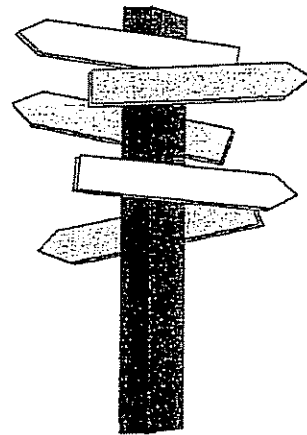
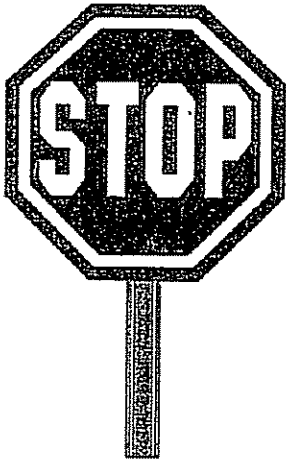




Gulfport-Biloxi
International Airport

Class II Driver's License Information and Study Guide



Gulfport-Biloxi International Airport Class II Driver's License Information and Study Guide

I. INTRODUCTION

Purpose

The purpose of this Airfield Safety Program is to provide training to all individuals who operate vehicles and/or equipment at the Gulfport-Biloxi International Airport. This study guide will supply the reader with the procedures necessary for safe vehicle operations on the **Non-Movement Areas** of the Airport. The information in this study guide is extracted from appropriate Airfield Rules and Regulations, Federal Aviation Regulations and FAA Advisory Circulars.

General Requirements

Each individual whose job duties require them to traverse the movement and non-movement areas of the Gulfport-Biloxi International Airport is required to obtain either a Class I or Class II Airport Driver's License and Airport ID badge, with the appropriate Driver's License endorsement prior to operating any vehicle on the AOA.

Policy

The goal of this program is safety through strict compliance with airfield regulations. Accomplishing this goal requires airlines, tenants, and other users of the airfield endorsement to work closely with Airport Operations to promote strict adherence to the rules and regulations pertaining to the airfield. Airport Driver's License use will be limited to work-related areas during working hours only.

It is the responsibility of all employers operating vehicles at the Airport to inform their employees of the Airport Driver's License Program and the necessity to obtain an Airport Driver's License from Airport Operations.

New employees will not be allowed to operate a vehicle on the movement areas unless accompanied by an experienced employee who holds a valid Airport ID badge with the appropriate driver's license endorsement. An enforcement program is in place to monitor these regulations.

Additional goals of this program:

1. Provide training for new employees and refresher training for all current employees operating vehicles on the airfield;
2. Stress the importance of safety procedures to prevent an accidental personal injury and/or property damage.

Authority

A vehicle operator must have on file with the Gulfport-Biloxi International Airport a valid Airport Driver's License when operating a vehicle on the airfield. This Airport Driver's License will be kept in the employee's personnel file located in the security file archive.

Procedures for Obtaining a Class II Airport Driver's License

1. Airport Driver's License Application

Applications and study materials for the Airport Driver's License Test may be obtained from your employer or the Airport Operations Office, located on the 3rd floor of the terminal building.

2. Airport Driver's License Process

- a. The *Gulfport-Biloxi International Airport - Class II Driver's License Information and Study Guide* will be mandatory reading material prior to administering the test.
- b. Applicants must possess a valid state-issued driver's license prior to applying for the Airport Driver's License.

3. Training

Training for a Class II Airport Driver's License will be provided by Airport Operations, or its designee, for those employees who will need to drive on the **non-movement** areas of the airfield. The training will involve the employee reviewing and understanding the Class II Information and Study Guide and passing of a written examination.

4. Testing Responsibility

Airport Operations, or its designee, will conduct testing for the Class II Airport Driver's License.

5. Examination Content

The written examination will consist of multiple-choice questions. A minimum score of 80% must be achieved in order to pass.

6. Exam Failures

Those individuals who fail the examination will be instructed to again thoroughly study the information contained in the study guide. The employee will then be allowed to retake the examination during the next scheduled training and examination period. These individuals will not be permitted to operate a vehicle on the airfield during this interim period, unless accompanied by an employee who holds a valid Class II Airport Driver's License.

7. Issuance of an Airport Driver's License Endorsement

The requirements for a Class II Airport Driver's License will consist of a completed application, a successfully passed written Airport Driver's test, and the appropriate endorsement in the applicant's personnel file. The test, application and endorsement will be kept on file with the employee's Airport ID information in the Airport Operations Office.

Tenure of an Airport Driver's License

The Airport Driver's License will expire upon the termination or resignation of employment at the Airport.

Lost Airport ID

A driver who loses his/her Airport ID is responsible for reporting the loss immediately to the Airport Operations Office. An employee, who loses his/her badge and does not immediately report the loss to Airport Operations, is responsible for any misuse of the lost Airport ID badge. The employee also will not be allowed to operate a vehicle on the airfield, or be in the AOA, until the original Airport ID badge is found or the duplicate Airport ID is processed.

The Airport Operations Staff regularly conducts Airport ID badge audits to ensure program integrity.

Enforcement

1. The Airport Director has authorized Airport Operations personnel to conduct inspections and any violation will be subjected to the following reprimands:

FIRST OFFENSE: For a first offense, a written reprimand will be made and attached to the individual's security file, as well as forwarded to their employer.

SECOND OFFENSE: For a second offense, an individual will lose their access privileges (including driving privileges) for a period of five (5) days beginning the day the infraction occurs. After verifying the second offense, the Airport representative who observed the infraction will immediately secure the badge from the individual and/or revoke access privileges on the Access Control System. The badge will be placed in the security archive. The badge will be returned to the employee at the end of the 5-day period. During this time, the employee cannot work on the AOA.

THIRD OFFENSE: For a third offense, an individual will permanently lose all AOA access privileges. After verifying the third offense, the Airport representative who observed the infraction will immediately secure the badge from the individual and permanently revoke access privileges on the Access Control System. The employee will no longer be allowed on any AOA section of the airport.

2. **Severe Violations**

Any driving violation or erratic operation of a severe nature or numerous violations as determined by Airport Operations (i.e. runway incursion, reckless driving or operating under the influence of alcohol or drugs) will result in immediate suspension of the Airport Driver's License and Airport ID.

3. **Hearings**

Upon request, a hearing with the airport Director, or his designee, will be scheduled. A request for a hearing must be filed within 48 hours of the time of the offense.

Types of Airport Driver's Licenses

There are two classes of the Airport Driver's Licenses:

Class I - authorizes the bearer to drive on the AOA, including movement (runways and taxiways) areas, with proper clearance from the Air Traffic Control Tower (ATCT).

Class II - authorizes the bearer to drive in non-movement areas only (aprons, ramps, and certain closed taxiways).

II. AIR OPERATIONS AREA (AOA)

Everything inside the perimeter of the Airport is considered the Air Operations Area (AOA). All portions of the AOA are either designated as *Movement Areas* or as *Non-Movement Areas*. Movement Areas include runways and taxiways. Non-Movement Areas include aircraft parking ramps and permanently closed runways or taxiways. Each area (Movement or Non-Movement) has certain rules for proper vehicle operation:

A. Movement Areas

Movement Areas are those areas that are specifically designed for the movement of aircraft and require ATCT clearance prior to operation. These are runways and taxiways. Drivers and vehicles operating in these areas must meet the requirements previously discussed in the Introduction (i.e. possess a Class I Airport Driver's License).

B. Non-Movement Areas

Non-movement areas at Gulfport-Biloxi International Airport include the various aircraft parking ramps, taxiway F (permanently closed) and old runway 04/22 (permanently closed). A vehicle operator must possess either a Class I or Class II Airport Driver's License to drive in these areas. Permission from Ground Control is not required in these areas (Remember, if crossing movement areas need to be crossed to get to the non-movement area, contact with the ATCT is required).

1. Ramps

This is where aircraft park and numerous vehicles operate (i.e. tugs, baggage carts, fuel trucks, maintenance vehicles, etc.) Since the ramp is such a busy area, use extreme caution at all times. The speed limit is **TEN (10) m.p.h.** Radio contact with Ground Control is *not* required when driving on the following ramp areas:

- a. Terminal Ramp (AOA Section A): ramp area on the west side of the terminal building. Its boundary with the movement areas of the airfield is delineated by a dashed, double painted yellow line on the pavement.
- b. Air Cargo Ramp (AOA Section C): located on the west side of the airfield. Also referred to as The West Ramp.
- c. East Ramp (AOA Section B): located east of runway 18/36 and taxiway "A". Various charter and general aviation tenants use this ramp. CRTC is located to the north, and an Air National Guard hangar located to the south.

2. Terminal Ramp Markings

The most important marking on the Terminal Ramp (AOA Section A) is the double yellow line on taxiways D1 and D2. One of the lines is solid, the other dashed. Pavement on the dashed side is considered **movement area**, and everything on the solid side is considered **non-movement**. In effect, this demarcation makes the entire terminal ramp, taxiway D1 and taxiway D2 non-movement areas up to the double yellow line.

3. Other

Due to closed portions of the airfield, vehicles may drive on the following areas without contacting Ground Control:

- a. Taxiway "F": This is a closed taxiway. Enter from the west side of the airfield, otherwise contact with Ground Control will be required.
- b. Old Runway 04/22: This is a permanently closed runway. However, contact with Ground Control is required to gain access to this area, as movement areas will need to be crossed.

4. Operating Speeds and Procedures

The speed limit on the Non-Movement areas is Ten (10) miles per hour.

No person shall operate a motor vehicle on the AOA that may be considered overloaded or transporting more passengers than the vehicle was designed to carry. There must be a seat provided for each passenger.

No person shall ride on the running board, stand up on the body of a moving vehicle, or ride with arms or legs protruding from the vehicle.

Except for aircraft handling and support vehicles, vehicles shall avoid passing between parked aircraft and terminal gates, and at no time shall pass nearer than ten (10) feet horizontal distance of any sections of a parked aircraft.

All vehicles shall be driven to pass to the rear of a taxiing aircraft. However, at no time will a vehicle be driven within one-hundred (100) feet of the exhaust of a jet when the engines are running.

All vehicles operating on the AOA must be of sound mechanical condition. Each vehicle must be continuously inspected to ensure no liquids (oil, gas, etc.) are leaking from the vehicle onto the pavement.

Each driver shall ensure no debris (FOD) is brought onto the pavement areas by their vehicle. This includes mud, rocks, gravel, grass clippings, etc.

Vehicles, other than those operated by the respective tenant, that are stopped near an aircraft boarding gate position must be attended at all times.

No disabled vehicle may be left unattended or abandoned on any part of the AOA.

III. POTENTIAL HAZARDS

A. Foreign Object Debris (FOD)

Foreign object debris (FOD) is the airport term for trash or debris on the airfield. FOD poses a serious danger as it can seriously damage aircraft engines and propellers. Vehicle drivers, when operating of the AOA, can be very helpful by constantly looking for and picking up stones, loose pavement, metal parts, paper and other trash. It is also required that each driver ensures their vehicle will not deposit FOD onto the airfield. This is done by keeping a vehicle clean and securing any loose items that may fall out or off of the vehicle. If you drive over a "FOD Shaker", be sure to get out of the vehicle and check for any FOD that may have been shaken off.

Vehicles driving from an unpaved surface onto paved areas may unintentionally created FOD by tracking mud, dirt and stones on the tires. To best avoid this, drive close to the edge of the shoulder area immediately after moving from an unpaved to a paved area.

B. Hazards To Drivers

Aircraft engines are the greatest hazard to a vehicle driver. A jet engine sucks outside air into the front end, compresses it, and blasts the air out the back end of the engine. The suction is strong enough to pull rocks, loose equipment, and even people into the engine. The blast from the exhaust is strong enough to blow over vehicles.

Propeller engines are also hazardous. Not only is the blast from the propeller dangerous, the blades themselves act like a high-speed saw. During the day, running propellers are difficult to see and at night, nearly impossible to see.

C. Noise

The Airport by nature generates a significant amount of noise. Noise presents two problems for drivers: First, it is difficult to hear a warning from another person or vehicle, and second, your hearing could be damaged if some sort of ear protection is not used. Remember to use ear protection when working in the vicinity of an aircraft.

III. EMERGENCIES

As a vehicle driver on the AOA, you will need to be aware, at all times, of any emergency that is happening, or any situations that could become emergencies.

A vehicle emergency can be anything from a driver being lost on the movement area, to a collision with an aircraft or another vehicle. If you are involved in an accident or incident, contact Ground Control immediately. By doing so, Ground Control will keep traffic clear of your location and call for necessary assistance.

When an emergency is occurring on the airfield, Ground Control will announce it over the radio and instruct aircraft and vehicles to use caution; and, if necessary, direct them clear of the area of the emergency. Drivers should not leave their positions to "help" at the site of an emergency unless instructed to do so. Personnel who are specially trained to deal with airfield emergencies will respond to the site within minutes. Extra vehicles and people will only cause confusion.

Remember to always yield the right-of-way to emergency vehicles.

IV. SUMMARY

- + A Class II Airport Driver's License endorsement permits driving on Non-Movement Areas of the AOA.
- + A Class I Airport Driver's License endorsement permits driving on Movement areas of the AOA.
- + Aircraft and rescue vehicles always have the right-of-way over a vehicle.
- + If you possess a Class II Airport Driver's License endorsement, you **are not** permitted to drive on taxiways or runways. Never cross the yellow, dashed, double-striped yellow line on the terminal ramp. These lines separate the terminal ramp (non-movement area) from taxiways "D1" and "D2" (movement areas).



Gulfport-Biloxi International Airport

GULFPORT-BILOXI INTERNATIONAL AIRPORT:

CLASS II Authorization and Endorsement

Part I: To be completed by the authorized issuer.

I hereby authorize the following employee to obtain a Class II Airport Driver's License:

AUTHORIZED ISSUER (print) _____

COMPANY (print) _____

APPLICANT'S NAME (print) _____

AUTHORIZED ISSUER SIGNATURE _____

Part II: To be completed by the applicant once training and certification is complete.

I have read the Gulfport/Biloxi International Airport Class II Drivers Information Study Guide. I understand and will comply with the procedures, regulations, and directives issued by the Federal Aviation Administration as well as the procedures and training I have received through the Gulfport/Biloxi International Airport Class II Drivers Training Program.

Certificate Holder:

Name _____ Signature _____

DATE _____

Part III: To be completed by the Airport Operations Department

Class II Airport Driver's License Endorsement

Certificate Holder _____ Date _____

Instructor _____