

6/15/99

SUBJ AIRFIELD DRIVER TRAINING FOR FAA EMPLOYEES

1. **PURPOSE.** This order prescribes the requirements for training of FAA personnel who, as part of their job, are required to drive unescorted on any airport's airfield.
2. **DISTRIBUTION.** This order is distributed to the division level in Washington, the branch level in regions and centers, and maximum distribution to all field offices and facilities.
3. **CANCELLATION.** Order 5200.7, Training for Drivers in an Airport Operations Area, dated November 18, 1992, is cancelled.
4. **ACTION.** Effective January 1, 2000, FAA personnel will not be permitted to drive on an airfield of any airport unless he/she has read and certified in writing to his/her supervisor that he/she has read and understands the contents of Airport Ground Vehicle Operations Guide. Supervisors and managers will be responsible to ensure that any FAA employee who will be driving on an airport has complied with this directive and has read the guide. Appendix 1, Certification, contains the required certification.
5. **DEFINITIONS.**
 - a. **Airfield.** Any portion of an airport not accessible to the public. Generally, these areas would include what is considered to be the airside of an airport or "inside the fence."
 - b. **Movement area.** That part of the airfield to include runways, taxiways, and other areas of the airport that are used for taxing or hover taxing, taking off, and landing of aircraft exclusive of loading ramps and aircraft parking areas.
 - c. **Runway incursion.** Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft taking off, intending to take off, landing, or intending to land.
 - d. **Vehicle/Pedestrian deviation (VPD).** Any vehicle/pedestrian incursions resulting from a vehicle operator, nonpilot operator of an aircraft, or pedestrian who deviates onto the movement area (including a runway) without ATC authorization.
 - e. **Surface incident.** Any event where unauthorized or unapproved movement occurs within the movement area or any occurrence in the movement area associated with the operation of an aircraft that affects or could affect the safety of flight.

6. BACKGROUND.

a. Runway incursions are a major problem affecting safe operations of the Nation's airports. As airports become increasingly congested, FAA and the entire aviation community must pay closer attention to the safety of ground operations. The complexity of today's operations have the potential for creating unsafe conditions, especially where aircraft and vehicles may find themselves on active runways in direct conflict with arriving and departing aircraft. Such runway incursions can have tragic results. While aircraft crossing taxiways or runways without clearance may be involved in many runway incursions, people driving vehicles on the movement area may also be involved in a VPD. While some airports have driver training programs for airport personnel, it is often assumed that FAA employees are qualified to drive on the airport by virtue of their positions.

b. As part of the effort to improve ground vehicle safety, the Airport Ground Vehicle Operations Guide has been published. This guide is a valuable tool for any person driving on the airport. While for some the information may be very basic, for others in the FAA it may explain for the first time some of the markings, procedures, and proper communications etiquette that can be expected on an airport. The reading of this guide is an integral step to ensure that FAA employees are not involved in runway incursions or surface incidents.

7. RESPONSIBILITIES.

a. **FAA Employees.** Every FAA employee who, as a part of his/her job, is required to drive unescorted on any portion of the airfield is to comply with this order. All FAA personnel are also required to comply with all driving regulations imposed by an airport operator.

b. **Supervisors.** Supervisors and managers will ensure that all of their personnel who have unescorted driving privileges on any airfield have read and certified that they have read the document. Supervisors or managers shall keep this certification on file. Remedial driver training will be provided to employees/contractors that are found to be in violation of any ground vehicle rule/regulation on an airport.

c. **Contractors.** Any FAA office that contracts with a company which, in the performance of its duties, needs access to the airside part of the airport must ensure that the contractor and its employees have read the document and certified such in writing to the technical officer or FAA supervisor. Additionally, FAA contractors must meet the requirements of the airport operators driver training and security programs that are imposed by the airport operator.

8. **GUIDE.** The Airport Ground Vehicle Operations Guide can be obtained through the normal distribution process by submitting a request to the DOT Warehouse, SVC-121.23. Requests for copies can be faxed to the DOT Warehouse at 301-386-5394. The stock number for the guide is ASY-300 98/001. When this guide is placed on the Internet, contact <http://www.faa.gov>.



Jane F. Garvey
Administrator

6/15/99

5200.7A
Appendix 1

Appendix 1. CERTIFICATION

_____ have read and understand the
Name
contents of the publication Airport Ground Vehicle Operations Guide on

Date

Signed: _____
Signature