



Class II Driver's License Information and Study Guide



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ATTACHMENT A: Class II Authorization and Endorsement

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/or non-movement areas of the Gulfport-Biloxi International Airport is required to obtain an Airport ID badge and either a Class I or Class II Airport Driver's License, prior to operating any vehicle on the AOA. Airport Users who require a class I or II license, including but not limited to, airline ramp employees, Operations and maintenance personnel, mechanics, contractors and LEO's are responsible along with the authorized issuer to obtain the correct driving endorsement dependent on the badge holders driving needs.

Note: Individuals who require access to the movement area must obtain a Class I driving endorsement or must request an escort from Operations. This includes Aircraft brake ride Operators, (cockpit observers), Tug Operators, and taxi qualified mechanics. There are no exceptions.

Policy Statement

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 to work closely with Airport Operations to promote strict adherence to the rules and regulations pertaining to the airfield. An Airport Driver's License use will be limited to work-related areas during working hours only.

It is the responsibility of all authorized issuers prior to their badge holder's operating vehicles at the Airport to inform them of the Airport Driver's License Program and the necessity to obtain an Airport Driver's License from Airport Operations.

New badge holders will not be allowed to operate a vehicle on either the movement or non-movement areas unless accompanied by an experienced badge holder who holds a valid Airport ID badge with the appropriate driver's license endorsement. An enforcement program is in place to ensure compliance of these regulations.

Additional goals of this program:

1. Provide training for new badge holders and refresher training for all current badge holders 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 badge holder'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. **If the applicant's state-issued driver's license expires within the year of the issued badge to the applicant, the applicant's airport driver's license will expire on the same date of your state-issued 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 persons who will need to drive on the **non-movement** areas of the airfield. The training will involve the person

reviewing and understanding the Class II Information and Study Guide and passing 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 person 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 badge holder 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. **If the authorization and endorsement form is not turned in, the individual cannot get driving privileges on the day of badge issuance.** The test, application and endorsement will be kept on file with the badge holder's Airport ID information in the Airport Operations Office.

8. Once the applicant reads thoroughly the entire Class II packet, the applicant will then take the Class II test on the same day as watching the security badge video. There will be no video required for Class II license.

Tenure of an Airport Driver's License

The Airport Driver's License will expire upon the expiration of the holder's current airport badge. Once the airport badge is renewed, the Airport Driver's License will renew for a period of no more than one year from date of issue to reflect the expiration date on the badge. Upon the termination of duties or a person's need to possess privileges at the airport or resignation of employment at the Airport or when the badge expires, the Airport Driver's License will also expire.

Lost Airport ID

A driver who loses his/her Airport ID is responsible for reporting the loss immediately to the Airport Operations Office. A badge holder, 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 badge holder 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 replacement Airport ID is processed.

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

Enforcement

1. Violations

The Airport Director has authorized Airport Operations personnel to conduct inspections and any violation found or reported will be subjected to the GBRAA Rules and Regulations violations section.

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 three 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 + Route Alpha – authorizes the bearer to driver in non-movement areas, and the movement area section of Perimeter Road entitled “Route Alpha” with proper clearance from the Air Traffic Control Tower (ATCT). Route Alpha is located on Perimeter Road at the North end of Runway 18/36. All other movement area driving is prohibited.

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). Access to the AOA is through any number of vehicle gates. When you access a vehicle gate you are required to wait for the gate to close behind you before proceeding. The gate must close behind **each vehicle** unless you are escorting another vehicle. Allowing another vehicle to enter the AOA behind you without the gate fully closing is considered **“piggy-backing”**. **This is a violation of the ASP**. Anyone caught piggy-backing **will** be issued a security violation. 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. Vehicles are prohibited from parking on the AOA except for in designated areas. Access to the AOA should be for an operational need only and should not be made strictly for the sake of convenience. 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 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, a Class I Airport Driver's License and 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:

2.

- a. Terminal Ramp (SIDA 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 one solid yellow line and one dashed yellow line with the dashed line on the taxiway side.
- b. West Ramp (AOA Section B): Located on the West side of the airfield. Various charter and general aviation tenants use this ramp. Its boundary with the movement areas of the airfield is delineated by a one solid yellow line and one dashed yellow line with the dashed line on the taxiway side.
- c. Air Cargo Ramp (SIDA Section C): Located on the West side of the airfield. Requires the Airport ID to be displayed at all times. Its boundary with the movement areas of the airfield is delineated by a one solid yellow line and one dashed yellow line with the dashed line on the taxiway side.

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. Perimeter Road

The Perimeter Road circles a majority of the Airfield, from the West Ramp all the way around to the North Military Ramp. The Perimeter Road does not require contact with Ground Control; however, all vehicles must stop at all taxiway intersections and give way to all aircraft and emergency vehicles. All vehicles shall follow all posted speed limits on the Perimeter Road. No parking is allowed within the VOR Critical Area. This area is located on the west side of the AOA. Signs are posted as you enter and exit this area.

- a. Route Alpha: Perimeter Road contains an area that is a part of the movement area called Route Alpha. Route Alpha is located at the north end of Runway 18/36 and is an extension of the Runway's Safety Area. There are stop signs and "Do Not Proceed. Contact ATCT" signs located at both entrances of Route Alpha. A holder of a Class II Airport Driver's License is not allowed to proceed on this section of the Perimeter Road.

Only a holder of a Class II + Route Alpha Airport Driver's License can proceed through Route Alpha

4. Other

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

- a. Old Runway 04/22: This is a permanently closed runway. Unless accessing this area from the Perimeter Road, contact with Ground Control is required to gain access, as movement areas will need to be crossed.

6. Escorting

While in possession of an Airport Driver's license, the same escorting rules apply as a badged individual escorting a non-badged individual. A vehicle with a non-badged individual may be escorted behind a badged individual's vehicle on the airfield. The individual with the valid airport driver's license will be entirely responsible for whom they are escorting **AT ALL TIMES**. It is the badge holder's responsibility to escort the unbadged individual from the point of entrance of the AOA until they escort them to an exit of the AOA.

5. Operating Speeds and Procedures

The speed limit on the ramp areas is **Ten (10)** miles per hour. The speed on perimeter road is as posted.

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. Vehicles should **never** drive under the wing or any part of an 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 vehicle users should identify if an aircraft's engines are running by looking at the flashing rotating beacon on the belly or top of an aircraft.

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.

All tug vehicles and airline support vehicles should be chocked when parked or not in use.

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

All vehicles must be clearly marked with their respective agencies' logo or company name.

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.

Texting while operating a motor vehicle inside of the AOA is prohibited.

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 on 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 create 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.

IV. 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.

During severe weather, the airport uses a lightning detection system at the terminal. The system is automated and put in place to ensure safe operations. There are two lightning detection lights visible from the airport ramp. One on the North end of the terminal roof

above Gate #2, the other is on the South end of the terminal roof above Gate #6. When the light is showing green, there is no significant weather within five miles of the airport. When the light is showing amber, there is lightning that has touched down within five miles of the airport. When the light is showing red, there is lightning that has touched down within three miles of the airport, and a ground stop is placed on the terminal ramp until the significant weather has cleared. **No ground service equipment or personnel are to be operating on the ramp during the red light ground stop.** From each lightning strike that has occurred, a fifteen minute timer will start. Once fifteen minutes has passed and there has not been lightning that has touched down within three miles of the airport, the light will turn back to amber if there has been lightning within five miles, or green if there has been no lightning at all. If the light does not change from red, it means there is continuous lightning strikes around the airport within three miles that keeps resetting the fifteen minute timer. **It is the responsibility of each ground handling company employee to ensure their own safety under any of the lightning detection conditions.**

V. 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 emergency 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:

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.

Name: _____

Signature: _____

Date: _____

Part III: To be completed by the Airport Operations Department

Class II Airport Driver's License Endorsement

Certificate Holder: _____

Date: _____

Instructor: _____