

Non-Movement Area Vehicle Operations

The Airport has developed a series of improvements to enhance safety for both the non-movement and movement area operations. As a FAA Part 139 certificated airport, it is the Airport's ultimate goal and responsibility to provide a safe and secure airport. These improvements are specifically directed toward the safety of aircraft operations, vehicle access, and vehicles procedures for operating within the airport perimeter. It is critical that restricted access is maintained to only those vehicles that have official business inside the fence. Any vehicle with access shall operate in accordance with the Airport's rules and regulations.

Only personnel that have completed the Airport's vehicle driver training program, shall have access to the movement area. Not doing so could result in a vehicle/pedestrian deviation, ground incident, and/or a runway incursion. Maintaining airfield safety is a critical responsibility for all airport users and should be emphasized whenever possible.

The Non-Movement Area Driver Training Manual has been developed to ensure that all drivers and tenants are aware of the unique risks of operating a vehicle inside the airport environment. This manual serves as a tool for the airport and each tenant to understand the importance of the Airport's rules and regulations and responsibilities for restricting employees, tenants, and guests' access to the movement area. The intent of this program is for all airport users to recognize the importance of restricting access to the movement area to only those authorized and necessary for airport operations. A reminder of this policy will be provided every 12 months.

The non-movement area training program is applicable to all airport users that have authorized access inside the airport perimeter. It is the responsibility for each tenant to provide such training to their employees and/or sub-lessees associated with their leased premises. It is our recommendation that any such training provided be documented to assist with any future audit or investigations conducted



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by the Airport and/or the FAA. For all other guests that may be given airport access by the Lessee, the Lessee shall be considered the escort of such vehicles and responsible for the safe operation of each vehicle and their passengers.

It is the responsibility of both the airport and each tenant to maintain the safety and security of the airport. All gates shall remain locked and secured at all times. Each Lessee is responsible for securing each gate located within their leased premises and for the safe operation of any employee or guest given access inside the airport perimeter. If a gate is found unsecured or cannot be secured, please report immediately to Airport Operations at (205) 454-9939 or the Airport Fire Station at (205) 248-5412. Any such violation could include an oral or written reprimand, suspended access privileges, issuance of a misdemeanor offense, or consideration for grounds to terminate or cancel the Lessee's lease.

It is our policy to maintain safety and security for all airport users and maintain compliance with our FAA Part 139 program. For any questions regarding this policy, please contact Airport Management for further discussion. Thank you for your assistance and full cooperation in this matter.

Sincerely,

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Tuscaloosa National Airport

Tuscaloosa National Airport (KTCL)

Non-Movement Area Driver Training Manual



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Tuscaloosa National Airport
Non-Movement Area Driver Training Manual

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Introduction

The purpose of this manual is to familiarize tenants and drivers with the Airport's rules and procedures for safely operating a vehicle on the Non-Movement Area at TCL. Driving on the Non-Movement Area at TCL is a privilege, not a right. It is the responsibility of all employees, contractors, and vendors who are issued driving privileges to understand and follow the procedures discussed in this manual. This is not an all-inclusive training aid and should be used in conjunction with other FAA and locally produced training materials to successfully complete non-movement area driver's training. It is recommended for each tenant to document any such training provided to staff or sub-lessees to assist with any future audit or investigations conducted by the Airport and/or the FAA.

The information presented in this training manual has been developed to inform and educate vehicle drivers about the various signs, lighting, markings, and communication procedures specifically utilized in the airport environment. It will include maps, pictures, basic driving guidelines and the Tuscaloosa National Airport's Rules and Regulations pertaining to driving on the airside. It is your responsibility to know, understand, and follow the guidelines and requirements outlined in this manual when driving on the non-movement area.

Definitions

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

Airside – those areas of an airport that support aircraft activities. At Tuscaloosa National Airport, the airside is all the land within the perimeter fence and includes both the Movement Area and Non-Movement Area.

Air Traffic Control Tower (ATCT) – A terminal facility that uses air/ground communications, visual signaling, and other devices to provide ATC services to aircraft operating in the vicinity of the airport or on the movement area.

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

Escort - to accompany or monitor the activities of an individual who does NOT have unescorted access authority within the airport perimeter fence (i.e. transients, guests, etc.)

Foreign Object Debris (FOD) – is any object located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.

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Landside – those parts of an airport, adjacent terrain, and buildings or portions thereof that are not airside but are considered on airport property.

Movement Area – the runways, taxiways, and safety areas aircraft use for taxiing, takeoff, and landing. The movement area is exclusive of loading ramps and parking areas, and are under the control of an air traffic control tower.

Non-Movement Area – areas of an airport that are used for taxiing or hover taxiing, or air taxiing aircraft including helicopters and tilt-rotors, but are not part of the movement area (i.e., the loading aprons and aircraft parking areas). This area is not under control of the airport traffic control tower.

Notice to Airmen (NOTAM) - is a notice containing information essential to personnel concerned with flight operations. A NOTAM indicates the abnormal status, condition, hazard, procedure, or change of service at the airport.

Permission or Permit - permission granted by the Airport Manager, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

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

Runway Incursion – Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of an aircraft

Surface Incident - is an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an aircraft occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight. Simply put, this is what happens when a vehicle enters the movement area without proper authorization or when the safety of an aircraft is affected by a pedestrian, vehicle or another aircraft.

Taxilane - A taxiway designed for low speed and precise taxiing. Taxilanes at TCL are located outside the movement area, providing access from taxiways to aircraft parking positions and other hangar areas.

Taxiways – those parts of the movement area 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 (includes surface incidents involving aircraft operated by non-pilots, such as anyone).

SAFETY

All vehicle operators must remain vigilant and be cognizant of the potential factors that increase the risk of becoming a statistic. Maintaining situational awareness and training will help to ensure operational errors that may lead to surface incidents are avoided. As the aviation industry continues to grow, and pedestrians, vehicles and aircraft continue to mix in increasingly congested environments, the potential for surface incidents increases and the margin of safety decreases.

A surface incident is an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an aircraft occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight. Simply put, this is what happens when a vehicle enters the movement area without proper authorization or when the safety of an aircraft is affected by a pedestrian, vehicle or another aircraft.

SECURITY

Disclaimer

The purpose of this training manual is to promote safe vehicle and equipment operations on the airside of the airport. The following sections emphasize some security requirements related to vehicle and equipment operations but are not all encompassing. Applicable security regulations and training provided by the Tuscaloosa airport should be referenced for more detailed information.

Authorized Access

Only those vehicles that are necessary for the continued operation of the airport or for the support of airport related activities may be located and operate inside the airport's perimeter fence. All other vehicles shall remain outside of the fence or within the Lessee's leased premise. Personal vehicles are only permitted to operate inside the perimeter fence at the approval of the Airport or with the exception of those vehicles permitted access by the Lessee. In those instances, the Lessee shall be considered the escort of such vehicles and responsible for the safe operation of each vehicle and passengers.

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For those that require access to the movement area, personnel must participate in the airport's training program for ground vehicle operations. These personnel that have completed the ground vehicle training program must maintain their currency every 12 months. For any questions regarding access to the movement area or the airport's ground vehicle training program, please contact Airport Management.

Perimeter Security and Gate Access Control

The airfield is completely surrounded by chain-link fencing or buildings with controlled access points. Vehicle gates are located at various locations along the fence line to provide access to the airside. All vehicle gates have locking mechanisms that require a badge or a key to gain access. These gates must always be secured when not in use and individual access to the gates is tailored to an organization's needs. In other words, you may not have access to all vehicle gates.

It is your responsibility as a vehicle operator or pedestrian to secure a gate or door after passing through it. You must ensure that nobody follows you through a gate or doorway. You must position your vehicle so that it blocks the gate until the gate has fully secured.

If you happen to find an unsecured gate, hole in the fence, open door or other unattended/unsecured point of access to the airside, it is your responsibility to maintain a direct line of sight with the area at all times and to report it. Notification must be provided to Airport Operations at (205) 454-9939 or the Airport Fire Station at (205) 248-5412 (24 hours per day). Under no circumstances should you leave the area unattended until an airport representative has arrived to relieve you.

AIRFIELD FAMILIARIZATION

Non-Movement Areas

The Non-Movement Area includes the Terminal, FBO, and General Aviation Ramps along with associated service roads. Vehicles, equipment, and aircraft can operate in the Non-Movement Area. While these surfaces are not under the control of the ATCT, it is even more imperative that you exercise extreme caution when driving in these areas. Aircraft movements occur around the clock and since both the pilots' field of vision from the cockpit and an aircraft's maneuvering capability are limited, it is up to the ground vehicle operator to exercise safety and proper driving habits to avoid collisions and accidents. Aircraft always have the right-of-way over vehicles. The diagram in Appendix A illustrates the Non-Movement Area in relation to the Movement Area.

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Movement Areas

The Movement Area includes the runways, taxiways, and safety areas of an airport that are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft including helicopters and tilt-rotors, exclusive of loading aprons and aircraft parking areas. The primary difference between the Movement Area and the Non-Movement Area is that access and movements within the Movement Area is controlled by the ATCT.

The Non-Movement Area Boundary Marking identifies the border between the Non-Movement Area and the Movement Area (Image 1). Only organizations and individuals who have completed the Airport's initial and recurrent vehicle driver program are authorized to operate vehicles inside the Movement Area. All other vehicles/ground support equipment shall be escorted by a Tuscaloosa Airport or FAA vehicle. The diagram in Appendix A illustrates the Non-Movement Area in relation to the Movement Area.

Ground vehicles, personnel, or equipment found to be operating inside the Movement Area that are not authorized and not in contact with the ATCT pose a serious risk to air traffic. This constitutes a V/PD and/or surface incident. The operators of such vehicles or equipment are subject to substantial penalty up to and including revocation of all airside driving privileges.

Airfield Markings

Non-Movement Area Boundary Marking

The non-movement area boundary marking is used to delineate the movement areas under direct control by the air traffic control tower from the non-movement areas that are not under their control. This marking consists of a single solid yellow line located on the non-movement area side and a single dashed yellow line located on the movement area side. A vehicle operator is not to cross from the solid-line side into the movement area. Only organizations and individuals who have completed the Airport's initial and recurrent vehicle driver program are authorized to operate vehicles inside the Movement Area with positive radio contact with the ATCT. See Images 1 and 2.

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Image 1

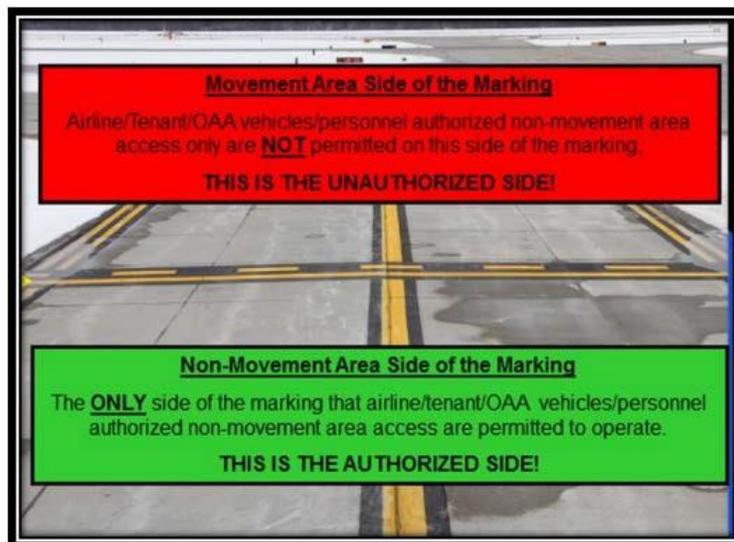


Image 2

GENERAL OPERATING GUIDELINES

Operating Vehicles on Ramps

Ramp areas (also known as aprons), which are within the Non-Movement Area, are unique from other parts of the airfield because they do not fall under the authority of the Air Traffic Control Tower. This provides a vehicle operator the flexibility of movement needed to perform many of the tasks that occur on a ramp, but also requires the vehicle operator to be alert at all times. Many activities take place on a ramp that can create a distraction or hazard. Aircraft are often moving, construction operations, gameday operations, cargo operations, and noise levels can be high enough to mask sounds that would normally provide a warning. For these reasons, certain aspects of operating on the airport's ramps are emphasized in the following sections.

Aircraft Right of Way

Vehicle and equipment operators must yield the right of way to all moving aircraft. This is regardless of whether its movement is imminent, under tow or taxiing under its own power. The only exception to this is when a vehicle operator is given specific authorization by the Air Traffic Control Tower that the vehicle has the right of way over the aircraft. Additionally, drivers should assume the pilot cannot see them and it is up to the vehicle operator to give aircraft plenty of clearance to pass.

Safe Operations Near Aircraft

In addition to giving aircraft the right of way, there are several other areas to avoid and be aware of when operating a vehicle on the non-movement area.

1. Avoid jet and propeller blast when passing behind an aircraft
2. Be aware of the wing span area of parked aircraft during low-visibility conditions
2. Be aware of jet engine ingestion areas; do not drive or walk, in close proximity, to the front of an active aircraft
3. An airport environment is notoriously loud; always double check before proceeding because you may not hear approaching aircraft, helicopters, vehicles, or people
4. Yield to emergency vehicles, taxiing aircraft, and pedestrians
5. Always wear a safety vest or a high visibility jacket when working on the ramp.

Speed Limits

The speed limit on any aircraft ramp and specific access roads is 15 mph while, on all other access roads, the speed limit is 25 mph. All roads are marked with the appropriate speed limit sign. However, all drivers must exercise caution and reduce speed when necessary. The presence of emergency vehicles, aircraft, inclement weather, poor visibility, and icy conditions all necessitate a slower speed when present.

Electronic Device Use

Use of electronic devices is strongly discouraged for obvious reasons. Phone discussions, text messaging, and other actions involving such devices can cause an unnecessary distraction that may contribute to an accident or incident. Any person with airside access must be aware of, and comply with, their organization's policy on the use of electronic devices. If you must use an electronic device while operating on the airside, first stop the vehicle in an area clear of other moving vehicles or aircraft. Never read or send text messages while operating a moving vehicle. Finally, limit electronic device use to work-related purposes only.

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Emergency Response Vehicles

All drivers on the airport must yield to marked emergency vehicles responding to an emergency situation as you would while driving on public streets. Emergency vehicle operators must exercise extreme caution for unexpected movements of other vehicles, pedestrians and aircraft. It should be noted that even in an emergency situation, taxiing aircraft may not give way to emergency vehicles unless specifically instructed to do so by ATCT.

When responding to an emergency, emergency vehicles may proceed through a stop signal or stop sign only after ensuring they will not endanger personnel, aircraft or property. Also, they may exceed speed limits and disregard regulations governing direction of movement or turning in specified directions.

Foreign Object Debris (FOD)

Foreign Object Debris or FOD for short is defined as, “debris that can cause damage to aircraft engines, tires, or fuselage from rocks, trash, or the actual debris found on runways, taxiways, and aprons.” In other words, any object whether it is a nail, rock or even a plastic bottle that is on the ramp or airfield is FOD. These objects are dangerous to aircraft not only because they can cause vast amounts of monetary damage, but because in the right environment (runways, runway safety areas) they can cause accidents and loss of life situations.

FOD reduction is the responsibility of everyone. If you see something pick it up and dispose of it before it becomes a hazard to aircraft. Anything found on the non-movement area can easily make its way onto the movement area and ultimately to a taxiway or runway. If you see something while on the airside, pick it immediately and dispose of it in a proper trash receptacle. If you see something blow into the movement area, **DO NOT GO INTO THE MOVEMENT AREA** to retrieve the item. Contact Airport Operations at (205) 454-9939 or (205) 248-5300 and Airport Operations will go into the movement area and pick it up.

You can also reduce the possibility of FOD by keeping your vehicle clear of debris both inside and out. If you drive a pickup truck, ensure that all materials contained in the bed are secured and cannot blow out. If you are working with tools, check and re-check the area to make sure you did not accidentally leave any on the ground where it can cause damage.

SPECIAL CONSIDERATIONS

Nighttime & Low Visibility Conditions

When driving at night or during inclement weather such as snow, rain, icy conditions and fog, allow extra travel time and drive slower than normal. Exercise extreme caution during these conditions and keep driving to a minimum. Only operate equipment if it is necessary for aircraft operations.

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Under winter conditions, lights, signs and markings may be obscured by snow. Braking action will be greatly diminished and all surfaces will be slippery due to the presence of ice and snow. Please refer to the most recent NOTAMs during winter events. Use extreme caution and remember that there are extra risks present.

Gameday Operations

Each year, the airport hosts a series of high-volume events as a result of the University of Alabama's athletic programs. To host such events, the Airport will implement a variety of procedures to conduct overflow operations, the closure of taxiways and runways, extended air traffic control services, and shuttle operations to/from aircraft. Due to the dynamic nature of each event, it is especially critical that safety is maintained throughout the event. It is vital that both the Airport and each tenant ensures that gate security is maintained and only those with authorized access are able to operate inside the perimeter fence. Access to the movement area during these events are only authorized to those essential to event related operations. All other vehicle operations are encouraged to remain on the non-movement area and travelling along the airport's perimeter road when permissible. Please refer to the most recent NOTAMs and the Airport's website for further details related to each gameday event.

Wildlife

Wildlife poses a significant threat to aviation. The airport consists of approximately 724 acres and the Black Warrior River forms the east boundary while Van de Graaff Park and Arboretum are located north of the airport. The presence of water, vegetation, agricultural land, and structures in the vicinity of the airport serve as attractants for wildlife.

Wildlife strikes cause millions of dollars in damage each year to aircraft in the United States. Such incidents can cause severe injury to airport users, even death. If you see significant wildlife activity on the airside, immediately contact Airport Operations at (205) 454-9939 or (205) 248-5300 so that these hazards can be addressed to ensure the safety of aircraft operations at TCL.

Construction

Extra vigilance is essential when driving on an airport during construction. Normal driving routes may be altered, large equipment may limit visibility, hazards such as open excavation may be present, and operational changes may be required. For all of these reasons, heightened awareness by pilots and drivers alike is required. Additionally, any unsafe practices observed relating to maintenance or construction on the ramp should be reported to Airport Operations at (205) 454-9939 or (205) 248-5300.

INCIDENTS, ACCIDENTS, AND SPILLS

Driving anywhere on the airfield is a privilege that must be taken seriously. Safely operating a vehicle on any of the airport surfaces requires concentration and vigilance. Moving aircraft, high noise levels, bad weather conditions, and crowded ramp areas are just a few of the factors that you will likely encounter when operating a vehicle at TCL. Extreme caution must be exercised at all times.

Incident/Accident Reporting

If you see or are involved in an incident/accident, immediately stop and remain at the scene, render reasonable assistance to anyone injured, and report all accidents involving aircraft, motor vehicles, as well as damage to airport property, immediately to Airport Operations at (205) 454-9939 or (205) 248-5300.

Airport property can include: airfield lighting, signs, fixtures, turf areas, buildings, jet bridges, fencing, etc. Failure to report such incidents shall result in appropriate action taken by the Airport.

Special Consideration for Accidents Involving Parked Aircraft

If you are involved, or observe someone, in an accident involving a parked aircraft, it is critical that the aircraft not be flown until any damage to the aircraft is assessed and repaired as needed. Remember that by not reporting, you could be putting passenger lives in jeopardy.

Medical Emergencies

If there is a need for medical attention, call 911 immediately for all emergencies to request medical attention or the Airport Fire Station at (205) 248-5412 for non-medical emergencies. The TCL Aircraft Rescue Fire Fighting (ARFF) Station 12 is located on the airfield, adjacent the airport terminal, and will provide a timely response to the emergency.

Vehicle/Pedestrian Deviation (V/PD)

A V/PD is defined as any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control. For example, an unescorted personal vehicle driving beyond the non-movement area boundary marking at Taxiway E would be a V/PD. If you commit or observe a potential V/PD you must immediately report this to Airport Operations at (205) 454-9939 or (205) 248-5300.

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There are numerous ways a V/PD can occur. Often it boils down to a lack of situational awareness which usually combines several of the following potential contributing factors:

- Not following standardized procedures
- Lack of training or internal procedures
- Not understanding the implications of one's actions
- Failure to ask for help when confused
- Failure to utilize the airport diagram
- Unfamiliarity with the airport
- Confusing airport layout or geometry
- Complacency
- Inclement weather and night operations
- Fatigue

The following guidelines can help prevent a surface incident:

- Any distractions (i.e. cell phones, reading materials, radios, passengers talking, etc.) must be eliminated or kept to a minimum
- Initial and Recurrent Training: The driver must know the limits of his or her operating environment
- Operators must always be aware of their surroundings, especially in relation to aircraft operations

In the event a driver enters the movement area by mistake he or she must:

- Stop the vehicle/equipment and regain composure
- Survey the surroundings for aircraft and proximity to a runway
- Cautiously exit the movement area via the quickest route possible
- Never proceed beyond markings, signs, and lighting that mark the boundary of the runway.

These are shown below:



Spills

It is the responsibility of all airport employees to engage in safe driving and fueling practices in order to avoid spills of any hazardous material including petroleum products. If a spill occurs, or if you notice a spill, contact the Airport Fire Station at (205) 248-5412 (24 hours per day) or Airport Operations at (205) 454-9939. No spill is too small to report. If you are in doubt, the best response is to call.

Fuel and chemical spills are a serious matter and disposal is the responsibility of the tenant and fueling agent committing the spill. It is critical to stop the spill from spreading once it happens. Become familiar with your company's spill containment procedures. You must capture all spills with absorbent material so that it can be picked up and disposed of properly.

It is never permissible to push the spill into a drain or simply dilute it with water. Timely reporting is critical to prevent further contamination and to secure the scene safely. The Airport Fire Station must be notified at (205) 248-5412 as soon as you are physically able to do so.

Violation of Rules - Penalties and Suspension of Driving Privileges

Any person, who does not comply with any of the provisions of the Airport's Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by the Airport in addition to the penalties described pursuant to Federal, state, or local authorities.

1. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges and/or revocation of airside driving privileges. Receipt of two written warnings by an operator of a vehicle in any twelve month period will automatically result in suspension of airside driving privileges. Receipt of three written warnings in any twelve month period will automatically result in revocation of airside driving privileges.
2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport reserves the exclusive right to assess any penalty it deems appropriate at any given time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
3. Suspension of airside driving privileges shall be no less than seven (7) calendar days; and no greater than sixty (60) calendar days.
4. The Tuscaloosa National Airport will provide a copy of all written warnings issued to an operator to the local manager of the company or Lessee owning or in possession and control of the vehicle or vehicles involved in the violation(s).

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