



MARCH INLAND PORT GROUND VEHICLE TRAINING MANUAL

Adopted by MIPAA

on

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Version MIP-001



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MARCH INLAND PORT GROUND VEHICLE OPERATIONS TRAINING MANUAL

Introduction:

The March Inland Port (MIP) Ground Vehicle Operation Training Manual instructs vehicle operators on MIP's policies and procedures for controlling ground vehicles and equipment operating on the Aircraft Operations Area (AOA). Operators are required to have a work-related reason for operating vehicles and equipment on the AOA. Operators must have a valid California driver's license and must successfully complete the vehicle drivers training course conducted by MIP's Permits Department (MIPPD). Before attending the training course, it is important to read this manual in its entirety. Once you have read and understand the material in this manual, take the "Self-Test" and bring it with you to class. The MIP Airport Permits Department will answer your questions during the training course.

Section 1 describes the driving rules and regulations as adopted by March Inland Port Airport Authority (MIPPA). **Section 2** describes important guidelines for safe operation in the aircraft non-movement and movement areas of the airport. **Section 3** specifically serves operators who operate equipment and vehicles in the aircraft movement areas. This section requires extensive training for persons who have the need to operate aircraft tugs. Aircraft tugs tow or move aircraft in the aircraft movement areas (taxiways and runways).

Airport safety is vital to you, your employer other airport tenants and their employees. MIPAA provides a safe environment through training and enforcement of published rules and regulations. **So follow the rules and think...SAFETY AT ALL TIMES.**

Upon completion of this course you should be able to:

- Know the difference between the Movement and Non-Movement Area.
- Identify airfield surface markings and their meanings.
- Understand and follow the driving and vehicle safety rules.
- Know important contact phone numbers for the airport.

Driver Training Workbook

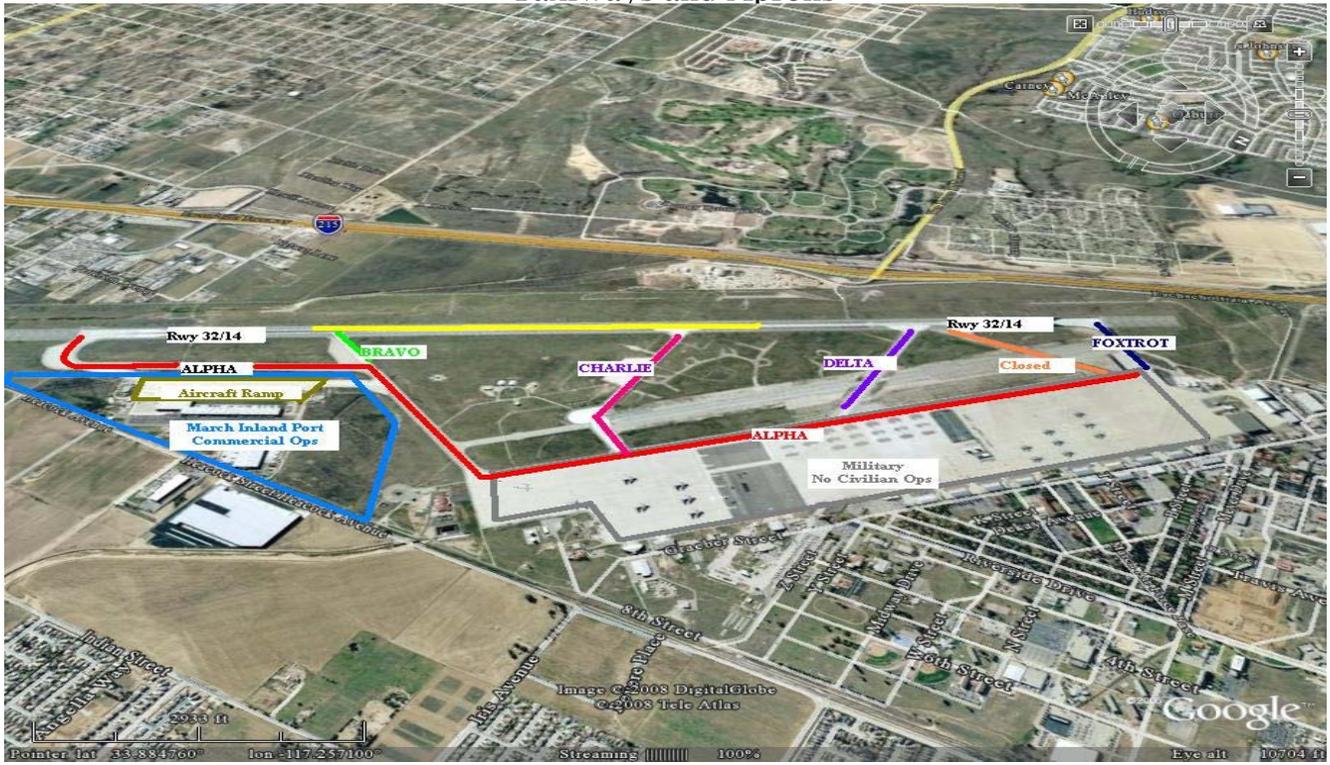
INSTRUCTIONS:

- 1. Take and pass the Secure Identification Display Area (SIDA) class**
- 2. Read this workbook**
- 3. Complete the self-test, marking your answers**
- 4. Sign the last page, which is an acknowledgement form**
- 5. Bring this manual and a valid California driver's license to class**



MARCH AIR RESERVE BASE

Taxiways and Aprons



SIDA Area





Section 1 - Airport Driving Rules and Regulations



Persons with driving privileges on the airfield are responsible for knowing, understanding and following the operating procedures and guidelines for vehicles on the AOA. This manual covers critical information to help you be a competent and safe driver in the non-movement and movement areas at MIP.

1.1. Implementation of Rules and Regulations. March Inland Port (MIP) operates under the authority of the March Joint Powers Authority (MJPA). The March Joint Powers Commission (JPC) (Cities of Riverside, Moreno Valley, Perris and the County of Riverside) has granted the March Inland Port Airport Authority (MIPAA) the authority to make bylaws for the management and supervision of its airport affairs.

1.2. Applicability. The rules, regulations, procedures and guidelines herein apply to all users and persons operating vehicles on any portion of the property owned or controlled by MIPAA. No one is exempt from training requirements for operating a vehicles or equipment on the airport. Tenant shall be responsible for compliance with MIP rules and regulations. Your failure to comply with the rules and regulations may reflect negatively on your employer.

MIP vehicle operating rules and regulations may be amended, changed or modified by MIPAA as necessary.

1.3. Definitions. The following terms are relative to the MIP Ground Vehicle Operation Training Manual and terms typically used in the aviation community.

1.3.1. Accident – a collision between aircrafts, vehicles, persons or objects which results in property damage or personal injury.

1.3.2. Air Carrier Ramp – an operating or parking ramp for airlines. Only authorized personnel and vehicles may operate on those ramps. Private vehicles and aircraft are prohibited from operating on it.

1.3.3. Airside – those areas of an airport that support aircraft activities and include the entire airport area within the outer perimeter fence. This area is also referred to as the **Aircraft Operations Area (AOA)**.

1.3.4. Airport Traffic Control Tower (ATCT) – a service operated by an appropriate authority to promote the safe, orderly and expeditious flow of air traffic. The Air Force operates the tower for MIP.





1.3.5. Airport – Flying facilities that include all improvements and equipment existing or to be developed for the use of aircraft ground operations.

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

1.3.7. Airport Identification Badge – March Inland Port requires that every person having access to the Air Operations Area (AOA) display an authorized identification badge. You must wear your badge on your outermost garment and above waist level at all times while physically in Secure Identification Display Areas (SIDA). Moreover, when driving a vehicle on the AOA, you must have a valid Driver's License with you and have a driving decal on your badge. If you observe someone **not** wearing proper identification while in a restricted area, **you must Challenge that person**. If they do not show you a MIP badge, follow the instructions provided in section 2 "Challenge Program". If they are uncooperative, call Air Force Security Forces immediately. Do not attempt to incarcerate the person. Maintain visual contact at all times until help arrives. Any badged person who has been trained to operate equipment or vehicles on the AOA will have a driver's designation on their badge. Persons operating equipment or vehicles on the AOA without a driver's designation will receive a fine and be instructed to take the drivers training course. Air Force and FAA personnel are not required to have an MIP badge. They will, however, have appropriate identification from their respective agencies.



1.3.8. Common Traffic Advisory Frequency (CTAF) – radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)

1.3.9. Chocks – Rubber wedged blocks for securing aircraft and equipment when parked.



1.3.10. Fixed-Based Operator (FBO) – a firm or organization engaged in business that provides a wide range of basic and specialized services for general aviation aircraft. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance and a host of other professional ancillary services.

1.3.11. Flight Service Station (FSS) – air traffic facilities that provide pilot briefings, en route communications and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations, relay air



traffic control clearances, originate Notices to Airmen, broadcast aviation weather and National Airspace System information and receive/process instrument flight rules flight plans and monitor NAVAIDS. In addition, selected locations provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories and advise Customs and Immigration of transborder flights.

- 1.3.12. Foreign Object Debris (FOD)** – debris that can cause damage to aircraft engines, tires or skin from rocks, trash present on runways, taxiways and aprons. It is critical that all FOD be removed from the path of any aircraft. If you see FOD in the Non-Movement area as you are driving, **it is your responsibility to stop** to retrieve the FOD and dispose of it properly.



- 1.3.13. General Aviation (GA)** – that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- 1.3.14. Ground Vehicle** – all conveyances used on the ground to facilitate servicing aircraft. This includes passenger buses, fueling trucks, baggage tractors, beltloaders and aircraft push and tow tugs.
- 1.3.15. Instrument Landing System (ILS) Critical Area** – an area provided to protect the signals of the localizer and glideslope.

- 1.3.16. 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 required separations between aircraft taking off, intending to take off, landing or intending to land.



- 1.3.17. Jet Blast and Prop Wash** – jet engine exhaust or propeller wash. Be aware of the effects of jet blast and propeller prop wash (the blast of air that is produced by both) and keep clear at all times. A jet engine produces a blast of hot air strong enough to knock you over, burn you and even turn over a vehicle. Also, stay clear of jet engine intakes. Many people have been killed or severely injured as a result of being sucked into an operating engine. Likewise, stay clear of propellers as they may start-up at any time. It should be noted that a spinning propeller is nearly invisible. You can tell if an aircraft's engines are running or are about to start if you see a flashing beacon light on top or under the fuselage of the aircraft. A flashing light identifies activity in the cockpit. If an aircraft arrives to a gate directly in your path, STOP and give yourself 30 seconds after the beacon is turned off before continuing. This allows time to let the engines “wind-down”. **BE VERY CAREFUL AND STAY ALERT!**





1.3.18. J-Lines - J-lines are yellow surface painted markings which guide aircraft safely from the taxilane to a gate. They provide guidance for flight crews, aircraft marshallers and tug operators.



1.3.19. Law Enforcement Officer (LEO) –any person vested with police or power of arrest under Federal, State, County or City authority. They are identifiable by uniform, badge and other indication of authority. This also includes the Air Force Security Forces Squadron.

1.3.20. Light Gun – a hand-held, directional light-signaling device that emits a bright narrow beam of white, green or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

1.3.21. Mobile Fueler – a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel into aircraft. This may include fuel tankers, aircraft refuelers and hydrant carts.

1.3.22. Movement Area – the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff and landing, exclusive of ramps, terminals and parking areas that are under the control of an air traffic control tower. Your driver's decal does *not* give you access or authorization to drive in the Air Movement Area (AMA). Operating in those areas require special training as identified in Section 3.



1.3.23. MULTICOM – a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private aircraft.

1.3.24. Non-Movement Areas - taxiways, aprons and other areas not under the control of air traffic. The Non-Movement Area consists of aircraft gates the central terminal, cargo facilities, hardstands (where aircraft often park overnight or for repairs), taxilanes, perimeter roads and vehicle drive lanes. This area is also referred to as the **Ramp, Apron, or Tarmac**. The words are interchangeable, but for the sake of consistency, this manual will use the term ramp. Both aircraft and ground vehicles move on the Non-Movement Area. This is the area you will be operating in.



1.3.25. Operator – any person who is in actual physical control of an aircraft or a motor vehicle.

1.3.26. Owner – a person who holds the legal title of an aircraft, motor vehicle or piece of equipment.



1.3.27. Restricted Areas – areas of the airport that prohibit or limit access by the general public. This is also known as the SIDA area.

1.3.28. Yield the Right of Way to Aircraft –

THIS IS THE NUMBER 1 & ABSOLUTE MOST IMPORTANT/RULE ON THE AIRFIELD!!!!

Watch out for taxiing aircraft and always yield the right of way to them. They often require more room than you think is necessary. A pilot has a very limited view from the cockpit. Ground visibility from most cockpit windows is poor. Moreover, the pilot may be very busy with other duties; such as tower communications and monitoring the aircraft's instruments. Never assume that the pilot sees you or will wait to let you proceed. If you cannot see the pilot's face in the cockpit window, they cannot see you! This rule exists for your safety as well as for the safety of aircraft, passengers and crew.



1.3.29. Runway – a secured length of asphalt or concrete designed to facilitate landings and take-offs of aircraft. Some airports have several. MIP has one main runway and a small runway for small aircraft.



1.3.30. Runway in Use or Active Runway – runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.

1.3.31. Runway Safety Area - a defined area surrounding the runway. It is generally designed to reduce the risk of damage to airplanes in the event of a mishap.

1.3.32. Surface Movement Guidance and Control System (SMGCS) – a sophisticated ground system that provides guidance to, and control of aircraft, ground vehicles and personnel on the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the airport during adverse weather situations. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.

1.3.33. Taxiways – those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.



1.3.34. Taxilanes - Taxilanes are areas used by aircraft for access between the taxiways and aircraft parking positions. Taxilanes are part of the Non-Movement Area.

1.3.35. Tie Down Area – an area used for securing aircraft to the ground.



1.3.36. Uncontrolled Airport – an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

1.3.37. UNICOM – a Non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

1.3.38. Vehicle Service Road and Driving Lanes – a designated roadway for vehicles in a non-movement area. Vehicle Drive Lanes are white surface-painted markings that define the vehicle driving lanes on the airport. The marking change to a black and white checkered lines, sometimes called the zipper line, running along side the Vehicle Control Line. You must utilize the vehicle drive lanes wherever they are provided. Use extreme caution when operating on or crossing a yellow aircraft taxiway. You will find drive lanes that cross yellow taxiways have extra markings along the edge to remind you of the danger.



1.3.39. Vehicle Control Line - The Vehicle Control Line is a red surface painted marking. It is 6 inches wide and bordered by 6 inch white lines. The primary vehicle control lines are located just south and north of the MIP aircraft parking apron protecting Taxiway Alpha (see section 3.3.1) The Vehicle Control Line separates the **Movement** and **Non-Movement Areas**. *Never* cross the Vehicle Control Line unless you have authorization from the Air Traffic Control Tower. Crossing the Vehicle Control Line without permission is called an incursion. This triggers an FAA reportable incident and typically results in an operator citation.



1.3.40. Vehicle Yielding - If you see a fire truck, emergency vehicle or airport operations vehicle driving with its flashing lights on, pull over and/or stop. Do not proceed until the emergency vehicle is clear of your area. **Be certain not to cross the Vehicle Control Line.** Emergency vehicles at March Air Reserve Base display various flashing lights when responding to an emergency, while airport operations vehicles display flashing amber or red lights.



1.3.41. Vehicle Gate - All vehicle and pedestrian gates are either locked or staffed by security personnel at all times. Your MIP ID is programmed to allow you access to necessary gates. Card readers are located at most gates, which allow access to the AOA. It is the responsibility of every employee that enters or leaves a gate, ensures that it has closed completely before driving away. Even if the gate is staffed, you must stop and wait to make sure the gate has





closed properly. If a gate fails to close properly, contact airport maintenance at (951) 532-3839. **Do not leave the area** to make the call. Wait for an MIP maintenance or operations employee to arrive. Also, do not allow any vehicle or person access to the area until maintenance arrives.

1.3.42. Vehicle Identification/Company Name and Logo - all authorized motor vehicles operating within the AOA must be easily identified. All vehicular equipment operating within the AOA must display signs of commercial design on both sides of the vehicle. The logo should easily identify the tenant, vendor, construction company, etc. The lettering must be at least 3” inches in height or company logo at least 18” in diameter. Magnetic signs are acceptable. Licensed and registered over-the-road vehicles must display a MIP vehicle decal in the lower left portion of the windshield. Contact the Airport Permits Department at (951) 656-7000 to obtain decal/permits for your licensed company vehicles before operating them on the airfield. Failure to obtain the decal/permit will result in immediate removal of the vehicle and a citation will be issued.



1.3.43. Very High Frequency Omnidirectional Range (VOR) – a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. They are used as the basis for navigation in the National Airspace System.

1.3.44. Wake Turbulence – phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash and rotor wash. The term applies to both ground and air turbulence.



1.4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of the Rules and Regulations or any part thereof is for any reason held



to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

1.5. Violation of Rules—Penalties and Suspension of Driving Privileges.

Anyone who does not comply with the provisions of the 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 MIPAA in addition to the penalties described pursuant to Federal, state, or local authorities.

1.5.1. 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 three (3) written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of four (4) written warnings in any 12-month period will automatically result in revocation of airside driving privileges permanently.

1.5.2. In all cases, vehicle operators receiving a written violation must present the violation to his/her employer. An authorized representative must return the written violation to the Airport Director in person. The citation will be accompanied by a letter describing corrective actions taken to ensure operator compliance with MIP rules and regulations.

1.5.3. Based on an evaluation of the circumstances and the severity of a particular incident, MIPAA reserves the right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.

1.5.4. Suspension of airside driving privileges shall be no less than 30 calendar days and no greater than 365 calendar days.

1.5.5. MIPAA will forward copies of the citations to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

1.6. MIPAA may require individuals involved in a runway incursion or other vehicle incident to complete remedial airfield drivers training courses.

1.7. Driver Regulations on the Airside of an Airport.

1.7.1. Vehicle Operator Requirements.

1. All applicants must satisfactorily complete the applicable driver's and SIDA training classes before receiving an airside driver's license.
2. All applicants must pass the written test with a grade of at least 80 percent. Applicants who do not pass the written test may retake the test after additional study once per day, not to exceed three (3) attempts.



3. Applicants for movement area driving privileges shall be required to successfully complete an airside driving test by a designated representative of MIPAA.
4. No vehicle shall be operated on the airside unless—
 - a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
 - b. The driver properly displays an airport-issued ID card with the Authorized Driver designation.
5. No person operating or driving a vehicle on any aircraft parking ramp shall exceed a speed greater than five (5) miles per hour. No person operating or driving a vehicle on the perimeter road shall exceed a speed greater than five (20) miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
6. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
7. No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than ten feet from the wing or tail section.
8. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
9. No vehicle shall enter the airside unless authorized by MIPAA or unless the vehicle is properly escorted. There shall never be more than two (2) vehicles escorted at any time. The escort must possess an MIP badge with driver designation. The escort must stay within 25' of escorted vehicles and their operators/passengers at all times.
10. No vehicle operator shall enter the movement area—
 - a. Without first obtaining permission of the MIPAA and clearance from the ATCT to enter the movement area;
 - b. Unless equipped with an operable two-way radio in communication with the ATCT; or
 - c. Unless escorted by an Air Force or MIPAA vehicle and as long as the vehicle remains under the control of the escort vehicle.
11. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that MIPAA considers an endangerment.



- 12.** No person shall—
 - a.** Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - b.** Ride on the running board or stand up in the body of a moving vehicle.
 - c.** Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
 - 13.** A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
 - 14.** No fuel truck shall be brought into, stored or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
 - 15.** Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly and safe. This is limited to four (4) LD-7 dollies or five (5) LD-3 dollies/baggage carts whether loaded or empty.
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- 16.** When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked in approved areas only.
 - 17.** Vehicle operators shall not operate or park vehicles under any passenger loading bridge.
 - 18.** No person shall park a vehicle in an aircraft parking area, safety area or any other area in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
 - 19.** No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles or other motor vehicles or equipment.
 - 20.** No person shall park a vehicle or equipment within 20 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
 - 21.** No person shall operate a vehicle or other equipment under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
 - 22.** Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.



23. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
24. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from MIPAA to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
25. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

1.7.2. Vehicle Regulations.

1. No vehicle shall be operated on the airside unless it has proper registration in California or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of MIP's Permit Department.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by MIPAA.
3. MIP Permits Department must approve tenant vehicles operated on the movement and non-movement areas. These vehicles must display MIP sticker and an airport-approved company logo that is at least 18 inches in diameter or the company name in lettering no less than 3" in height. Either shall be positioned on the passenger and operator's doors. Magnetic placards are acceptable only if the company provides MIP Permits Department with a "Control Plan" and notifies the Permits Department of all misplaced or stolen magnetic Placards. MIPAA retains the right to direct companies to permanently affix the identifying company placards onto their vehicles.
4. Carts or pieces of equipment being towed or carried after dark must have side and rear reflectors or rear lights.
5. No vehicle shall be permitted on the airside unless—
 - a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5C, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.
 - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
 - c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).



- d. It has operable headlamps and brake lights.
 6. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.
 7. All aircraft refueling vehicles shall be equipped with, and utilize, a spill kit, chocks and cones. Fuel trucks are typically positioned close to the aircraft. Cones must be placed at the front and rear of the refueling truck. Ground equipment is highly active while fueling is taking place.
- 1.7.3. Vehicular Accidents.** Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property or another vehicle shall—
1. Immediately stop and remain at the scene of the accident.
 2. Render reasonable assistance, if capable, to any person injured in the accident.
 3. Report the accident immediately to AF Operations and MIPAA and wait until the authorities arrive to make their reports (see page 16).
 4. Provide and surrender the following to any responding MIP or Air Force personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

Section 2 - Driving on the Non-Movement Areas

- 2.1. Non-Movement areas include taxiways, aprons and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include—
 - 2.1.1. Service roads (only up to the ILS Critical Areas)
 - 2.1.2. Cargo aprons
 - 2.1.3. General aviation apron
 - 2.1.4. Air carrier apron(s)
- 2.2. **Driving.** Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate and noise levels are high.

Vehicle drivers should -

- 2.2.1. Never drive between safety cones or across delineated passenger walkways.
- 2.2.2. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- 2.2.3. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.



- 2.2.4. Be aware and avoid moving propellers that can cause damage, injury, or death.
- 2.2.5. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- 2.2.6. Yield to aircraft, passengers, and emergency vehicles, which **ALWAYS** have the right-of-way on any portion of the airport.
- 2.2.7. When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles or aircraft is prohibited. This policy helps establish a predictable order to vehicle movements in congested areas. It also helps to ensure their visibility to aircraft and other vehicles.
- 2.2.8. Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.
- 2.2.9 **Nighttime and Poor Weather Driving Conditions.** Poor weather conditions (wind, fog, rain, etc.) might obscure visual cues, roadway markings and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for other equipment/vehicles and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.





Section 3 - Driving on the Movement Areas

Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC directions.

3.1. ATCT Control. Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing and takeoff and landing of aircraft exclusive of loading ramps and aircraft parking areas. Movement areas are considered “positive control,” meaning all vehicle operators will need permission from ATC before entering the area.

3.2. Authorized Vehicles. Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks and other nonessential vehicles should not be permitted to enter these areas. Exceptions may include MIPAA-authorized vehicles with appropriately trained personnel. Air Force Ground Operations shall coordinate all other vehicle operations within the movement areas.

3.3. Taxiways.

3.3.1. Designations. Aircraft use taxiways to move to and from the aprons and the runways.

Taxiways are designated by letters or by a letter/number combination such as ALPHA, BRAVO, GULF, DELTA or FOX TROT.





3.3.2. Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors. Some taxiways are also lighted with **green** in-paved, centerline lighting. The runway lights are **white**.

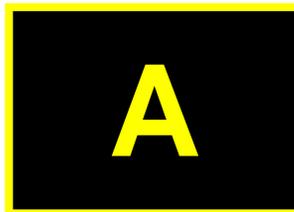
3.3.3. Signs. The signs used on taxiways are direction, destination, location and taxiway ending marker signs.

Direction and Designation Signs have **black lettering** and a **directional arrow** or **arrows** on a **yellow background**. The arrow indicates the direction to that taxiway, runway, or destination.



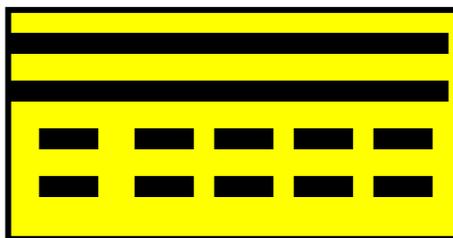
Taxiway Directional Sign

Location Signs have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



Taxiway Location Sign

Runway Safety Area/Object Free Zone (OFZ) and Runway Approach Area Boundary Signs, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to delineate when the vehicle is clear of the runway environment. It has a **black inscription** that depicts the holdline marking on a **yellow background**.

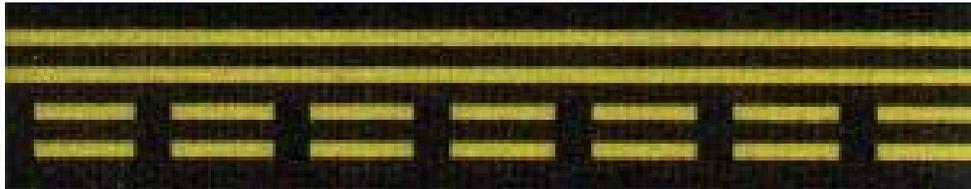


Runway Safety Area/OFZ and Runway Approach Boundary Sign



3.3.4. Markings. Pavement markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid-double-yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



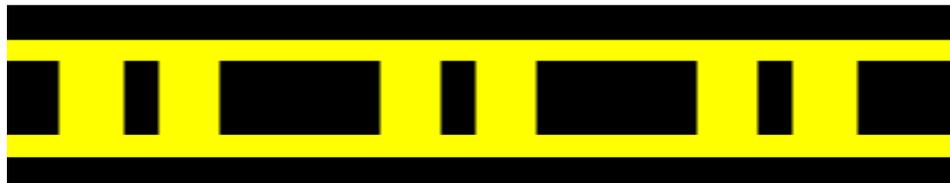
Runway Holding Position Marking

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.



ILS Hold Position Marking



Runways

3.4.1. Designations. Runways are areas where aircraft land and take off. Runways are always designated by a number such as 14 or 32. The number indicates the compass heading of the runway. An aircraft taking off on runway 32 is headed 320 degrees. In the event of parallel runways, a letter designation is added to indicate either the right or left runway (i.e. 32L-32R, 14R-14L).

3.4.2. Lighting. Runways are lighted with a variety of colored lights.

Runway Edge-lights are **white**. **If the runway has an instrument approach**, the last 2,000 feet of the runway will be yellow in color.

Runway Centerline Lights are **white** except for the last 3,000 feet of the runway, where they begin to alternate **red** and **white**. For the last 1,000 feet of runway, the centerline lights are all **red**.

Runway Touchdown Zone Lights are **white**.

Runway End/Threshold Lights are split lenses that are **red/green**.

3.4.3. Signs.

Mandatory Holding Position Signs for Runways have **white numbering/lettering** on a **red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings.



Runway Hold Sign. Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.

Instrument Landing System (ILS) Holding Position Signs have **white letters** on a **red background with a white border**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area. A vehicle/equipment operator must remain clear of it (*use airport-specific policy*). If a vehicle proceeds pass this microwave landing system/ILS marking, it may cause a false signal to be transmitted to the landing aircraft.



ILS Hold Sign

Holding Position Signs for Runway Approach Areas. The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. This sign has **white numbering on a red background with a white border.** The sign is installed on taxiways located in approach areas where an aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway.



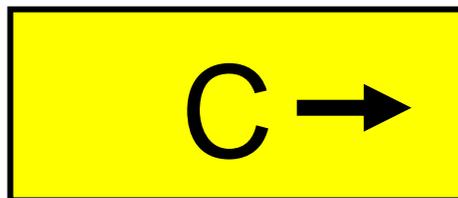
Approach Sign

Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have **white numbering on a black background.** The number on the sign provides the remaining runway length in 1,000-foot increments.



Runway Distance Remaining Signs

Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering and a directional arrow on a yellow background.**



Runway Exit Sign



3.4.4. Markings.

Pavement markings on a runway are white. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes and Displaced Threshold Markings are white. The only nonwhite lines on a runway are yellow lead-in/-off lines that extend from the runway centerline and holdlines for a specific operation known as land and hold short.



VEHICLE SAFETY

Basic Vehicle Safety Requirements

Before operating a motor vehicle on the AOA, it is mandatory that you do an equipment check. Check the tires, brakes, headlights, taillights, flashers, rotating beacon, windshield wipers etc. Also, check any items that are loaded onto the vehicle. Make sure ladders, hats, buckets, and trash are well secured. Most importantly, make sure the vehicle is not leaking fluid of any kind.



Use a Vehicle Only As Designed

Vehicles should be utilized only in the way they were designed. Most are designed to carry one person; the driver. Personnel are prohibited from hitching a ride on the tug or on baggage carts. Also, if you will be operating vehicles that tows passenger baggage, keep in mind, MIP regulations do not allow more than 5 baggage carts to be towed by a tug at any time.



Remove or Report Foreign Object Debris

You can help make MIP safer by placing all your trash in a sturdy, covered container that will not be blown over by wind or jet blast. Also, get in the habit of looking for FOD. Stopping to pick up FOD is your responsibility. Keep an eye out for nails, bolts and other items that can puncture tires or be sucked into a jet engine.



If you discover a serious debris problem, report it immediately to the Airport Operations at (951) 655-4404.





DRIVER SAFETY

Speed Limits

The following are maximum speed limits on the AOA:

- **PERIMETER ROADS: 20 MPH**
- **AIRCRAFT PARKING RAMPS: 5 MPH**
- **BAGGAGE MAKE-UP AREA: 5 MPH**



The **maximum speed limit** on the AOA is **20 mph** and is enforced by Airport Operations. All speed limits are posted on signs or surface painted markings. Please watch and obey them. At times, much **slower speeds are required due to aircraft traffic, weather, ramp conditions or ramp congestion**. Use caution on blind turns and tight areas. You must use your horns in those cases. **Honk your horn twice before backing or entering blind corners.**

If You Are Stopped While Driving on the AOA

Air Force or MIP Operations personnel are continuously monitoring the safety and security of the ramp. Air Force (AF) Security Forces, AF Fire Department and AF Airfield Operations have the authority to stop vehicles on the AOA and issue citations. If you are stopped, please be courteous. They are there to ensure the safety and security of the airport. Citations will be issued for violations such as cutting off an aircraft, excessive speed or reckless driving. If the violation is serious, you may even be required to leave the airfield. If you are issued a citation, your supervisor will be required to submit a report to MIPAA detailing actions that have been taken to prevent any recurrences. Your driving record with MIP and March ARB is independent of your California State driving record. However, your MIP driving record can impact your job. If you receive 2 or more citations for the same or similar offense, you may lose your driving privileges on the AOA.



Driving Hazards

It is easy to become disoriented when driving on the airfield at night or in foggy conditions. When driving at night or in fog, use additional caution on the airfield. Remember, fog, rain and wind increase potential for accidents, especially on the AOA. MIP does experience severe wind storms from time to time. This is one of the important reasons for checking every vehicle on the AOA. Fog is also common at MIP. Additional training and information should be provided to you by your employer regarding procedures in these weather conditions.



The **FOUR RULES** for driving on the AOA in adverse weather are:

- ➔ **SLOW DOWN**
- ➔ **USE YOUR LIGHTS**
- ➔ **ALLOW GREATER STOPPING DISTANCES**
- ➔ **STAY IN MARKED DRIVE LANES**



Approach Parked Aircraft Cautiously

When required to approach a parked aircraft, **approach the aircraft slowly making a 50' and 8' stops** to test the brakes. As often as possible, try to park parallel with the fuselage of the aircraft. Take all necessary precautions to **prevent hitting an aircraft**. **A mandatory 2" clearance is required** between your vehicle and the aircraft skin or door sill. A small dent in an aircraft can be very costly to repair and can render an aircraft unsafe to fly.

Never Drive Under Portions of an Aircraft

As a general rule, never drive under any portion of an aircraft. If an aircraft has been pushed back and the wing or tail is overhanging the drive lane, stop and wait for the aircraft. Never drive under the wing or tail, and do not swerve out of the drive lane to get by unless directed to do so by a Ground Marshaller.



Ground Marshalls play an important role in safe vehicle and aircraft operations on the airfield. When backing trucks or equipment in close proximity to other equipment or aircraft, a ground Marshaller (also called a Spotter or Guideman) is required. **Fuel trucks** and all other vehicles with limited visibility **must always utilize a Marshaller** when backing up. **Ground service personnel must assist** the fueller in positioning and backing his truck. Failure to assist will result in an accident as fuelers generally work alone. **You are obligated to work as a team** on this issue.





Right of Way

When required or when in doubt, yield the right of way to other airport vehicles. Just as most aircraft have severely restricted visibility, so do large fuel trucks. Large equipment cannot stop as quickly as smaller units.



Be Aware of Boarding and Deplaning Passengers

In some areas on the ramp, passengers are boarding and deplaning smaller aircraft. Passengers are probably unfamiliar with airfield activity and procedures. It will be up to you to give them the right of way. **This is one important reason why you should never drive through leased areas without permission.**



Be Aware of Construction Projects

MIP is a growing and developing airport. During most of the year, MIP is constructing one thing or another. Construction often interferes with day to day airport operations. Special attention and caution should be taken around work sites. Do not bypass identifiable detours or alternate routes. **DON'T Short-Cut, it will cost someone....**





PARKING



Use Parking Brakes or Wheel Chocks

When parking a vehicle anywhere at MIP, be sure to set the parking brake **AND** use wheel chocks to prevent the vehicle from rolling into aircraft or other equipment. This is extremely important for lightweight baggage carts which can be moved by strong winds, jet blast or prop wash. Baggage carts and dollies are equipped with **tongue locks...USE THEM!**



The Clear Zone

A ten-foot clear zone must be maintained on both the secure and non-secure sides of all primary AOA security fencing surrounding the perimeter of MIP. Parking vehicles closer than 10 feet of the perimeter fence is strictly prohibited. In a few places on the non-secure side of the fence, a 10 foot clear zone is not possible. In these areas, a twelve-foot fence topped with three-strands of barbed wire is installed. These specific areas are clearly identified.



ACCIDENTS



What if I'm in an Accident?

No accident is too minor to report. If you accidentally hit an aircraft, another vehicle or other property, *you must stop immediately* and report it to the **Airport Duty Manager at (951) 203-7797 and Airfield Operations at (951) 655-4404**. You and your company may receive citations and be fined for failing to report an accident. Ultimately, you will work out the repairs through the insurance companies and forward a report to the Airport Director detailing the incident. Accidents/incidents are subject to FAA and Air Force review.



Stay Away From Accident Sites

If you come across an accident on the airfield, **stay clear of the scene**. March ARB has highly trained firefighters and specialized equipment for handling aircraft rescue and firefighting.



Never Leave a Vehicle Unattended in Active Areas

Vehicles parked on active aircraft spots must be attended at all times. No disabled vehicle may be left unattended or abandoned on active airport areas. If your vehicle breaks down anywhere, call your supervisor for assistance. Stay with the unit until it is removed.



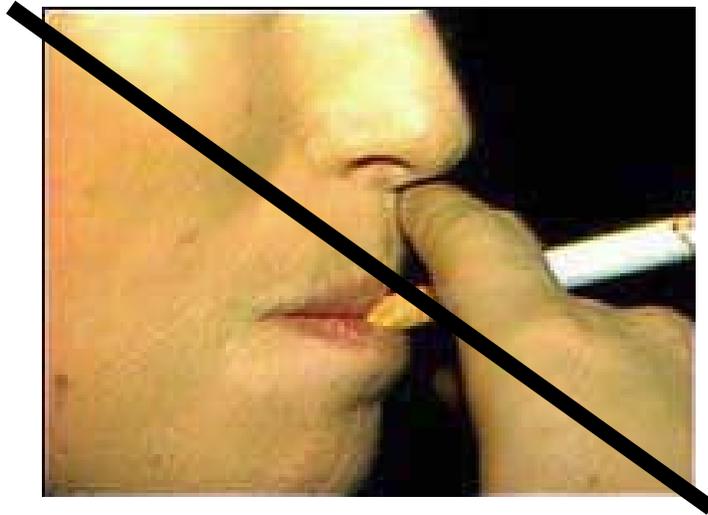
Report Spills

If you cause or notice an oil, grease, fuel or other type of spill of any size, report it immediately to the Airport Duty Manager at (951) 203-7797 and your supervisor. The organization that caused the spill is required to clean it up and dispose of the material and file a spill report. All spills must be reported to Riverside County Health/Hazmat by the company responsible for the spill. March ARB will respond to large spills by calling MARB Fire at (951) 655-2911.



No Smoking on the Ramp

Smoking on the ramp is dangerous as jet fuel can ignite easily. Smoking on the ramp puts lives at risk. Airport Operations will issue citations to those caught smoking in unauthorized locations. Smoking is allowed in designated areas only.





SECURITY – YOUR CHALLENGE OR THEIRS? (FAA/TSA)

Challenge Program



As a recipient of unescorted privileges at MIP, (because you possess a MIP Security Identification Badge) there come responsibilities you won't want to ignore.

You must challenge any suspicious or unfamiliar persons working in the Security Identification Display Area (SIDA) or other sterile and restricted areas on and around the airport.

The TSA, FAA, Air Force and MIPAA will conduct **random security checks**. For example, the agency representative may enter into a restricted area and proceed to break security rules in front of various airport employees. They may piggyback, remove their badges, etc. Piggy backing means that they will follow someone through a door or gate. Opening a door and letting a coworker follow you in is “piggy-backing”. Each person must swipe their own card. This program tests airport personnel on whether or not they follow security procedures. Always follow security procedures! **You never know if you are being tested.**

CHALLENGE the un-badged

CHALLENGE the suspicious

CHALLENGE yourself!!!!



Be Nice!!

But how do I address a person? (Try this approach)

You: *“Excuse me. Do you have your MIP badge on you?”* Response: *“I don't need one.”* You: *“I'm sorry but in this area a MIP badge is required. Sorry for the inconvenience, I have to escort you to the entrance. Here is the number to MIPAA.” Have a nice day!”* Now notify your supervisor...



Now that was nice!!!



COMMUNICATION



Phone Numbers

Some companies have phone systems that require the caller to dial an additional digit (usually a 9) before dialing a standard seven-digit phone number. If this is the case, you must also dial the additional digit to reach emergency services.

Emergency Phone Numbers

Air Force Security Forces (Police)
(951) 655-2982

Airfield Operations
(951) 655-4404

Suspicious Activity Hotline
(951) 655-3777

MARB Fire
(951) 655-2911

RVSD Hazmat
(951) 766-6524

OR 911

Non-Emergency Numbers

Tower
(951) 655-4848

March Inland Port
(951) 656-7000

Airport Director
(951) 203-7797

MARB Fire Chief
(951) 655-2077
Or
(951) 655-2563

REPORT ALL INCIDENTS & ACCIDENTS

NOTIFY

NOTIFY

NOTIFY

NOTIFY

NOTIFY

NOTIFY



Section 4 – Communications

4.1. Any vehicle driving on the **movement areas (runways and taxiways) must** be in contact with the ATCT or March Ground Control. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas on controlled airports. Permission must be requested and clearance given prior to driving on a movement area. A vehicle that is equipped with a radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may traverse that area without ATCT contact but must be escorted if their travels require them to cross an active movement area.

4.2. The ATCT controller may use separate or common radio frequency to control all ground traffic on the movement areas. The frequency is only to be used to get clearance onto and off the movement areas. When the ATCT is closed, the Common Traffic Advisory Frequency (CTAF) should be used to announce a driver's intentions when operating within the movement area. CTAF is used by all aircraft to facilitate cooperation in their use of the airport.

4.3. Phraseology. Vehicle operators must contact the ATCT ground controller each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: **WHO you are, WHERE you are and WHAT your intentions are.** Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Very high frequencies are for the primary use of aircraft and ATCT personnel. Some typical transmissions are as follows:

- “March ground control, this is Airport 21 at Charlie 6. Request permission on all taxiways for a pavement inspection.”
- “March ground control, this is Airport 21 at Taxiway Alpha. Request clearance south on runway 32 right for a light inspection.”

Reply transmissions may be brief, such as—

- ATCT: “Airport 21, hold short of runway 32 right.”
- Driver: “Airport 21 holding short of runway 32 right.”
- ATCT: “Airport 21 cleared south on runway 32 right.”
“Please expedite aircraft on a 10 mile final for runway 32.”
- Driver: “Airport 21 cleared south on runway 32 right, will expedite.”
- Driver: “Ground control, Airport 21 is clear of runway 32 right.”

NOTE: If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.



4.4. Terms and Commonly Used Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.



4.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

A ALFA	N NOVEMBER
B BRAVO	O OSCAR
C CHARLIE	P PAPA
D DELTA	Q QUEBEC
E ECHO	R ROMEO
F FOX-TROT	S SIERRA
G GOLF	T TANGO
H HOTEL	U UNIFORM
I INDIA	V VICTOR
J JULIET	W WHISKEY
K KILO	X X-RAY
L LIMA	Y YANKEE
M MIKE	Z ZULU

4.6. ATCT Light Gun Signals. Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.



4.7. Safety. The FAA defines runway incursion as “**Any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off or intending to take off, landing, or intending to land.**”

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness

An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

When driving on the airfield, vehicle operators need to always be aware of their surroundings and the meaning of all pavement markings, lights and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way.**

NOTE: Any individual involved in a runway incursion should receive remedial airfield driver’s training given by MIP and the Air Force.



Non-Movement Areas

Aircraft parking aprons, terminals and hangar areas

Movement Areas

Taxiways, runways, taxilanes and FBO’s





Questions/Self Test

- True or False** The movement area has runways and taxiways and protected safety and critical areas.
- True or False** The Air Operations Area includes only the airfield.
- True or False** If an aircraft is overhanging the drive lane, you must stop.
- True or False** If your vehicle breaks down, stay with it until help arrives.
- True or False** If you observe a small fuel spill you should assume it has already been reported.
- True or False** If you see trash or debris on the ramp, ignore it because you are not responsible for it.
- True or False** After showing your I.D. badge to enter the AOA, it is not necessary to display it.
- True or False** All vehicles on the AOA must be identified by their company name on both sides.
- True or False** You must not cross the Vehicle Control Line unless you are authorized to do so.
- True or False** If you receive a citation, it has no effect on your job at the airport.
- True or False** When an aircraft refueler arrives or backs away from an aircraft, I do not need to help the Marshall he/she around the aircraft. That is their problem.

The non-movement areas are also called the _____ + _____ or _____.

The Vehicle Control Line separates the _____ and _____ areas.

Trash and debris on the airfield is known as _____.

If you are involved in or witness an accident, report it immediately to _____.

If you are driving in foggy weather, what are four rules to follow?

_____, _____,
_____, _____.

A clear zone is maintained on both sides of the perimeter fence. This means you cannot park a vehicle closer than _____ feet from the fence.

When I approach an aircraft, I am required to make a ___ foot stop and a ___ foot stop. I must leave ___ inches between my piece of equipment or vehicle to avoid costly damage.

Speed Limits for the following are:

Perimeter Roads and Drive Lanes: _____ Aircraft Parking Ramps: _____

The number 1 rule on the airfield is: _____

Name _____ Sign _____

Date _____ Witness _____ MIPAA



MIPAA

GROUND VEHICLE OPERATING FAMILIARIZATION PROGRAM TRAINING RECORD

Employee's Name: _____

Employee's Position: _____

Company Name: _____

Social Security Number: _____

Driver's License State and Number: _____

Driver's License Expiration Date: _____

I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the airport operations area.

As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify MIPAA immediately.

Sign your name and indicate today's date below:

(NAME)

(DATE)

PERMITTED VEHICLE OPERATING AREAS

Location

- General Aviation Ramp
- Air Carrier/Terminal Ramp
- Firehouse
- Air Cargo
- Tie-downs
- General Aviation Hangars
- All Areas

I certify that the above named individual has satisfactorily completed the Driver Training Program.

Instructor's Signature: _____



DON'T BE A STATISTIC!





Incidents that could have been avoided if



someone would have applied the rules!



And they can kill!



Don't think you're going to make it???
You probably won't!!



Don't take chances!!!

"March Inland Port, a safer place because you care!"

You are building our future!



NOTES



NOTES