U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: GROUND VEHICLE OPERATIONS ON AIRPORTS

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Change:

1. PURPOSE. This Advisory Circular (AC) and the attached appendices provide guidance to airport operators in developing training programs for safe ground vehicle operations and pedestrian control on the airside of an airport. Not all the items addressed in this document will be applicable at every airport. The Federal Aviation Administration (FAA) recommends that each item be evaluated in terms of how it may apply to the size, complexity, and scope of operation of the airport. This AC contains recommended operating procedures, a sample training curriculum (Appendix A), and a sample training manual (Appendix B).

2. BACKGROUND. Every year there are accidents and incidents involving aircraft, pedestrians, and ground vehicles at airports that lead to property damage and injury, which may be fatal. Many of these events result from inadequate security measures, a failure to maintain visual aids, a lack of such aids, and inadequate vehicle operator training. Ground vehicle operation plans promote the safety of airport users by helping identify authorized areas of vehicle operation, outlining vehicle identification systems, addressing vehicle and operator requirements, and coordinating construction, maintenance, and emergency activities.

3. APPLICABILITY. The overall responsibility for the operation of vehicles on an airport rests with the airport operator. The airport operator is also responsible for compliance with the requirements of part 139 at airports holding an airport operating certificate and with the provisions of any applicable Federal grant agreements. Adherence to the provisions contained in this AC may materially assist the airport operator in complying with these requirements.

a. Airport operators should establish procedures and policies concerning vehicle access and vehicle operation on the airside of the airport. These procedures and policies should address such matters as access, vehicle operator requirements, vehicle requirements, operations, and enforcement and should be incorporated into tenant leases and agreements.

b. Each bidding document (construction plans and/or specifications) for development work on an airport or for installation of an air navigation facility (NAVAID) should incorporate a section on ground vehicle operations on airports during construction activity. The airport operator should provide a copy of this plan to the local FAA Airways Facilities office for review. The construction plans and/or specifications should contain the appropriate provisions, as specified in Appendix 1 of AC 150/5370-2, *Operational Safety on Airports During Construction.*

4. RELATED READING MATERIAL. You will find additional information in the following publications:

a. 14 CFR part 139, Certification of Airports

b. Current editions of the following advisory circulars:

(1) AC 90-67, Light Signals from the Control Tower for Ground Vehicles, Equipment, and Personnel

(2) AC 120-57, Surface Movement Guidance and Control System

(3) AC 150/5210-5, Painting, Marking, and Lighting of Vehicles Used on an Airport

(4) AC 150/5340-1, Standards for Airport Markings

(5) AC 150/5340-18, Standards for Airport Sign Systems

(6) AC 150/5340-24, Runway and Taxiway Edge Lighting System

(7) AC 150/5370-2, Operational Safety on Airports During Construction

(8) AC 150/5210-18, Systems for Interactive Training of Airport Personnel

(9) AC 150/5200-30, Airport Winter Safety and Operations

c. To view or download an electronic copy of this AC, visit the FAA Web site at **http://www.faa.gov/arp/150acs.htm#Airport_Safety.**

5. VEHICLE OPERATOR REQUIREMENTS. Vehicle operators on airports face conditions that are not normally encountered during highway driving. Therefore, those persons who have vehicular access to the airside and a need to be there must have an appropriate level of knowledge of airport rules and regulations. Airport operators should require vehicle operators to maintain a current driver's license and should establish a means of identification that would permit the operation of a vehicle on the airside of an airport. Any person expected to operate on the movement area should demonstrate a functional knowledge of the English language.

6. TRAINING. Appendix A includes a sample training curriculum. This curriculum should include initial, and may include recurrent and/or remedial, instruction of airport employees, tenants, contractors, and users who have access to the airside of the airport. The airport operator should retain records of this training as long as this person is authorized to operate on the airport. Escorted access does not normally require training. The airport operators may modify these documents to meet their individual situations and may find it beneficial to have separate requirements for vehicles operated solely on a ramp area and those that operate on the movement area.

Initial training is the training provided to a new employee or airport user that would enable that person to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the airside. Recurrent training is the training provided to an employee or airport user as often as necessary to enable that person to maintain a satisfactory level of proficiency.

Appropriate schedules for recurrent training will vary widely from airport to airport and from one employee to another. Airport operators might consider requiring annual recurrent training when a vehicle operator renews an expired airport ID badge or when a tenant renews a lease agreement. A sample Ground Vehicle Operating Familiarization Program Training Record is included in Appendix B.

Airports use a variety of methods for training ground vehicle operators. In some cases, airport operators delegate the requirement of employee training to airport tenants or a contractor. Some airport operators choose to include training manuals or vehicle-operating requirements as part of tenant lease or use agreements. An airport operator may choose to distribute training manual information via a Web page, videos, or booklets. Formal classroom instruction provided by the airport operator or tenant can include either personal instruction or a computer-based interactive training system. (See AC 150/5210-18.)

Airport operators should provide a means of testing trainees on the information presented. In addition to standard question and answer classroom testing methods, the airport operators should have potential ground vehicle operators demonstrate their proficiency in operating a vehicle on the airside before authorizing driving privileges, especially if those operators will be driving on the movement area. The FAA also recommends on-the-job training before personnel have unescorted access to the airside of the airport.

7. VEHICLES ON AIRPORTS. Airport operators should keep vehicular and pedestrian activity on the airside of the airport to a minimum. Vehicles on the airside of the airport should be limited to those vehicles necessary to support the operation of aircraft services, cargo and passenger services, emergency services, and maintenance of the airport. Vehicles on the movement area should be limited to those necessary for the inspection and maintenance of the movement areas and emergency vehicles responding to an aircraft emergency on the movement area. Vehicles should use service roads or public roads in lieu of crossing movement areas whenever possible. Where vehicular traffic on airport operation areas cannot be avoided, it should be carefully controlled.

When necessary, runway crossing should occur at the departure runway end rather than the midpoint. In the event of a runway incursion, an aircraft would have more time and runway length to react if the vehicle

incursion is at the end of the runway. The aircraft might be able to come to a stop before striking the vehicle or it may be able to abort the landing.

Some aspects of vehicle control and identification are discussed below; however, every airport presents different vehicle requirements and problems. Every airport will require individualized solutions to prevent vehicle or pedestrian traffic from endangering aircraft operations. It should be stressed that aircraft ALWAYS have the right-of-way over vehicles when maneuvering on non-movement areas. Aircraft also have the right-of-way on the movement areas, except when the Airport Traffic Control Tower (ATCT) has specifically instructed an aircraft to hold or give way to vehicle(s) on a runway or taxiway.

Vehicles that routinely operate on the airside should be marked/flagged for high daytime visibility and, if appropriate, lighted for nighttime operations. Vehicles that are equipped with marking and lighting devices should escort vehicles that are not marked and lighted. (See AC 150/5210-5.) Vehicles needing intermittent identification should be marked with magnetically attached markers, which are commercially available.

8. VEHICULAR ACCESS CONTROL. The control of vehicular activity on the airside of an airport is of the highest importance. The airport operator is responsible for developing procedures, procuring equipment, and providing training regarding vehicle operations to ensure aircraft and personnel safety. At airports with an operating ATCT, controllers and vehicle operators should use two-way radios to control vehicles when on the movement area. To accomplish this task, the airport operator and the ATCT should develop a letter of agreement outlining standard operating procedures. When there is construction on an airport, whether federally funded or not, the airport operator should follow the ground vehicle practices contained in AC 150/5370-2.

At airports without an operating ATCT, two-way radio control between vehicles and fixed-based operators or other airport users should avoid frequencies used by aircraft. Even with the most sophisticated procedures and equipment, vehicle operators need training to achieve safety. The airport operator should give special consideration to training temporary operators, such as construction workers, even if escort service is being provided.

Inadvertent entry by vehicles onto movement and non-movement areas of an airport poses a danger to both the vehicle operator and aircraft that are attempting to land or take off or that are maneuvering on the airport. Methods for controlling access to the airside will vary depending on the type and location of the airport. The Airport Layout Plan is a useful tool for accomplishing this. Airports may erect a fence or provide for other natural or physical barriers around the entire airport in addition to providing control measures at each access gate, such as guards, magnetic card activated locks, or remotely controlled locks. Gates may either be opened/closed electronically or secured by lock and chain. Physical barriers might include natural objects, such as earthen berms, large boulders, tree trunks, and manmade culverts that could help control remote vehicle access points.

9. VEHICLE REQUIREMENTS. Requirements for vehicles will vary depending on the airport, the type of vehicle, and where the vehicle will be operated on the airport. An airport operator should limit vehicle operations on the movement areas of the airport to only those vehicles necessary to support the operational activity of the airport. Airport operators might find it beneficial to have separate requirements for vehicles operated solely on a ramp area as opposed to those vehicles that operate on movement areas.

Some airports have benefited from establishing their own vehicle inspection program to assure that all vehicles are maintained in a safe operating condition. In establishing vehicle requirements, some items to consider include—

a. Marking and identification of vehicles

b. Minimum equipment requirements

c. Inclusion in all vehicles of a placard diagram depicting the airport's movement area. The diagram should display prominent landmarks and/or perimeter roads. Vehicles intended to operate within the movement area should also include a placard showing the meaning of ATCT light gun signals and airfield sign and marking information.

d. Vehicle condition requirements and inspection

e. Insurance coverage

10. VEHICLE OPERATIONS. The rules and regulations pertaining to vehicle operations should provide adequate procedures for the safe and orderly operation of vehicles on the airside of the airport. In developing such procedures, airport operators should consider—

a. Requirements that vehicles operating on movement areas be radio equipped or escorted by a radio-equipped vehicle

b. Specific procedural requirements for vehicle operations on airports without an operating ATCT

c. Advance notice/approval for operating a non-airport owned vehicle on the movement area

d. Speed limits

e. Prohibitions on—

(1) Passing other vehicles and taxing aircraft

(2) Leaving a vehicle unattended and running

(3) Driving under an aircraft except when servicing the aircraft

(4) Driving under passenger bridges

f. Requirements stipulating when vehicle lights must be operated

g. Requirements for the use of dedicated vehicle lanes and perimeter roads whenever possible

h. Locations where vehicles may and may not park

i. Rules of right-of-way (e.g. for aircraft, emergency vehicles, other vehicles)

j. Areas where vehicles may be serviced

k. Procedures for inoperative radios while on a movement area

l. Requirements to report all accidents involving ground vehicles on the airside

m. Requirements making the vehicle operator responsible for passengers in the vehicle

11. EMERGENCY OPERATIONS AND OTHER NON-ROUTINE OPERATIONS. Airport operators allow a number of non-routine operations to occur on the airside of the airport. Such non-routine activities include airfield construction, airshows, aircraft static displays, VIP arrivals/departures, commercial photo shoots, or a host of other activities. In addition to security requirements, airport operators should recognize and prepare for the unique challenges that arise during non-routine operations as they relate to vehicle operations.

Airport operators should review non-routine operations that involve ground vehicles and develop vehicle operation procedures to accommodate these special operations. Planning meetings associated with such activities offer an opportunity to review driving rules and regulations, communications and procedures, and air traffic control procedures as well as other important operational issues.

These meetings should pay special attention to the following activities:

a. Airside Construction. The airport operator should develop procedures, procure equipment, and provide training on vehicle operations to ensure aircraft safety during construction as specified in AC 150/5340-2.

b. Emergency Response/Mutual Aid. Many airports rely on local emergency services to provide aircraft rescue and firefighting or emergency medical services. Airport operators should ensure that such emergency service providers receive initial and recurrent training in the subject areas identified in paragraph 10, Vehicle Operations, and maintain records of such training. In addition, any mutual aid agreement between the local emergency service providers and the airport operator should specify vehicle operations training requirements.

c. Snow and Ice Removal. Airport Operators who use contractors for snow and ice control operations should ensure agreements with such contractors include vehicle operations procedures, including training requirements, consequences of non-compliance, and vehicle communications requirements. The FAA recommends that, when possible, airport operators limit contractors to non-movement areas. When an ATCT is not in operation, or there is no ATCT, procedures should be developed to advise air traffic on the Common Traffic Advisory Frequency (CTAF) of any intentions to remove snow and ice in the movement area.

d. Low-Visibility Operations. Additional consideration should be given to vehicle operations during low visibility. Poor weather conditions (snow, fog, rain, etc.) may obscure visual cues, roadway markings, and airport signs.

Some airports have a Surface Movement Guidance and Control System (SMGCS), which provides guidance to, and control or regulation of, all aircraft and ground vehicles on the movement area of an

airport. Guidance relates to facilities, information, and advice necessary to enable pilots of aircraft, or drivers of ground vehicles, to find their way on the airport and keep the aircraft or vehicles on the surfaces and areas intended for their use. Control or regulation means the measures necessary to prevent collisions and to ensure that the traffic flows safely. For additional information on the SMGCS and the SMGCS Plan, refer to AC 120-57.

12. SITUATIONAL AWARENESS. There are a number of factors that hamper vehicle operator situational awareness. Situational awareness declines as a driver's attention is drawn into the vehicle or is focused on any one thing to the exclusion of everything else. Other such factors include vague or incomplete communications or a vehicle operator's personal conflicts, which may involve fatigue and stress. Running behind schedule or being over-tasked also contributes to a reduction in situational awareness. Certainly, degraded operating conditions, such as equipment malfunctions, rain, fog, or snow, may also diminish a vehicle operator's situational awareness.

There are ways to enhance situational awareness. As part of a ground vehicle operator's training program, airport operators may concentrate on having vehicle operators visually scan fixed and moving objects that may be converging into the vehicle's path. Airport operators should also promote the use of clear and concise communications by vehicle operators. Most important, airport operators should alert vehicle operators to distractions caused by social interactions while operating a vehicle on the airside.

Airport operators may also be able to increase situational awareness for vehicle operators with enhancements on the airside. Such enhancements may include establishing dedicated marked routes for vehicles that avoid high activity, congested areas, or blind spots. The elimination or relocation of fixed objects that hinder a vehicle operator's line of sight or block radio transmissions may also enhance safety.

13. ENFORCEMENT AND CONTROL. Airport operators should establish procedures for enforcing the consequences of non-compliance, including penalties for violations. Tenant lease or use agreements may include these enforcement provisions. Listed below are control issues that airport operators should address as part of a ground vehicle control program:

a. Implementation of a tiered identification badging system that permits easy recognition of a vehicle operator's permitted driving area privileges

b. Prohibition against transfer of registration media to a vehicle other than the one for which originally issued

c. Policies for surrendering permits to airport management when a vehicle is no longer authorized entry into a facility

d. Periodic checks to ensure that only properly authorized persons operate vehicles on the airside

e. System to control the movement of commercial trucks and other goods conveyances onto and out of the airside of an airport

f. Briefing or training for delivery drivers if they are permitted direct access to the airside

g. Implementation of a progressive penalty policy

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APPENDIX A

GROUND VEHICLE ACCESS PROGRAM TRAINING CURRICULUM

NOTE: The purpose of the Ground Vehicle Access Program Training Curriculum is to provide airport operators with a comprehensive list of training topics for educating vehicle operators who may have access to the airside of an airport. Each individual airport has unique situations that might require site-specific training. Airport operators may use this training curriculum as a guide for developing and implementing a detailed training program tailored to the airport's individual situation.

The purpose of a training program is to provide vehicle operators with the level of training necessary for their positions so they are capable of operating safely on the airside of an airport. Specific programs may be tailored to account for the items listed below:

1. Various infield aircraft navigation aids
2. Identification of a given point on a grid map or other standard map used at the airport
3. Applicable airport rules, regulations, or procedures pertaining to vehicle operations
4. Airport layout, including designation of runways and taxiways
5. Boundaries of movement areas
6. Interpretation and color coding of airfield signs, pavement markings, and lighting
7. Location and understanding of critical areas associated with instrument landing system (ILS) and very high frequency omnidirectional ranges (VORs)
8. Proper terminology (including phonetic alphabet) and procedures for radio communications with the airport traffic control tower (ATCT)
9. ATCT light gun signals
10. Established routes for emergency response vehicles
11. Dangers associated with jet blast and prop wash
12. Traffic patterns associated with each runway (left or right) and location of each leg; i.e., downwind, base, final, and crosswind
13. Situational awareness

An airport operator may choose to develop customized training programs for vehicle operators, such as airline employees, who may be restricted to operating ground vehicles only on ramps areas.

AREAS OF TRAINING

All drivers should have training in the following areas:

1. Discussion of Runway Incursions, Airfield Safety, and Security

   Training Outcome(s) – Trainee should be able to define a runway incursion and explain the benefits of airfield safety/security.

2. Definitions and Terms

   Training Outcome(s) – Trainee should be knowledgeable of the terms used on an airport.

3. Vehicle Operating Requirements

   a. Authorized Vehicles and Vehicle Identification

   b. Vehicle Lighting

   c. Vehicle Insurance

   d. Vehicle Inspection

   e. Vehicle Parking

   f. Accident Reporting

   g. Perimeter Roadways

   h. Aircraft Lighting

4. Rules and Regulations

   a. Review

   b. Noncompliance/Penalties

   Training Outcome(s) – Trainee should be knowledgeable of ground vehicle rules and regulations.

5. Testing

   a. Written Test

   b. Practical Test

   Training Outcome(s) – Trainee should be able to pass a written examination with a minimum score of 90 percent.

In addition to items 1–5, instruction for drivers authorized to drive on the movement area should also include those subject areas identified under Airport Familiarization and Communications.

6. Airport Familiarization

a. Runway Configuration/Safety Area

b. Taxiway Configuration/Safety Area

c. Movement Areas and Non-Movement Areas

d. Confusing Areas

e. Airport Lighting

(1) Runway

-Runway Edge Lights

-Touchdown Zone

-Taxiway Lead-Off Lights

-Threshold

-Runway Approach Light System

(2) Taxiway

-Taxiway Edge Lights

-Taxiway Centerline Lights

-Runway Guard Lights

f. Airfield Signage

-Runway Position Holding Sign

-Taxiway Location Sign

-ILS Critical Area Sign

-Direction Sign

-Distance Remaining Sign

g. Airfield Markings

(1) Runways

-Centerline

-Edge Markings

-Runway ID Numbers

-Threshold Markings

-Hold Short Lines

(2) Taxiways

-Hold Lines

-ILS Hold Line

-Geographic Position Markings

-Centerline

-Edge Markings

(3) ILS Critical Areas

(4) Non-Movement Area Boundary Marking

h. Airport NAVAIDS and Visual Approach Aids

-Location

-Non-interference

Training Outcome(s) – Trainee should be able to label all critical parts on the airport and explain the purpose of all marking, lighting, and signs on the airport.

7. Communications

a. Ground Vehicle Communications

(1) Radio Frequencies

(2) Procedural Words and Phrases

b. Aviation Phonetic Alphabet

c. Aviation Terminology

d. Procedures for Contacting the ATCT

e. Airfield Communications at Airports Without Operating ATCT

f. Light Gun Signals

-Description of Light Gun and How to Signal Tower

Training Outcome(s) – Trainee should be able to adequately send and receive radio messages.

APPENDIX B

SAMPLE GROUND VEHICLE OPERATIONS TRAINING MANUAL

NOTE: This sample training manual provides airport operators with a template for developing and implementing proposed policies or procedures for controlling ground vehicles and equipment accessing the airside of an airport. Airport operators may use the format below but adapt the requirements to specific conditions found on the airport. The first part of the appendix could serve as driving rules and regulations that could be adopted by the airport operator who would fill in the appropriate blanks or blocks of text or revise the document for a specific airport. Section 2 would serve as a suggested driver training manual. In this section, the airport operator could add or delete information as it applies to the airport. For example, if the airport has no instrument approach, reference to the ILS signs and protection of critical areas could be deleted. Also, the airport operator is encouraged to replace illustrations of signs with those found on the airport.

Section 1. Airport Driving Rules and Regulations

1.1. Authority for Implementation of Rules and Regulations. The (NAME) Airport operates under the authority of (JURDISTICTION). (CITY/COUNTY ORDINANCE OR STATE STATUTE) has granted the (AIRPORT OPERATOR) the authority to make bylaws for the management and supervision of its airport affairs.

1.2. Applicability. This regulation applies to all users of, and persons on any portion of, the property owned or controlled by (AIRPORT OPERATOR). No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed, or modified by (AIPORT OPERATOR), as necessary.

1.3. Definitions. The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual. (*The airport operator should include only those definitions applicable to its airport and conditions.*)

1.3.1. Accident–a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

1.3.2. Air Carrier Ramp–a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Private vehicles and aircraft are prohibited from operating on it.

1.3.3. Airside–those areas of an airport that support aircraft activities.

1.3.4. Airport Traffic Control Tower (ATCT)–a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

1.3.5. Aircraft–a device that is used or intended to be used for flight in the air.

1.3.6. Airport–(NAME) International Airport Facility, owned and operated by (AIRPORT OPERATOR), including all improvements and equipment existing or to be developed.

1.3.7. Apron or Ramp–a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

1.3.8. Common Traffic Advisory Frequency (CTAF)–radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)

1.3.9. Fixed-Based Operator (FBO)–a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

1.3.10. **Flight Service Station (FSS)**–air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations; relay air traffic control clearances; originate Notices to Airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDS. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of transborder flights.

1.3.11. **Foreign Object Debris (FOD)**–debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.

1.3.12. **General Aviation (GA)**–that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

1.3.13. **Ground Vehicle**–all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

1.3.14. **ILS Critical Area**–an area provided to protect the signals of the localizer and glideslope.

1.3.15. **Incursion**–any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.

1.3.16. **Jet Blast**–jet engine exhaust or propeller wash (thrust stream turbulence).

1.3.17. **Law Enforcement Officer (LEO)**–any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

1.3.18. **Light Gun**–a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

1.3.19. **Mobile Fueler**–a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at (AIRPORT). This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

1.3.20. **Movement Area**–the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an air traffic control tower.

1.3.21. **MULTICOM**–a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private aircraft.

1.3.22. **Non-movement Areas**–taxiways, aprons, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower.

1.3.23. **Operator**–any person who is in actual physical control of an aircraft or a motor vehicle.

1.3.24. **Owner**–a person who holds the legal title of an aircraft or a motor vehicle.

1.3.25. **Restricted Areas**–areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.

1.3.26. **Runway**–a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

1.3.27. **Runway in Use or Active Runway**–any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.

1.3.28. **Runway Safety Area**-a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

1.3.29. Surface Movement Guidance and Control System (SMGCS)–a system comprising the provisions for guidance to, and control or regulation of all aircraft, ground vehicles, and personnel of the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.

1.3.30. Taxiways–those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

1.3.31. Tie Down Area–an area used for securing aircraft to the ground.

1.3.32. Uncontrolled Airport–an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

1.3.33. UNICOM–a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

1.3.34. Vehicle Service Road–a designated roadway for vehicles in a non-movement area.

1.3.35. Very High Frequency Omnidirectional Range (VOR)–a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.

1.3.36. Wake Turbulence–phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

1.4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

1.5. Violation of Rules—Penalties and Suspension of Driving Privileges. Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by (OPERATOR) in addition to the penalties described pursuant to Federal, state, or local authorities. (*The airport operator should tailor this section to discuss its enforcement policies.*)

1.5.1. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Receipt of _____ written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of _____ written warnings in any 12-month period will automatically result in revocation of airside driving privileges.

1.5.2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the (AIRPORT OPERATOR) reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.

1.5.3. Suspension of airside driving privileges shall be no less than _____ calendar days and no greater than _____ calendar days.

1.5.4. The (AIRPORT OPERATOR) will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

1.6. The (AIRPORT OPERATOR) may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

1.7. Driver Regulations on the Airside of an Airport.

1.7.1. Vehicle Operator Requirements.

1. All applicants must satisfactorily complete the applicable driver's training class before receiving an airside driver's license.
2. All applicants must pass the written test with a grade of at least ___ percent. Applicants who do not pass the written test may retake the test after additional study and a ____ day period.
3. Applicants for movement area driving privileges shall be required to successfully complete an airside driving test by a designated representative of (AIRPORT OPERATOR).
4. No vehicle shall be operated on the airside unless—
   a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
   b. The driver properly displays an approved, airport-issued ID card with the Authorized Driver designation (*if applicable*).
5. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than _____ miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
6. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
7. No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than _____ feet (___ m) from any wing or tail section.
8. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
9. No vehicle operator shall enter the airside unless authorized by (AIRPORT OPERATOR) or unless the vehicle is properly escorted.
10. No vehicle operator shall enter the movement area—
    a. Without first obtaining permission of the (AIRPORT OPERATOR) and clearance from the ATCT to enter the movement area;
    b. Unless equipped with an operable two-way radio in communication with the ATCT; or
    c. Unless escorted by an (AIRPORT OPERATOR) vehicle and as long as the vehicle remains under the control of the escort vehicle.
11. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the (AIRPORT OPERATOR) considers an endangerment.
12. No person shall—
    a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
    b. Ride on the running board or stand up in the body of a moving vehicle.
    c. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
13. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
14. No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.

15. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.

16. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

17. Vehicle operators shall not operate or park vehicles under any passenger loading bridge.

18. No person shall park a vehicle in an aircraft parking area, safety area, or gross area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.

19. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.

20. No person shall park a vehicle or equipment within ____ feet (___ m) of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.

21. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.

22. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.

23. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.

24. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the (AIRPORT OPERATOR) to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.

25. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

1.7.2. Vehicle Regulations.

1. No vehicle shall be operated on the airside unless it has proper registration in the (STATE) or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the (AIRPORT OPERATOR).

2. All vehicles operated on the airside must have vehicle liability insurance, as required by the (AIRPORT OPERATOR).

3. The (AIRPORT OPERATOR) must approve tenant vehicles operated on the movement and non-movement areas. These vehicles must display a (AIRPORT OPERATOR) sticker or an airport-approved company logo that is at least _____ inches (___ cm) in height on the passenger and operator's doors.

4. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.

5. No vehicle shall be permitted on the airside unless—

   a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport.*

   b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).

d. It has operable headlamps and brake lights.

6. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.

7. All aircraft refueling vehicles and any other vehicle 8-foot or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside.

1.7.3. **Vehicular Accidents.** Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall—

1. Immediately stop and remain at the scene of the accident.

2. Render reasonable assistance, if capable, to any person injured in the accident.

3. Report the accident immediately to the (AIRPORT OPERATOR) before leaving the scene, if possible.

4. Provide and surrender the following to any responding (AIRPORT OPERATOR) personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

Section 2. Driving on the Non-Movement Areas

2.1. Non-movement areas include taxiways, aprons, and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include—

2.1.1. Service roads

2.1.2. Cargo aprons

2.1.3. General aviation apron

2.1.4. Air carrier apron(s)

2.2. **Driving.** Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

Vehicle drivers should—

2.2.1. Never drive between safety cones or across delineated passenger walkways.

2.2.2. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.

2.2.3. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.

2.2.4. Be aware and avoid moving propellers that can cause damage, injury, or death.

2.2.5. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.

2.2.6. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles, or aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

2.3. Nighttime and Poor Weather Driving Conditions. Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

Section 3. Driving on the Movement Areas

Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC directions.

3.1. ATCT Control. Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement areas are considered "positive control," meaning that all vehicle operators will need permission from ATC before entering the area.

3.2. Authorized Vehicles. Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks, and other nonessential vehicles should not be permitted to enter these areas. Exceptions may include (AIRPORT OPERATOR)-authorized vehicles with appropriately trained personnel. Airport Operations/Maintenance shall coordinate all other vehicle operations within the movement areas.

3.3. Taxiways.

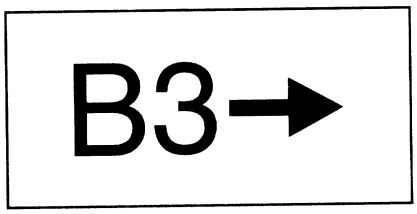
3.3.1. Designations. Aircraft use taxiways to move to and from the aprons and the runways.

Taxiways are designated by letters or by a letter/number combination such as A, B, G2, or B3. (The Airport Operator should include a diagram of the airport here with the taxiway and runway designations.)

3.3.2. Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors. Some taxiways are also lighted with **green** in-paved, centerline lighting. (*Use airport-specific example here.*)

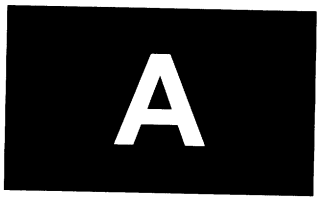
3.3.3. Signs. The signs used on taxiways are direction, destination, location, and taxiway ending marker signs.

Direction and Designation Signs have **black lettering** and a **directional arrow** or **arrows** on a **yellow background**. The arrow indicts the direction to that taxiway, runway, or destination.



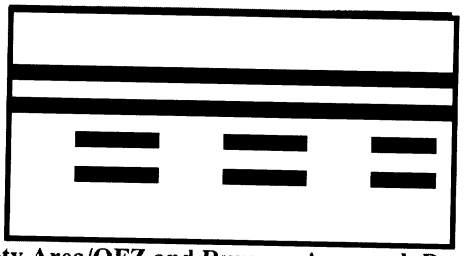
Taxiway Directional Sign

Location Signs have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



Taxiway Location Sign

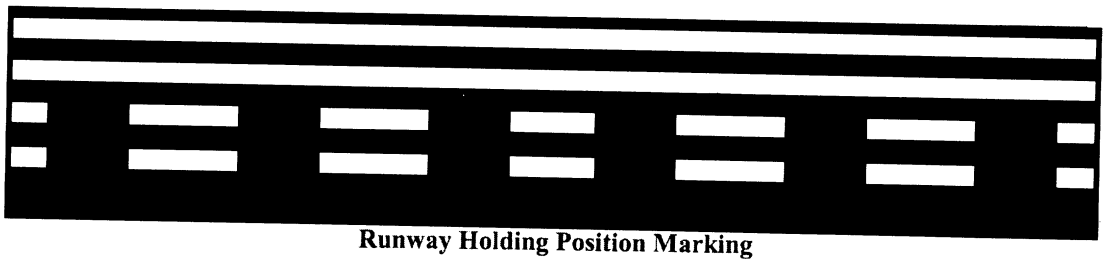
Runway Safety Area/Object Free Zone (OFZ) and Runway Approach Area Boundary Signs, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to identify when the vehicle is clear of the runway environment. It has a **black inscription** that depicts the holdline marking on a **yellow background**.



Runway Safety Area/OFZ and Runway Approach Boundary Sign

3.3.4. **Markings.** Pavement markings on taxiways are always **yellow.** The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



Runway Holding Position Marking

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.

Non-Movement Area Boundary Marking

Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.

ILS Hold Position Marking

3.4. Runways (*Use Airport Specific Examples*).

3.4.1. Designations. Runways are areas where aircraft land and take off. Runways are always designated by a number such as 1 or 19. The number indicates the compass heading of the runway. An aircraft taking off on runway 19 is headed 190 degrees. In the event of parallel runways, a letter designation is added to indicate either the right or left runway; e.g., **1L-19R, 1R-19L**.

3.4.2. Lighting. Runways are lighted with a variety of colored lights.

Runway Edge-lights are **white**. **If the runway has an instrument approach,** the last 2,000 feet of the runway will be yellow in color.

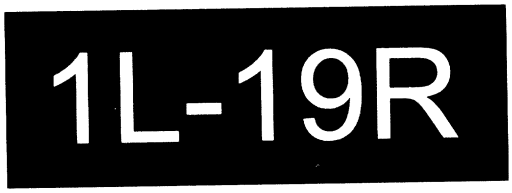
Runway Centerline Lights are **white** except for the last 3,000 feet of the runway, where they begin to alternate **red** and **white**. For the last 1,000 feet of runway the centerline lights are all **red**.

Runway Touchdown Zone Lights are **white**.

Runway End/Threshold Lights are split lenses that are **red/green**.

3.4.3. Signs.

Mandatory Holding Position Signs for Runways have **white numbering/lettering** on a **red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. **Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.**



Runway Hold Sign

Instrument Landing System (ILS) Holding Position Signs have **white letters** on a **red background with a white border**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it (*use airport-specific policy*). If a vehicle proceeds pass this microwave landing system/ILS marking, it may cause a false signal to be transmitted to the landing aircraft.

ILS Hold Sign

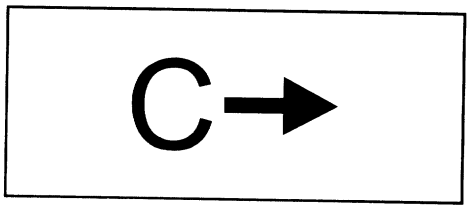
Holding Position Signs for Runway Approach Areas. The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. This sign has **white numbering** on a **red background** with a **white border.** The sign is installed on taxiways located in approach areas where an aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway.

Approach Sign

Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have **white numbering** on a **black background. The number on the sign provides the remaining runway length in 1,000-foot increments.**

Runway Distance Remaining Signs

Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background.**



Runway Exit Sign

3.4.4. Markings.

Pavement markings on a runway are white. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white. The only nonwhite lines on a runway are yellow lead-in/-off lines that extend from the runway centerline and holdlines for a specific operation known as land and hold short.

Section 4. Communications

4.1. Any vehicle driving on the **movement areas (runways and taxiways) must** be in contact with the ATCT or capable of monitoring and transmitting on the CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas on controlled airports. Permission must be requested and clearance given prior to driving on a movement area. A vehicle that is equipped with a radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may traverse that area without ATCT contact but must be escorted if their travels require them to cross an active movement area.

4.2. The ATCT controller may use separate or common radio frequency to control all ground traffic, vehicle and aircraft, on the movement areas. The frequency is only to be used to get clearance onto and off the movement areas. When the ATCT is closed, the CTAF should be used to announce a driver's intentions when operating within the movement area.

4.3. Phraseology. Vehicle operators must contact the ATCT ground controller each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: **WHO you are, WHERE you are, and WHAT your intentions are.** Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Very high frequency frequencies are for the primary use of aircraft and ATCT personnel. Some typical transmissions are as follows:

- (AIRPORT NAME) ground control, this is Airport 21 at Charlie 6. Request permission on all taxiways for a pavement inspection."
- (AIRPORT NAME) ground control, this is Airport 21 at Taxiway Alpha. Request clearance south on runway 19 right for a light inspection."

Reply transmissions may be brief, such as—

- ATCT: "Airport 21, hold short of runway 19 right."
- Driver: "Airport 21 holding short of runway 19 right."
- ATCT: "Airport 21 cleared south on runway 19 right."
  "Please expedite, landing aircraft on a 10 mile final for runway 19 right."
- Driver: "Airport 21 cleared south on runway 19 right, will expedite."
- Driver: "Ground control, Airport 21 is clear of runway 19 right.

NOTE: If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

4.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.

Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

4.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

A	ALFA	**N**	NOVEMBER
B	BRAVO	**O**	OSCAR
C	CHARLIE	**P**	PAPA
D	DELTA	**Q**	QUEBEC
E	ECHO	**R**	ROMEO

F	FOX-TROT	**S**	SIERRA
G	GOLF	**T**	TANGO
H	HOTEL	**U**	UNIFORM
I	INDIA	**V**	VICTOR
J	JULIET	**W**	WHISKEY
K	KILO	**X**	X-RAY
L	LIMA	**Y**	YANKEE
M	MIKE	**Z**	ZULU

4.6. ATCT Light Gun Signals. Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

4.7. Safety. The FAA defines runway incursion as **"Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off or intending to take off, landing, or intending to land."**

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness

An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way.**

NOTE: Any individual involved in a runway incursion should receive remedial airfield driver's training given by the (AIRPORT OPERATOR).

This is an appropriate place to describe an individual airport's runway and taxiway identification system. In addition to the system description, the FAA recommends that the airport operator provide a runway (RY) and taxiway (TWY) diagram, especially if the airport's identification system varies from the norm or is otherwise complicated.

SAMPLE

GROUND VEHICLE OPERATING FAMILIARIZATION PROGRAM

TRAINING RECORD

Employee's Name: _____

Employee's Position: _____

Company Name: _____

Social Security Number: _____

Driver's License State and Number: _____

Driver's License Expiration Date: _____

I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the airport operations area.

As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify the (AIRPORT OPERATOR) immediately.

Sign your name and indicate today's date below:

_____ (NAME)

_____ (DATE)

PERMITTED VEHICLE OPERATING AREAS

Location

[ ] General Aviation Ramp

[ ] Air Carrier/Terminal Ramp

[ ] Firehouse

[ ] Air Cargo

[ ] Tie-downs

[ ] General Aviation Hangars

[ ] All Areas

I certify that the above named individual has satisfactorily completed the Driver Training Program.

Instructor's Signature: _____

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U.S. Department
of Transportation

**Federal Aviation
Administration**

800 Independence Ave., S.W.
Washington, D.C. 20591

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