Brook Station.

19.3 RESPONSIBILITIES

19.3.1 NASA and Contractor Employees and Visitors to the Center

All persons within the boundaries of the Cleveland Center and Plum Brook Station are responsible for observing Glenn traffic regulations and the safety practices specified in this Chapter, both as a motor vehicle operator and as a pedestrian. All persons are responsible for operating vehicles under their control in a safe manner.

19.3.2 Security Office

The Security Office is responsible for issuance of notices to Government and contractor employees and other personnel found in violation of these regulations; administering the system for withdrawing Center badge privileges; denying Center access to business licensees who fail to follow applicable visitor access procedures or who otherwise present a demonstrated threat to the safety or security of the Center; maintaining a system of records of all violations; securing the towing of vehicles parked in a tow-away zone consistent with Section 19.10, and providing notice of the type specified in Ohio Revised Code (ORC) 4513.60(D)(1); investigating vehicle accidents and distributing required reports; and, for coordinating management support team assistance to cognizant management officials in the administration of this Chapter for violations by individuals who are not NASA employees.

19.3.3 Supervisory Personnel

Supervisors are responsible for counseling their employees regarding traffic regulations at the Center and, in consultation with the Office of Human Resources and other management support organizations, for taking disciplinary or other appropriate management actions for specific violations of this Chapter. On-site contractors/grantees are similarly responsible for taking appropriate management action to assure the efficient performance of their contracts/grants in a manner consistent with the safety of the Center and consistent with GRC contract clause 52.209-90, Contractor Duties and Responsibilities On-site.

19.3.4 Human Resources Management Division

Human Resources Management Division is responsible for coordinating management support team assistance to cognizant management officials in the administration of this Chapter for violations by NASA employees.

19.3.5 Contracting/Grants Officer

Contracting/Grants Officers are responsible for initiating appropriate contractual action in the event the contractor/grantee fails to comply with the requirements of GRC 52.209-90, Contractor Duties and Responsibilities On-site.

19.3.6 Contracting/Grants Officer Representatives

Contracting/Grants Officer Representatives are responsible for advising contractor/grantee management of problems involving their employee's use of vehicles at the Center and for assuring that contractor/grantees take appropriate management action adequate to protect the safety and security of the Center.

19.3.7 Glenn Safety Office

Glenn Safety Office is responsible for developing, maintaining and overseeing compliance of traffic safety in accordance with the NASA Safety Policy and Requirements Document and this Chapter, specifying the traffic control devices needed for regulating flow of traffic (such as signals, signs, and markings placed on or adjacent to Glenn roads) and parking lot markings (including signs and barricades) for special parking requirements instructions and providing traffic safety education and awareness training.

19.3.8 Plum Brook Management Office

Plum Brook Management Office is responsible for implementing the requirements of this Chapter which include investigating motor vehicle accidents, submittal of required reports and specifying traffic control devices and parking lot markings at the Plum Brook Station (see Sections 19.3.2 and 19.3.7).

19.3.9 Medical Services Office

Medical Services Office is responsible for evaluating and approving requests for temporary parking of employees who require special accommodation as a result of a temporary or permanent physical disability.

19.4 MOTORIZED TRAFFIC

19.4.1 Vehicle Equipment Regulations

Regulations governing the operation of motor vehicles within Glenn are delineated as follows. The provisions of Ohio Revised Code (ORC) Title XLV, as they relate to the operation of motor vehicles, are adopted into the Federal Criminal Code under Title 18 U.S.C. section 13, and all persons operating or parking a vehicle on Center property are required to fully comply with them.

Copies of ORC Chapter 4511, Traffic Laws--Operation of Motor Vehicles can be obtained from the Security Office. Where provisions of Title XLV have been violated, vehicle operators may be cited and prosecuted for such violations. Violators are subject to appropriate disciplinary action. In addition, the administrative actions set forth in Sections 19.9 and 19.10 will be taken.

19.4.2 Traffic Laws

In addition to obeying applicable Ohio traffic laws, Glenn employees and contractor personnel shall obey the rules specific to Glenn or Plum Brook. Traffic regulations specific to Glenn Research Center are given in this section.

a. Speed Limits

Speed will be monitored by a radar device or observation by security personnel.

(1) Cleveland Research Center - Speed limits are as follows:

- a. 25 mph unless otherwise posted.
- b. Gate entrance speed is controlled by hand and arm signals by security personnel consistent with badge identification, weather conditions and other access control requirements.
- c. 10 mph in parking lots and parking areas.
- d. Operators of motor vehicles shall reduce their speeds and exercise caution when driving during the hours of darkness, inclement weather or when other hazardous conditions exist.

(2) Plum Brook Station - Speed limits are as follows:

- a. 35 mph unless otherwise posted.

- b. 10 mph when entering or leaving station gates.
- c. 10 mph in parking areas.
- d. Due to the high deer population at Plum Brook, operators of motor vehicles shall reduce their speeds whenever deer are seen in close proximity to the roadways and use extreme caution when driving during the hours of darkness, inclement weather or when hazardous conditions exist.

b. Operation of Vehicles

Motor vehicles (including motorcycles and bicycles and other non-motorized vehicles) will be operated at the Cleveland Center and Plum Brook Station in a manner consistent with the requirements of ORC Title XLV as adopted into the U.S. Criminal Code by 18 U.S.C. section 13. This includes the requirement set forth in ORC 4511.441 that vehicles yield to pedestrians in crosswalks.

c. Hazardous Operations at Cleveland Center and Plum Brook

During hazardous test operations at the Cleveland Center or the Plum Brook Station, roads traversing any controlled access areas will be barricaded in accordance with conditions stated in the Safety Permit to deny traffic passageway through these areas. Barricades must, however, provide for emergency vehicle access.

d. Parking Restrictions

(1) Parking is not permitted:

- a. In a manner that prevents access by emergency vehicles (or other established red emergency access zones).
- b. On grass unless approved as a construction site.
- c. On crosshatched areas.
- d. Within 20 feet of a traffic control device or intersection.
- e. At yellow curb locations.
- f. On sidewalks.
- g. Against the flow of traffic on streets and parking lots.
- h. Alongside a vehicle located at the curb.
- i. On the streets during periods when a parking ban is in effect.
- j. By personal vehicles in government slots.
- k. In other designated No Parking Zones or Areas to include handicap parking without proper license plate or dashboard placard, temporary disabled employee parking, and within 10 feet of fire hydrants.

(2) Short-term parking areas have been established near some buildings which have high transient traffic. These areas are clearly posted, and parking for periods

longer than specified is considered a parking violation. Short-term parking areas at Glenn include, but are not limited to, the following:

- a. The west side of Walcott Road in front of the Research Analysis Center.
- b. Adjacent to Building 15 (South lot).

(3) Visitor Parking:

Only personnel whose duty station is not on or adjacent to Glenn are allowed to park on Stratton Road in front of the Administration Building, as indicated by visitor parking signs. No parking is allowed on the opposite side of Stratton Road.

Only personnel whose duty station is not on Plum Brook Station are permitted to park in the lot in front of the Engineering Building, as indicated by visitor parking signs.

(4) Long-Term Parking of Personal Vehicles

Long-term parking is defined as a situation in which an employee elects to leave his or her car at the Center beyond his or her normal assigned tour of duty. This situation normally occurs when an employee departs the Center on official travel for one or more days. While long-term parking is permissible in such a situation, round-the-clock parking can pose problems in day-to-day Center operations such as parking lot repair and maintenance and snow removal activities during the winter months. Therefore, employees who need to leave their vehicles on the Center for a period in excess of 24 hours must park their vehicles in the Hangar parking lot.

At the Plum Brook Station, employees should contact the Plant Protection Office for instructions.

e. Disabled or Abandoned Vehicles

Disabled vehicles which are unattended and identified as disabled (by a white cloth on the left door and flashing warning devices) while the operator is getting assistance will not be cited for violation of regulations during such reasonable period as is necessary to obtain assistance. To assure that any such period is considered reasonable, the operator of a disabled motor vehicle must ensure that the Glenn Main Gate at Cleveland or the Plant Protection Office at the Plum Brook Station is notified promptly. Title of abandoned vehicles as defined in 41 CFR, subchapter H, 101-48, Utilization, Donation or Disposal of Abandoned and Forfeited Personal Property, shall be vested in the U. S. Government in accordance with those provisions through the Logistics and Technical Information Division.

f. Towing of Vehicles

Vehicles parked in a tow-away zone, crosswalks, abandoned or creating a safety hazard are subject to issuance of a ticket and tow. A tow company will be summoned to remove the vehicle in accordance with ORC 4513.60(B)(2) to the tow company's impound lot. Removal of private vehicles will be at the owner's risk and expense. Government vehicles parked in a tow-away zone or creating a safety hazard will be moved by motor pool personnel.

g. Safety Belts and Child Restraints

Ohio's mandatory safety belt usage law (ORC 4513.263) requires drivers and front-seat occupants of most passenger vehicles to wear their safety belts whenever they drive or ride on Ohio's roadways. Executive Order 12566, "Safety Belt Use Requirements For Federal Employees," mandates use of safety belts in Federal vehicles and on Federal property.

19.4.3 Special Conditions

Drivers must take additional precautions when driving in special conditions, such as at night, during the winter, in fog, and on freeways. Drivers are required to drive defensively and to be prepared for the mistakes of others.

19.4.4 Emergency Vehicles

Emergency vehicles (safety, security, ambulance, and fire vehicles) shall exercise due caution when responding to emergencies and are to be granted the right-of-way by operators of all other motor vehicles. Emergency vehicles are required to comply with all traffic and parking regulations except when compliance would demonstrably interfere with their ability to carry out safety, security and/or fire protection responsibilities. Drivers of emergency vehicles are obligated to drive and park at all times with due regard for the safety of all persons and property within Glenn premises to comply with the controls established by their cognizant management chain relative to vehicle operations. Vehicle operators shall yield the right of way to responding emergency vehicles.

19.5 PEDESTRIAN TRAFFIC

Traffic safety is just as much a matter of concern for the pedestrian as for motor vehicle drivers. Under ORC Title XLV, the pedestrian has definite rights as well as certain duties and responsibilities in traffic. Knowledge of traffic laws is the pedestrian's best protection in traffic, that is, his/her best defense against death or injury from an accident. Although vehicles are required to yield to pedestrians in crosswalks, pedestrians are expected to walk defensively and be prepared for the mistakes of others.

19.6 SAFETY BARRICADES

To protect personnel, engineering controls shall be used in hazardous areas to the extent feasible. Where required because of the severity of the hazard, permanent barricades shall be used to prevent access to an area. In such a case, use the standardized color code system for barricades and beacons/warning lights:

- Red (or red and white) means DANGER -- KEEP OUT
- Yellow means CAUTION (follow instructions on posted signs)
- White represents all other meanings/instructions (traffic awareness)

In keeping with this code, the Center uses ropes or chains with red and white flags as safety barricades to designate hazardous areas. For personal safety, these barricades must not be crossed. These ropes/chains with red and white flags are erected to protect you. If you need to access an area that is barricaded, you must first obtain permission from the Building Manager or Area Supervisor.

Chains with red and white flags denoting danger shall be used solely to designate hazardous areas. They can be obtained and used only if they are specified in a barricade plan that is part of the Safety Permit. The barricade plan shall include the locations of and use of all barricades, chains/flags, warning beacons/lights, warning sirens, and appropriate signs. The approved barricade plan must be submitted with a work request to the Glenn Safety Office (GSO), who will review and approve the work request on the basis of the barricade plan.

Consistent with Glenn' absolute commitment to safety and to alerting personnel of any potential danger to their health and well-being, signs must be posted with all warning beacons, warning lights, and barricades. The GSO has standardized the design of and will assist in developing the proper wording for these signs. The sign must display the appropriate warning word ("DANGER" or "CAUTION") and the specific hazard, the means of protecting oneself from the hazard, and the consequences of not following the instructions on the sign.

If someone is observed crossing a barricade, please take the following actions:

- Inform the person of the reason for the barricade, and ask that the person not cross the barricade.
- Report the incident to the Glenn Safety Office (at 3-6735), along with the person's name, so that the person can be reminded of the safety barricade guidelines.
- If immediate action appears necessary to avoid imminent danger, contact the Security Office (by calling 911).

19.7 AUTHORITY OF SECURITY FORCE

All persons within the Glenn Research Center premises must comply with any lawful order, signal, or direction given by any member of the security force in connection to the movement of traffic, parking of vehicles, and investigation of traffic accidents.

19.8 VEHICLE EQUIPMENT OFFENSES

Persons operating a vehicle in need of repair will be issued a warning ticket and will have 24 hours to effect necessary repairs, with the exception of those items that present an immediate safety hazard, (e.g., leaking gas tank) for which the safe removal of the vehicle from the Center must be immediately arranged. Any second offense for the same unrepaired item will result in a NASA traffic notice and the vehicle will not be permitted on Center premises until satisfactory repairs to the equipment are made.

19.9 MOVING VIOLATIONS

- a. Upon observing evidence that a moving violation has been committed, the member of the Security Force making the observation will complete a traffic notice citing the applicable Ohio traffic code(s).
- b. Administrative action will be taken for moving violations as specified below.

Traffic violations affecting the safety of the Center include:

- Excessive Speed (ORC 4511.21, "Speed Limits", and ORC 4511.211, "Speed Limits for Private Roads and Driveways"). Speeds in excess of the posted speed limit are considered excessive.
- Driving While Under the Influence of Alcohol or Drugs (ORC 4511.19)
- Willful or Wanton Disregard for Safety (ORC 4511.201)
- Right-of-way of Public Safety Vehicles (ORC 4511.45)
- Creating a substantial potential for injury or interference with a safety response. (Applicable code violation)
- Failure to comply with direction signal of safety personnel carrying out assigned responsibilities in connection with the moving of traffic or parking of vehicles

The commission of any of the above listed violations may result in the issuance of a traffic citation and prosecution in accordance with applicable procedure of the Federal District Court for the Northern district of Ohio. Violations affecting the safety or security of the Center by employees of NASA or of NASA's contractors/grantees/visitors will be referred for appropriate disciplinary or other management action in accordance with LMI 1900.3, Managing Conduct and Other Employee Issues. In addition, a NASA ticket will be issued for each violation affecting the safety of the Center, and six points will be assessed toward withdrawal of the badge privileges of the violator.

- c. For any other moving violation, a NASA ticket will be issued, and two points will be assessed toward withdrawal of the badge privileges of the violator.
- d. Moving traffic violations may be referred to the U.S. Attorney for prosecution under applicable law. In addition to the penalties set forth in this section, individuals are subject to appropriate discipline (in accordance with LMI 1900.3) for traffic violations.
- e. To the extent applicable, all actions taken in accordance with this section are subject to relevant provisions and terms of the Center-union labor agreements.

19.10 PARKING VIOLATIONS

The actions set forth in this section will be taken to ensure compliance with Glenn traffic regulations by Federal employees, construction and support service contractor personnel, and visitors who drive or park on the Center.

- a. Parking in a Posted Tow-Away Zone (refer to Section 19.4.2.f)

VIOLATION	ADMINISTRATIVE ACTION
All Offenses	Towing in accordance with ORC 4513.60(B)(2) and referral for appropriate disciplinary or other management action in accordance with LMI 1900.3, Managing Conduct and Other Employee Issues. In addition, a NASA ticket will be issued for each violation and four points will be assessed toward the withdrawal of the badge privileges of the individual identified as responsible for the illegally parked vehicle.

- b. Parking in a Yellow or Other Designated No-Parking Zone (refer to Section 19.4.2.d)

VIOLATION	ADMINISTRATIVE ACTION
All Offenses	A NASA ticket will be issued for each violation (each period of thirty minutes that a vehicle is illegally parked will be considered a separate violation) and, for each ticket, two points will be assessed toward the withdrawal of the badge privileges of the individual identified as responsible for the illegally parked vehicle.

19.11 WITHDRAWAL OF CENTER BADGE PRIVILEGES

Withdrawal of Center badge privileges as defined in the context of this Chapter means that the NASA badge issued to an individual to facilitate ready access to the Center will be rescinded, and for the period of rescission the individual will only be allowed access to the Center in the same manner as any other non-badged visitor. Badges will be rescinded (for a minimum period of thirty days or more as determined by the Executive Safety Board) whenever the number of points assessed toward the withdrawal of an individual's badge privileges equals or exceeds twelve during the immediately preceding twelve months. Such rescission shall continue until the number of points assessed toward the withdrawal of the individual's badge privileges in the immediately prior twelve months falls below twelve. However, the number of points assessed against an individual's badge privileges will be reduced by two for every thirty days the individual's badge has been rescinded pursuant to this Chapter. The rescission of badges and the physical recovery of rescinded badges will be effected under the administration of the Security Office, with appropriate support from cognizant management officials. In addition to any rescission-based traffic and/or parking violations, badges will immediately be rescinded (for a minimum period of thirty days) for any misuse of a badge in obtaining access to the Center or for failure to follow visitor access procedures during the period an individual's badge is rescinded. Such rescission will continue for any additional period necessary to obtain reasonably adequate assurance that Center visitor access procedures will be followed in the future. For business licensees who do not have badge privileges, Center access will be denied for failure to follow visitor access procedures and instructions or for any other demonstrated threat to the safety (including disregard of traffic/parking requirements) or security of the Center.

19.12 MOTOR VEHICLE ACCIDENTS

Motor vehicle accidents occurring on Glenn premises and involving property damage or personal injury must be reported immediately by the person(s) involved to the Security Office at Cleveland or the Plant Protection Office at the Plum Brook Station, as appropriate. This reporting requirement applies to accidents involving privately owned and/or government vehicles. The Security Office will investigate the circumstances and inform the persons involved as to the reports and other documents that must be completed and the required action to be taken. In the West Area and DEB parking lot which are subject to their respective local jurisdictions, the cognizant local police agency is responsible for the investigation of motor vehicle accidents. Specifically, motor vehicle accidents on the premises at Plum Brook Station involving personal injury, injury to deer where the deer is critically injured or killed, and/or property damage, must be reported to the Plum Brook Plant Protection Office.

19.13 BIBLIOGRAPHY

- 41 CFR subchapter H, 101-48, Utilization, Donation or Disposal of Abandoned and Forfeited Personal Property.
- Executive Order 12566. U.S. Code Congressional and Administrative News. 1986. Safety Belt Use Requirements for Federal Employees.
- Federal Personnel Manual. 1983. NASA. Chapter 930, Subchapter 1.
- Appendix A: Table of Disciplinary Offenses and Penalties for Employees in the National Aeronautics and Space Administration.
- GLPD 1900.3, Managing Conduct and other Employee Issues.
- GLPD 4020.1, Survey of Lost, Damaged, or Destroyed Property, as revised.
- GLPD 6730.2, Glenn Motor Vehicle Management and Vehicle Use Program, as revised.
- NPG 8715.5 NASA Safety Manual Procedures and Guidelines
- NHB 1620.3, NASA Security Handbook.
- NMI 3752.1, Delegation of Authority -- To Take Disciplinary Actions, Adverse Actions and Reductions in Grade or Removals Based on Unacceptable Performance, as revised.
- Ohio Revised Code Traffic Laws (Chapter 4511) as adopted into the U.S. Criminal Code by 18 U.S.C. section 13.

NASA Responsible Official: [Manuel Dominguez](#)

Web Curator: [Deborah Ripley](#)