



Tucson International Airport (TUS)
AOA Driving
Rules and Regulations

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TUCSON INTERNATIONAL AIRPORT (TUS) AOA DRIVING RULES & REGULATIONS

REVISION INDEX	
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1.0 Purpose

To provide clear direction for ground vehicle access and operations within the AOA of the Tucson International Airport (TUS).

2.0 Goal

The goal of this program is safe driving through the practice of defensive driving and airport rules and regulations compliance. Accomplishing this goal requires airlines, tenants, and other users of the airport to work closely with TAA to promote a culture of high training standards, safety and compliance.

3.0 Authority

The TAA is the governing body for TUS, a certified Part 139 Class I Airport by the Federal Aviation Administration (FAA) under 14 CFR 139.

4.0 Applicability

These AOA Driving Rules and Regulations apply to **ALL** users of, and any person on any portion of, the AOA at TUS. All applicable federal, state and local laws are incorporated into and apply to these Rules and Regulations.

5.0 Definitions

The following words and phrases when used in these Rules and Regulations shall have the meanings given below:

Accident – a collision or other incident between one aircraft or vehicle and another aircraft, vehicle, person, or object that may result in property damage, damage to the airport, personal injury, or death.

Air Operations Area (AOA) – All areas at TUS inside the perimeter fence. This area includes runways, taxiways, ramps and perimeter roads, as depicted on Appendix B.

Air Traffic Control Tower (ATCT) – a service operated by the Federal Aviation Administration (FAA) to promote the safe, orderly, and expeditious flow of air and airside ground traffic, commonly referred to as the “Tucson Tower” or the “Tower.”

Airport Communications Center (ACC) – the TAA department that communicates and disseminates emergency and non-emergency information to units or individuals with an operational need to know, also assists tenants and the general public by providing general information.

Escort – a person authorized by the TAA to accompany, monitor, direct, and control the actions of other persons or vehicles to operate on the Movement Area or Non-Movement Area. Driver Escorts can only escort in an area they are authorized to drive in.

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

Light Gun – a handheld, directional light-signaling device that emits a bright narrow beam of white, green or red light, as selected by the Tower controller.

Movement Area – the runways, taxiways, safety areas and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and parking areas. These areas are controlled by the Air Traffic Control Tower. Movement Areas are depicted on Appendix B.

Non-Movement Areas – the area, other than described as the Movement Area, used for the loading, unloading, and parking of aircraft. This may include the apron areas, and on-airport fuel farms. These areas include: taxi lanes, aprons, the perimeter road and other designated roadways, and other

areas not under the control of the Air Traffic Control Tower. The Non-Movement Area is depicted on Appendix B.

Perimeter or Service Road – a designated roadway for vehicles in a Non-Movement Area. The primary Airport perimeter road is depicted on Appendix B.

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

Runway Incursion – any occurrence at the Airport involving the incorrect presence of an aircraft, vehicle or person on the RSA. Reference Appendix C.

Runway Safety Area (RSA) – a defined surface surrounding the runway 250 feet off the runway centerline and 1,000 feet off each end, or as required by the FAA.

Security Identification Display Area (SIDA) – the portions of an airport, specified in the TAA Airport Security Program, in which security measures required by the Transportation Security Administration regulations must be carried out. This area includes the Secure Area and may include other areas of the airport.

Surface Incident – Unauthorized or unapproved movement within the designated Movement Area (excluding Runway Incursions), or an occurrence that affects or could affect the safety of flight.

Taxiways – those parts of the Movement and Safety Areas designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Vehicle or Pedestrian Deviation (V/PD) – any entry or movement on the airport Movement Area or Safety Area by a vehicle operator or pedestrian that has not been authorized by Air Traffic Control.

6.0 Driver Prerequisites, Training, and Licensing

6.1 Required Documents

- a. Valid State Driver's License
- b. Motor Vehicle Record
 - i. Movement drivers and Taxi Mechanics will require annual MVR review.

6.2 Non-Movement Area

a. Applicability

- i. Drivers who operate a vehicle in the Non-Movement Area, including the perimeter road, tenant leased areas, and apron areas as depicted on Appendix B.
- ii. Drivers must provide proof of operational need to drive in the Non-Movement Area.

b. Training Materials

Training includes an interactive computer program, or such other methods or materials approved by TAA Airside Operations.

c. Additional Training

TAA Airside Operations may require a driver to attend TAA-provided remedial training following a violation, accident, incident, or if TAA otherwise determines that such remedial training is necessary.

d. Renewal

To maintain authorization to drive in the Non-Movement Area, drivers must complete the computer training course at least once every twenty-four (24) Consecutive Calendar Months (CCM).

e. Test Retake Procedure

- i. Initial/Renewal Test: If the applicant driver fails the computerized driver training, he/she must wait 24 hours to re-take the test.
- ii. Second Test: If the applicant driver fails the computerized test a second time, he/she must wait 10 calendar days to re-take the driver test.
- iii. Third Test: If the applicant driver fails the computerized test a third time, he/she must wait 90 calendar days to re-take the test.
- iv. Eligibility: If the applicant driver cannot pass the computerized test after the third test, he/she is not eligible to test for the Non-Movement Area driving authorization for 365 calendar days.

6.3 Movement Area

a. Applicability

- i. Drivers who operate a vehicle in the Movement Area, including the runways, taxiways and safety areas as depicted on Appendix B. Approval of Movement Area driving requests resides with the Director of Airside Operations.
- ii. Movement Area drivers must have an operational need to drive in the Movement Area and have demonstrated an ability to read, speak, hear through both ears, and understand the English language so the driver can communicate with the ATCT and understand ATCT instructions, via two-way radio.
- iii. Only qualified employees of TAA, FAA, Arizona Air National Guard, and Taxiing Mechanics (only when taxiing aircraft) will be eligible to obtain authorization to drive/taxi in the Movement Area.

b. Training and Testing

- i. The driver must complete driver's training to learn the rules for driving on the AOA, including the Movement Area. Such training consists of an interactive computer lesson and classroom instruction.
- ii. Practical tests may include a driving test in the Movement Area during both daytime and nighttime operations.

c. Additional Training

TAA Airside Operations may require a driver to attend TAA-provided remedial training following a violation, accident, incident, or if TAA otherwise determines that such remedial training is necessary.

d. Renewal

To maintain authorization to drive in the Movement Area per FAA regulations each driver and Taxi Mechanic must attend and pass a TAA Airside Operations - approved driver's training course every twelve (12) consecutive calendar months.

e. Test Retake Procedure

Test re-take procedures are the same for MA driver privileges as NMA driver privileges: Section **6.2.e**.

6.4 Expiration

TAA-issued driving area authorization shall expire at 12:01 a.m. on the date specified on the driver's badge, or when a driver's employment with TAA or any of TAA's tenants' ends. If a driver has been terminated, the driver or sponsor must return the badge to the Airport Security Office.

6.5 Current Information: Obligation to Report

- a.** Each driver and, if applicable, the driver's employer must inform Airport Security Office of any changes in employment or job responsibility that may affect the driver's TAA driving privileges at the time of the change.
- b.** Each driver must immediately report any type of Accident, Surface Incident, Deviation or Runway Incursion to the TAA Airport Communications Center (ACC) and TAA Airside Operations. Failure to do so may result in permanent revocation of AOA driving privileges (Reference Section 9 – Accidents Reports; Notice, for additional information).
- c.** Each driver must immediately report to the Airport Security Office any suspension or revocation of his/her state-issued driver's license.

7 Vehicle Standards and Markings

7.1 Vehicle Requirements

- a.** Vehicle owners are responsible for vehicles being in sound mechanical condition with unobstructed forward and side vision from the driver's seat. Sound mechanical condition means that the vehicle is safe for driver use, and includes but is not limited to, a functional engine that does not emit smoke or excessive exhaust, that brakes function properly and do not grind, squeal or smoke when the driver attempts to slow or stop the vehicle, that the steering wheel and any shift mechanisms function properly so the driver can maintain control of the vehicle, headlights and/or tail lights are fully operational, tires are in good condition and there are no leaking fluids.
- b.** Vehicles operating in the Movement Area and Safety Areas shall be equipped with a flashing yellow beacon light as specified by the most current Advisory Circular

150/5210-5D *Painting, Marking, and Lighting of Vehicles Used on an Airport*, (which may include orange/white flag on construction vehicles or flashing lights on an authorized emergency vehicle). Such lights must be activated when on the Movement Area.

- c. All aircraft refueling vehicles and any other vehicle eight (8) feet or more in width shall be equipped with an operable flashing yellow beacon or approved equivalent.
- d. Carts or equipment being towed or carried after sunset must have side and rear reflectors, or rear lights.
- e. Service vehicles and fuel trucks shall carry the appropriately rated and inspected (and current) fire extinguishers.

7.2 Vehicle Identification

- a. Vehicles operating in the Movement and Non-Movement Area must be properly marked, as outlined in the most current Advisory Circular 150/5210-5D.
- b. Vehicles must display a TAA-approved company logo that is at least 10" x 10" and is placed on the driver and passenger sides of the vehicle. This requirement does not apply to a tenant's personal vehicle operated pursuant to the Tenant Leased Area authorization for use within the tenant's exclusive leased premises.
- c. Personal vehicles operating on the Tenant Leased Area must have a placard on the dashboard no smaller than 8 ½" X 11" identifying their landlord. The placard must be displayed at all times while inside the AOA.
- d. Personal tenant vehicles are not allowed to drive outside of the Tenant Leased Area and the Perimeter Road without approval by the TAA Airside Operations Department.

7.3 Vehicle Deficiencies

- a.** TAA Airside Operations may issue an Airside Operations Warning Notice or an Administrative Notice of Violation to a driver operating a vehicle that is not in compliance with these Rules and Regulations.
- b.** Should the vehicle be company-owned, the company owner will be notified and may be subject to the Administrative Notice of Violation.
- c.** In the event the Administrative Notice of Violation is issued for any unsafe or dangerous vehicle condition, the vehicle will not be allowed to operate on the Airside until the deficiency has been corrected and re-authorized by the TAA Airside Operations.

7.4 Compliance Checks

TAA will, conduct spot checks of vehicles and drivers on the AOA for compliance with the vehicle and driver requirements of these Rules and Regulations. Compliance checks can be performed by the TAA Airside Operations, Airport Police Department, Airport Fire Department, Airport Maintenance Department and/or Airport Planning & Engineering Department.

8 Driving Rules

8.1 Driving Rules

- a.** Aircraft and passengers always have the right-of-way.
- b.** No driver shall enter the AOA unless authorized by TAA Airside Operations (by means of a TAA-issued badge with a driver's authorization) or unless the driver's vehicle is under escort.
- c.** Each driver shall operate on the AOA only in those areas he/she has been expressly authorized to access by TAA Airside Operations, as indicated on their TAA-issued badge.
- d.** Each driver on the AOA must carry their state-issued driver's license, the applicable TAA-issued badge that identifies the driver as authorized to operate within one of the areas listed below:
 - i.** Non-Movement Area
 - ii.** Movement Area
 - iii.** Taxi Mechanic
- e.** No driver shall operate a vehicle outside of the area(s) as indicated on the driver's TAA-issued badge.
- f.** All vehicles operated on the AOA must have vehicle liability insurance as required by TAA. All vehicle liability insurance questions should be directed to the Tucson Airport Authority at 520.573.8100.
- g.** All vehicles that fail to provide insurance upon request or report changes to insurance will not be allowed to operate on the AOA until proof of insurance has been submitted and re-authorized by the TAA Administration in order to return to service on the airfield.
- h.** No vehicle shall pass another vehicle in a designated roadway.

- i.** No portion of a vehicle shall pass underneath any portion of an aircraft.
- j.** No vehicle shall pass between an aircraft and the passenger terminal when the aircraft is parked at a gate position except those vehicles servicing the aircraft.
- k.** All vehicles shall drive the airport perimeter and service roads to move between areas on the airport.
- l.** Except for drivers under approved escort, each driver entering the Movement Area shall have an operable two-way radio, be in communication with the ATCT, and obtain clearance from the ATCT.
- m.** If a driver requires an escort while on the Movement Area, a proper escort must be maintained at all times.
- n.** Towing aircraft in the Movement Area requires Airside Operations coordination and a proper escort.
- o.** No person shall:
 - i.** Operate any vehicle that is overloaded or carrying more passengers than the vehicle is designed to carry;
 - ii.** Ride on the running board or stand up in the body of a moving vehicle;
 - iii.** Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use;
 - iv.** Request permission and/or an escort to cross the Movement Area for the purpose of convenience or to expedite travel time.
- p.** A vehicle guide person is required whenever the vision of the driver is restricted.
- q.** Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.

- r. No driver shall operate a vehicle or other equipment within the AOA under the influence of alcohol, controlled substance or any drug that impairs, or may impair, the driver's abilities to drive safely and maintain control of his/her vehicle.
- s. Each driver using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The driver shall also ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open.
- t. Drivers shall not operate vehicles in a reckless or careless manner.
- u. No person shall leave the scene of an accident until authorized by a TAA representative.
- v. No person shall flee or attempt to elude a TAA representative.
- w. No person shall drive or park a vehicle under a passenger loading bridge at any time.
- x. Except for approved ground radios or radios used for official or business communications, all radios or other music or sound producing devices must be turned off.
- y. The use of portable headphones, or other listening devices while operating a vehicle is prohibited.

8.2 Speed Limits

- a. All vehicles must operate within the posted speed limit.
 - i. Perimeter road – **25mph**
 - ii. Commercial and Cargo aprons, G.A. and Run-up ramps including service roads – **15mph**
 - iii. Baggage area – **5mph**
- b. Drivers must be aware of their speed when driving near actual or potential hazards.

8.3 Construction

Vehicles operated pursuant to and in compliance with a TAA-approved Ground Rules for Construction are required to abide by these Rules and Regulations, including training and testing requirements.

8.4 Traffic Control

- a. Drivers shall obey all posted regulatory markings, traffic signals, and all instructions of a TAA representative, the ATCT or any other designated person charged with traffic control and enforcement.
- b. Loss of 2-way communication with ATCT: See Appendix-C.

8.4 Additional Safety Rules

- a. All vehicle occupants shall wear seat belts, if available.
- b. Each driver is responsible for the activities of each vehicle passenger on the AOA of the airport.
- c. No person may transport passengers in any vehicle unless that vehicle is equipped with a seat intended for use by a person other than the driver.
- d. No person or vehicle shall litter or cause FOD.
- e. All Movement and Non-Movement Area drivers will pick up and properly dispose of FOD seen in Movement and Non-Movement Areas.
- f. Immediately report any person or vehicle observed littering or creating a FOD hazard to TAA Airside Operations at 520-573-8190 or 520-573-8182.
- g. The use of scooters, mini-bikes, roller skates/blades, skateboards and bicycles are prohibited.
- h. All-Terrain Vehicles (ATV's) may be used only for transportation, i.e., driving to and from hangars or other facilities, and construction.

- i. Recreational use of the Perimeter road (e.g., jogging, tours, or sightseeing) or any other AOA area is prohibited.
- j. The use of cell phones while driving in the AOA is prohibited.

Exception: The use of cell phones while driving in the AOA is authorized only for TAA Airside Operations, TAA Police, and TAA Fire Department.

8.5 Parking

- a. No vehicle shall be stopped or parked, except in designated parking areas, other areas designated by TAA Airside Operations, or when in compliance with the direction of a TAA representative or traffic control device.
- b. No person shall park a vehicle within an area that restricts the movement of a passenger loading bridge or aircraft.
- c. When not serving aircraft or undertaking their intended functions, service vehicles and equipment shall be parked only in approved areas.
- d. No person shall park a vehicle in an aircraft parking area or safety area, or in a manner that obstructs or interferes with operations in the Movement Area or apron area.
- e. 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, service equipment, or emergency vehicles.
- f. No person shall park a vehicle or equipment within fifteen (15) feet of a fire hydrant or in a manner that prohibits an Emergency vehicle from accessing the fire hydrant.
- g. Fuel trucks must not be brought into, stored, or parked within fifty (50) feet of a building.

- h.** Fuel trucks must not be parked within ten (10) feet of other vehicles or fifty (50) feet from any parked aircraft.

8.6 Removal of Vehicles

Any abandoned vehicle left on the AOA is in violation of these Rules and Regulations and will be removed and towed immediately at the owner's expense.

8.7 Emergency Vehicles

All drivers shall immediately yield the right-of-way to an emergency vehicle giving an audible or visual signal or as otherwise directed by a TAA representative.

9.0 Enforcement, Violations, and Appeals

9.1 Airside Operations Warning Notice

- a. TAA Airside Operations may issue Warning Notices for violations that do not immediately endanger people or property.
- b. If a driver is issued three (3) warnings during a twenty-four (24) month period, the warnings will be treated as a violation and points will be assessed accordingly.
- c. The driver will be assessed points for the twenty-four (24) month period beginning on the date of the third warning.

9.2 Violations, Penalties, and Suspensions

a. Violations

TAA Airside Operations may issue an Administrative Notice of Violation to any person and assess penalties as set forth herein for any of the following:

- i. Violations of these Rules and Regulations or any laws or regulations expressly incorporated herein, including FAR Part 139 (14 CFR 139);
- ii. Any other action that compromises safety, as determined by TAA Airside Operations.

b. Penalties

Points will be assessed against a driver for any notice of violation in accordance with Appendix A.

Points are assessed as of the date of the violation and will remain on the person's Airside driving record for twenty-four (24) CCM.

TAA Airside Operations may review and amend Appendix A as required to comply with any federal, state or local law or regulation or as TAA Airside Operations

otherwise deems necessary to ensure the safety and efficiency of the Airport.

c. Suspensions

Suspensions are reviewed on a case-by-case basis by TAA Airside Operations and will be determined by level of safety to continue driving on the airfield.

d. Immediate Suspension or Revocation

TAA Airside Operations may immediately suspend a driver's driving privileges and security ID badge for the following reasons:

- i. Operating a vehicle while having a suspended or revoked state driver's license or suspended or revoked TAA driving privileges;
- ii. Operating a vehicle while under the influence of alcohol or while otherwise impaired;
- iii. Operating a vehicle in a reckless or careless manner or without regard to the rights or safety of others;
- iv. The driver commits a Runway Incursion or V/PD.
- v. Violations where the failure to immediately suspend would jeopardize the health, safety or welfare of the traveling public or other people on the AOA.
- vi. Upon finding cause for such immediate suspension, **individual will be removed from the area immediately.** TAA Airside Operations shall issue a Written Notice of Immediate Suspension/Revocation to the individual and their employer.

9.3 Driver Record Points

Drivers will be assessed the following points on their TAA driving record for violations.

Infraction	Points
Minor	1
Major	3
Serious	7
Severe	11
Immediate Revocation	15

When drivers accumulate the following point level(s) within a twenty-four (24) month period the following apply:

Points	Penalties	Explanation
1-3	Airside Driving Violation Notice	Driver of record and driver's employer, if applicable, will receive a Violation Notice from TAA Airside Operations advising that the driver will receive a one (1) to three (3) points.
4	Advisory Letter	Driver of record and driver's employer, if applicable, will receive a Notice of Violation letter from TAA Airside Operations advising that the driver will receive a seven (7) calendar day suspension if he or she is assessed 3 more points to equal 7 or more points in twenty-four (24) CCM.
7	7 calendar day suspension	Driver of record cannot drive anywhere on the AOA during this suspension. Driver and driver's employer, if applicable, will receive a letter from TAA Airside Operations that advises of the suspension. Driver must complete TAA Airside Operations approved remedial training before driving privileges will be reinstated.
11	30calendar day suspension	Same as above.
15	Revocation	Driver of record cannot drive anywhere on the AOA during the revocation period, which will be for a minimum of twelve (12) CCM and may be permanent, depending on the nature and severity of the violation(s). Driver and driver's employer, if applicable, will receive a letter from TAA Airside Operations that advises of the revocation. Following the revocation period, driver must re-apply and complete all training and testing required by TAA Airside Operations before driving privileges may be reinstated.

9.4 Appeals

a. Violation and Penalties (Non-Suspension)

If a driver receives an Administrative Notice of Violation for which points will be assessed, but the violation will not result in a suspension or a revocation of TAA driving privileges, such person may appeal the violation and related points by submitting a written appeal to the TAA within seven (7) calendar days from the date of the Administrative Notice of Violation at:

Tucson Airport Authority
Airport Operations Department
Attention: Director of Airside Operations
7250 South Tucson Boulevard, Suite 300
Tucson, AZ 85756

Within fourteen (14) calendar days of receiving the appeal, the Director of Airside Operations or his/her designee shall review the appeal and shall notify the person of the decision to uphold or vacate the violation.

The determination of the Director of Airside Operations shall be the final action of TAA on the violation.

b. Violations and Penalties (Suspension or Revocation)

If a person receives an Administrative Notice of Violation for which points will be assessed, and the notice of violation may result in a suspension or a revocation of TAA driving privileges, the person may submit a written appeal to the Director of Airside Operations within seven (7) calendar days from the date of the Administrative Notice of Violation at:

Tucson Airport Authority
Airside Operations Department
Attention: Director of Airside Operations
7250 South Tucson Boulevard, Suite 300
Tucson, AZ 85756

The Director of Airside Operations or his/her designee will convene an Administrative Review Panel, which will consist of three (3) Tucson Airport Authority Director-level, or above, employees or their designees, to review the written appeal.

Administrative Review Panel meetings will be scheduled as needed; consideration will be extended for extenuating circumstances.

Participation in the meeting is strictly limited to the facts associated with the violation and will be accomplished by the person subject to the violation.

In the event the Administrative Review Panel upholds the violation (and the resulting suspension or revocation), the Director of Airside Operations, or his/her designee, shall notify the person and Supervisor/Manager of the decision to uphold or vacate the violation within fourteen (14) calendar days after the Administrative Review Panel meeting.

The determination of the Administrative Review Panel shall be final and there shall be no further appeal of the violation or resulting penalties.

10.0 Accident Reports

Reports of Accidents, Surface Incidents, Runway Incursions, V/PDs, or any unusual or suspicious activity on the Airside should be made to TAA ACC at 573-8182 or by dialing 9-1-1 in the event of an emergency.

11.0 General Provisions

11.1 Waiver

The President/CEO, Executive Vice President of Operations/COO, Director of Airside Operations, TAA Manager in Charge (MIC), or their designee may temporarily alter or waive these Rules and Regulations at the Airport, as he/she deems necessary and appropriate to protect the health, welfare, and safety of persons and property and/or to facilitate the operation of the Airport.

11.2 Amendment

The Director of Airside Operations will periodically review these Rules and Regulations and/or amend to comply with federal law and regulations, or as otherwise deemed necessary to ensure the safety and efficiency of the Airport.

Appendix A: Infraction Summary

The following lists are intended to provide examples only and are not intended to be a comprehensive list of possible infractions or penalties. The TAA Airside Operations Department may, in its reasonable discretion, issue any Administrative Notice of Violation, assessment of points, suspension, or revocation, for any infraction to ensure the safety and efficiency of the Airport.

Minor Infraction (1 Point)

1. Failure to carry proof of required insurance.
2. Operating a vehicle without a logo, company identification, or other means of identification of the appropriate size and approved by TAA.
3. Operating a vehicle without a beacon (or an improper beacon) or failure to use the beacon as required by these Rules and Regulations or other applicable regulations.
4. Operating a vehicle without functioning headlights or taillights. Use of high-beams due to a non-functioning low-beam headlight is unacceptable.
5. Operate a vehicle with unsafe tire(s), brake(s) or steering mechanism.
6. Operating a vehicle with obstructed visibility.
7. Failure to obtain TAA Airside Operations representation approval before driving through an unauthorized area.
8. Failure to maintain safe following distance from other vehicles.
9. Failure to obey posted regulatory and/or traffic signs.
10. Operating a vehicle without wearing a seat belt (if seat belts are available).
11. Failure to park in an approved location.

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Commented [AK2R1]:

12. Transporting more passengers for which the vehicle is designed to carry. This includes riding in the rear bed or on a lowered tailgate.
13. Parking in an area that restricts the movement of a passenger loading bridge or aircraft.
14. Use of a radio or other music or sound producing devices.
15. Failure to stop and perform FOD check when required.

Major Infraction (3 Points)

1. Operating a vehicle without liability insurance as required by the TAA.
2. Failure to tow baggage carts or dollies in a safe manner.
3. Operating a vehicle in a manner that is unsafe for the conditions.
4. Operating a vehicle while using a cell phone or mobile device (this includes and is not limited to texting, talking, reading, or other applications).
5. Failure to park or unload in an assigned area.
6. Failure to pick up FOD.
7. Accessing the Movement Area without an operational need for convenience or to expedite travel time.
8. Driving in a manner that results in property damage.

Serious Infraction (7 Points)

1. Failure to drive within the boundaries as authorized by the TAA and identified on the individual's TAA-issued badge.
2. Wearing portable headphones, earbuds, or other listening devices while operating a vehicle.
3. Failure to cooperate with a TAA Airside Operations or representative during an official driving contact.

4. Failure to operate a vehicle in the Movement Area with the appropriate two-way radio equipment and monitoring the appropriate ATCT frequency.
5. Operating a vehicle 5-15 or more miles per hour over the speed limit.
6. Failure to give right-of-way to a vehicle pushing back or towing an aircraft.
7. Driving in a manner that compromises safety to persons.

Severe Infraction (11 Points)

1. Failure to maintain a proper escort.
2. Careless or reckless driving.
3. Failure to maintain communications with ATCT when in the Movement Area.
4. Failure to give right-of-way to aircraft or emergency vehicles.
5. Failure to report a vehicle accident immediately.
6. Leaving the scene of an accident.
7. A Vehicle/Pedestrian Deviation (V/PD).

Immediate Revocation (15 Points)

1. A Runway Incursion.
2. Failure to report if driver's license has been revoked, cancelled, suspended or expired.
3. Operating with suspended TAA driving privileges.
4. Driving while under the influence of alcohol or drugs (legal or illegal) or otherwise impaired.
5. Vehicle accident resulting in serious injury or death.
6. Careless or reckless driving.







Appendix B: Airport Diagram



Appendix C

2-Way Radio Failure (NORDO)

Step 1:	Turn Vehicle toward the ATCT.
Step 2:	Flash Vehicle head lights.
Step 3:	Wait for the ATCT to signal directions via Light Gun.

ATCT Light Gun Signals	
Color	Meaning
Steady Green	Clear to Cross, Proceed or Go
	
Flashing Green	Not Applicable to Vehicles
	
Alternating Red/Green	Exercise Extreme Caution
	
Steady Red	STOP
	
Flashing Red	Clear Runway/Taxiway Immediately
	
Flashing White	Return to starting point of airport
	

Appendix D

Standard Aviation Phraseology	
Acknowledge	Acknowledge that you have received and understand the message.
Advise Intentions	Broadcast or state what you plan to do.
Affirmative	Means "Yes."
Confirm	Confirm information as being correct.
Correction	An error has been made in the transmission and the correct information follows.
Go Ahead	State your request on the radio (this NEVER means to "proceed").
Hold	Stop where you are.
Hold Short Of	Proceed to and hold short of a specific point.
Read Back	Repeat my message back to me.
Negative	"NO." Permission is not granted, or that is not correct.
Proceed	You are authorized to begin or continue moving.
Roger	I have received all of your last transmission (this should never be used to answer a "Yes" or "No" question).
Say Again	Repeat what you just said.
Standby	Wait... I will get back to you.
Unable	You cannot do it.
Verify	Request confirmation of information.
Wilco	Short for "Will comply": message received, understood, and will comply.

Appendix E

Aviation Phonetic Alphabet			
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	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