



DALLAS  
FORT WORTH  
INTERNATIONAL  
AIRPORT

# **AIRPORT DRIVING HANDBOOK**

## AIRPORT DRIVING HANDBOOK

### DFW Airport Driving Handbook Revision Control Page

Date	Revision Number	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, exhibit 2 Movement Area and added Exhibit 3 Taxilane crossing points.
<u>01/14/2020</u>	<u>202001.2</u>	<u>Terminology clarification throughout document. 8.a.iii.1&amp;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&amp;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.</u>

## AIRPORT DRIVING HANDBOOK

### 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), 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.
  
- 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 Airport security procedures;
  - iii) Establishing an Airport I.D. Badging System;
  - iv) Providing security training to individuals requiring Airport ID 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 Driving Policies; and
  - viii) Administering and enforcing the Driving Policies and suspending/revoking Driving Endorsements when appropriate.
  
- 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 for violating the Driving Policies; and
  - iv) Ssuspending or revoking an Airport Driving Endorsement.

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### 2) DRIVING POLICIES:

a) **Sources:** This Handbook and the materials listed in the Exhibits listed at the end of the Handbook constitute DFW's Driving 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;
  - (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 Vehicles Operators;
  - (6) Snow and Ice Control Plan;
  - (7) Deicing Accreditation Training Manual;
  - (8) Aircraft Deice Operations Plan;
  - (9) Emergency Contingency Plan; and
  - (10) Low Visibility Operations (LVO) Surface Movement Guidance and Control System (SMGCS) Plan.
- ii) Each holder of an Airport Driving Endorsement is deemed to know and understand these Supplemental Materials and the Driving Policies contained in this Handbook. Items (3) through (10) may be found on the DFW Operations website: [www.dfwairport.com/operations](http://www.dfwairport.com/operations).

#### c) Familiarization/Consequences:

- i) Any individual applying for or possessing an Airport Driving Endorsement must maintain familiarity with these Driving Policies, including any changes to them after the individual's Airport Driving Endorsement is issued.
- ii) An individual's acceptance of an Airport Security Identification Display Area (SIDA) Badge issued to him/her constitutes his/her agreement to be bound by this Handbook and the Driving Policies.
- iii) An individual's Airport Driving Endorsement 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 holder. Failure to understand and follow the Driving 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, including all vehicle requirements.

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

- a) **Accident:** An event involving at least 1 Vehicle causing personal injury or damage to property.
- b) **Aircraft:** A machine used for flight.
- c) **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.
- d) **Airport Driving Endorsement:** An AOA driving privilege granted under these Driving Policies.
- e) **Airport Rescue & Fire Fighting (ARFF) Road or Emergency Access Roads:** Roads on the AOA that are maintained to support emergency response.
- f) **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.
- g) **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.
- h) **Construction Safety and Phasing Plan (CSPP):** FAA-Defined document created for airfield construction projects designed to provide the contractor(s) with required airport safety rules & regulations and a phasing schedule for the project.
- i) **Day(s):** Calendar day(s).
- j) **Designated Roadway:** Any portion of the AOA marked by two parallel lines depicting Vehicle movement areas.
- k) **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.
- l) **DFW Operations (Operations):** A DFW department responsible for compliance with the Airport Certification Manual (ACM) and enforcement of the Airport Driving Policies.
- m) **Driving Policies Administrator:** DFW's Vice President of Operations or his/her designee.
- n) **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.
- o) **Flight Crew:** Crew member(s) assigned to duty during Aircraft flight and ground movements.
- p) **Gate:** An AOA area where an Aircraft is parked.
- q) **Marshaller:** An individual who directs the movement of an Aircraft to or from a Gate.
- r) **Movement Area (AMA):** All runways, taxiways, and associated safety areas as depicted on Exhibit 2.
- s) **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.

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- t) **Movement Area 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.
- u) **Non-Movement Area 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 Movement Area.
- v) **Notice of Violation (NOV):** Infraction notice(s) issued to an offending driver in violation to the policies of this Handbook
- w) **Owner:** The Person that holds title to an Aircraft or Vehicle.
- x) **Passenger Boarding Bridge (PBB):** A device used to enplane and deplane passengers between the Terminal and the Aircraft.
- y) **Pedestrian:** An individual afoot or in a wheelchair.
- z) **Person:** An individual or legal entity (e.g. corporation, partnership, limited liability company, etc.).
- aa) **Pushback:** When an Aircraft is pushed away from the Terminal under the power of a Vehicle.
- bb) **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.
- cc) **Restricted Area:** An Airport area where entry is limited to authorized individuals only.
- dd) **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.
- ee) **Runway:** A defined rectangular area and associated Safety Area for Aircraft landings and takeoffs.
- ff) **Runway Incursion:** The incorrect presence of an Aircraft, Vehicle or individual on a Runway or associated Runway Safety Area.
- gg) **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.
- hh) **Surface Incident:** The unauthorized or unapproved movement of a Vehicle or individual in a Restricted Area, or when a Vehicle fails to yield to an Aircraft.
- ii) **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).
- jj) **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.
- kk) **Taxiway/Taxilane:** A surface, and its associated Safety Area, for Aircraft movement between Runways and other areas of the Airport, including Ramps and Terminals.

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- ll) **Terminal:** A building adjacent to Gates and Ramps through which passengers' transit between public areas and Aircraft.
- mm) **Traffic:** The movement of Pedestrians, Vehicles, Aircraft and other equipment through any Movement Area, Non-Movement Area, Roadway or Ramp.
- nn) **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 Policies Administrator:** The Driving Policies Administrator or his/her written designated representative will implement and enforce these Driving Policies.
- b) **Additions/Modifications to Driving Policies:** The Driving Policies Administrator may by written order, establish additional rules and regulations, not inconsistent with these Driving Policies, deemed necessary and appropriate to effectuate the intent of these Driving Policies. Those rules and regulations will become part of DFW's Driving Policies.

#### 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 Endorsement;
  - ii) CMAE Endorsement;
  - iii) Movement Area Endorsement;
  - iv) SMGCS Endorsement.

#### b) Descriptions:

##### i) Non-Movement Area 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 and Driving Endorsement, 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 Movement Area in support of a construction project along a specifically designated route.

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- (2) Areas authorized for CMAE vehicle movements are identified in the CSPP associated with individual construction 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 Policies Administrator is responsible for final approval of requests to operate a Vehicle in the Non-Movement and in the Movement Area under a CMAE endorsement.

### **iii) Movement Area Endorsement:**

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



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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 license, or a limited State-issued Driver license that allows the individual to operate a Vehicle under the terms of the limited Driver 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 and understand the written and spoken English language so the individual can communicate and be communicated with while driving within the AOA.
- (4) a demonstrated ability to understand and follow written and spoken instructions.

**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 Policies Administrator may issue a non-transferable Driving Endorsement to an individual who meets applicable DFW requirements.

**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 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

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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.

### 7) POST-DRIVING ENDORSEMENT ISSUANCE MATTERS:

- a) **Changes:** Everyone possessing a Driving Endorsement must inform the Driving Policies Administrator of any changes in employment that alters his/her need 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 Policies Administrator may suspend/revoke an individual's Airport SIDA Badge with Driving Endorsement for cause, for violation of these Driving Policies, or when interests of the traveling public, and the safe and efficient operation of the Airport are best served by such action.

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### 8) RULES CONCERNING DRIVING:

#### a) Vehicle Requirements:

- 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 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.
- 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) Vehicles operating unescorted in the AMA must be equipped with a rotating or flashing amber beacon or use an orange and white checkered flag during daytime operation. 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 Construction Safety Phasing Plan (CSPP).
- x) Except for unmarked Department of Public Safety Vehicles, vehicles operated within the AOA must display company identification, a company logo, or other means of identification acceptable to the Airport. Company identification must be at least 100 square inches and must be displayed on both sides of the Vehicle. 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.
- xi) Vehicles equipped with a windshield and windshield wipers per the manufacturer shall have functioning wiper blades in good condition. Work or otherwise ineffective blades must be replaced.
- xii) Vehicles not in compliance with the requirements of this section may not be operated within the AOA.

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### b) 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.
- 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 maximum speed limit for all ramp areas is 20 mph**
- iv) An individual must abide by posted stop signs and/or 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;<sup>1</sup> and
  - (7) 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.
- ix) No individual may stop or park a Vehicle on a Designated Roadway 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

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<sup>1</sup> The Taxilanes are all depicted on Exhibit 3 attached.

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Vehicle is of a height that will safely pass beneath the Passenger Boarding Bridge; and/or

(4) within the AOA when towing more than 5 baggage carts or dollies.

c) **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 returning to the gate after aircraft pushout; and

iv) an Emergency Vehicle operating with lights and siren.

d) **Safety:**

i) No individual may:

(1) drive in a manner unsafe for the conditions;

(2) operate a Vehicle and utilize a mobile device to text, to use internet applications, or to video or capture images while the Vehicle is in motion;

(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;

(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, or as exempted by the Driving 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 Policies Administrator;

(12) park in a fire lane or park in a marked no-parking zone;

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- (13) operate a vehicle that strikes an aircraft, other vehicle or terminal structure; and/or
  - (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 belts, unless otherwise permitted according to Chapter 2, Article IV, Section 2-30 (Safety Belts) of the DFW Airport Rules and Regulations.
- 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.
- e) **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.
  - ii) Surface Incident when driving or walking on the Aircraft Movement Area (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:

- a) **NOV's:** A Notice of Violation (NOV) will be issued for observed violations of any Driving Policies. 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 Driving Endorsement for violation 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 Driving Violation.

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- ii) Badge reinstatement includes a re-print 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 issuance of the NOV to file a written appeal to the Driving Policies Administrator. The appeal should set forth facts the individual contends are mitigating factors that warrant the revocation of the NOV. Appeal requests shall be emailed to [Airfield.Safety@dfwairport.com](mailto:Airfield.Safety@dfwairport.com) no later than 11:59 PM CT of the deadline date.
- e) **Appeal Ruling:** The Driving Policies 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 Policies 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 Policies 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;
  - ii) convene a panel consisting of the Driving Policies Administrator, or his/her designee, the Operations Safety Administrator, VP of Risk Management, or his/her designee, and others as deemed appropriate by the Driving Policies 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 Driving Policies include the issuance of NOV's to Vehicle drivers and other individuals that violate them but are not driving a Vehicle at the time of the violation. These non-Vehicle driving violators 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 Driving Endorsement.
    - (2) **Violator with a Driving Endorsement Not Driving a Vehicle:** Points assessed against Driving Endorsement.

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- (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 Policies 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 24-month period.
  - iii) **Table:** The Table lists the most common violations for which NOV's are issued and Points assessed. However, driving at an Airport is a dynamic process and the Table is not a complete list of all potential violations that may be committed while driving at the Airport. The Driving Policies Administrator has wide discretion in the enforcement of Driving Policies at the Airport.
  - iv) **Unlisted Violations:** If an individual commits a violation that is not listed in the Table, the Driving Policies Administrator will assess Points as he/she deems appropriate, given the actions involved.
  - v) **Multiple Violations:** If an individual has committed multiple violations at the same time, Points will be assessed for each violation.
  - 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 him/her:
    - (1) 0-3 Points: No actions;
    - (2) 4-6 Points: Warning Letter 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.
- 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 individual's license is suspended or revoked;
    - (2) operates a Vehicle while under the influence of alcohol, drugs or other stimulants/chemicals, etc., as determined by applicable Texas law; and/or
    - (3) commits a Runway Incursion or Surface Incident.
  - ii) An individual's Driving Endorsement will remain suspended until the Driving Policies Administrator lifts the suspension in writing.



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- i) Immediate Revocation:** An individual's Driving Endorsement will be immediately revoked if he/she:
  - i)** Commits a Runway Incursion or Surface Incident involving Aircraft damage, personal injury or loss of life;
  - ii)** accumulates 15 Points or more against his/her driving record during preceding 730 days; and/or
  - iii)** commits violations that, in the reasonable determination of the Driving 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.

### **10) REINSTATEMENT OF DRIVING ENDORSEMENT AFTER SUSPENSION/REVOCAION:**

- a)** The Driving Policies Administrator will reinstate Driving Endorsements that have been suspended/revoked by written communication to the individual, unless the revocation is permanent.
  - i)** A re-print fee is required to acquire an updated SIDA badge with Driving Endorsement
- b)** 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 Policies Administrator, in his/her discretion, may impose longer revocation periods depending on the circumstances, including permanent revocations.
- c)** The Driving Policies 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;
  - ii)** Requiring the individual's immediate supervisor or other appropriate individual to conduct one or more ride-alongs 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 participate in by individuals appointed by the Driving Policies Administrator; and/or
  - v)** Requiring the individual to enter into an appropriate Last Chance Agreement before reinstatement of a Driving Endorsement.

# AIRPORT DRIVING HANDBOOK

## Exhibit 1: Violations/Points Issued

Violation Type	Description	Points Issued
Minor	<ol style="list-style-type: none"> <li>1) Failure to possess a State-issued Driver's License</li> <li>2) Failure to notify the Airport of a change in employment that alters the need to operate a Vehicle on the AOA</li> <li>3) <u>Operating a Vehicle in a manner unsafe for the conditions</u></li> <li>4) <u>Operating a Vehicle with unsafe tire(s), brake(s), windshield wipers and/or steering mechanism</u></li> <li>5) <u>Operating a vehicle without proper mirror(s) as outlined in section 8</u></li> <li>6) Operating a Vehicle with obstructed vision</li> <li>7) Operating a Vehicle without required headlights and taillights</li> <li>8) Operating a Vehicle with non-functioning headlights</li> <li>9) Operating a Vehicle with non-functioning taillights</li> <li>10) Operating a Vehicle without the appropriate amount of reflectorized material</li> <li>11) Operating a Vehicle <u>unescorted</u> without an <u>amber 360° visible beacon, or orange and white checkered flag during daylight operation in the AMA, as outlines in Section 8</u></li> <li>12) Operating a Vehicle with a non-functioning beacon <u>in the AMA as outlined in Section 8</u></li> <li>13) Failure to use the Designated Roadways</li> <li>14) Failure to operate a Vehicle on the right side of the Designated Roadway</li> <li>15) Failure to exit the Designated Roadway abeam an individual's destination</li> <li>16) Failure to enter the Designated Roadway abeam an individual's point of departure</li> <li>17) Operating a Vehicle between an Aircraft and a Marshaller without authorization</li> <li>18) Operating a Vehicle under a PBB</li> <li>19) Towing more than 5 baggage carts or dollies</li> <li>20) Unsafe passing</li> <li>21) Failure to wear a seat belt</li> <li>22) Transporting individuals in a Vehicle not equipped with a seat intended for use by an individual other than the driver</li> <li>23) Operating a Vehicle without headlights and taillights during periods of insufficient light and during periods of precipitation</li> <li>24) Operating a Vehicle with high-beam headlights, unless excepted by the Driving Policies Administrator</li> <li>25) Operating a Vehicle with only the parking lights of the Vehicle, unless excepted by the Driving Policies Administrator</li> <li>26) Using the Gates, Ramps and Designated Roadway as a Pedestrian walkway <u>outside of exclusive leasehold areas or as exempted by the Driving Administrator</u></li> <li>27) Using a bicycle or motorized device with 2 or less wheels within the AOA <u>outside exclusive leasehold areas</u></li> <li>28) Operating a Vehicle 1-9 miles per hour over the posted or <u>regulated</u> speed limit</li> </ol>	1

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	29) Parking in an unauthorized location 30) Violating a provision in an individual's employer's contract with DFW that the Driving Policies Administrator deems a minor gross violation	
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<b>Major</b>	<ol style="list-style-type: none"> <li>1) Failure to yield the Right-of-Way to an Aircraft during a pushback operation</li> <li>2) <u>Failure to yield the Right-of-Way to an aircraft pushout vehicle while returning to the gate</u></li> <li>3) Failure to possess an Airport Badge with Driver Endorsement</li> <li>4) Failure to yield the right-of-way to an authorized emergency vehicle</li> <li>5) <u>Failure to secure a load, causing a hazardous condition</u></li> <li>6) Operating a Vehicle without proper insurance requirements</li> <li>7) <u>Operating a vehicle within the AOA without a DFW-issued AOA permit or being under escort by a vehicle with a DFW-issued permit</u></li> <li>8) Failure to report a Vehicle Accident or environmental spill that occurred within the AOA</li> <li>9) Failure to remain at the scene of a Vehicle Accident</li> <li>10) Operating a Vehicle in violation of mobile device use restrictions</li> <li>11) <u>Operating a vehicle under any part of an aircraft, unless directly completing approved servicing of the aircraft</u></li> <li>12) Operating a Vehicle in violation of the DFW SMGCS Plan</li> <li>13) Operating a Vehicle 10-19 miles per hour over the posted or <u>regulated</u> speed limit</li> <li>14) Operating a vehicle that strikes Terminal structures and causes damage to the Airport structure or other property</li> <li>15) <u>Operating a vehicle that strikes another vehicle</u></li> <li>16) Parking in a marked fire lane</li> <li>17) <u>Failure to stop at a stop sign and/or stop bar</u></li> <li>18) <u>Failure to obey signals from a DFW Board employee and/or construction flagger</u></li> <li>19) Violating a provision in an individual's employer's contract with DFW that the Driving Policies Administrator deems a major violation</li> </ol>	4
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<b>Gross</b>	<ol style="list-style-type: none"> <li>1) Operating a Vehicle without a valid State-issued Driver license <u>and DFW Driving Endorsement</u></li> <li>2) Failure to secure a load resulting in Foreign Object Debris (FOD) damage <u>or injury</u></li> <li>3) Failure to secure a load resulting in a hazardous material spill</li> <li>4) Failure to yield to an Aircraft</li> <li>5) Committing a Surface Incident</li> <li>6) Reckless and careless driving</li> <li>7) Fleeing or attempting to elude a Peace Officer <u>or Authorized Board Vehicle</u></li> <li>8) Operating a Vehicle 20+ miles per hour over the posted or <u>regulated</u> speed limit</li> <li>9) Operating a vehicle that strikes Terminal structures and renders the Airport structure or other property inoperable</li> <li><u>10) Operating a vehicle that strikes an aircraft or aircraft component</u></li> <li><u>11) Operating a vehicle that injures another person</u></li> <li>12) Violating a provision in an individual's employer's contract with DFW that the Driving Policies Administrator deems a gross violation</li> </ol>	7
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<b>Severe</b>	<ol style="list-style-type: none"> <li>1) Committing a Runway Incursion</li> <li>2) Willful <u>and negligent</u> reckless driving</li> <li>3) Driving while under the influence</li> <li>4) Driving with a suspended or revoked Driving Endorsement</li> <li>5) Violating a provision in an individual's employer's contract with DFW that the Driving Policies Administrator deems a severe violation</li> </ol>	11
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# AIRPORT DRIVING HANDBOOK

## Exhibit 3: Taxilane WF and Taxilane C

Designated  
Vehicle Service  
Roadway System;  
authorized taxilane  
crossing points:

- 1) taxilane WF
- 2) taxilane C
- 3) taxilane Z
- 4) taxilane C5
- 5) taxilane WK
- 6) taxilane C9

**Restricted Area;**  
**no vehicle**  
**service road**  
**operations,**  
**authorized**  
**Airport Board**  
**vehicles only**

**DFW**  
**Driver Handbook**  
**Exhibit 3**

