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Glenn Safety Manual – Chapter 19

Vehicle and Pedestrian Safety

Approved by: QS/Chief, Safety and Health Division

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**NASA - Glenn Research Center
Cleveland, OH 44135**

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Change Record

Rev.	Effective Date	Expiration Date	GRC25, Change Request #	Description
B	1/15/2012	1/15/2017	99	Process updates.
Change 1	4/15/2014	1/15/2017	N/A	Administrative change to add front cover and change history log to comply with NPR 1400.1 and deleted "It is GRC management policy that a policy be established and implemented in accordance with" and inserted "The GRC shall follow the requirements of" in Section 4.0 Policy.
Change 2	8/13/2014	1/15/2017	N/A	Administrative change to correct an outdated Executive Order reference.
C	9/2/2015	9/2/2020	14-015	Updates in Code CX policies dealing with ticketing and the appeals process. Also updates from the Code F Facilities Division were necessary along with communicating NPR 8715.3C requirements that were recognized missing during the Requirements Flow Down and SMA Engineering Design Audit and Assessment (REDAA) audits.
D	6/6/2016	6/6/2021	16-006	Merged GLPD 6201.1, Glenn Bicycling Program into GSM Chapter 19.

***Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*

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CHAPTER 19—Vehicle and Pedestrian Safety

***NOTE:** The current version of this chapter is maintained and approved by the Safety and Health Division (SHeD). The last revision date of this chapter was June 2016. The current version is located on the Glenn Research Center (GRC) intranet within the BMS Library. Approved by Chief of Safety and Health Division.*

1.0 PURPOSE

This chapter addresses regulations, enforcement processes, and safe practices to be exercised by motor vehicle operators, bicyclists, and pedestrians within the boundaries of GRC.

2.0 APPLICABILITY

This chapter is applicable to all GRC road and parking area users including but not limited to motor vehicle operators (including electric cars), motorcyclists, bicyclists, and pedestrians, whether employed by, working on, or visiting GRC. This chapter is also applicable to personnel when utilizing government owned vehicles off GRC property.

In this chapter, "shall" denotes a mandatory action; "may" or "can" denotes discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are/is" denotes descriptive material.

3.0 BACKGROUND

Though all motor vehicle operators, bicyclists, and pedestrians should be aware of and abide Ohio traffic laws whether inside or outside the GRC gates, unique Agency and Center specific requirements may not be as apparent, especially to newcomers and visitors. Sponsors of new employees and visitors should review and share the requirements of this chapter prior to their arrival.

4.0 POLICY AND MEASUREMENT/VERIFICATION

The GRC shall follow the requirements of NASA Procedural Requirement (NPR) 8715.3, NASA General Safety Program Requirements.

4.1 GRC Policy

It is GRC policy to follow applicable Federal, state, and local regulations and the NASA directives and requirements pertaining to vehicle and pedestrian safety, whichever is most stringent. Additionally, GRC shall manage its bicycle program to improve employee health and promote fuel-savings.

4.2 Measurement and Verification

Compliance with the responsibilities and requirements of this chapter are measured and verified through the use of programmatic self-assessments, field inspections and surveys, and trending of information obtained from traffic violation notices (TVN) issued. LTID conducts an annual inventory of NASA bicycles and bicycle racks and surveys GRC bicycle custodians, as appropriate, to assess current and projected bicycle usage at the Center.

5.0 RESPONSIBILITIES

5.1 NASA Civil Servants, Contractor Employees, and Visitors to the Center

All persons within the boundaries of GRC are responsible for understanding, observing, and following the traffic regulations and the safety requirements specified in this chapter as well as those policies pertinent to construction activity (i.e. traffic flaggers) and research activity (i.e., signaled test area exclusion zones). Employees shall exercise reasonable care and caution when using bicycles on the Center, be familiar with Appendix D "Bicycling Program General Guidelines", inform bicycle custodians and LTID of NASA bicycle problems and issues, and inform Glenn Security whenever there is a bicycle accident on the Center resulting in property damage or injury. All persons shall follow signs as posted within the facility in accordance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).

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All persons on the GRC premises will comply with any lawful order, signal, or direction given by any member of the Office of Protective Services (OPS).

5.2 Supervisors

Supervisors are responsible for:

- Ensuring their employees are made aware of their responsibilities and the requirements of this chapter.
- Requesting assistance from the Office of Human Capital Management to address employee misconduct involving violations of this chapter.

5.3 Contracting Officer (CO)

The Contracting Officer is responsible for initiating appropriate action in the event the contractor/grantee fails to comply with the requirements of this chapter.

5.4 Contracting Officer’s Representative (COR)

The Contracting Officer’s Representative is responsible for:

- Advising contractor management of problems involving their employee’s violation(s) of the requirements of this chapter.
- Ensuring the contractor management responds to COR’s request to investigate and address violations of requirements of this chapter

5.5 Office of Protective Services (OPS)

The Office of Protective Services shall:

- Manage traffic violations, notices, suspensions, and appeals as defined in Section 7.0 of this chapter.
- Issue a TVN to personnel found in violation of the requirements of this chapter.
- Maintain a record and database of all TVNs.
- Assess “Points” on a scaled basis as defined in Appendix B of this chapter. Note: Points assessed by OPS apply only to Center driving privileges and are not reportable to a State’s driver’s licensing authority.
- Manage the GRC Credential Management Policy and Personal Identity Verification (PIV) Badge Program.
- Secure the towing of vehicles in violation of this chapter.
- Investigate vehicle accidents or coordinate with local law enforcement for investigation.
- Perform traffic enforcement operations.
- Manage the vehicle inspection program per NPR 1600.1.
- Conduct annual seatbelt survey and provide results to the Operational Safety Branch.

5.6 Logistics and Technical Information Division (LTID)

The Logistics and Technical Information Division is responsible for:

- Conducting scheduled vehicle inspections and preventive maintenance of fleet vehicles, bicycles and transportation related equipment to ensure they are kept in a safe working condition and used for intended purposes.
- Establishing guidelines to purchase and manage NASA bicycles at GRC.

5.7 Office of Human Capital Management

The Office of Human Capital Management will assist supervisors with addressing employee misconduct involving violations of this chapter.

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5.8 Human Capital Development Division

The Human Capital Development Division is responsible for monitoring and tracking required training and for the overall integrity of the learning management system for GRC civil servants and interns.

5.9 Office of Diversity and Equal Opportunity (ODEO)

The Office of Diversity and Equal Opportunity, in coordination with the Facilities Division (FD), will assist in ensuring adequate general handicap spaces in parking areas in accordance with 36 CFR Part 1191 the American Disabilities Act (ADA), the Architectural Barriers Act (ABA), and the ADA-ABA Accessibility Guidelines.

5.10 Operational Safety Branch

The Operational Safety Branch shall:

- Perform assessments and implement methods of verification of the requirements and responsibilities listed in this chapter.
- Address traffic safety hazards and concerns in coordination with pertinent GRC organizations.
- Determine the level of training, periodic refresher training, and testing for motor vehicle operators at GRC where operation of the motor vehicle requires skills beyond those associated with normal, everyday operation of a private motor vehicle.
- Conduct annual seatbelt survey in coordination with the OPS.

5.11 Facilities Division (FD)

The Facilities Division shall:

- Manage parking space utilization for the Center in conjunction with ODEO, as necessary. This includes designating reserved parking spaces.
- Oversee, design, maintain, and approve all engineering specifications involving roadways, parking lots, vehicular and pedestrian traffic, and traffic control devices.
- Ensure compliance of all traffic control devices with all local, state, and Federal traffic codes and regulations in conjunction with the OMUTCD-ANSI D 6.1.

5.12 Energy and Environmental Management Office

The Energy and Environmental Management Office shall ensure that drivers or operators of vehicles transporting hazardous waste do so in compliance with Federal and state requirements.

5.13 Bicycle Custodians

Bicycle custodians are responsible for:

- Securing NASA bicycles under their cognizance.
- Ensuring an efficient and effective usage process for persons using the NASA bicycles.
- Ensuring that NASA bicycles are properly stored during the off-season and are safe for users to ride.
- Ensuring that NASA bicycles are scheduled for annual inspections through the Garage.
- Providing funds for bicycle repair and replacement parts.

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6.0 REQUIREMENTS

6.1 State and Local City Requirements

The State of Ohio and City of Brook Park each have requirements that apply to all motorists, bicyclists, and pedestrians within the gates of GRC. The following are links for viewing those state and local requirements: Ohio Revised Code, Brook Park Codified Ordinances, Part Three: Traffic Code, and Perkins Township Resolutions.

6.2 GRC Site Specific Requirements

6.2.1 Motor Vehicle Operator, Bicyclist, and Pedestrian Conduct:

Operators of motor vehicles on GRC property or operating a NASA vehicle both on and off GRC property shall:

- Not drive a motor vehicle for a continuous period of more than 10 hours, including a combination of personal driving and driving for official NASA business. Operators shall not drive 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. (NPR 8715.3)
- Not use hand-held communication devices while the vehicle is motion unless exempted by NPR 8715.3, paragraph 3.2.2.1.C.
- Ensure that children are secured by seatbelt or in DOT-approved child safety seats while riding in Federal vehicles. (NPR 8715.3)
- Have formal training, as required in paragraph 7.3.1 of NPR 8715.3, to operate vehicles that involve skills beyond those associated with normal, everyday operation of private motor vehicles. (NPR 8715.3)
- Have a valid Commercial Driver's License if operating a 15-passenger van or a vehicle with a Gross Vehicle Weight rating over 26,000 lbs.
- In the event of an accident, call 911 from an internal GRC phone. If using a cell phone, call (216) 433-8888 when at Lewis Field (LF) and (419) 621-3222 when at Plum Brook Station (PBS).
- In the event your vehicle becomes disabled or must be abandoned on GRC property, notify the OPS by calling (216) 433-2088 at LF or (419) 621-3226 at PBS.

All occupants of motor vehicles operated on NASA property shall use a seatbelt at all times when the vehicle is in motion. Federal employees shall use seat belts while on official business whether operating or in any vehicle with seat belts. (Seat Belts Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, as amended). (NPR 8715.3)

Passengers are not to be carried in the cargo area of pickup trucks, flatbeds, or special purpose equipment unless designated occupant positions with seat belts are provided. (NPR 8715.3)

Personnel shall recognize and heed all barricades, signs, and active signals.

6.2.2 GRC Speed Limits:

- 25 miles per hour (mph) at LF and 35 mph at PBS unless otherwise posted.
- 15 mph upon approach of gate entrances and exits
- 10 mph within parking lots.
- During darkness, inclement weather, within construction zones, and/or in presence of hazardous conditions, vehicle operators should reduce their speeds and exercise additional caution.

6.2.3 Motorized Vehicle Parking:

Parking shall only be permitted in designated marked and/or signed locations.

- Markings may include striping and/or signage within roadways and parking lots. See the Facilities Division's parking map for Lewis Field via GRC WING transport box.

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- See Appendix C for the process to reserve specific parking spaces for senior leadership and contractor support vehicles.
- Tow Away Zones shall consist of a 20-foot area extending 10 feet on either side of the following:
 - Fire hydrants,
 - Emergency response zones,
 - Areas that, if blocked would hamper ingress/egress to buildings,
 - Crosswalks,
 - Areas that, if blocked would create safety concerns (e.g. sight-line distance etc.), or
 - Where an abandoned vehicle is present.
- Low Emission Vehicle Parking shall be limited to plug in vehicles or vehicles marked with manufacture label “hybrid” label being both electric and fuel driven.
- Carpool Parking shall be limited to vehicles with at least two people occupying the vehicle at the same time which share a vehicle to and from work.
- Handicap parking shall comply with ABA and ADA requirements.
- Only state-issued handicap/disability license plates, permits and placards are recognized at GRC.

6.2.4 **Long-Term/Overnight Parking Locations:**

- Long-term parking of personal vehicles is defined as a situation in which an employee elects to leave their car at the Center beyond their normal assigned working hours. This situation normally occurs when an employee departs GRC on official travel for one or more days.
- At LF employees who need to leave their vehicles on GRC premises for a period in excess of 24 hours shall park at the north end of the Hangar parking lot unless directed otherwise. At Plum Brook Station, employees should contact the OPS for instructions.

6.2.5 **Personally Owned Recreational Vehicles, Trailers, and Boat Requirements:**

An owner and/or operator of a motor home, trailer, watercraft, or other type of recreational vehicle, shall not park the vehicle on GRC property except in authorized parking or storage areas. See the GRC Boat and Recreational Vehicle Storage Program for more information.

6.2.6 **Special Needs Permit Parking Requirements:**

Any individual requiring use of designated disabled parking spaces shall obtain a state-issued license plate, permit or placard permitting such use. GRC parking policies shall be consistent with the requirements of 36 CFR Part 1191, the ADA, the ABA, and the ADA-ABA Accessibility Guidelines.

6.2.7 **Bicycle Program Requirements:**

- Operators of bicycles on GRC streets and roads shall act like, and be treated like, drivers of motor vehicles. They shall ride within posted speed limits, and obey traffic signs and signals. Refer to Appendix D for general bicycling program guidelines.
- Bicycle Parking:
 - Bicycles shall be parked and stored in a safe location so as not to interfere with pedestrian or vehicular traffic. Bike racks should be used if they are available nearby.
 - NASA bicycles should be stored in buildings or enclosed structures between November 1 and March 31.

7.0 **TRAFFIC ENFORCEMENT, SUSPENSIONS, APPEALS AND TOWING**

7.1 **Impartial and Uniform Point System**

- An impartial and uniform point system is in effect at GRC for the issuance of GRC Form 48, TVN which encompass moving, nonmoving, and pedestrian violations.

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- This system is not disciplinary, nor is it intended to replace management’s right to appropriately address employee misconduct. The Center Director has the authority to permanently revoke driving privileges on Center.
- All persons are subject to the point system (Bargaining and non-bargaining employees, support service contractors, and visitors).
 - TVN are issued to violators based on Ohio Revised Code and Glenn Safety Manual (GSM) Chapter 19 requirements and policies. Violations may be referred to the violator’s supervisor or management or to the violator’s COR accordingly.
 - Points shall be assessed on a scaled basis for the severity of offense as defined in Appendix B of this chapter.
 - A hard copy of the TVN is issued to the violator and an electronic copy is automatically sent to the violator via e-mail when applicable.
 - Points assessed by OPS apply only to Center driving privileges and are not reportable to a State’s driver’s licensing authority
- The TVN appeal process is documented on the violation notice and in the automated electronic notification.

7.2 Traffic Violation Appeals Process

- Personnel cited for driving under suspension or in violation of license restriction or operating a motor vehicle without a valid license are not entitled to an appeal.
- Employee, contractor, or visitor, henceforth known as violator, shall submit in writing within ten business days after receipt of the electronic notification of TVN issuance, an appeal request to the Chief, OPS, or their designee.
 - The appeal request shall be signed and include a copy of any supporting evidence serving as a basis for the appeal request.
 - If no written appeal is submitted, the TVN and points assessed will be upheld.
- The Chief, OPS, or their designee, shall review, process, and render a decision within 10 business days of receipt of the appeal request.
 - The decision will be provided in writing with the reason for the decision.
 - A copy will be provided to the civil servant employee’s supervisor or contractor employee’s COR.
- If the violator is not satisfied with the appeal decision, the violator shall submit in writing within 10 business days after receipt of appeal decision, a reconsideration to the Director, Center Operations, or their designee.
 - The reconsideration request shall include a signed written request for reconsideration. The request should also include copies of the original request, narrative, evidence, and appeals decision. The violator may include additional documentation at this time if necessary.
 - If no written reconsideration is submitted in the allotted timeframe, the TVN and points assessed will be upheld.
- The Director, Center Operations, or their designee, shall review, process, and render a decision within 15 business days of receipt of the reconsideration request.
 - The decision will be provided in writing with the reason for the decision.
 - A copy will be provided to the civil servant employee’s supervisor or contractor employee’s COR and to the OPS.
 - The decision will be final.
 - a. If the decision is upheld, points assessed will remain on the violator’s record per Appendix B of this chapter.
 - b. If the decision is overturned, the points assessed and record of ticket will be removed from the individual’s record.

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- For TVN appeals, no personal appearances are allowed unless prior coordination has been made. When personal appearances are authorized, responses will always be provided in writing to and from the OPS or Center Operations Directorate.

7.3 Withdrawal of Center Badge Privileges Defined

- Center badge privileges, as defined in the context of this process, shall mean that the NASA PIV identification badge, temporary badge, or visitor pass shall be surrendered, and a temporary identification badge will be issued for the period of the suspension.
- A “Suspended Driver” identification badge or pass will be issued.
 - Smart card login will not be permitted with this badge (log on via user ID and password will have to be requested through the ACES Helpdesk).
- The suspended driver will only be allowed access to the Center as a pedestrian or passenger and will not have Center driving privileges.
- Rescission of badge and recovery of rescinded badges will be conducted under the administration of the OPS, with appropriate support from management officials (e.g. coordination with an individual’s supervisor or a member of GRC senior management).

7.4 Suspension of Driving Privileges

- Upon accrual of points accumulated over a 24 month period, a suspension of driving privileges on Center will be issued.
 - An automated warning notice will be provided to the employee and OPS. The OPS will provide a copy to the supervisor or COR when the violator accumulates half the points toward a suspension.
- Suspension of driving privileges will be assessed as follows:
 - 12 points accumulated equals a 30 day suspension.
 - 18 points accumulated equals a 90 day suspension.
 - 24 points accumulated equals a 180 day suspension.
 - More than 24 points will be referred to the Center Operations Directorate.
 - Permanent revocation when authorized by the Center Director.
- A written notification of suspension is provided by the Chief, OPS, or their designee, to the supervisor or COR accordingly.
 - Civil service employees: The supervisor will issue the suspension letter to employee within five business days.
 - Support service contract employees: The COR will issue the suspension letter to appropriate contractor management officials who will issue the suspension letter to employee within five business days.
- The written suspension will include an itemized list of assessed points, the length of suspension and an explanation of the appeals process.
- For civil service and support service contract employees, badge rescission and issuance of a temporary badge will occur on day 11 after the letter issuance (to accommodate the timeframe for an appeal). If an appeal is filed, the suspension will not occur until 10 days after a decision is made to uphold the suspension (to accommodate the timeframe for a reconsideration). If a reconsideration is filed, the suspension will not occur until a final decision is made to uphold the suspension.

7.5 Suspension Appeal Process

- Civil service employees shall submit in writing, within 10 business days after receipt of suspension notification, an appeal request to their second level management official, or designee, provide copies of the appeal request to the Labor Relations Officer for Bargaining Unit employees or to the Human Resource Director for non-bargaining employees. Support service contract employees shall submit in writing within

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10 business days after receipt of suspension notification, an appeal request through their Contract Management to the COR.

- The second level management official, or their designee, or the COR will coordinate with the Chief, OPS, or their designee, to review, process and render an appeals decision within 10 business days of receipt of the appeal request.
 - A written decision will be provided to the individual within 10 business days. A copy will be provided to the supervisor or contract management official.
 - If no written reconsideration is submitted within the allotted timeframe, the suspension is upheld.
- Civil service and support service contract employees shall submit a reconsideration request to the Associate Director, or their designee, in writing within 10 business days after receipt of appeals decision if they are not satisfied with the appeals decision. A copy of the reconsideration request will also be sent to one of the following: the Labor Relations Officer for Bargaining Unit employees, the Human Resource Director for non-bargaining employees, or the Contracting Officer Representative for contract employees.
 - The reconsideration request shall include a written request for reconsideration. The request should also include copies of the original request, narrative, evidence, and appeals decision. The violator may include additional documentation at this time if necessary.
- The individual will be provided a written decision by the Associate Director, or their designee, within 20 workdays of receipt of the reconsideration.
 - A copy will be provided to the supervisor or Contracting Officer Representative and to the OPS.
 - The decision will be final.
 - If the decision is upheld, suspension of driving privileges will be enforced in accordance with Section 7.0 of this chapter.
 - If the decision is overturned, the suspension of driving privileges will be rescinded and the employee's record updated to reflect the decision.

7.6 Suspension Appeal Process for Visitors

- Visitors shall submit in writing within 10 business days after receipt of suspension notification an appeals request to the Chief, OPS, or their designee.
- The Chief, OPS, or their designee, will review, process and render an appeals decision within 10 business days of receipt of the appeal request.
- A written decision will be provided to the visitor within 10 business days.

7.7 Restoration of Center Driving Privileges and Personal Identification Verification

- Restoration of driving privileges shall be the next business day once the suspension has expired.
- Temporary identification badge will be surrendered and NASA PIV identification badge shall be returned.
- The reissue of badges and the physical recovery of rescinded badges will be conducted under the administration of the OPS, with appropriate support from management officials.

7.8 Vehicle Removal from the Center (via Towing)

- Drivers give implied consent to the removal and temporary impoundment of their vehicle at the owner's risk and expense if their vehicle:
 - Is illegally parked in a tow away zone;
 - Interferes with traffic operations;
 - Creates a safety hazard;
 - Is disabled by crash or incident;
 - Is abandoned;
 - Is left unattended in, or adjacent to, a restricted, controlled, or off-limits area.

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- a. A tow company shall be summoned by OPS to remove the vehicle to the selected tow company's impound lot.
- b. Government vehicles parked in a tow-away zone or creating a safety hazard will be moved by Code CO.

8.0 RECORDS

Record Name

GRC Traffic Violation Notices
 Training and Certifications
 Appeals submitted for issued Traffic Violation Notices
 Reserved Parking Permit GRC 75P
 Annual Seatbelt Survey

Maintained by

Code CX
 Employee Supervisor and SATERN
 Code J/CX
 Code FD
 Code QSS

9.0 REFERENCES

Document number

Document name

Executive Order 12566	Safety Belt Use Requirements for Federal Employees, dated 1986
Executive Order 13043	Increasing Seat Belt Use in the United States, dated April 16, 1997
Executive Order 13513	Federal Leadership on Reducing Text Messaging While Driving, dated 2009
29 CFR 1910.120	Code of Federal Regulations – Hazardous Waste Operations and Emergency Response
36 CFR 1191	Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines
ORC Chapter 4511	Ohio Revised Code Traffic Laws
ODOT OMUTCD	Ohio Department of Transportation – Ohio Manual of Uniform Traffic Control Devices
Brook Park Ordinances	Brook Park, Ohio Codified Ordinances – Part Three - Traffic Code
NPD 1600.2E	NASA Policy Directive – NASA Security Policy
NPR 1600.1A	NASA Procedural Requirements – NASA Protective Services Program Requirements
NPR 1620.3A	NASA Procedural Requirements – NASA Physical Security Requirements for NASA Facilities and Property
NPR 8715.3C	NASA Procedural Requirements – General Safety Program Requirements
NASA FMHB	NASA Fleet Management Handbook
GLM-FE-8500.1	GRC Environmental Programs Manual (EPM) Chapter 5 – Management of Hazardous Waste and Resource Conservation and Recovery Act (RCRA) Compliance

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APPENDIX A.—DEFINITIONS AND ACRONYMS

American Disabilities Act and Architectural Barriers Act (ADA-ABA)

Code of Federal Regulations (CFR)

Contracting Officer (CO)

Contracting Officer’s Representative (COR)

Department of Transportation (DOT)

Facilities Division (FD)

GRC Policy Directive (GLPD)

GRC Manual (GLM)

Glenn Research Center (GRC)

GRC Safety Manual (GSM)

Lewis Field (LF)

Logistics and Technical Information Division (LTID)

Miles per Hour (MPH)

NASA Procedural Requirements (NPR)

Office of Diversity and Equal Opportunity (ODEO)

Ohio Manual of Uniform Traffic Control Devices (OMUTCD)

Office of Protective Services (OPS)

Ohio Revised Code (ORC)

Plum Brook Station (PBS)

Personal Identity Verification (PIV) (NASA ID Badge)

System for Administration, Training, and Education Resources for NASA (SATERN)

Safety and Health Division (SHeD)

Traffic Violation Notice (TVN)

Vehicle - Any device, including a motorized or non-motorized bicycle, in, upon, or by which any person or property may be transported or drawn upon a highway, except that "vehicle" does not include any motorized wheelchair, any electric personal assistive mobility device, any device that is moved by power collected from overhead electric trolley wires or that is used exclusively upon stationary rails or tracks, or any device, other than a bicycle, that is moved by human power.

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APPENDIX B.—TRAFFIC OFFENSE POINT ASSESSMENTS

1

Moving Violations:	Pts. Assessed
Operating vehicle under the influence of alcohol or drugs – OVI (ORC 4511.19)	12
Aggravated vehicular homicide – vehicular homicide – vehicular manslaughter (ORC 2903.07)	12
Failure to stop after accident on other than public roads or highways (ORC 4549.021)	6
Failure to stop after an accident involving damage to realty or personal property attached to real property (ORC 4549.03)	6
Driving under suspension or in violation of license restriction (ORC 4510.11)(or <i>GRC driving privilege</i>)(remainder of original suspension plus an additional 90 days)	6
Operation in willful or wanton disregard of the safety of persons or property (ORC 4511.20)	6
Driving through safety zone (ORC 4511.60)	6
Driving Through, or Tampering, or Removing a safety device (ORC 2909.07)	6
Failure to proceed with caution when approaching stationary public safety vehicle displaying emergency light (ORC 4511.213)	6
Driving the wrong way in a one-way zone or rotary island. (ORC 4511.32)	4
Failure to yield the right-of-way of public safety or coroner’s vehicle (ORC 4511.45)	4
Failure to yield the right-of-way of pedestrian within crosswalk (ORC 4511.46)	4
Failure to comply with order or signal of police officer (ORC 2921.331)	4
Operating a motor vehicle without a valid license (ORC 4510.12A)	2
Operating a cellular phone, two way radio or other portable communication device while operating a vehicle (ORC 4511.07)(GSM, Chapter 19)	2
Earphones or earplugs on operator prohibited (ORC 4511.84)	2
Driving While Texting (ORC 4511.204)	2
Space between moving vehicles (ORC 4511.34) (tailgating)	2
Failure to yield the right-of-way rule at intersections (ORC 4511.41)	2
Failure to obey Traffic Control Devices (ORC 4511.12)	2

Failure to yield the right-of way rule at through highways, stop signs, yield signs (ORC 4511.43)	2
Failure to use turn and/or stop signals (ORC 4511.39)	2
Moving Violations:	Pts. Assessed
Failure to display of license plates and validation stickers or temporary license placard or windshield sticker (ORC 4503.21)	2
Furnishing false information to officer issuing traffic ticket (ORC 4513.361)	2
Operating a vehicle without a current safety inspection sticker (GSM Chapter 19)(ORC 4511.07)	2
Hitchhiking - soliciting employment, business, or contributions from occupant of vehicle (ORC 4511.51(C)(D)(E)(F))	2
Improper lane change (ORC 4511.33)	2
Overtaking and passing upon the right of another vehicle (ORC 4511.28)	2
Improper backing of vehicle (ORC 4511.38)	2
Failure to Wear Seatbelt (ORC 4513.263)	2
Failure to operate a motorized bicycles (no helmet, underage, non-allowed passenger, or no license) (ORC 4511.521)	2
Speed Limits – Assured clear distance (ORC 4511.21A):	Pts. Assessed
1 – 10 MPH over posted speed limit	3
11-19 MPH over posted speed limit	4
20-29 MPH over posted speed limit	6
30 or more MPH over posted speed limit	12
Non-Moving Violations:	Pts. Assessed
Child restraint system (ORC 4511.81)	2
Operating of motor vehicle without proof of financial responsibility (ORC 4509.101)	0
Parking Violation (ORC 4511.68)	3
Parking on private property – prohibited acts (ORC 4511.681)	3
Parking requirements (ORC 4511.69)(<i>Handicapped Parking Violation</i>)	3
Vehicle Equipment Violations:	Pts. Assessed
Vehicle Equipment Violation (ORC 4513.02-4513.66)	0
Pedestrian Violations:	Pts. Assessed
Pedestrian walking in roadway (ORC 4511.50)	0
Jaywalking/Failure of pedestrian to yield right-of-way (ORC 4511.48)	0
Removing or, Tampering or, Crossing into a safety barricade (Criminal Mischief ORC 2909.07)	0

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Bicyclist Violations (ORC 4511.07):	Pts. Assessed
Number of persons on the bicycle, motorcycle, or snowmobile exceeds the number of fixed seats. (ORC 4511.53(B))	0
Failure to wear protective eyewear during operation of bicycles, motorcycles, and snowmobiles (ORC 4511.53(B))	0
Failure to use hand turn and/or stop signals (ORC 4511.39) (<i>Bicyclist</i>)	0
Failure to have and use proper bicycle signal devices (whistles, siren, and/or lights (ORC 4511.56)	0

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APPENDIX C.—RESERVED PARKING POLICY AND PROCESS

Background and Policy:

1. A reserved parking policy shall be enforced to ensure proper traffic engineering, parking space assignment and management, enforcement requirements, and pedestrian and vehicular safety.
2. Designated reserve parking shall be for senior leadership and contractor support vehicles to be utilized for loading and unloading in support of the NASA mission, security, maintenance, and construction.
 - a. Not all contractors and vehicles will be granted reserved parking.
 - b. Only contractors with a specific loading and unloading need or need to respond quickly to an issue will be considered for reserved parking
 - c. Contractor support vehicle requests shall not be granted for convenience with no specific requirement but may be denied due to the following:
 - i. Impact to facility operations
 - ii. Limited available parking space
 - iii. Blocking ingress/egress for emergency access
 - iv. Impact to traffic engineering, safety, and security
 - d. Multiple vehicles shall be assigned one parking symbol or color to increase utilization when possible.
 - e. Use of impervious areas other than for vehicles (e.g. shipping boxes, dumpsters, or material scrap) shall be submitted to the Space Management Committee as documented on GRC-75P, Request for Space Utilization.
 - f. The Space Management Committee also approves of the placement of dumpsters, scrap containers, porta potties, and other non-permanent structures prior to placement through the GRC-75P, Request for Space Utilization form.

Request Process:

- Requests for reserved parking will be submitted to the Space Management Committee for parking modification.
- a. Vehicles utilizing reserved parking locations shall utilize the GRC parking tag issued by the Space Management Committee. Each hang tag will have a symbol and/or color which designates what space can be utilized.
 - b. Signs shall be white with green lettering and border with the wording “RESERVED PARKING” with applicable color and/or symbol below.
 - c. Permits shall be valid for 3 years; at that time the reserved space must be reapplied for with the same process.

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APPENDIX D.—BICYCLING PROGRAM GENERAL GUIDELINES

Bicycle Identification:

- a. Each NASA bicycle shall have some sort of identification information permanently affixed to it indicating its owning organization and building.
- b. Each personal bicycle brought onto the Center should be identified by a personal property sticker affixed to it. These stickers may be obtained from any NASA Glenn property custodian.

Bicycle Custody and Use:

- a. Unless authorized by the cognizant bicycle custodian, a NASA bicycle should be used only by persons assigned to the organization. There should be no “free range” bicycles (bikes not assigned to a specific organization or building) at the Center.
- b. NASA bicycles should be secured against theft or unauthorized use via locks, cables, and chains.

Bicycle Purchase:

- Bicycles may be purchased by any organization at the Center through LTID using their own funds.
- Bicycles purchased for NASA should possess the following characteristics:
 - Lightweight (e.g. an aluminum or alloy frame)
 - Durable (e.g. an unlimited lifetime frame warranty)
 - Rust-resistant (e.g. aluminum or alloy frames and rims, stainless steel spokes)
 - Easy-to-ride (e.g. coaster brakes, quick-release seat height)
 - Cargo-carrying (e.g. metal front basket).
 - Unisex or women’s models to facilitate riding by all Center staff

Bicycle Maintenance and Repair:

If the labor cost for a bicycle’s repair (including rust removal) exceeds its value, it should not be repaired. In such a case, if the bicycle is safely rideable, it may be used until no longer safely rideable. If not safely rideable, it should be immediately disposed of.

Bicycle Safety at NASA Glenn:

- a. Bicycles should be ridden at least 5 feet from parked cars to avoid the “opening door” hazard.
- b. It is desirable that bicyclists wear helmets when they ride bikes on the Center.
- c. Use of cellphones, pagers, headphones, or any other devices which impede hearing or require the use of one or more hands while riding a bicycle on the Center is not allowed.
- d. Bicycles should carry only the number of riders they were designed for and be ridden only the way they were designed (e.g., from the seat).
- e. Bicycles should always be inspected prior to riding to ensure they are safely rideable (e.g., tires properly inflated, chain lubricated, seat height correct, wheels secure, etc.).

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