



DALLAS
FORT WORTH
INTERNATIONAL
AIRPORT

AIRSIDE SAFETY HANDBOOK

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DFW Airside Safety Handbook Revision Control Page

Date	Rev. #	Revision Description
8/17/2018	Publish	Implementation
10/24/2018	201810.1	Terminology clarification throughout document 8.b. iv) crossing taxiways without ATCT clearance Exhibit 1 Notice of Violation Point structure Added Exhibit 2 Movement Area Added Exhibit 3 Taxilane crossing points
1/14/2020	202001.2	Terminology clarification throughout document 8.a.iii.1&2) Mirror on vehicle requirement 8.b.v) Stop signs and stop bars 8.c.ii) Yield to aircraft pushback vehicle 8.d.i.5&6) Disregarding instructions given and stop signs and/or stop bars 8.e.ii.1) SI Infractions apply to CMAE flaggers 9.b) SIDA Badge Reinstatement Without Driving Endorsement 9.2.i) Appeal panel members Multiple additions to NOV Points Exhibit.
1/1/2022	202201.3	Terminology clarification throughout document 6.a.i) Clarified what constitutes valid state-issued Driver's License. 7.d.i) Added language regarding temporary SIDA suspension due to unsafe actions or conduct 8.a.x) Updated language regarding company logos and/or names on vehicles 8.a.xii) Requirement for Runway Incursion Warning System usage in unescorted AMA vehicles 8.b.xi) No vehicle under any part of an aircraft unless actively servicing aircraft 8.d.i) Update to mobile device usage while driving 8.d.i.12.a) No parking areas to include tritulators and GSE re-fueling stations 8.d.i.16) Drivers shall not drive or act in a reckless manner Exhibit 1) Points and language for new Violations added
12/1/2023	202312.4	Name change: Airport Driving Handbook to Airside Safety Handbook Addition of Smoking Policy-related Enforcement Program – Sec. 10 Addition of new definitions Addition of Smoking Policy Administrator Adjustment to Driving and Safety Policies Administrator 5.b.ii.2) CMAE endorsement limitations enhancement 6.a.iii) Clarification on employees with multiple SIDA badges 8.a.ix) Company name / logo information update 8.b) Vehicle requirements when driving in the Movement Area 8.c.ii) Clarification to follow DPS or Operations direction 8.c.iv) Requirement to comply with all signs and markings 8.c.xi.6) Do not drive behind an aircraft with running engines 8.d.iv&v) Yield to Emergency Vehicles & vehicles in Roadways 8.e.i.8) Use of pedestrian crosswalks 8.e.i.16) Sleeping behind the wheel or while acting as a flagger 9.g.v) Clarification regarding multiple violations 9.h) Clarification regarding driving endorsement and/or SIDA Badge suspension 9.i) Clarification regarding driving endorsement and/or SIDA Badge revocation 11.a & b) Clarification of Driving Endorsement and/or SIDA Badge reinstatement process

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1) INTRODUCTION:

- a) **Security/Safety Team:** You have been issued this Handbook because you are either a prospective or existing employee of the Airport community at the Dallas Fort Worth International Airport (Airport or DFW). As such, you will become/are a member of the Airport's security/safety team, which is also comprised of the Transportation Security Administration (TSA), Federal Aviation Administration (FAA), the DFW Board, tenants, vendors, contractors, and other stakeholders.

- b) **Team Members:** Those responsible for security/safety at the Airport are:
 - i) **Airport Operator:** The Airport is owned and operated by DFW.
 - ii) **TSA:** The TSA is the federal agency that establishes and enforces aviation security regulations and conducts passenger screening.
 - iii) **Tenants/Vendors/Contractors:** Every business on the Airport, whether it is a tenant, vendor, contractor, consultant, stakeholder, or otherwise, has important security/safety responsibilities.
 - iv) **FAA:** The FAA is the federal agency that establishes and enforces aviation safety and standards for airport operation.

- c) **DFW Responsibilities:** DFW has numerous responsibilities at the Airport, including:
 - i) Controlling/monitoring access to the Airport by individuals and vehicles.
 - ii) Creating/enforcing Airside safety and security procedures.
 - iii) Establishing an Airport I.D. Badging System.
 - iv) Providing security training to individuals requiring Airport ID Badges, also known as Security Identification Display Area (SIDA) Badges.
 - v) Creating/enforcing an Airport Driving Endorsement Program for individuals that are required to drive in the Air Operations Area (AOA).
 - vi) Establishing driving policies ("Driving Policies") applicable to the Airport Driving Endorsements.
 - vii) Providing training for those individuals and instruction on the various rules & regulations of DFW Airport;
 - viii) Administering and enforcing the Driving Policies and suspending/revoking Driving Endorsements when appropriate; and
 - ix) Administering and enforcing the DFW Smoking Policy while on the AOA

- d) **Intent:** This Handbook addresses policies/procedures for:
 - i) Obtaining and keeping an Airport Driving Endorsement.
 - ii) Driving in the AOA.
 - iii) Accruing/reducing Points/Violations for violating the Driving, Safety & Smoking Policies; and

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- iv) Suspending or revoking an Airport Driving Endorsement and/or SIDA badge.

2) SAFETY POLICIES:

- a) **Sources:** This Handbook and the materials listed in the Exhibits listed at the end of the Handbook constitute DFW's Driving and Safety-related Policies.

- b) **Supplemental Materials:**

- i) This Handbook supplements other important rules, policies, and procedures, including, but not limited to:
 - (1) Applicable provisions in any contract between an individual or an individual's employer and DFW.
 - (2) Applicable Texas laws governing the operation of a Vehicle and smoking.
 - (3) DFW's Code of Rules and Regulations.
 - (4) DFW's Aircraft Non-Movement Area Familiarization Manual for Ground Vehicle Operators.
 - (5) DFW's Aircraft Movement Area Familiarization Manual for Ground Vehicle Operators.
 - (6) DFW Snow and Ice Control Plan.
 - (7) DFW Airport Aircraft Deice Operations Plan.
 - (8) Surface Movement Guidance and Control System (SMGCS) Plan.
- ii) Each holder of an Airport Driving Endorsement and SIDA Badge is deemed to know and understand these Supplemental Materials and the Policies contained in this Handbook. Items (4) through (8) may be found on the DFW Operations website: www.dfwairport.com/business/about/operations.

- c) **Familiarization/Consequences:**

- i) Any individual applying for or possessing an Airport Driving Endorsement and/or SIDA Badge must maintain familiarity with these Safety-related Policies, including any changes to them after the individual's Airport Driving Endorsement and/or SIDA Badge is issued.
- ii) An individual's acceptance of an Airport SIDA Badge issued to him/her constitutes his/her agreement to be bound by this Handbook and the Driving, Safety, and Smoking Policies for DFW Airport.
- iii) An individual's Airport Driving Endorsement and SIDA Badge constitutes a binding, enforceable agreement between him/her and DFW.
- iv) An individual's knowledge of this Handbook and the Driving Policies will affect his/her ability to become and remain an Airport Driving Endorsement and/or SIDA Badge holder. Failure to understand and follow the Safety Policies herein could have serious and detrimental safety implications and consequences to an individual's job and ability to work at the Airport. Any and all drivers operating on the AOA shall abide by the rules and regulations contained within this handbook.

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3) **DEFINITIONS:** The following definitions apply to this Handbook:

- a) **Accident:** An event involving at least one (1) Vehicle and/or Aircraft causing personal injury and/or damage to property.
- b) **Aircraft:** A device that is used or intended to be used for flight in the air.
- c) **Aircraft Movement Area (AMA):** Refers to the runways, taxiways, and other areas of an airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of an aircraft, and associated safety areas as depicted on Exhibit 2.
- d) **Air Operations Area (AOA):** Airport area bound by a fence and/or to which access is restricted which is primarily used for landing, taking-off or surface maneuvering of aircraft.
- e) **Airport Driving Endorsement:** An AOA driving privilege granted under these Policies.
- f) **Airport Rescue & Fire Fighting (ARFF) Road or Emergency Access Roads:** Roads on the AOA that are maintained to support emergency response.
- g) **Air Traffic Control Tower (ATCT):** The Airport's Terminal air traffic control facility staffed by personnel that coordinate the movement of ground and air traffic.
- h) **Certified Movement Area Escort (CMAE) Endorsement:** An Airport Driving Endorsement issued by DFW that allows an individual to drive a Vehicle in authorized areas of the Non-Movement Area and in the Movement Area in support of a construction project.
- i) **Construction Safety and Phasing Plan (CSPP):** FAA-Defined document created for airfield construction projects designed to provide the contractor(s) with required airside safety rules & regulations and a phasing schedule for the project.
- j) **Day(s):** Calendar day(s).
- k) **Designated Roadway:** Any portion of the AOA marked by two parallel lines depicting Vehicle movement areas.
- l) **DFW Department of Public Safety (DPS):** A DFW department responsible for the safety and security of the Airport and enforcement of the Airport Driving Policies.
- m) **DFW Operations (Operations):** A DFW department responsible for compliance with the Airport Certification Manual (ACM) and enforcement of the Airside Safety Policies.
- n) **Driving and Safety Policy Administrator:** DFW's Vice President of Operations or his/her designee.
- o) **Electronic Smoking Device:** Any battery-powered device that provides doses of nicotine to be inhaled by the user by way of a vaporized solution.
- p) **Emergency Vehicle:** A vehicle equipped with an emergency warning system (blue or red lights and sirens) which is responsible for responding to incidents and emergencies. These include DFW DPS Police, Fire, EMS, Airport Security Division and Airfield Operations.
- q) **Escort:** An individual with an appropriate Airport Driving Endorsement operating a Vehicle that is Escorting an individual operating a Vehicle that does not have an appropriate Airport Driving Endorsement.
- r) **Flight Crew:** Crew member(s) assigned to duty during Aircraft flight and ground movements.

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- s) **Gate:** An AOA area where an Aircraft is parked.
- t) **Litter:** Waste material which, if thrown or deposited as prohibited, tends to create a danger to public health, safety, and welfare.
- u) **Marshaller:** An individual who directs the movement of an Aircraft to or from a Gate.
- v) **Movement Area (M) Endorsement:** A Driving Endorsement issued by DFW that authorizes an individual to operate a Vehicle unescorted in the Movement Area. A Movement Area Endorsement includes the authorization to operate a Vehicle unescorted in the Non-Movement Area as well.
- w) **Non-Movement Area (NMA):** All Gates, Ramps, parking areas, cargo areas, service roads, and all areas inside of the AOA not specifically designated as Movement Area.
- x) **Non-Movement Area (NM) Endorsement:** A Driving Endorsement issued by DFW that authorizes an individual to operate a Vehicle unescorted in the Non-Movement Area. A Non-Movement Area Endorsement does not authorize an individual to operate a Vehicle unescorted in the Aircraft Movement Area.
- y) **Notice of Violation (NOV):** Infraction notice(s) issued to an offending employee in violation to the policies of this Handbook.
- z) **Owner:** The Person that holds title to an Aircraft or Vehicle.
- aa) **Passenger Boarding Bridge (PBB):** A device used to enplane and deplane passengers between the Terminal and the Aircraft.
- bb) **Pedestrian:** An individual afoot or in a wheelchair.
- cc) **Person:** An individual or legal entity (e.g. corporation, partnership, limited liability company, etc.).
- dd) **Pushback:** When an Aircraft is pushed away from the Terminal under the power of a Vehicle.
- ee) **Ramp:** An Airport area where passengers or cargo are loaded onto and off an Aircraft and where Vehicles in support of those activities are operated.
- ff) **Reckless (Driving):** Per Section 545.401 of the Texas Transportation Code, is an individual that drives a vehicle with willful or wanton disregard for the safety of persons or property.
- gg) **Restricted Area:** An Airport area where entry is limited to authorized individuals only.
- hh) **Right-of-Way:** The privilege of the immediate use of a Runway, Taxiway, Gate, Ramp, or Designated Roadway. *Aircraft always have the right-of-way.*
- ii) **Runway:** A defined rectangular area and associated Safety Area for Aircraft landings and takeoffs.
- jj) **Runway Incursion:** The incorrect presence of an Aircraft, Vehicle or individual on a Runway or associated Runway Safety Area.
- kk) **Runway Incursion Warning System (RIWS):** System installed by the DFW Radio Shop designed to provide additional situational awareness, especially in connection with runway safety areas. This system is required in order to drive unescorted in the AMA.
- ll) **Security Identification Display Area (SIDA):** A special security area designated by an airport operator to comply with TSA requirements. Authorized individuals in this area must visibly display his/her SIDA badge.

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- mm) Surface Incident:** The unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.
- nn) Surface Movement Guidance Control System (SMGCS) Endorsement:** A Driving Endorsement issued by DFW that allows an individual to drive a Vehicle in the Non-Movement Area and in the Movement Area during low visibility conditions. SMGCS procedures are implemented when airfield visibility drops below 1,200 feet Runway Visual Range (RVR).
- oo) Surface Movement Guidance Control System (SMGCS) Plan:** The control of movement of Aircraft or Vehicles in the AOA when visibility is less than 1,200 feet as determined by FAA Runway Visual Range (RVR) equipment.
- pp) Taxilane:** The portion of the aircraft parking area used for access between taxiways and aircraft parking positions.
- qq) Taxiway:** A defined path established for the taxiing of aircraft from one part of an airport to another.
- rr) Terminal:** A building adjacent to Gates and Ramps through which passengers' transit between public areas and Aircraft.
- ss) Traffic:** The movement of Pedestrians, Vehicles, Aircraft and other equipment through any Movement Area, Non-Movement Area, Roadway or Ramp.
- tt) Vehicle:** Automobiles, trucks, tugs, baggage carts, trailers and other devices that may transport or be transported in the AOA, excluding Aircraft, except those Aircraft being operated or towed by non-Flight Crew person(s).

4) IMPLEMENTATION AND ENFORCEMENT AUTHORITY:

- a) Driving and Safety Policy Administrator:** The Driving and Safety Policy Administrator (Vice-President Operations) or his/her written designated representative will implement and enforce these Driving and Safety Policies.
- b) Smoking Policy Administrator:** The Smoking Policy Administrator (Asst. Fire Chief over the Fire Marshal's Office) or his/her written designated representative will implement and enforce these Smoking Policies.
- c) Additions/Modifications to Policies:** The Driving and Safety Policy Administrator may, by written order, establish additional rules and regulations, not inconsistent with these Policies, deemed necessary and appropriate to effectuate the intent of these Policies. Those rules and regulations will become part of DFW's Safety Policies.
- d) Additions/Modifications to Smoking Policies:** The Smoking Policy Administrator may, by written order, establish additional rules and regulations, not inconsistent with these Smoking Policies or State/Federal Regulations. Those rules and regulations will become part of DFW's Smoking Policies.

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5) ENDORSEMENTS TO DRIVE IN THE AOA, MOVEMENT AREA AND NON-MOVEMENT AREA:

a) **Types:** There are four (4) types of Driving Endorsements that may be issued for driving in the AOA:

- i) Non-Movement Area (NM) Endorsement.
- ii) CMAE Endorsement.
- iii) Movement Area (M) Endorsement.
- iv) SMGCS Endorsement.

b) **Descriptions:**

i) **Non-Movement Area (NM) Endorsement:**

- (1) A Non-Movement Area Endorsement allows an individual to drive a Vehicle unescorted in the Non-Movement Area.
- (2) No individual may operate or allow an individual to operate a Vehicle within the Non-Movement Area without a valid Airport SIDA Badge, Driving Endorsement and valid state-issued driver's license (See 6.a.i.a), unless under Escort by an individual with a valid Airport SIDA Badge with Escort authorization and at least a Non-Movement Area Driving Endorsement.

ii) **CMAE Endorsement:**

- (1) A CMAE Endorsement allows an individual to drive a vehicle unescorted in authorized areas of the Non-Movement Area and in the Aircraft Movement Area in support of a construction project along a specifically designated route.
- (2) Areas authorized for CMAE vehicle movements are identified in the CSPP associated with individual construction projects. CMAE authorization is provided for each project individually. The individual shall complete all required training for a specific haul route. Authorization does not transfer between projects.
- (3) Only individuals with a demonstrated need to operate a vehicle in support of a construction project will be considered for a CMAE Endorsement. All other vehicles and individuals will require an Escort. The Driving and Safety Policy Administrator is responsible for final approval of requests to operate a vehicle in the Non-Movement and in the AMA under a CMAE endorsement.

iii) **Movement Area (M) Endorsement:**

- (1) A Movement Area Endorsement allows an individual to drive a vehicle unescorted in BOTH the Non-Movement Area and the AMA.
- (2) Only individuals with a demonstrated need to operate a vehicle in the AMA will be considered for a Movement Area Endorsement. All other vehicles and individuals will require an Escort. The Driving and Safety Policy Administrator is responsible for final approval of requests to operate a vehicle in the Movement Area.

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- (3) No individual may operate or allow an individual to operate a vehicle on the Movement Area without a valid Airport SIDA Badge and Movement Area Endorsement, unless under Escort by an individual with a valid Airport SIDA Badge with Escort authorization and a Movement Area Endorsement.

iv) **SMGCS Endorsement:**

- (1) A SMGCS Endorsement allows an individual to drive a vehicle in the Non-Movement Area and in the Movement Area during low visibility conditions. SMGCS procedures are implemented when airfield visibility drops below 1,200 feet Runway Visual Range (RVR).
- (2) No individual may operate or allow an individual to operate a vehicle on the Movement Area during low visibility operations without a valid Airport SIDA Badge and a SMGCS Endorsement.
- (3) SMGCS procedures are identified in the DFW Surface Movement Guidance Control System (SMGCS) Plan.

6) **ADMINISTRATIVE PROCESS FOR ISSUING ENDORSEMENTS:** To apply for and receive a Driving Endorsement, an individual must meet the following requirements:

a) **Step 1: Application:**

i) **Pre-Application Requirements:** Everyone must have:

- (1) in their possession, a valid State-issued Driver's license
 - (a) **NOTE:** State-Issued Occupational Driver's Licenses are **not** acceptable as a "Valid State-Issued Driver's License"
- (2) in their possession, a valid Airport SIDA Badge or be in the process of applying for one concurrently with his/her application for a Driving Endorsement; and
- (3) a demonstrated ability to read, speak, understand, and follow instructions in the written and spoken English language so the individual can communicate and be communicated with while driving within the AOA.

ii) **Application Requirements:** Each applicant must:

- (1) have a demonstrated need to operate a vehicle within the AOA; and
- (2) provide with his/her application documentation executed by an authorized company representative validating the applicant's need to operate a vehicle in the AOA as part of his/her employment duties.

iii) **Issuance of Airport Driving Endorsement:** Upon application and successful completion of training and the fulfillment of any other administrative requirements by the applicant, the Driving and Safety Policy Administrator may issue a non-transferable Driving Endorsement to an individual who meets applicable DFW requirements.

NOTE: If an employee has a SIDA badge with multiple companies, Driving Privileges for each badge must be printed on each badge. The individual is authorized to use the Driving Privileges as outlined for each particular badge in use.

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b) **Step 2: Training:**

i) **General:** Prior to obtaining a Driving Endorsement and operating a vehicle unescorted on the AOA, an individual must successfully complete the training program applicable to the requested Driving Endorsement level to learn the procedures, rules, enforcement actions and requirements of these Driving Policies.

ii) **Non-Movement Area:**

(1) Prior to obtaining a Non-Movement Area (NM) Driving Endorsement and operating a vehicle unescorted on the Non-Movement Area, the individual must successfully complete the DFW Non-Movement Area Driver training program and must pass the Non-Movement Area Driver certification test. Upon successful completion of the non-movement area training course and upon passing the certification test, the individual will be issued a Non-Movement Area Endorsement.

(2) Everyone possessing a Non-Movement Area Endorsement must successfully complete Non-Movement Area training and testing at least once every 24 months. This 24-month requirement will be calculated as follows: individual is issued a Non-Movement Area Endorsement in April 2019. The 24 months will be calculated starting in May 2019. Re-training and re-testing must be completed on or before the end of April 2021.

iii) **Movement Area:**

(1) Prior to operating a vehicle unescorted on the Movement Area, the individual must complete the DFW Movement Area Driver training program, must pass the Movement Area Driver certification test, and must pass a practical or simulated Movement Area driving test. Upon successful completion of training and upon passing the certification test, the individual will be issued a Movement Area Endorsement.

(2) Everyone possessing a Movement Area Endorsement must successfully complete Movement Area training and testing at least once every 12 months. The training will be assigned to the Learning Plan of the individual as established in the Regulatory Training Calendar. The individual will be notified of the assignment of this training by email to the email address listed in the LearningHub account profile. The Regulatory Training Calendar is available by request to techtrain@dfwairport.com.

(3) The Movement Area Driver Certification Test (simulator or practical) is required every two years. This 24-month requirement will be calculated as follows: individual completes Certification test in April 2019. The 24 months will be calculated starting in April 2019. Recertification must be completed on or before the end of April 2021.

c) **Step 3: Testing:** Prior to operating a vehicle on the AOA, an individual must pass a test developed by the Airport applicable to the requested Driving Endorsement to demonstrate the individual's knowledge of the Driving Policies.

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7) POST-DRIVING ENDORSEMENT ISSUANCE MATTERS:

- a) **Changes:** Everyone possessing a Driving Endorsement must inform the Driving and Safety Policy Administrator of any changes in employment or legal driving status that alters his/her need or ability to operate a vehicle within the AOA.
- b) **Driving Endorsements/SIDA Badges:** The expiration of a Driving Endorsement will coincide with the expiration date of the individual's Airport SIDA Badge.
- c) **Suspensions/Forfeitures:** Suspension/forfeiture of an Airport SIDA Badge will result in the suspension/forfeiture of an Airport Driving Endorsement.
- d) **SIDA Badges:** The Driving and Safety Policy Administrator may suspend/revoke an individual's Airport SIDA Badge with Driving Endorsement for cause, for violation of these Policies, or when interests of the traveling public, and the safe and efficient operation of the Airport are best served by such action.
 - i) Any Airport SIDA badge holder on DFW property, whose actions and/or conduct may, in any way, affect the safety or security of the Airport, passengers, or other Airport employees may have his/her Airport SIDA badge suspended, pending a hearing.

8) RULES CONCERNING DRIVING:

- a) **Vehicle Requirements within the Non-Movement Area:**
 - i) Vehicles operated within the AOA must have a steering mechanism, tires, and brakes in good working order.
 - ii) Vehicle windshields may not be cracked or discolored, nor may the vehicle's windows have posters, stickers, signs, or other objects that would limit or obstruct proper vision.
 - iii) Vehicles licensed by the Texas Department of Transportation (TXDOT) for public roadways, while in the AOA, and/or vehicles operating under Letter of Agreement (LOA) with the Airport, and/or vehicles operating unescorted in the AMA must be equipped with at least one (1) mirror, adjusted in a manner to provide the vehicle operator a clear view of the area behind the vehicle for a distance of at least 100 feet.
 - iv) All loads, either solid or liquid, must be secured always in a manner to prevent a spill that would create a Foreign Object Debris (FOD) hazard, or to prevent an environmental hazard event.
 - v) An Owner of a vehicle operated within the AOA must have a minimum of \$10,000,000 (ten million dollars) excess liability insurance, or a higher amount if required by a contract with DFW.
 - vi) Vehicles operating within the AOA must display a valid, DFW issued vehicle permit or be Escorted by a vehicle with a valid permit.

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- vii)** Vehicles must operate with two working headlights and two or more working red taillights. Headlights and taillights must be of sufficient brilliance to assure driving safety.
- viii)** Vehicles not manufactured with headlights or taillights must have a minimum of 100 square inches of reflectorized material on the front and rear of the vehicle.
- ix)** Except for unmarked Department of Public Safety vehicles, vehicles operated within the AOA must display company identification, a company logo, or other marks or identification acceptable to the Airport.
 - (1)** Approved logos or company name must be displayed on the driver's and passenger's side of the vehicle.
 - (2)** The name of the company shall be spelled out in letters no less than three (3) inches in height. Company logos or symbols shall be at least 18 inches diameter. All markings shall be on a background of sharply contrasting color.
 - (3)** Company logos or symbols must be clearly visible and shall not be faded, damaged, or obscured.
 - (4)** For vehicles not manufactured with headlights or taillights, the company identification may be displayed on the 100 square inches of reflectorized material required for the front and rear of the vehicle.
- x)** Vehicles equipped with a windshield and windshield wipers per the manufacturer shall have functioning wiper blades in good condition. Worn or otherwise ineffective blades must be replaced.

b) Vehicle Requirements within the Aircraft Movement Area:

- i)** Vehicles that are authorized to operate unescorted within the AMA must meet ALL requirements within the above Section a).
- ii)** Vehicles operating unescorted in the AMA must be equipped with a rotating or flashing beacon and/or lightbar or an orange and white checkered flag during daytime operation. Only a beacon is permitted during nighttime hours and periods of low visibility. The beacon must be located at the highest point of the vehicle and in a location visible from 360° around the vehicle. All construction-related vehicle requirements shall follow the respective CSPP.
 - (1)** DPS vehicles may use a combination of Red, White, Amber and/or Blue flashing lights.
 - (2)** Airfield Operations and Energy, Transportation & Asset Management (ETAM) may use a combination of Blue, White and/or Amber flashing lights.
 - (3)** All other vehicles must use Amber flashing lights.
- iii)** Vehicles that are authorized to operate unescorted within the AMA are required to have the RIWS turned on at all times when inside the AMA.
 - (1) NOTE:** RIWS data can be used in conjunction with any other available data in connection with a reported driving-related violation investigation.
- iv)** Vehicles that are authorized to operate unescorted within the AMA are required to have a Very High Frequency (VHF) radio tuned to the appropriate ATC frequency

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for their area of responsibility (i.e.. West Ground or East Tower) to monitor FAA ATCT communications.

- v) Vehicles not in compliance with the requirements of this section may not be operated within the AMA.

c) **Driving:**

- i) An individual must produce upon demand by a DFW DPS representative or a DFW Operations representative, their SIDA Badge with applicable Driving Endorsement and valid state-issued Driver's License.
- ii) An individual must use a Designated Roadway when available and to the extent practicable, unless otherwise instructed by DFW DPS or Operations representatives.
- iii) An individual must abide by posted/regulated speed limits.
 - (1) FAA regulations prohibit the installation of speed limit signage in taxiway safety areas. **The speed limit on a taxiway is 35 mph**
 - (2) **The speed limit for all ramp areas is 20 mph**
- iv) An individual must abide by all posted signs and markings, including stop signs and/or surface painted stop bars.
- v) When used as part of the Designated Roadway, an individual may operate a Vehicle across a taxiway without an ATCT clearance at the following designated locations:
 - (1) Taxilane WF;
 - (2) Taxilane C;
 - (3) Taxilane Z;
 - (4) Taxilane C5;
 - (5) Taxilane WL;
 - (6) Taxilane C9;¹
 - (7) SW Hold Pad to/from SW Glycol Storage Area; and
 - (8) Any other areas designated in writing by the DFW Vice President of Operations.
- vi) A Vehicle driver must operate on the right side of the Designated Roadway, as defined by direction of travel.
- vii) If a vehicle driver's destination is in a Terminal Gate area, he/she may not depart the Designated Roadway until abeam of the driver's destination.
- viii) If a vehicle driver is departing a Terminal Gate area, he/she must enter the Designated Roadway abeam of the point of departure.

¹ The Taxilanes are all depicted on Exhibit 3 attached.

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- ix) No individual may stop or park a vehicle on a Designated Roadway or Fire Lane except to yield the right-of-way, or if necessary, to prevent harm to individuals or property.
- x) Passing of other vehicles is permitted only when it can be done safely and when passing can be accomplished within the posted or regulated speed limit.
- xi) An individual may not operate a vehicle:
 - (1) between an Aircraft and a Marshaller unless approved by the Marshaller;
 - (2) within restricted areas and/or under Terminal structures if the vehicle is of a height that will not safely pass beneath Terminal structures;
 - (3) under a Passenger Boarding Bridge, unless the Designated Roadway is located under a stationary portion of the Passenger Boarding Bridge, and if the vehicle is of a height that will safely pass beneath the Passenger Boarding Bridge;
 - (4) within the AOA when towing more than 5 baggage carts or dollies;
 - (5) under any portion of an aircraft unless directly servicing said aircraft; and/or
 - (6) behind an aircraft with its engines running.

- d) **Right-of-Way:** A Vehicle driver must yield the right-of-way to:
 - i) aircraft, always, without exception;
 - ii) a vehicle conducting an Aircraft Pushback;
 - iii) an Aircraft Pushback Vehicle and gate crewmembers returning to the gate after aircraft pushback;
 - iv) an Emergency Vehicle operating with visible and/or audible emergency equipment activated; and
 - v) vehicles already traveling with the right-of-way within a Designated Roadway.

- e) **Safety:**
 - i) No individual may:
 - (1) drive in a manner unsafe for the conditions;
 - (2) operate a vehicle and utilize a mobile device to make/receive a call, text, to use internet applications, or to video or capture images while the vehicle is in motion.
 - (a) The use of handsfree capability (Bluetooth, for example) is authorized.
 - (3) operate a Vehicle if the direction of movement is obstructed by an extended superstructure or by an unsecured load;
 - (4) litter or create Foreign Object Debris (FOD);
 - (5) disregard instructions given by a member of the DFW Board (DPS, Airfield Operations, etc.) or a flagger as part of a construction project;

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- (6) disregard posted, painted, or otherwise marked stop signs and/or speed limit signs throughout the Airport;
 - (7) cause a hazardous material spill:
 - (a) on or about the Airport ramp or similar concrete infrastructure, even if such spill can be contained by a spill control measure; and
 - (b) that enters the waters of the United States through an Airport storm drain or similar infrastructure.
 - (8) use the Gates, Ramps and Designated Roadways as a Pedestrian walkway, except in exclusive leasehold areas, within marked pedestrian crosswalks, or as exempted by the Driving and Safety Policy Administrator.
 - (9) use a bicycle or any motorized device with 2 or less wheels within the AOA, except in exclusive leasehold areas;
 - (10) transport passengers in any vehicle unless that vehicle is equipped with a seat intended for use by each passenger in the vehicle. A minimum of 1 seat per individual must be provided;
 - (11) drive a vehicle with high-beam headlights or only the parking lights of the vehicle on, unless that individual has been issued a written exception by the Driving and Safety Policy Administrator;
 - (12) park in a fire lane or park in a marked no-parking zone;
 - (a) This includes all triturator's and GSE re-fueling stations, unless actively utilizing these services.
 - (13) operate a vehicle that strikes an aircraft, other vehicle or terminal structure;
 - (14) operate a vehicle while under the influence of alcohol, drugs, or other mind-altering substances;
 - (15) operate a vehicle on the AOA without wearing vehicle manufacturer-installed seat belt, unless otherwise permitted according to Chapter 2, Article IV, Section 2-30 (Safety Belts) of the DFW Airport Rules and Regulations;
 - (16) Sleep behind the wheel or while acting as a flagger within the AOA; and/or
 - (17) Drive or present themselves in a reckless manner.
- ii) Low-beam headlights and taillights must be illuminated between sunset and sunrise, when it is raining, sleeting, or snowing, or at any time when visibility is impaired by weather, smoke, fog, or other conditions, or if there is insufficient light to render individuals and vehicles discernible at 500 feet.
 - iii) Access to the AOA will be restricted per the DFW SMGCS Plan when visibility is below 1,200 feet. Movement Area access is restricted to emergency response Vehicles and those Vehicles in direct support of Low Visibility Operations/SMGCS procedures.
- f) **Restricted Areas:** An individual commits a:
- i) Runway Incursion by driving or walking on an open Runway, including the associated safety area, without clearance from the ATCT.

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- ii) Surface Incident when driving or walking on the AMA without authorization or without an Escort from an individual authorized to conduct an Escort in the AMA or failing to yield to an aircraft in the AMA. Surface Incident infractions also apply to CMAE-authorized personnel failing to provide adequate driving traffic control while providing Flagging services.

9) ENFORCEMENT OF DRIVING POLICIES:

- a) **NOV's:** A Notice of Violation (NOV) will be issued for observed violations of any Policy. Only DFW Department of Public Safety and DFW Operations have the authority to issue NOV's. The NOV will contain the following information: Date, Time, Type of Violation, Description, Issuing Board employee's name and/or witness's name and Points Assessed. The NOV will be issued to the individual committing an offense and a copy will be sent to the individual's employer.
- b) **DFW Board personnel reserve the right to confiscate an individual's SIDA badge with or without Driving Endorsement for violation(s) of this policy.**
- c) **SIDA Badge Reinstatement Without Driving Endorsement:** In the event that a Driving Endorsement on the SIDA Badge is suspended per this policy, the individual may request Access DFW to re-print a new SIDA badge without the Driving Endorsement in order for the employee to continue working without the authority to drive on the AOA.
 - i) The individual must inform Access DFW that the badge was suspended for an Airport Violation.
 - ii) Badge reinstatement includes an Occurrence Fee and Change of Access Fee to obtain a new badge without the driving endorsement.
- d) **Appeal:** An individual receiving an NOV will have 14 Calendar Days from the date of issuance of the NOV to file a written appeal to the Driving and Safety Policy Administrator. The appeal should set forth facts the individual contends are mitigating factors that warrant the removal or reduction of the NOV. Appeal requests shall be emailed to Airfield.Safety@dfwairport.com no later than 11:59 PM CT of the deadline date.
- e) **Appeal Ruling:** The Driving and Safety Policy Administrator will have 14 Calendar Days from his/her receipt of the appeal to render a written determination to the individual appealing, or such longer period as the Driving and Safety Policy Administrator deems appropriate, provided he/she advises the appellant that additional time is required within the initial 14 days. A copy of the written determination will also be provided to the individual's employer. Prior to issuing a written determination, the Driving and Safety Policy Administrator may:
 - i) ask the appellant to attend a meeting or meetings to further discuss the appeal and/or provide additional information concerning the matter appealed;

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- ii) convene a panel consisting of the Driving and Safety Policy Administrator, or his/her designee, the Airside Operations Safety Manager, VP of Risk Management, or his/her designee, and others as deemed appropriate by the Driving and Safety Policy Administrator to meet with the appellant to review the violation.
 - iii) ask appellant to supplement his/her written information submitted with the appeal;
 - iv) require appellant to enter into any reasonable agreement concerning his/her Driving Endorsement prior to granting the appeal;
 - v) take any other action reasonably necessary to render an informed decision on the appeal.
- f) **Failure to Appeal/Denial:** If an individual does not appeal an NOV or his/her NOV appeal is denied, he/she will be assessed Points according to this Handbook and the Table set forth in Exhibit 1. Points will be used to determine what appropriate enforcement actions need to be taken against the individual committing the violation.
- g) **Points:**
- i) **Categories of Violators:** These Policies include the issuance of NOV's to employees and other individuals that violate them but are not driving a vehicle at the time of the violation. These non-Vehicle driving violators (passengers) may or may not possess a SIDA Badge and/or Driving Endorsement. The various categories of violators will be assessed Points as follows:
 - (1) **Violator Driving a Vehicle:** Points assessed against a Driving Endorsement.
 - (2) **Violator with a Driving Endorsement Not Driving a Vehicle:** Points assessed against Driving Endorsement and/or SIDA Badge
 - (3) **Violator without a Driving Endorsement/with a SIDA Badge Not Driving a Vehicle:** Points assessed against SIDA Badge and applied to Driving Endorsement if individual applies for one.
 - (4) **Violator without a Driving Endorsement/without a SIDA Badge Not Driving a Vehicle:** Violator will be removed from AOA. The Driving and Safety Policy Administrator may also impose any other actions against the violator allowed under applicable laws.
 - ii) **Cumulative:** Violations are cumulative by category and all categories are tracked for a 730-day (24-month) period.
 - iii) **Table:** The Table (Exhibit 1) lists the most common violations for which NOV's are issued and Points assessed. However, working at an airport is a dynamic process and the Table is not a complete list of all potential violations that may be committed while working at the Airport. The Driving and Safety Policy Administrator has wide discretion in the enforcement of Policies at the Airport.
 - iv) **Unlisted Violations:** If an individual commits a violation that is not listed in the Table, the Driving and Safety Policy Administrator will assess Points as he/she deems appropriate, given the actions involved.

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- v) **Multiple Violations:** If an individual commits multiple violations at the same time, each violation will be counted as a separate occurrence for the purpose of determining the appropriate corrective action.
- vi) **Assessment/Rotation Off:** Points are assessed as of the date of the violation and will remain on the individual's driving record for 730 Days. Points that are older than 730 Days will rotate off an individual's driving record. For instance, if 3 Points were assessed against an individual for a violation, all 3 would rotate off the individual's record when their assessment was 731 Days old.
- vii) **Actions:** The following actions will apply to an individual that has Points assessed against his/her driving endorsement:
 - (1) 0-3 Points: No actions;
 - (2) 4-6 Points: Warning Letter (email) to individual and Employer/Authorized Company Representative;
 - (3) 7-10 Points: 7 Day suspension of Driving Endorsement;
 - (4) 11-14 Points: 30 Day suspension of Driving Endorsement; and
 - (5) 15 Points or more: Revocation of Driving Endorsement.
 - (6) The above actions are a minimum required to address driving violations. Specific corrective action will be determined based on facts and circumstances of each case.

- h) **Immediate Suspension:**
 - i) An individual's Driving Endorsement will be immediately suspended if he/she:
 - (1) operates a vehicle when his/her state-issued driver's license is suspended or revoked;
 - (2) accumulates 7 or more total Points during the preceding 730 days;
 - (3) commits a Runway Incursion or Surface Incident; and/or
 - (4) performs an action or conduct that is deemed aggressive, belligerent and/or unsafe towards other employees or Airport personnel.
 - ii) An individual's Driving Endorsement will remain suspended until the day after the driving suspension has expired or when the Driving and Safety Policy Administrator lifts the suspension in writing.
 - iii) Driving Privileges shall be suspended pending investigation of suspicion of driving under the influence, as defined under applicable Texas law.

- i) **Immediate Revocation:**
 - i) An individual's Driving Endorsement will be immediately revoked if he/she:
 - (1) Commits a Runway Incursion or Surface Incident involving an aircraft or personal injury or loss of life;

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- (2) Operates a vehicle while under the influence of alcohol, drugs, or other stimulants / chemicals, etc. as determined by DFW DPS and applicable Texas law;
- (3) accumulates 15 Points or more against his/her driving record during preceding 730 days;
- (4) Knowingly modifying, tampering with, and/or disabling the RIWS unit in the vehicle; and/or
- (5) commits a violation that, in the reasonable determination of the Driving and Safety Policy Administrator, indicate a willful and reckless disregard for, and/or which have an immediate impact on the health, safety or welfare of the Airport or public.

10) ENFORCEMENT OF AIRPORT SMOKING POLICIES

- a) A Violation Warning (VW) or a Notice of Violation (NOV) will be issued for observed violations of DFW Airport's Code of Rules & Regulations and the Fire Code. DFW DPS and DFW Operations have the authority to issue VWs and NOV. The NOV may be issued at a later date and will contain the following information: Date and Time of the Violation, Specific Regulation and Section violated, Description of Violation, Issuer's name and/or witness' name, and expected SIDA Badge outcome (warning, suspension, revocation, based on Part G of this section). The NOV will be issued to the individual committing an offense and a copy will be sent to the individual's employer.
- b) **DFW Board personnel within DPS or Operations, with approval by the Fire Marshal, reserve the right to confiscate an individual's SIDA badge for certain Fire Code violation(s), according to this Handbook and the Table set forth in Part G of this section.**
- c) **Appeal Process:** An individual receiving an NOV will have 14 calendar days from the date of issuance of the NOV to deliver a written appeal to the Fire Marshal's Office, in accordance with instructions stated in the NOV. The appeal should set forth facts and include materials, if any, the individual would like to be considered. Appeal requests shall be emailed to firemarshal@dfwairport.com no later than 11:59PM CT of the deadline date.
- d) **Appeal Ruling:** The Fire Marshal's Office will have 14 calendar days from his/her receipt of the appeal to render a written determination to the individual appealing, or such longer period as the Fire Marshal deems appropriate, provided he/she advises the appellant that additional time is required within the initial 14 days. A copy of the written determination will also be provided to the individual's employer. Prior to issuing a written determination, the Fire Marshal may:
 - i) ask the appellant to provide additional information concerning the matter appealed;
 - ii) take any other action reasonably necessary to render an informed decision on the appeal.

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e) Failure to Appeal / Denial

- i) If an individual does not appeal said NOV or his/her NOV appeal is denied, he/she will be assessed the violation according to this Handbook and Part G of this section. Number of violations will be used to determine what appropriate enforcement actions need to be taken against the individual committing the violation.

f) Violations

i) Categories of Violation:

- (1) These Policies include the issuance of NOV's to individuals that violate Fire Code or Safety and security regulations, but are not smoking at the time of the violation. The various categories of violators will be assessed violations as follows:

- (a) **Violator (Smoker):** Violation assessed against SIDA badge
- (b) **Non-Reporting Personnel possessing a SIDA badge with Violator, who is actively violating this policy and Fire and/or life safety code:** Points assessed against SIDA badge

- ii) **Cumulative:** Violations are cumulative by category and all categories are tracked for a 730-day (24-month) period from the date points are assessed.

- iii) **Multiple violations:** If an individual commits multiple violations at the same time, each violation will be counted as a separate occurrence for the purpose of determining the appropriate corrective action.

- iv) **Assessment / Rotation Off:** NOV's are assessed as of the date of the violation and will remain on the individual's record for 730 days. Violations that are older than 730 days will rotate off an individual's record. For instance, if an individual had two prior violations assessed for smoking, both of those violations would rotate off the individual's record when their assessment becomes 731 days old.

g) Actions:

- i) Smoking violations and corresponding potential SIDA Badge suspension are outlined in the Table below.

Initial Offense	Second Offense	Third Offense	Fourth Offense	Smoking During Fueling Operations
Written Warning	Notice of Violation 3-day SIDA suspension	Notice of Violation 7-day SIDA Suspension	Notice of Violation Asst. Fire Chief Discretion	Automatic Revocation of SIDA Badge / Fine

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h) Immediate Suspension:

- i)** An individual's SIDA Badge will be immediately suspended if he/she:
 - (1)** Is found in violation of the DFW Smoking Policy more than one time in the preceding 730 days.
 - (2)** Performs an action or conduct that is deemed aggressive, belligerent and/or unsafe towards other employees or Airport personnel.
- ii)** An individual's SIDA Badge will remain suspended until the Smoking Policies Administrator lifts the suspension in writing.
- iii)** An employee's SIDA Badge shall be suspended, pending investigation of suspicion of smoking an illegal substance, as defined under applicable Texas law.

i) Immediate Revocation:

- i)** An individual's SIDA Badge will be immediately revoked if he/she:
 - (1)** commits the violation of operating a fuel vehicle while smoking or smoking during fueling operations;
 - (2)** commits a violation that, in the reasonable determination of the Smoking Policies Administrator, indicate a willful and reckless disregard for, and/or which have an immediate impact on the health, safety or welfare of the Airport or public.
 - (3)** is believed to be smoking an illegal substance, as determined by DFW DPS and applicable law.

11) REINSTATEMENT OF DRIVING ENDORSEMENT AND/OR SIDA BADGE AFTER SUSPENSION/REVOCAION:

- a)** The offending person's Driving Endorsement and/or SIDA Badge shall be reinstated no sooner than the day after the corresponding suspension has concluded. The offending person shall go to Access DFW for Badge and/or Driving Endorsement reinstatement. This process is NOT automatic and must be completed by the badge holder(s) involved.
- b)** If the Driving Endorsement and/or SIDA Badge has been revoked, the Driving and Safety Policy Administrator or Smoking Policy Administrator will need to reinstate said Driving Endorsement and/or SIDA Badge by written communication to the individual, unless the revocation is permanent.
 - i)** An Occurrence Fee (if not paid previously) and a Change of Access Fee is required to acquire an updated SIDA badge with Driving Endorsement
- c)** After the revocation of an individual's Driving Endorsement, the individual is prohibited from operating in any manner a Vehicle within the AOA for not less than 24 months from the revocation date. The Driving and Safety Policy Administrator, in his/her discretion,

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may impose longer revocation periods depending on the circumstances, including permanent revocations.

- d)** The Driving and Safety Policy Administrator may, at his/her discretion, impose additional conditions upon any individual before his/her Driving Endorsement is reinstated (in addition to the passage of any suspension/revocation period). Among such possible conditions are:
 - i)** Retraining (may or may not be required by their direct supervisor as well);
 - ii)** Requiring the individual's immediate supervisor or other appropriate individual to conduct one or more ride-alongs for training in the AOA;
 - iii)** Requiring the individual's immediate supervisor or other appropriate individual to provide a written report of the individual's performance during the ride-alongs in support of the reinstatement of the applicable Driving Endorsement;
 - iv)** Requiring the individual to demonstrate driving proficiency during a ride along (formal check-ride) participated in by individuals appointed by the Driving and Safety Policy Administrator; and/or
 - v)** Requiring the individual to enter into an appropriate Last Chance Agreement before reinstatement of a Driving Endorsement.

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Exhibit 1: Violations/Points Issued

Violation Type	Description	Points Issued
Minor	<ol style="list-style-type: none"> 1) Failure to have a valid State-issued Driver's License on their person while operating a vehicle on the AOA. 2) Failure to notify the Airport of a change in employment that alters the need to operate a vehicle on the AOA 3) Operating a vehicle with unsafe tire(s), brake(s), windshield wipers and/or steering mechanism 4) Operating a vehicle without proper mirror(s) as outlined in section 8 5) Operating a vehicle with obstructed vision 6) Operating a vehicle without required headlights and taillights, especially during periods of precipitation 7) Operating a vehicle with non-functioning headlights 8) Operating a vehicle with non-functioning taillights 9) Operating a vehicle without company name on both sides of the vehicle and the appropriate amount of reflectorized material 10) Failure to use the Designated Roadways 11) Failure to exit the Designated Roadway abeam an individual's destination 12) Failure to enter the Designated Roadway abeam an individual's point of departure 13) Operating a vehicle without headlights and taillights during periods of insufficient light and during periods of precipitation 14) Operating a vehicle with high-beam headlights, unless excepted by the Driving and Safety Policy Administrator 15) Operating a vehicle with only the parking lights of the vehicle, unless excepted by the Driving and Safety Policy Administrator 16) Using the Gates, Ramps and Designated Roadway as a Pedestrian walkway outside of exclusive leasehold areas, within a designated pedestrian walkway, or as exempted by the Driving and Safety Policy Administrator 17) Using a bicycle or motorized device with 2 or less wheels within the AOA outside exclusive leasehold areas 18) Parking in an unauthorized location 19) Failure to wear a reflective safety vest, or similar reflective garment 20) Violating a provision in an individual's employer's contract with DFW that the Driving and Safety Policy Administrator deems a minor violation 	1

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Moderate	<ol style="list-style-type: none"> 1) Operating a Vehicle unescorted in the AMA without an amber visible beacon, or orange and white checkered flag, as outlined in Section 8 2) Operating a Vehicle with a non-functioning beacon in the AMA as outlined in Section 8 3) Operating a Vehicle in a manner unsafe for the conditions 4) Failure to operate a Vehicle on the correct side of the Designated Roadway 5) Failure to maintain a safe following distance 6) Operating a Vehicle between an Aircraft and a Marshaller without authorization 7) Operating a Vehicle under a Passenger Boarding Bridge (PBB) 8) Unsafe Passing 9) Failure to wear a seat belt 10) Failure to secure a load 11) Transporting individuals in a Vehicle not equipped with a seat intended for use by an individual other than the driver 12) Operating a Vehicle 1-9 miles per hour over the posted or regulated speed limit 13) Operating a vehicle under any part of an aircraft, unless directly completing approved servicing of the aircraft 14) Operating a vehicle behind an aircraft with its engines running 15) Failure to yield the right-of-way to traffic within a designated roadway 16) Towing more than 5 baggage carts or dollies 17) Parking in a marked fire lane 18) Violating a provision in an individual's employer's contract with DFW that the Driving and Safety Policies Administrator deems a moderate violation 	2

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Major	<ol style="list-style-type: none"> 1) Failure to yield the Right-of-Way to an aircraft during a pushback operation or while under tow 2) Failure to yield the Right-of-Way to an aircraft pushback vehicle while returning to the gate 3) Failure to possess an Airport Badge with Driver Endorsement 4) Failure to yield the right-of-way to an authorized emergency vehicle 5) Operating a vehicle with an expired Driver's license without reasonable proof of renewal 6) Failure to utilize the VHF radio on the appropriate ATCT frequency while driving in the AMA 7) Failure to secure a load, causing a hazardous condition 8) Operating a vehicle without proper insurance requirements 9) Operating a vehicle within the AOA without a DFW-issued AOA vehicle permit or being under escort by a vehicle without a DFW-issued permit (Marked DFW Board and Marked Federal Government Vehicles are Exempt) 10) Failure to report a Vehicle Accident or environmental spill that occurred within the AOA 11) Failure to remain at the scene of a Vehicle Accident 12) Operating a vehicle in violation of mobile device use restrictions 13) Operating a Vehicle in violation of the DFW SMGCS Plan 14) Operating a Vehicle 10-19 miles per hour over the posted or regulated speed limit 15) Operating a vehicle that strikes any Airport structure and causes damage to the Airport structure or other property 16) Operating a vehicle that strikes another vehicle 17) Failure to stop at a stop sign and/or stop bar 18) Operating a vehicle that causes an accident - investigation pending 19) Parking in a marked fire lane or causing an obstruction to emergency vehicles 20) Failure to open a yield sign and/or yield bar, causing a dangerous situation 21) Failure to yield the right-of-way to traffic within a designated roadway, causing a dangerous situation 22) Failure to obey signals from a DFW Board employee and/or construction flagger 23) Failure to utilize the RIWS system while driving in the AMA 24) Failure to obey a yield sign and/or yield bar 25) Actions or conduct deemed unprofessional and/or unsafe towards other employees or Airport personnel 26) Violating a provision in an individual's employer's contract with DFW that the Driving and Safety Policy Administrator deems a major violation 	4
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Gross	<ol style="list-style-type: none"> 1) Operating a Vehicle without a valid State-issued Driver's license and DFW Driving Endorsement 2) Operating a Vehicle with a suspended or revoked state-issued driver's license 3) Failure to secure a load resulting in Foreign Object Debris (FOD) damage or injury 4) Failure to secure a load resulting in a hazardous material spill 5) Failure to yield to an Aircraft under its own power 6) Committing a Surface Incident 7) Reckless and careless driving 8) Fleeing or attempting to elude a Peace Officer or Authorized Board Vehicle 9) Operating a Vehicle 20-29 miles per hour over the posted or regulated speed limit 10) Operating a vehicle that strikes any Airport structure and renders the Airport structure or other property inoperable 11) Operating a vehicle that strikes an aircraft or aircraft component 12) Operating a vehicle that strikes another vehicle and renders that vehicle inoperable 13) Operating a vehicle that injures another person 14) Actions or conduct deemed aggressive, belligerent and/or unsafe towards other employees or Airport personnel 15) Violating a provision in an individual's employer's contract with DFW that the Driving and Safety Policy Administrator deems a gross violation 	7
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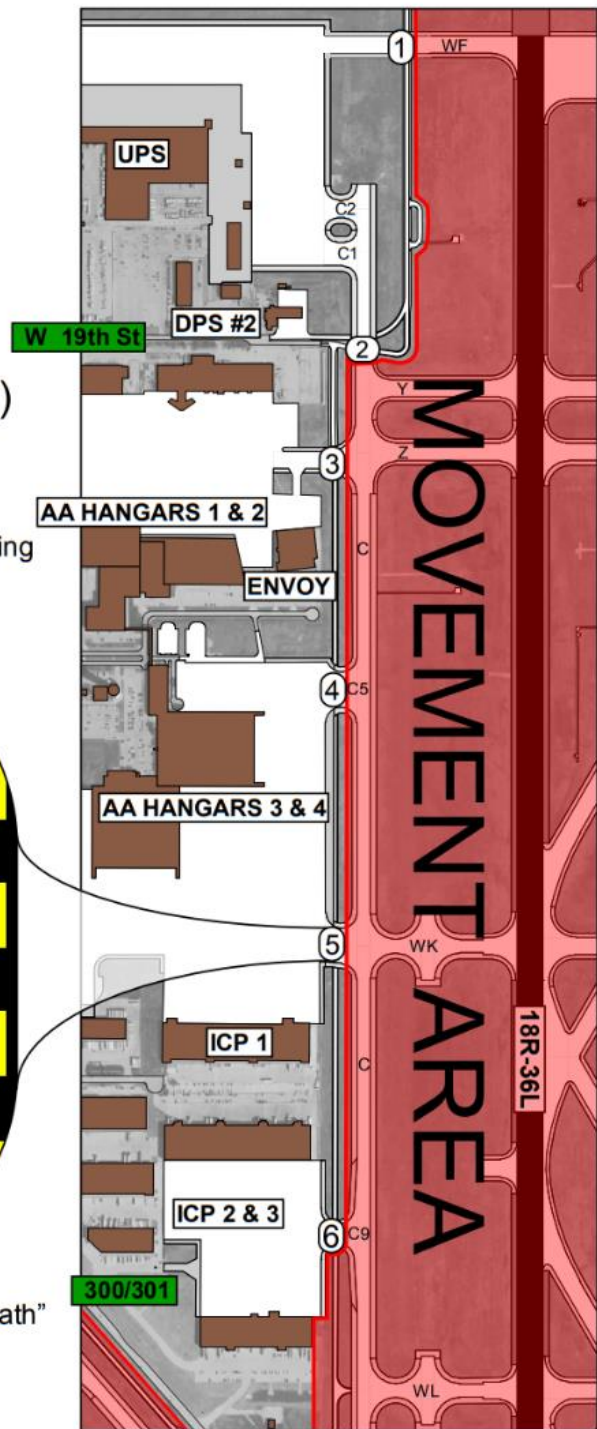
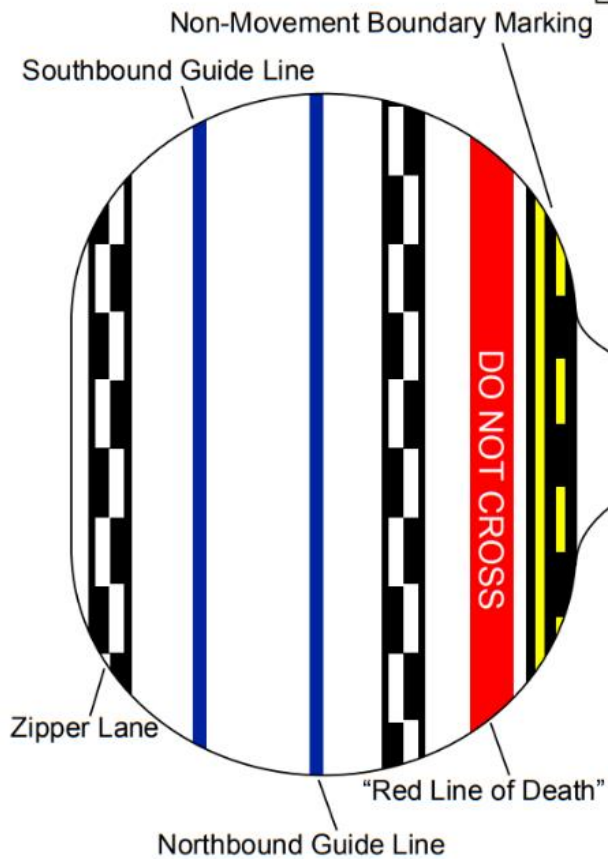
Severe	<ol style="list-style-type: none"> 1) Committing a Runway Incursion 2) Willful and negligent reckless driving 3) Driving while under the influence 4) Driving with a suspended or revoked Driving Endorsement 5) Operating a vehicle 30+ mph over the posted or regulated speed limit 6) Violating a provision in an individual's employer's contract with DFW that the Driving and Safety Policy Administrator deems a severe violation 	11
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Exhibit 3: Taxilane WF and Taxilane C

Authorized taxilane crossing points (Zipper Lanes):

- ① Taxilane WF
- ② Taxilane C
- ③ Taxilane Z
- ④ Taxilane C5
- ⑤ Taxilane WK
- ⑥ Taxilane C9 (Entrance Only)



DFW Driver Handbook Exhibit 3