



**15 DECEMBER 2010**

**Space, Missile, Command and Control**

**911 AW AIRFIELD DRIVING  
INSTRUCTIONS**

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, and Range Management* and designates responsibilities, procedures, and airfield driving certification and training requirements for the safe control of vehicles and pedestrians on the airfield. This instruction applies to all wing, base, and tenant organizations authorized vehicle operations on Pittsburgh ARS Ramp including contractor and TDY personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the **AF Form 847, Recommendation for Change of Publication**; route AF Form 847 directly to 911 OSF/OSAA at Pittsburgh Air Reserve Station . Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This Pittsburgh Air Reserve Station (PIT ARS) Instruction was updated to incorporate numerous changes mandated by AFI 13-213, *Airfield Management*.

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## 1. SCOPE:

1.1. This instruction establishes responsibilities and operating procedures for vehicle operations either motorized or non-motorized on the airfield. Vehicle operation is for official use only, with maximum attention paid to safety and accident prevention. Operators shall not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety must be part of every operation; conscientious and safe operations can prevent most accidents. The requirements of this instruction shall be included in the unit’s self-inspection program if personnel perform airfield driving duties. An Airfield Driving Program Inspection Checklist is included as [Attachment 9](#).

1.2. Vehicles on the airfield present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste and disregard for established safety standards are the primary sources of aircraft/vehicle incidents. Human beings by nature are creatures of habit. The goal of the Airfield Driving Program (ADP) is to maintain a safe flying environment by training all personnel to establish good/safe airfield vehicle operating habits.

1.3. The standards set in this instruction apply to all owners, users, and operators of vehicles (motorized and non-motorized) on the airfield. Only properly trained and certified personnel

may drive on the airfield. All personnel operating a vehicle on the airfield must be knowledgeable of and comply with this instruction. In addition, drivers shall be trained on local driving procedures and possess a valid Air Force (AF) Form 483, *Certificate of Competency*. The AF Form 483 must be endorsed by Pittsburgh ARS Airfield Management (911 OSF/OSAA) in order to be valid. This requirement applies to military and civilian employees assigned to, visiting, contracted or on temporary duty to this base, and to all types of vehicles, i.e., military, commercial, and privately owned.

1.4. All base assigned personnel who drive a vehicle on the airfield shall complete all training and testing requirements. Airfield experience (e.g. operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirements as outlined in this instruction.

1.5. This instruction does not address every possible scenario. Contact Airfield Management if you have any questions or require clarification.

## **2. COMMANDERS RESPONSIBILITIES:**

2.1. The Wing Commander (911 AW/CC) ensures personnel and agencies support the Airfield Driving Program.

2.1.1. The Mission Support Group Commander (911 MSG/CC) may reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

2.1.2. The Operations Group Commander (911 OG/CC) approves publication of the Airfield Driving Instruction (ADI).

### **2.2. Subordinate Commanders:**

2.2.1. Appoint a primary and alternate unit Airfield Driving Program Manager (ADPM) in writing to manage training and testing requirements of unit personnel that are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Airfield Manager. See [Attachment 3](#).

2.2.2. Certify personnel are qualified to drive on the airfield. Authority may be delegated in writing to individual unit ADPMs.

2.2.3. Ensure all unit assigned personnel who operate a vehicle on the airfield complete all training and testing requirements.

2.2.4. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.2.5. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the AFM and unit ADPM in writing. Request for re-instatement must be processed according to paragraph **2.1.2**.

### **2.3. Airfield Manager:**

2.3.1. Develops an ADI (applicable to all units operating vehicles on the airfield) to establish a wing/base/local Airfield Driving Program. Coordinate ADI with base agencies and forward to MAJCOM for approval prior to implementation.

2.3.2. Trains unit ADPMs on airfield driving requirements. Provide ADPMs a copy of the ADI to implement the unit driving program.

2.3.3. Conducts a review of the ADI for currency and accuracy at least annually. Document the ADI review (e.g. Memo for Record) and maintain in accordance with Air Force RDS, Table 13-06, Rule 4.00.

2.3.4. Conducts spot checks to monitor compliance with airfield driving procedures.

2.3.5. Develops proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update users on airfield changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc.).

2.3.6. Ensures unit ADPM maintains a continuity binder. See Para **2.9.13** for binder requirements.

2.3.7. Conducts quarterly meetings with all unit ADPMs to brief runway intrusions, CMA violations, trends, etc. Note: Briefings at the base VCO/VCNCO meeting will satisfy this requirement.

2.3.8. Ensures airfield construction contracts contain requirements for the contractor personnel to comply with the procedures in this ADI.

2.3.9. Develops procedures to ensure safe vehicle routes to/from airfield construction areas, site maintenance, daily cleanup, waste control and material/equipment storage.

#### **2.4. Security Forces (911 SFS).**

2.4.1. Direct all civilian personnel requiring access to the airfield to Airfield Management for processing. Ensure personnel making deliveries to airfield construction sites are escorted by an approved escort with airfield driving privileges (i.e. in possession of a valid AF Form 483 or POV pass).

2.4.2. Provide 911 OG a copy of all incident reports (that involve the airfield) within 24 hours of the incident.

**2.5. Safety (911 AW/SE).** Ensures vehicle operator briefings include 911 AW airfield traffic rules and hazards.

**2.6. Medical Facility (911 ASTS).** Since the 911 AW does not operate in a Controlled Movement Area (CMA) color vision tests are not required for airfield driving access.

#### **2.7. Contracting Division (911 MSG/LGC):**

2.7.1. Inform AFM of all pre-construction meetings involving contracts that will require driving within or near the airfield or involve the use of cranes, high lifts, or other equipment that may affect the airspace.

2.7.2. Ensure the Statement of Work (SOW) or Work Agreement indicates a requirement for airfield driving training prior to the start of work.

2.7.3. Ensure contractors understand and comply with these regulations.

#### **2.8. Public Affairs (911 AW/PA):**

2.8.1. Inform Airfield Management of all tours that will require driving on the airfield.

2.8.2. Ensure drivers possess an AF Form 483 certified by Airfield Management

**2.9. Unit Airfield Driving Program Managers (ADPM).**

2.9.1. Must be trained and certified to drive on the airfield.

2.9.2. Administers the unit airfield driver's training program (**Attachment 5**) according to AFI 13-213, Chapter 4 and this ADI.

2.9.3. Personnel who are not trained/certified for night operations must have their AF Form 483 restricted (e.g. "RAMP ACCESS/DAYLIGHT ONLY"). If the individual later requires a nighttime authorization, the unit ADPM will ensure training is provided (night orientation) and documented. The AFM will update the AF Form 483.

2.9.4. Ensures trainees possess a valid state driver's license and AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card (Special Purpose Vehicles Only)*.

2.9.5. Ensures the trainee is qualified to drive the vehicle(s) they will be operating on the airfield.

2.9.6. Maintains airfield driving training records, associated forms and listings of all unit personnel authorized to drive on the airfield until they are no longer assigned. Update the listing of all unit personnel authorized to drive on the airfield at least quarterly. Forward an informational copy to the AFM.

2.9.7. Notifies Unit Commander and AFM in writing after revoking an individual's airfield driving privileges.

2.9.8. Schedules training for replacement ADPM with the AFM at least 30 days prior to relinquishing unit duties.

2.9.9. Conducts and documents annual refresher training on unit airfield drivers. As a minimum, this training will include a review of this ADI and completion of the Airfield Driving CBT.

2.9.10. Document completion of refresher training on the reverse side of the member's AF IMT 483. Maintain a copy of the most current refresher training completion dates on file in the unit.

2.9.11. Maintains a binder with all materials required to administer the airfield driving program. The binder must be maintained in the format below. **Note: If any of the TAB information is maintained in another location or electronically due to size or unit location, use the DD Form 2861, Cross Reference, to identify location.**

2.9.11.1. TAB A: ADPM appointment letter and certifiers' letter.

2.9.11.2. TAB B: Airfield Driving Program (ADI, Study Materials, Test/Answer Key).

2.9.11.3. TAB C: Airfield Driving Program Self-Inspection Checklist.

2.9.11.4. TAB D: Annual Program Inspection Results.

2.9.11.5. TAB E: Annual airfield driving training letters for all authorized personnel.

2.9.11.6. TAB F: Airfield Driver Training and Certification letters, to include a list of all qualified personnel.

- 2.9.11.7. TAB G: Unit airfield driving safety requirements.
- 2.9.11.8. TAB H: Airfield Driving CBT.
- 2.9.11.9. TAB I: Airfield Violations/Corrective actions.
- 2.9.11.10. TAB J: Miscellaneous ADPM Information.

**3. PERSONNEL TRAINING REQUIREMENTS:** All personnel driving any vehicle on the airfield shall be trained and certified in accordance with this instruction or have an airfield escort.

3.1. Minimum Requirements: All personnel shall complete the following requirements before being issued an AF Form 483 and driving on the airfield:

**Figure 1. AF Form 483, Certificate of Competency.**

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
COMMAND	INSTALLATION	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF FORM 483, FEB 85 (EF-V1)

PREVIOUS EDITION WILL BE USED.

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, FEB 85 (REVERSE) (EF-V1)

- 3.1.1. Possess the appropriate driver’s license and certification for the type of vehicle they will be operating.
  - 3.1.1.1. Possess AF Form 2293, US Air Force Motor Vehicle Operator Identification Card (Special Purpose Vehicles only).
    - 3.1.1.1.1. Possess an appropriate state driver’s license and certification for the type of vehicle they will be operating.
- 3.1.2. Read and comprehend this instruction.
- 3.1.3. Complete HQ Air Force Flight Standards Agency Airfield Driving CBT. A minimum passing score of 80 percent is required. Print and maintain a copy of the training certificate.
- 3.1.4. Complete daytime orientation/familiarization training and practical airfield driving test (check ride).
- 3.1.5. Complete night time orientation/familiarization training and practical airfield driving test (check ride) if required to drive on the airfield at night.
- 3.1.6. The AF Form 483 from the 911 AW will state, “Ramp Only; Operator Not Authorized in CMA.” **Note:** Individuals not receiving night orientation training/check rides shall have their AF Form 483 restricted (e.g., RAMP ACCESS/DAYLIGHT ONLY) and must not be allowed to operate a vehicle on the airfield during hours of darkness. If the individual later requires nighttime authorization, the unit ADPM shall

conduct nighttime orientation training, a nighttime check ride, and document the training on 911 AW Form 13-1. Airfield Management shall issue an updated AF Form 483.

3.1.7. Take the airfield driving written test. A minimum passing score of 80 percent corrected to 100 percent is required. Airfield Management will administer the written test. Personnel failing to attain a minimum passing score will retrain and return for a retest.

3.1.8. Complete the airfield diagram/layout test. A minimum passing score of 80 percent, corrected to 100 percent is required. This test is to evaluate the minimum knowledge of the Pittsburgh Ramp. Personnel testing must be aware of where the CMA begins. Airfield Management will administer the local airfield diagram/layout test.

3.1.9. Individuals that fail to achieve an 80 percent shall receive additional training and shall retest.

**3.2. Unit ADPM and Alternate ADPM Training:** Accomplish training by the AFM/AAM if appointed as unit ADPM or alternate ADPM.

**3.3. Airfield Driver's Training and Certification Form (911 AW Worksheet 13-1, see Attachment 4).**

3.3.1. When all requirements have been accomplished, the individual shall hand-carry a completed Airfield Driver's Training and Certification Form and an AF Form 483 to Airfield Management for certification.

3.3.2. 911 AW Form 13-1 shall indicate the type of airfield access required to perform official duties and any other restrictions to be placed on the driver.

**3.4. Annual Refresher Training:** As a minimum, annual refresher training shall consist of review of the Airfield Driving Instruction and completion of the Airfield Driving CBT. Unit ADPM's shall document completion of refresher training on the reverse side of the AF Form 483 and maintain a copy of the certificate in unit ADPM files.

3.4.1. Refresher training is due one year after issue date and applies to all personnel.

**3.5. Disposition of AF Form 483:**

3.5.1. Individuals shall relinquish their AF Form 483 to their unit ADPM upon PCS separation or retirement to ensure the unit listing is updated.

3.5.2. Individuals that lose or have damaged (no longer legible) AF Form 483's shall obtain their original Form 13-1 from their ADPM and hand-carry it to Airfield Management. Airfield Management shall verify the information and issue a new AF Form 483.

#### **4. Procedures for Access to the Controlled Movement Area (CMA) and Emergency Removal.**

4.1. Under normal circumstances, driving on the runways and taxiways of Pittsburgh IAP by all 911 AW personnel is prohibited (Exception: Airfield Manager). Access to any CMA at Pittsburgh IAP will be accomplished with an escort from the Airfield Manager or Allegheny County Airport Authority.

4.2. Call the Airfield Ops desk at 412-474-8163 and have the AFM contact the tower cab (412-472-5592) if accesses to these areas are absolutely necessary.

**4.2.1. Restricted/Control Area.**

4.2.1.1. Authorized vehicles shall use the Entry Control Point (ECP) to gain access to the apron. The ECP is located between building 419 and hangar 418 and is accessed from Defense Ave ( **Attachment 2**). All vehicles shall stop and perform a Foreign Object Debris (FOD) check prior to entering the ramp. The ramp is a restricted area which is marked by a six inch wide red painted line around the outside of the apron. The T-Ramp is a temporary restricted area, active only when aircraft are parked on it. There is an ECP marked on the ground with white background and black lettering at the north end of the apron for access to and from the T-Ramp. The T-Ramp also has a red line painted around it.

**4.3. Speed Limits.**

4.3.1. No vehicle will operate on the airfield at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions.

4.3.1.1. General purpose vehicles – 15 MPH.

4.3.1.2. Special purpose vehicles- 10 MPH.

4.3.1.3. Vehicles within the Circle of Safety (25 feet) of an aircraft – 5 MPH.

4.3.1.4. Vehicles towing one maintenance stand – 10 MPH.

4.3.1.5. Vehicles towing two or more maintenance stands – 5 MPH.

4.3.1.6. Vehicles towing AGE (e.g. compressors, power units, oxygen carts, etc) – 15 MPH.

4.3.1.7. Vehicles towing equipment in tandem – 5 MPH. **NOTE: Larger pieces of AGE will not block the driver's vision of the last item being towed.**

4.3.1.8. Vehicles towing aircraft – 5 MPH.

4.3.1.9. Snow removal equipment shall be operated IAW the applicable vehicle Technical Order (T.O.) while conducting snow removal operations.

**4.4. Operating Vehicles within the Circle of Safety around Aircraft. (AFJMAN 24-306).**

4.4.1. Driving between two adjacently parked aircraft is prohibited.

4.4.2. Do not drive vehicles within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded. Use spotters to guide the vehicle's approach to the aircraft.

4.4.3. Never drive vehicles under any part of the aircraft.

4.4.4. Do not back or drive vehicles forward directly toward any aircraft, except as authorized in certain loading, unloading, or fueling operations. In these cases, place pre-positioned wheel chocks between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Post guides as a required safety measure. Keep chocks in position until vehicles leave from within the 10-foot safety distance requirement.

4.4.5. All vehicles must approach parked aircraft with the driver's side of the vehicle toward the aircraft.

4.4.6. For maximum safety, do not park or drive any vehicle closer than 25 feet in front or 200 feet to the rear of any C-130 aircraft when engines are operating or are about to be started.

4.4.7. Under no circumstances will vehicles stand in front of, or drive into, the path of taxiing aircraft except "guide" or "follow me" vehicles. No vehicle will be driven between the aircraft and the "follow me" guide.

#### **4.5. Parking and Chocking Requirements.**

4.5.1. When parked on the airfield, do not point vehicles directly toward aircraft.

4.5.2. When the driver's seat of the vehicle is vacated, turn off the ignition, set the parking brake, and place the gear lever in reverse gear. Use park if the vehicle has automatic transmission. Leave vehicles unlocked with keys in the ignition when parked on the airfield.

4.5.3. Chock all powered vehicles and all equipment mounted on wheels that do not have an integral braking system when left unattended on the airfield.

4.5.4. Vehicles parked at the side of the aircraft will be located clear of the wing tips and will be clearly visible to personnel in the aircraft cockpit.

#### **4.6. Emergency Vehicle Operations.**

4.6.1. Emergency (e.g. Security Forces, Fire Chief, Ambulance, and Allegheny County Airport Authority) vehicles may exceed the speed limits only when responding to real-world emergencies (non-exercise/training). Lights/sirens will be used during emergency responses. Regardless of the emergency, situational awareness and safety must remain a top priority for all emergency response vehicle operators.

4.6.2. Emergency vehicles shall maintain normal speed limits after an emergency is terminated unless proceeding directly to another emergency.

4.6.3. Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the engine running, the parking brake set, the transmission in neutral or park, and the rear wheels chocked when the driver's seat is not occupied.

#### **4.7. Aircraft Grounding Equipment (AGE) Operations.**

4.7.1. In accordance with Unified Facility Criteria 3-260-01, Airfield and Heliport Planning and Design Criteria, [Attachment 1](#) 4.2.20.2.5, ground and other support equipment can not be left in place on parking aprons and taxiways for more than 3 hours before aircraft arrival, or 3 hours after aircraft departure.

4.7.2. AGE towing vehicles may be placed in park and left running while the driver completes hook-up operations. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if the AGE equipment will not be towed immediately following hook-up.

#### **4.8. Restricted Visibility, Night Operations, or Inclement Weather.**

#### 4.8.1. Restricted Visibility.

4.8.1.1. During periods of reduced visibility, hours of darkness, and inclement weather, turn on vehicle headlights and four-way flashers. Headlights shall be turned on when using windshield wipers.

4.8.1.2. Vehicles without properly mounted/operating headlights shall not operate on the airfield during periods of reduced visibility and/or hours of darkness. Flashlights shall not be used in place of headlights to operate vehicles (i.e. bicycles, utility vehicles, equipment, etc.)

4.8.1.3. Headlights will be turned on 1/2 hour prior to sunset until 1/2 hour after sunrise, and during periods of inclement weather or reduced visibility.

4.8.1.4. When visibility is less than 300 feet, refueling and explosives loaded vehicles will not be operated unless directed by the wing or installation commander.

4.8.1.5. When visibility is less than 100 feet, POVs and flight line vehicles (except emergency response) will not operate on the flight line. Flashing/Hazard lights will be used on all vehicles temporarily parked on the aircraft parking apron during periods of reduced visibility.

4.8.1.6. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of vehicles.

4.8.1.7. Vehicle operators will exercise caution to ensure headlights do not point toward aircraft with engines running, taxiing aircraft or towing operations so aircraft and tow vehicle operators are not blinded.

#### 4.9. Night Operations.

4.9.1. Use flashing lights or parking lights at night when vehicles are temporarily parked on any part of the aircraft parking ramp.

4.9.2. At night or during inclement weather, the headlights of vehicles on the airfield shall be operated on low beam and not aimed directly at moving aircraft.

4.9.3. When encountering a taxiing aircraft at night, stop the vehicle, turn off the headlights and leave the parking lights on, and turn on the emergency flashers to alert aircraft of your position and preserve the pilot's night vision. Headlights shall be turned back on when the aircraft is out of range.

#### 4.10. Vehicle Malfunctions. When experiencing a vehicle malfunction preventing operation under its own power, take the following actions:

4.10.1. If the vehicle or driver has two-way radio capability, contact Airfield Management via the ramp net. State your call sign and the location of the vehicle.

4.10.2. Activate the vehicle's four way flashers.

4.10.3. Stalled vehicles cannot remain on the ramp within wing tip clearance zones. If a tow cannot be dispatched immediately, push the vehicle to a safe location. The vehicle may be pushed off the paved surface if necessary.

4.10.4. Drivers will stay with the vehicle until the situation is resolved.

4.10.5. Leave the parking lights or vehicle hazard lights “On” if the malfunction occurs during hours of darkness.

**4.11. Control Tower Light Gun Signals.**

4.11.1. Even though drivers at Pittsburgh IAP will not, without an escort, drive in a Controlled Movement Area (CMA), all vehicles operators must know and understand all airfield signs, markings, and control tower signals.

4.11.2. All vehicles that operate on the airfield will have AFVA 11-240, *AIRPORT SIGNS AND MARKINGS*, signal decal; available for order at <http://www.e-publishing.af.mil/>. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle, so it can be flipped down for ready reference. All airfield vehicle operators will know and comply with all airfield signs, markings and control tower signals.

4.11.3. Light Gun Signals:

**Figure 2. AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS.**

AC 90-67B  
APPENDIX 1

8/25/94

**AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS**

MEANING		
COLOR AND TYPE OF SIGNAL	VEHICLES, EQUIPMENT AND PERSONNEL	AIRCRAFT ON THE GROUND
Steady Green	Cleared to cross, proceed or go	Cleared for takeoff
Flashing Green	N/A	Cleared to Taxi
Steady Red	STOP	STOP
Flashing Red	Clear the taxiway or runway	Taxi clear of the runway in use
Flashing White	Return to starting point on airport	Return to starting point on airport
Alternating Red and Green	Exercise extreme caution	

4.12. Description and location of runway/taxiway lighting, markings, and signage.

4.12.1. A **VFR HOLD** marking is located at the south entrance /exit to the 911/AW Ramp. No vehicles are permitted beyond this area without Allegheny County Airport Authority escort.

4.12.2. A Taxiway directional sign is located at the south end of the apron for Taxiway E and the north end of the apron for Taxiway N-2 on the left side at the intersection of the main apron and the T-Ramp. Vehicles are prohibited from entering these taxiways unless escorted by the Allegheny County Airport Authority. Contact Airfield Management if access is needed.

#### 4.13. **Foreign Object (FOD) Control and Prevention.**

4.13.1. FOD is everyone's responsibility.

4.13.2. Vehicle operators will stop and conduct a FOD check at the Entry Control Point (ECP) located between building 419 and hangar 418 prior to gaining access to the apron (*See Attachment 2*).

4.13.3. Vehicles will enter the aircraft parking area, from hard surface roads or through the approved entrances. Vehicle operators will check their tires and remove any FOD prior to driving onto the airfield. If a vehicle must be driven onto an unpaved surface, the vehicle operator will complete a FOD check immediately after returning to a paved surface.

4.13.4. Prior to operating any vehicle on the airfield, the driver will ensure all objects that could fall off the vehicle and become a FOD hazard have been removed or secured. Truck beds will be free of rocks and all debris that may blow or fall out while on the airfield. Tires shall be inspected and cleared of rocks and any other debris. Remove FOD from the airfield whenever observed.

4.13.5. Vehicle operators will constantly watch for and pick up any foreign objects. If the debris is too small or abundant to be thoroughly picked up by hand, vehicle operators will notify Airfield Management, (x8163), of the debris' location so an airfield sweeper can be dispatched.

#### 4.14. **Lateral Distance Requirements for mobile obstacles on aprons.**

4.14.1. Vehicles and equipment will not be parked or left unattended within 125 feet from the 911 AW ramp edges. NOTE: Mobile ground support equipment is exempt from clearance distance criteria. Examples of ground support equipment include: aerospace ground equipment, electrical carts, fire extinguisher carts, and portable floodlights. When such equipment is NOT in use, it must be removed from taxiways and ramp edges, and stored in areas that do not violate aircraft clearance requirements for normal operating routes. For purpose of this instruction, equipment is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

#### 4.15. **Restrictions for operating motorcycles, mopeds or scooters, bicycles, tricycles and other vehicles.**

4.15.1. Privately owned motorcycles, scooters, bicycles, and roller skates/blades shall not be permitted on the airfield or access roads leading towards the airfield.

4.15.2. Military bicycles are identified by a metal sign permanently attached to the framework of the bicycle and marked with organization or senior staff member. Only bicycles marked in this manner are authorized for airfield use. Force protection bicycles are an exception and are clearly marked "police". For use after dusk, bicycles must be equipped with a headlight visible from 200 feet, a tail reflector, and the rider must wear a reflective vest or belt.

4.15.3. Motorized carts utilized by base assigned units are permitted on the airfield. **NOTE:** Carts must be equipped with headlights and taillights visible from 200 feet for use after dusk.

4.15.4. Permission to operate other general purpose vehicles on a temporary basis shall be requested from the Airfield Manager or designated representative on an "as required" basis.

4.16. **Vehicle traffic control devices/lights for crossing active taxiways/runways.** Access to the CMA is prohibited by all 911 AW personnel unless escorted by the Allegheny County Airport Authority.

4.17. **Procedures for vehicle supplemental traction control devices (e. g. snow chains, studded tires).**

4.17.1. Tire chains may only be employed on the airfield pavement after obtaining coordination/approval from Airfield Management, Safety, and Civil Engineering. The requesting agency will conduct an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazards.

4.18. **Airfield Vehicle Call Signs.** Vehicles operating on the airfield apron will be assigned call signs (e.g. Fire Department, Transient Alert, etc.) coordinated by the AFM to ensure duplicate call signs are not used.

4.18.1. For standardization, AM will use the following radio call signs:

4.18.1.1. Airfield Manager (Airfield -1).

4.18.1.2. Assistant Airfield Manager (Airfield -2).

4.18.1.3. Airfield Management Operations Personnel (Airfield Ops).

4.18.1.4. Supervisor of Flying (SOF-1).

4.18.1.5. Aeromedical Evacuation Personnel (AeroMed-1)

## 5. Reporting, Enforcement and Violation Consequence.

5.1. All airfield drivers are responsible for identifying and correcting improper and/or unsafe driving practices immediately. Additionally, all airfield driving violations must be reported to Airfield Management (8163/8761). Commanders, ADPMs, and Airfield Management personnel have the authority to revoke airfield driving privileges for violations.

### 5.2. Types of Violations.

5.2.1. CMA Violation: A violation caused by a vehicle operator entering the CMA without approval and/or escort.

5.2.2. Runway Intrusion: A Controlled Movement Area (CMA) violation resulting in an unauthorized entry of a runway regardless of impact on aircraft safety. Runway Intrusions are the most severe type of airfield driving violation.

5.2.3. Non-CMA Violation: Any violation of an established airfield driving rule as specified in this instruction. The severity of the violation will depend on whether personnel, aircraft, vehicles, or equipment was involved and to what extent.

### 5.3. Violation Investigations.

5.3.1. Drivers committing a CMA violation or a violation involving aircraft safety will automatically have their driving privileges suspended pending an investigation of the incident. The driver will surrender his/her AF Form 483 to Airfield Management until the conclusion of the investigation and the individual is re-certified to driving on the airfield.

5.3.2. Vehicle operators whose driving privileges are suspended will immediately notify their unit Airfield Driving Program Manager and unit Commander.

5.3.3. The Airfield Manager and Safety will conduct an investigation by gathering data from the individuals involved.

5.3.3.1. For Runway Intrusions that had an adverse impact on flight operations (arrivals, departures, etc.) an AF Form 651, **Hazardous Air Traffic Report** must be submitted to Wing Safety within 24 hours.

5.3.3.2. For specific incidents of Runway Intrusions and other CMA violations that did not impact aircraft operations, an AF Form 457, **USAF Hazard Report** will be used and reported to Wing Safety within 24 hours.

5.3.3.3. Vehicle operators will submit a written statement describing the incident to their unit ADPM and Airfield Management. **NOTE:** The Airfield Manager or designated representatives are responsible for taking immediate actions to correct the problem or apply interim control measures.

5.3.4. After the investigation, the Airfield Manager (with wing safety's concurrence) will determine the corrective course of action and notify all appropriate agencies.

5.3.5. Airfield Management will notify the appropriate unit ADPM of all airfield driving violations.

5.3.6. Airfield Management will notify the unit commander and the OG/CC in writing of CMA violations that result in runway intrusions. A courtesy copy will be forwarded to the ADPM.

5.3.7. Airfield Management will maintain a record of airfield driving violations for 12 months plus the previous calendar year.

5.3.8. All airfield driving violations will be briefed at the quarterly Airfield Operations Board and documented in the meeting minutes.

### 5.4. Violation Consequence.

5.4.1. A first time offense shall result in a one-month suspension of all airfield driving privileges.

5.4.2. A second offense shall result in a three-month suspension of all airfield driving privileges.

5.4.3. A third offense shall result in a permanent revocation of all airfield driving privileges. **NOTE: Reinstatement of airfield driving privileges for mission essential personnel must be requested in writing to the 911 MSG/CC. Individuals will not be issued an AF IMT 483 until remedial training is accomplished.**

#### 5.5. Remedial and Re-Certification Training.

5.5.1. For CMA violations, the individual must re-accomplish the entire airfield driver's training/certification program outlined in Chapter 3. The re-certification package must be routed through the unit commander to the Airfield Manager after the suspension and training is complete.

5.5.2. For non-CMA violations, the individual must complete remedial training with special emphasis on the area of violation. The unit ADPM will conduct remedial training for all unit personnel. Remedial training will be documented and a copy will be forwarded to the Airfield Manager after the suspension and remedial training is complete.

### 6. TDY and Contract Personnel.

6.1. Personnel not permanently assigned to Pittsburgh Air Reserve Station (PIT ARS) and requesting to operate a vehicle on the airfield must possess a valid AF Form 483 from their home station for authorization to drive on the airfield. In such instances, the unit ADPM supporting the requestor(s) will conduct a local airfield driving briefing and applicable training. At a minimum, this briefing/training will include the following: **NOTE: Airfield Management will provide the local airfield driving briefing/training only when the TDY personnel are not hosted by a specific PIT ARS unit.**

6.1.1. Airfield signs, markings, and light gun signals (AFVA 11-240).

6.1.2. Speed limits.

6.1.3. Operating vehicles in the vicinity of aircraft.

6.1.4. Parking and chocking requirements.

6.1.5. Lateral distance requirements for fixed/mobile obstacles on taxiways/ramp.

6.1.6. FOD control/prevention.

6.1.7. Runway Intrusion Prevention.

6.1.8. Airfield violations and consequences.

6.1.9. PIT Tower Controlled Movement Area (areas prohibited).

6.1.10. Government driver's license requirements.

6.1.11. Restricted Area Line Badge requirements.

6.1.12. Other specific local procedures and hazards.

6.1.13. The unit ADPM will document this briefing/training on 911 AW Form 13-2, **TDY/Contractor Briefing and Training Certification (Attachment 7)**.

6.1.14. The unit ADPM will forward a copy of 911 AW Form 13-2 to Airfield Management no later than 5 days after training is completed. Airfield Management will maintain a copy of this training for 6 months.

6.1.15. Personnel not permanently assigned to PIT ARS and requesting to operate a vehicle on the airfield without a valid AF Form 483 from their home station must complete the base airfield driving training program or be escorted by a qualified PIT ARS airfield driver at all times. In such instances, the unit ADPM supporting the requestor(s) will ensure all training is completed and documented or provide qualified airfield driving escorts as required.

## 6.2. Permanent and Long-Term Contractors.

6.2.1. Permanently assigned or long-term contractors (one year or more) must meet the same training/certification requirements as base assigned personnel. The assigned, host, or sponsoring unit ADPM will conduct and document this training.

6.2.2. Upon successful completion of all training and certification requirements, these permanent and long-term contractors will be issued an AF Form 483 stamped: **“Ramp Only: Operator Not Authorized in CMA.”**

## 6.3. Short-Term Contractors.

6.3.1. Short-term contractors and subcontractors (less than one year) must receive a local briefing and a practical driving orientation (**Attachment 6**) (will vary based on work site location) from Airfield Management prior to driving on the airfield.

6.3.2. Each contractor and subcontractor must receive a briefing and sign 911 AW Form 13-2, (See **Attachment 7**) prior to driving on the airfield.

6.3.3. Contractors and subcontractors must follow the route approved by Airfield Management to and from the work site.

## 6.4. Non-Government Vehicle Procedures.

6.4.1. Privately Owned Vehicles (POVs). POVs are not authorized on the airfield except as outlined in Chapter 7.

6.4.2. Government Rental Vehicles (GRVs).

6.4.2.1. GRVs are authorized on the airfield to include the restricted area under the following conditions:

6.4.2.1.1. The number of GRVs must be kept to the absolute minimum necessary to accomplish the mission.

6.4.2.1.2. GRVs are required for official government business.

6.4.2.1.3. Copy of government rental agreement shall remain inside the vehicle at all times.

6.4.2.1.4. GRV driver has a civilian driver's license, AF Form 483 Certificate of Competency, and a restricted area badge.

6.4.2.1.5. Driver has checked in with Airfield Management to obtain a POV pass.

## 7. Authorized POVs on the 911 AW Ramp.

7.1. The following POV's are authorized on the 911 AW Ramp;

- 7.1.1. 911 AW Installation Commander.
- 7.1.2. 911 AW Operations Group Commander.
- 7.1.3. 911 AW Maintenance Group Commander.

7.2. Authorized POV's Other Than 911 AW Ramp Area. POV's are authorized in the following areas with Airfield Management approval; Parking lots behind hanger 416 and 417 and the parking lot in front of building 102, Base Fuels.

**7.3. Requirements and procedures:**

- 7.3.1. Possession of valid State Driver's License.
- 7.3.2. Possession of Government Operator's License with validation to operate vehicles on the airfield AF Form 483, Certificate of Competency is mandatory.
- 7.3.3. Current state inspection certification for the appropriate vehicle.
- 7.3.4. 911 MXG/CC will submit the request for airfield POV passes (**Attachment 8**) to the Airfield Manager for approval. Upon approval, the Airfield Manager will issue a POV pass valid through the calendar year (Jan-Dec).

**7.4. Procedures for the disposition of POV Vehicle passes/decals.**

- 7.4.1. POV passes/decals will automatically be re-issued for those individuals listed in para 7.1.1-7.1.3 each year provided there isn't a change of personnel. All other personnel will have their POV requests re-validated each year by the Maintenance Group Commander and the AFM. A different colored indicator will be placed on the pass each year for easy identification of expired passes.
- 7.4.2. POV passes/decals will be kept within the vehicle on the left side of the dash board while driving on the airfield. Do not display passes/decals off the airfield and this installation. If an individual no longer requires a POV pass/decals before the end of the calendar year or expiration date, return the pass/decals to the AFM.

**8. Spot Checks.**

8.1. Spot checks will be conducted periodically by the Airfield Manager to monitor compliance with airfield driving procedures. Violations of airfield driving procedures will be reported to unit ADPM's for corrective action.

- 8.1.1. Airfield Management personnel will monitor radios for proper radio terminology/phraseology and discipline.
- 8.1.2. Results of spot checks shall be reported and documented (unit/office symbol) in the "status of airfield driving" section of the Airfield Operations Board (AOB).

**8.2. Annual inspection of unit airfield driving programs.**

- 8.2.1. Inspections must focus on the unit's program integrity and compliance with this ADI.
- 8.2.2. As a minimum, review/inspect: Base unit's Airfield Driving Program Manager qualifications and letter of appointment, availability and currency of this ADI, prescribed

forms and other associated publications, current listing and number of base unit's certified airfield drivers, adequacy of training and testing materials pertinent to this ADI, training documentation significant to this ADI and completion/tracking of airfield driving program refresher training.

8.2.3. Inspection results will be provided to the appropriate unit commander and briefed at the AOB.

**9. Adopted Forms:** AF Form 483, *Certificate of Competency*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card (Special Purpose Vehicles Only)*

AF Form 651, *Hazardous Air Traffic Report*

AF Form 457, *USAF Hazard Report*

AF Form 847, *Recommendation for Charge of Publication*

911 AW 13-1, *Airfield Driver's Training and Certification*

911 AW 13-2, *TDY/Contractor Briefing/Training and Certification*

GORDON H. ELWELL, JR., Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 13-2, *Air Traffic Control*, 7 AUG 2007

AFI 13-204, *Functional Management of Airfield Operations*, 10 JAN 2005

AFI 13-213, *Airfield Management*, 29 JAN 2010

AFMAN 33-363, *Management of Records*, 1 MAR 2008

AFOOSH Standard 91-100, *Aircraft Flight Line-Ground Operations and Activities*, 1 MAY 1998

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, 1 JUL 2009

AFVA 11-240, *Airport Signs and Markings*

***Abbreviations and Acronyms***

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AGE**—Aircraft Grounding Equipment

**AFM**—Airfield Manager

**CMA**—Controlled Movement Area

**SOW**—Statement of Work

**ECP**—Entry Control Point

**FOD**—Foreign Object

**POV**—Privately Owned Vehicles

**GRV**—Government Rental Vehicles

**AOB**—Airfield Operations Board

***Terms***

**Airfield**—Any surface where aircraft take off, land, taxi, park or are towed. This includes unpaved areas of the aircraft transitional surfaces and clear zones.

**Airfield Driving Instruction**—Formerly known as the Flight Line Driving Instruction. The Airfield Driving Instruction defines local procedures for personnel when operating vehicles on the Airfield.

**Aircraft Movement Area**—For the purpose of this instruction, aircraft movement area refers only to those areas on the 911 AW Ramp where aircraft move under their own power.

**Circle of Safety**—The area within 25 feet in any direction from any part of the aircraft or within a line parallel to and 25 feet in front of or to the rear of aircraft parked in rows.

**Taxiing aircraft, parked aircraft, towed aircraft, or aircraft in which engines are operating**—The area within 25 feet in front of and 200 feet to the rear of the aircraft. Vehicles parked beside the aircraft will be located clear of wing tips.

**Controlled Movement Area (CMA)**—The Pittsburgh (PIT) IAP Runway and all portions of the taxiways with the exception of Taxiway N2 east of the hold line. The purpose of the CMA is to establish control over aircraft and vehicular traffic. The PIT control tower exercises direct radio control over the CMA. Two way radio communications with the control tower is required for entry into the CMA. Unescorted access to CMA and Pittsburgh IAP is strictly prohibited.

**Emergency Response Vehicles**—Any vehicle that is required to respond to aircraft or airfield emergencies. Emergency response vehicles include, but are not limited to vehicles assigned to Airfield Management, Security Forces, Fire Department, Crash Recovery, Safety and Ambulance. Non-emergency vehicles must give way to all emergency response vehicles. Vehicles responding to emergencies are required to operate flashing lights, rotating beacons or hazard/warning flashers to have priority of operation. Vehicles responding to emergencies shall yield the right-of-way to all aircraft, "Follow-Me vehicles, and vehicles towing aircraft.

**Foreign Object Damage (FOD)**—Any damage to an aircraft engine, aircraft system, equipment or tire caused by an external foreign object which may or may not degrade the required safety and/or operational characteristics of the engine, aircraft system, or tire

**Fixed Obstacles**—Manmade or natural features such as buildings, trees, terrain, irregularities and any other feature constituting possible hazards to moving aircraft.

**General Purpose Vehicles**—Vehicles 1.5 tons or less required for airfield mission support.

**Government Motor Vehicle (GOV)**—All self-propelled motorized vehicles owned or leased by the U.S. Government.

**Government Rental Vehicle (GRV)**—All self-propelled motorized rental vehicles paid for by U.S. Government agency and utilized by military or civilian government employees for official business. Personnel requesting to drive a GRV on the airfield must first contact Airfield Management to obtain proper authorization and coordination.

**Mobile Obstacles**—Include but are not limited to parked aircraft, parked and moving vehicles, AGE equipment, fire extinguishers, aircraft chocks, maintenance stands, etc., posing a hazard to aircraft.

**Privately Owned Vehicle (POV)**—All self-propelled motorized vehicles not owned, leased, or contracted by the U.S. Government. Only authorized POVs are permitted on the ramp.

**Ramp**—Paved area provided for aircraft parking, servicing, unloading, and loading.

**Runway Environment**—(includes runways, overruns and within 100 feet of these areas): Area provided for the safe arrival and departure of aircraft. Pittsburgh Int'l Airport Runway Environment is off limits to all airfield vehicle operators unless approved by the PIT Tower and escorted by Allegheny County Airport Authority personnel.

**Runway Intrusion**—A CMA violation that is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing by aircraft regardless of

impact on safety. These incidents can occur by aircraft, vehicles, and pedestrians and are usually caused by communication errors.

**Special Purpose Vehicles**—Vehicles designated for special requirements, such as tugs, forklifts, K-loaders, fuel trucks, de-icing vehicles, snow broom, snow plow, snow blower, sweeper, etc.

**Taxiways**—Pavement areas provided for the safe ground movement of aircraft. Taxiways connect the parking and maintenance areas with the runways and provide access to hangars, parking aprons, and pads. Pittsburgh Int'l Airport Taxiways are off limits to all airfield vehicle operators unless approved and escorted by Allegheny County Airport Authority personnel.



**Attachment 3**

**AIRFIELD DRIVING PROGRAM MANAGER (ADPM) APPOINTMENT LETTER**

Use Air Force Reserve Command Letterhead

Date:

MEMORANDUM FOR: 911 OSF/OSAA

FROM: (Squadron/Unit CC)

SUBJECT: Appointment of Unit Airfield Driving Program Manager(s)

1. The following individuals are appointed as unit Airfield Driving Program Managers for

\_\_\_\_\_  
(Squadron/unit)

**Primary:** \_\_\_\_\_  
(Full name/grade/phone)

**Alternate:** \_\_\_\_\_  
(Full name/grade/phone)

2. (Optional) the above individuals are authorized to sign for the commander on the "Airfield Driver's Training and Certification" Form.

3. Please contact \_\_\_\_\_ if you have any questions.  
(Unit POC/Phone)

\_\_\_\_\_  
Commander Signature Block

Cc: Each Individual

## Attachment 4

911<sup>TH</sup> AW WORKSHEET 3-1

Airfield Driver's Training and Certification				
TO: 911 OG/OSAA (AFLD MGMT)		FROM (UNIT):		DATE:
<b>I. AIRFIELD DRIVER'S INFORMATION:</b>				
NAME (Last, First, Middle Initial):		RANK:	OFFICE SYMBOL:	DSN PHONE #:
DRIVER'S LICENSE #:		STATE:	EXPIRATION DATE:	
<b>II. TRAINING REQUIREMENTS</b>				
	<b>TRAINEE</b>	<b>TRAINER</b>	<b>DATE</b>	
1. State and/or GOV driver's license is current/valid.				
2. Driving history reviewed by SFS.				
3. Airfield driving CBT completed. Score:				
4. Read/Understand 911 AWI 13-202.				
5. Unit classroom/OJT training completed.				
6. Written test completed. Score:				
7. Airfield diagram/layout test. Score:				
8. Daytime orientation/training completed.				
9. Practical daytime driving test completed.				
10. Nighttime orientation/training completed.				
11. Practical nighttime driving test completed.				
12. Light Gun signals.				
13. Phraseology test (required for CMA access).				
14. Unit ADPM training by AFM/AAM				
<b>III. AUTHORIZATION:</b> Request the above individual be authorized to drive on the airfield and permitted access to the areas below (check all that apply).				
ALL FLIGHTLINE:	RAMP ONLY:	DAYTIME ONLY:		
SQUADRON COMMANDER (Name, Rank):		SIGNATURE:		DATE:
APPROVED:	DISAPPROVED:	CERTIFICATE #:	DATE:	
AIRFIELD MANAGEMENT (Name, Rank):		SIGNATURE:		DATE:
911 AW Worksheet 13-1, March 2010			PREVIOUS EDITIONS ARE OBSOLETE	

**Attachment 5****AIRFIELD DRIVER'S TRAINING LESSON PLAN****A5.1. Administration:**

A5.1.1. Ensure the individual requiring airfield driver's training has a current state/government driver's license and necessary unique vehicle training, such as operating forklifts, K-Loaders, tugs, etc.

A5.1.2. Consider physical and/or life skill problem/stress before assigning personnel airfield driving duties.

A5.1.3. As a minimum, individual must read AFJMAN 24-306, Chapter 25, 911 AWI 13-202, AFI 13-213, Chapter 4 and AFOSHSTD 91-100, Chapter 6.

A5.1.4. Conduct practical classroom training, daytime airfield orientation, nighttime airfield orientation (as required), airfield driving check ride, and phraseology test for those requiring access to the CMA.

A5.1.5. Airfield Management will administer an airfield driver's and airfield diagram layout test.

A5.1.6. When training requirements are completed, fill out the competency request form, have the squadron/unit commander (or designated rep sign and bring to Airfield Management to have the written test administered and the AF Form 483, **Certificate of Competency**, issued.

A5.1.7. Retain all airfield driving training paperwork and proof of annual recurring training on all individuals.

**A5.2. Briefing Points:**

A5.2.1. Flight line entry control points.

A5.2.2. Line Badge requirements and use.

A5.2.3. Flight line security and individual responsibilities.

A5.2.4. Flight line traffic flow.

A5.2.5. Speed limits and safety.

A5.2.6. Restricted areas, hazards and congestion points.

A5.2.7. Vehicle parking/driving on apron/ramp.

A5.2.8. Airfield Markings and signs.

A5.2.9. Procedures for operating in the Controlled Movement Area.

## Attachment 6

### TDY/CONTRACTOR BRIEFING

**A6.1.** Drivers must have a valid AF Form 483 (authorizing airfield driving) and a valid state driver's license, or be escorted by someone who does. If entering the controlled movement areas, the escort must be authorized to drive in the CMA. If the vehicle is not a GOV, it must have an appropriate airfield vehicle permit.

**A6.2.** Prior to entering the airfield, drivers will perform a FOD check to ensure the vehicle is clear of any material that could pose a FOD hazard (FOD check signs are posted at entry points as a reminder).

**A6.3.** Drivers will adhere to the driving routes to/from airfield construction areas, site maintenance, daily cleanup, waste control and material/equipment storage established by the Airfield Manager.

**A6.4.** Drivers will ensure equipment is properly stowed in vehicle, tailgate is up and locked (if applicable), and all personnel are seated with seatbelts.

**A6.5.** Drivers must adhere to speed limits. Speed limits are as follows:

1. Vehicle within 25 feet of an aircraft – 5 MPH
2. Aircraft parking areas – 15 MPH

**A6.6.** Drivers will give way to responding emergency vehicles by stopping in place; the emergency vehicle(s) will drive around you.

**A6.7.** Red Line Clearance is coordinated through Airfield Management Operations and approval obtained from Security Forces.

**A6.8.** Drivers should have an understanding of HOLD short signs and markings, procedures for requesting access across/on the runway, and requirement to advise Tower once "off" the runway.

**A6.9.** Light Gun Signals (*See paragraph 4.13 and Figure 3.2*)

**A6.10.** Runway Intrusion Prevention

**A6.11.** Airfield Violations and Consequences (*See Chapter 5*)

**A6.12.** Vehicles will not be left unattended.

**A6.13.** Drivers must remain at least 200 ft behind and 25 ft in front and to the sides of an aircraft with engines running. **Drivers must give way to all aircraft and emergency vehicles.** Remain at least 50 ft from all aircraft being towed.

**A6.14.** Drivers must ensure vehicle lights (front, rear, hazard, and/or rotating beacon) are working properly. Headlights should be turned off when approaching taxiing aircraft to prevent blinding the pilot (keep running lights on).

#### **ALWAYS:**

- Approach an aircraft with the **driver's side of the vehicle toward the aircraft.**
- Passengers should walk around the vehicle to the aircraft.
- Give way to **emergency** vehicles responding to an **emergency** (stop in place).
- Give way to taxiing aircraft or aircraft "in tow".

- Remain at least 50 feet from aircraft fueling operations.
- Remain clear of the “**Hold Short Line**” or a minimum of 100 feet from the runway/helipad (outside distance remaining markers), and request tower approval to enter or cross the runway/helipad.
- Turn headlights off and leave parking lights on when you meet a taxiing aircraft at night.  
**NOTE:** Do not turn off all vehicle lights.

**NEVER:**

- Back a vehicle toward an aircraft without external guides and chocks in place at a pre-designated safe location.
- Cross or enter any runway.
- Drive a vehicle, except a **Follow Me**, in the path of a taxiing aircraft.
- Drive any vehicle between a **Follow Me** and the aircraft being led.
- Drive or park closer than **10 feet from a parked aircraft**.
- Drive or park closer than **25 feet in front of or beside** any aircraft with **engine(s) running** or about to be started.
- Drive or park closer than **200 feet behind** an aircraft with **engine(s) running** or about to be started.
- Drive under any part of an aircraft.



Attachment 8

REQUEST FOR FLIGHTLINE POV PASS

Use Air Force Reserve Command  
Letterhead

Date

MEMORANDUM FOR 911 OSF/OSAA

FROM: \_\_\_\_\_

SUBJECT: Request for Airfield Driving POV Pass

1. I request that \_\_\_\_\_ be authorized to operate his/her POV IAW 911AWI 13-202. This POV will be used for access to the parking lots behind Hangers 416 and 417 and the parking lot in front of Building 102. Base Fuels. Authorization will be to operate the POV on the *restricted* or *non-restricted (choose one)* portion of the 911<sup>th</sup> Airlift Wing ramp for fiscal year XXXX.

2. Include justification for POV pass.

911 MXG Commander Signature

1<sup>st</sup> Ind: 911 OSF/OSAA

Approved/Disapproved

DOUGLAS MAY, Contractor.  
Airfield Manager

Attachment 9

SELF-INSPECTION ADPM CHECKLIST

DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_

Purpose: The Airfield Driving Program checklist is used as a management tool to determine the status of your unit's airfield driving program. The assessment should focus on the program's integrity, compliance and support. As a minimum, this checklist must be completed annually or within 30 days of changing the primary Unit Airfield Driving Program Manager (ADPM). The annual review should be completed when scheduled for the annual unit inspection conducted by Airfield Management. Units are encouraged to add any additional checklist items that are specific to the needs of the unit.

	SAT	UNSAT
1. Has the Unit Commander appointed a Unit Airfield Driving Program Manager?		
2. Is a current copy of the ADPM appointment letter on file with Airfield Management?		
3. Does the ADPM maintain a master binder with required documentation and governing directives?		
4. Is the ADPM certified to drive on the airfield?		
5. Are unit trainers and certifiers appointed by letter?		
6. Are unit trainers and certifiers currently assigned duties that involve airfield driving?		
7. Does the ADPM periodically conduct training in accordance with 911 AWI 13-202?		
8. Does the ADPM periodically conduct spot evaluations of trainers and certifiers to ensure compliance and accurate training?		
9. Does the Unit Commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?		
10. Are written procedures established to limit the number of runway crossings? <i>This is non-applicable to some units.</i>		
11. Does the ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?		
12. Does the Airfield Driving Program Manager have training documentation on file for all drivers that have been issued an AF IMT 483?		
13. Is training documented in the trainee's records?		
14. Is the Unit Airfield Driving Program Manager maintaining a list of all currently assigned airfield drivers issued an AF IMT 483? Is the list provided to Airfield Management quarterly?		

15. Are unit airfield driving trainees receiving academic, practical day and night orientation driving training?					
16. Is remedial training conducted and documented on personnel that fail a test or commit a violation?					
17. Is annual refresher training conducted and documented annually?					
18. Does the Airfield Driving Program Manager notify the Unit Commander and Airfield Management when revoking an individual's driving privileges?					
19. Are TDY personnel Airfield credentials verified and do they receive local Airfield training covering the areas required?					
20. Is Airfield driving training for TDY personnel documented?					
<b>OVERALL SCORE:</b>			<b>PASS</b>	<b>FAIL</b>	
Next inspection date:					
Airfield Management Inspector:					
Airfield Management Inspector Signature:					
Unit Airfield Driving Program Manager:					
Unit Airfield Driving Program Manager Signature:					