

**Air Operations Area (AOA) Vehicle Control Program
Orders and Instructions IAD 3-2-2C**

Washington Dulles International Airport

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CHAPTER 1 - GENERAL INFORMATION

1.1 POLICY AND PURPOSE

- a. Purpose. This Orders & Instructions (O&I) implements the Air Operations Area (AOA) Vehicle Control Program for Washington Dulles International Airport (Dulles Airport). The federal regulations referenced below governing airport certification and security specify that the airport operator must ensure that each person who operates a ground vehicle on the AOA is familiar with the airport's procedures for the secure and safe operation of ground vehicles and the consequences of noncompliance. In order to comply with these regulations, the Metropolitan Washington Airports Authority (Airports Authority) has established this O&I to set forth the rules and procedures governing the operation of motor vehicles within the AOA.
- b. Distribution. This O&I is distributed to all Airports Authority Departments and above, Airport Operations Duty Managers, Operations Safety & Security Specialists, Air Carriers, Tenants, Government, Concessionaires, and Contractors at Dulles Airport.
- c. Cancellation. O&I IAD 3-2-2B, Airfield Vehicle Control Program, dated June 19 2012, is canceled.
- d. References.
 - (1) 14 CFR Part 139
 - (2) 49 CFR 1542
 - (3) FAA Advisory Circular 150/5210-5, current edition
 - (4) FAA Advisory Circular 150/5210-20, current edition, Appendix A & B
 - (5) FAA CERTALERT No. 07-02
 - (6) MWAR, Part 4, Chapter III
 - (7) IAD O&I 6-1-3C, Smoking Policy at Washington Dulles International Airport
 - (8) IAD Airport Security Program
- e. Policy. No person may operate a motor vehicle on the AOA unescorted without the express, prior approval of the Airports Authority. Drivers must have an AOA Motor Vehicle Operator Permit (indicated on the person's ID Badge) and a valid state driver's license in his/her possession at all times.

No motor vehicle may be operated on the AOA, without escort, unless it has passed inspection and been registered. Such motor vehicles must be marked, inspected, operated, stored or parked, and maintained in accordance with this O&I.

- f. Administration. The Airport Operations Department is responsible for the administration of this program. The Pass & ID Office will provide training, issue operator permits and maintain associated records. The AOA Safety and Security Office will issue AOA vehicle registration permits, inspect vehicles, enforce this O&I, and maintain associated records. Airports Authority Police Officers are also authorized to enforce this O&I.

1.2 DEFINITIONS

- a. Air Operations Area (AOA). The portion of Dulles Airport designed and used for landing, taking off, or surface maneuvering of aircraft. The AOA is divided into two separate areas, the Movement Area and the Non-Movement Area.
- b. Air Traffic Control (ATC). Federal Aviation Administration (FAA) employees who direct air traffic in the vicinity of Dulles Airport and on the Movement Area from the Dulles ATC tower located on the airport using air to ground communications, visual signaling, and other devices.
- c. AOA Motor Vehicle Operator Permit. A driving permit issued by the Pass & ID Office to an individual whose duties require him/her to operate a vehicle on the AOA.
- d. AOA Registration. Authorization for a particular vehicle to operate on the AOA, after the vehicle has successfully passed an AOA safety inspection.
- e. Apron (Ramp). Paved area of an airport where aircraft park, load and unload passengers, baggage, and cargo, and are refueled and maintained.
- f. Foreign Object Debris (FOD). Any debris that can cause damage to aircraft.
- g. Ground Service Equipment (GSE). Vehicles routinely used on the AOA to support aircraft operations, i.e., tugs, belt loaders, cargo loaders, deicers, food service trucks and similar vehicles.
- h. Identification (ID) Badge. Photo identification issued by the Pass & ID Office authorizing access to specific, restricted areas of Dulles Airport.
- i. Jet Blast. Jet engine exhaust, propeller, or rotor wash.
- j. Movement Area. The Movement Area is that part of the AOA that is under the control of ATC; i.e., runways and their associated safety areas, taxiways and their associated safety areas, run-up blocks/hold aprons, but not loading ramps and aircraft parking areas. (See Appendix 1)
- k. Non-Movement Area. All of the AOA other than the Movement Area, including taxilanes, ramps, and aprons. The Non-Movement Area is under the control of the Ramp Tower. (See Appendix 1)

- l. Plane-Mates/Mobile Lounges. Large vehicles used to transport passengers between terminals and concourses.
- m. Restricted Security Area. Areas where general access to the public is prohibited. These areas include the AOA and the airport property within the outer perimeter fence that surrounds it.
- n. Runway. A defined rectangular area of land prepared for the landing and takeoff of aircraft along its length.
- o. Runway Safety Area. The Runway Safety Area surrounds each runway and extends 250 feet on either side of the centerline and 1,000 feet on each end of the runway. It is a buffer meant to reduce the risk of damage in the event of an undershoot, overshoot, or excursion from the runway by an aircraft.
- p. Security Identification Display Area (SIDA). The Restricted Security Area in which all ID Badge holders must display their ID Badges.
- q. Taxilane. A defined path marked on the pavement, controlled by the Ramp Tower and used by aircraft to taxi from the ramps to the taxiways or from the taxiways to the ramps.
- r. Taxiway. A defined path marked on the pavement, controlled by the ATC and used by aircraft to taxi from the taxilanes to the runways and from the runways to the taxilanes.
- s. Taxiway Safety Area. Taxiway Safety Area extends 107 feet on either side of the taxiway centerline.
- t. Vehicle Service Roads (VSR). Designated, marked roadways intended for the ordinary travel of all vehicles on the AOA.

CHAPTER 2 - AOA MOTOR VEHICLE OPERATOR PERMIT

Every person operating a vehicle on the AOA, without an escort, must have in his/her possession a valid AOA Motor Vehicle Operator Permit and a valid state driver's license. The vehicle operator must show his ID Badge and state driver's license to the Airport Manager, Airport Operations, and the Airports Authority Police upon request.

2.1 GENERAL

- a. Permit. A person's Dulles ID Badge also serves as his/her AOA Motor Vehicle Operator Permit when it bears a red bar to the left of the photo.
- b. Expiration Date. The expiration date for the AOA Motor Vehicle Operator Permit coincides with the expiration date of the individual's ID Badge. The permit may be renewed at the same time the ID Badge is renewed (the birth date of the badge holder). The permit holder must present a valid state driver's license to renew his/her permit. If the permit expires, the permit holder must reapply for the permit in accordance with the initial issuance requirements.

2.2 REQUIREMENTS

- a. Dulles ID Badge. When a permit holder's ID Badge is suspended or revoked, that person's AOA Motor Vehicle Operator Permit is no longer valid.
- b. State Driver's License. Every person who holds an AOA Motor Vehicle Operator's Permit must also hold a valid state driver's license. When a permit holder's state driver's license is suspended or revoked, that person's AOA Motor Vehicle Operator Permit is no longer valid. The permit holder must report such a suspension or revocation to the Pass & ID Office immediately. To reinstate driving privileges, the permit holder must provide proof of reinstatement of his/her state driver's license to the Pass & ID Office.
- c. Sponsor Certification. When a person applies for a new AOA Motor Vehicle Operator Permit or to renew an existing permit, the certifying official (see O&I No. 6-4-1D, Badges) for the applicant's employer or other sponsoring agency must certify that the applicant's duties require him/her to operate a vehicle on the AOA. If the applicant needs to operate a vehicle in the Movement Area, the certification must so specify.
- d. Training. The employee must successfully complete AOA Motor Vehicle Operator training for Movement and Non-Movement Areas.
- e. Language. In accordance with the current edition of FAA Advisory Circular 150/5210-20, any person who will be operating unescorted on the Movement Area must demonstrate a functional knowledge of the English language.

2.3 TRAINING

- a. Airports Authority-Provided Training. All applicants for an AOA Motor Vehicle Operator Permit must successfully complete training for the Non-Movement and if required by job function, the Movement Areas of the AOA. These two training modules are available at the Pass & ID Office. No one may translate or otherwise assist an applicant with the training modules.
- b. Employer-Provided Training. Employers are responsible for training their employees. A form available in the Pass & ID Office must be signed by the employer's certifying official that the training has been successfully completed. The form must be presented to the Pass & ID Office before an employee may independently operate the equipment for which the classification is sought. Employers' training shall include having the employee demonstrate his/her proficiency in operating the class of vehicle on the airside. Please note additional requirements under Section 2.5.b.
- c. Non-Movement Area On-the-Job Training. It is highly recommended that drivers who have been granted their AOA driving privileges receive on-the-job driver training from their employers.

2.4.0 MOVEMENT AREA DRIVING PRIVILEGE

- a. Movement Area Incursions. Movement area incursions represent an extreme hazard to aircraft. Only persons who have coordinated their activities with Airport Operations will be authorized to operate a vehicle on the Movement Area. No one else is allowed to operate a vehicle on the Movement Area unless under escort of an authorized person.
- b. Movement Area On-the-Job Training. Employers shall also provide on-the-job training to drivers new to the Movement Area environment. Drivers should demonstrate competence concerning Movement Area signage, markings and lighting identification, locating themselves within the Movement Area, radio operation, radio frequencies, radio communication procedures and lexicon before beginning unescorted vehicle operations on the Movement Area. The employer shall keep a record reflecting successful completion of this on-the-job training, signed by the employer's certified training official on file and produce it upon request of the Airports Authority.
- c. Practical Test. Airports Authority personnel who perform daily airfield inspections will receive a practical driving exam before operating a vehicle unescorted in the Movement Area.

CHAPTER 3 - AOA VEHICLE REGISTRATION

3.1 VEHICLE REGISTRATION

- a. All motorized vehicles must be registered with the Airports Authority prior to operating on the AOA. To initiate the registration process, the vehicle owner must contact the Dulles Airport Operations Safety and Security office by telephone at (703) 572-2740 or by e-mail at *IADVehicles@mwa.com*. The owner will be required to provide some basic information, register an alphanumeric identifier, and coordinate an inspection date and time with the office/inspection station. Upon successful completion of the application and inspection processes, a registration sticker will be affixed to the vehicle and the vehicle will be registered to operate on the AOA.
- b. Once an inspection date and time are coordinated, off-airport applicants should bring their vehicles to the inspection station located at 44721 Propeller Court, Bay 14, Sterling, VA. 20166. The station is accessible through airport perimeter Gate 127 on Propeller Court and Shops Road on the AOA. Airport tenant applicants may request and pre-coordinate, a mass inspection of equipment (20+ pieces) at their facilities, provided the inspection is arranged with the Safety and Security office at least two weeks in advance of the current registration expiration date.
- c. Registration Types. There are three types of vehicle registrations, Tenant, Non-Tenant, and Official. Upon successful completion of the vehicle inspection, a registration sticker will be affixed to the vehicles windshield on the lower left hand side out of the field of vision of the driver. On vehicles with windshields higher than 5 feet above the ground, or those without windshields, the sticker will be affixed on the driver's side of the vehicle near the driver entry point.
 - (1) Tenant: Airport tenants actively leasing airport property will be issued a vehicle registration valid for a period not exceeding 36 months, or until their lease expires, whichever comes first.
 - (2) Non-Tenant: Companies supporting airport tenants or conducting business at the airport without actively leasing airport property will be issued a vehicle registration valid for the term of the company's current insurance policy.
 - (3) Official: Governmental and Airports Authority vehicles whose official duties require their repeated or continual access to the restricted security areas of the airport will be issued a permanent registration.
 - (4) Radio Frequency ID (RFID). RFID devices may be issued and used in conjunction with the ID Badge and AOA Registration to allow access through gate 225. These devices will be affixed to inside of the front windshield. Both vehicle registration sticker and RFIDs should be removed and destroyed when the vehicle is sold, removed from service, or the windshield is replaced.

- d. Vehicle Identification (Designators and Markings). Tenant and Non-Tenant vehicles operating on the AOA are required to display an assigned alphabetic designator and individual vehicle number. Subcontractors, and those whose ID's and insurance are issued under another company, must utilize the designator assigned to the primary contractor or signatory agent.
- (1) Alphabetic designators are assigned through the Airport Operation's Safety and Security Office. One letter designators are not permitted; two letter designators are reserved exclusively for airlines. Company name and/or logos **are not** acceptable forms of designators.
 - (2) Designators may be professionally painted, applied (i.e. vinyl lettering), or printed on magnetic sheeting in "Arial Bold" or similar font. A distinguishing number chosen by the vehicle owner shall immediately follow the alphabetic designator. (i.e. ABC-1, UFN-323, etc.). The designator shall be displayed on both sides of the vehicle. These markings must be a minimum of 8 inches high, be in sharp contrast to the background (i.e. black text on white background), and be maintained in legible form.
- e. Indemnification and Insurance Requirements for the AOA.
- (1) Indemnification: The owner/operator of a vehicle registered to operate on the AOA agrees to defend and indemnify the Airports Authority and its authorized officers, directors, agents, employees, volunteers and representatives for liability arising out of its operations while on the AOA as a result of receiving authorization and vehicle registration from the Airports Authority to operate a vehicle on the AOA.
 - (2) Insurance Required for Official, Tenant, and Non-Tenant Contractor: Insurance requirements, as part of a contract between the Airports Authority and the contracted parties, shall prevail. Nothing in this O&I shall reduce, exempt, or waive the requirements specified in the written contract between the parties. A contracted party shall include airlines, concessionaires, tenants, and contractor that have entered into a written contract with the Airports Authority.
 - (a) Official. Government agencies must furnish verification of their governmental insurance coverage.
 - (b) Tenant. The Airports Authority Contracting Officer must furnish verification that the Tenant has complied with the evidence of insurance provisions of the Tenant's Lease/Contract with the Airports Authority.
 - (c) Non-Tenant Contractor. Non-Tenant Contractor are companies operating under a Lease/Contract with the Airports Authority or its tenants. The Contracting Officer must furnish the expected duration of AOA access, specific locations to be accessed, and verification that the

Non-Tenant Contractor has complied with the evidence of insurance provisions of the Non-Tenant Contractor's Contract with the Airports Authority.

- (3) Insurance Required for Non-Tenant. A Non-Tenant is those companies operating under a Lease/Contract with a Tenant or Government agency. The Tenant who's Lease/Contract with a Non-Tenant requires the Non-Tenant to have AOA access must furnish the expected duration of AOA access, specific locations to be accessed, and evidence of insurance as set forth below.
- (a) The Non-Tenant owner/operator of a vehicle to be registered to operate on the AOA shall, at its own cost and expense, take out and carry in effect, during the timeframe that access to the AOA is required a policy or policies of insurance insuring Non-Tenant owner/operator against all liability, subject to policy terms, conditions, and exclusions, for injuries to persons (including wrongful death) and damages to property caused by owner/operator's activities and operations of a vehicle at the Airport, the policy limits thereof to be in the minimum(s) as set forth below.
- (b) Commercial Automobile Liability. The Non-Tenant owner/operator shall for any auto (owned, non-owned, hired, or leased) maintain commercial automobile liability insurance and, if necessary, commercial umbrella/excess liability insurance with limits as set forth below. Any umbrella/excess liability coverage must be at least as broad as the primary coverage and contain all coverage provisions that are required of the primary coverage.

Non-Movement Area Access (Aircraft ramp areas). A limit of not less than Ten Million Dollars (\$10,000,000) for each accident.

Movement Area Access (Runways and Taxiways). A limit of not less than Twenty Five Million Dollars (\$25,000,000) for each accident.

If Non-Movement Area Access is initially received, but, later, access to the Movement Area is necessary or required for the Non-Tenant owner/operator to carry out their activities, then the appropriate insurance limits for Movement Area Access shall be obtained by the Non-Tenant owner/operator before accessing the Movement Area.

- (c) Mobile Equipment Liability (Commercial General Liability). For vehicles classified as mobile equipment, the limits shall be not less than Twenty-Five Million Dollars (\$25,000,000) for each occurrence. Mobile equipment shall include, but not be limited to, baggage tugs, aircraft pushback tugs, provisioning trucks, air stair trucks, belt loaders, and aircraft de-icing trucks. This coverage shall be obtained under a Commercial General Liability insurance policy.

- (d) Such insurance shall cover liability for the vehicle(s) being registered.
- (e) A schedule of vehicles covered under the policies shall be provided and only those vehicles shall receive registration.
- (f) Waiver of Subrogation. Non-Tenant owner/operator waives all rights against the Airports Authority for recovery of damages to the extent these damages are covered by the commercial automobile liability or umbrella/excess liability insurance obtained by Non-Tenant owner/operator pursuant to receiving authorization and vehicle registration to operate a vehicle on the AOA or under any applicable auto physical damage coverage.
- (g) Additional Insured (Designated Insured Endorsement). The commercial automotive liability insurance and, if necessary, commercial umbrella/excess liability insurance shall be endorsed to identify the Airports Authority and its authorized officers, directors, agents, employees, volunteers, and representatives as additional insureds, as their interest may appear in connection with authorizing and issuing vehicle registrations to access the AOA.
- (h) Insurance coverage shall be primary and the Non-Tenant agrees that any insurance maintained by the Airports Authority shall be non-contributing with respect to the Non-Tenant's insurance.
- (i) There shall be no restrictions of coverage with regard to operations on airport premises or the AOA.
- (j) No Representation of Coverage Adequacy. By requiring insurance herein, the Airports Authority does not represent that coverage and limits will necessarily be adequate to protect Non-Tenant owner/operator, and such coverage and limits shall not be deemed as a limitation on Non-Tenant owner/operator's liability.
- (k) The failure of the Airports Authority, at any time or from time to time, to enforce the insurance requirements, to demand such certificate or other evidence of full compliance with the insurance requirements, or to identify a deficiency from evidence that is provided shall not constitute a waiver of those provisions nor in any respect reduce the obligations of the Non-Tenant owner/operator to maintain such insurance or to defend and hold the Airports Authority harmless with respect to any items of injury or damage covered by receiving AOA vehicle registration.
- (l) The Safety and Security office shall be notified by Non-Tenant through the Tenant of any cancellation, non-renewal, or material change in the policy or policies within five (5) business days of Non-Tenant receiving notification of such action.

- (m) Prior to receiving AOA vehicle registration, and at least annually thereafter, as soon as possible after renewal but no later than five (5) business days after said renewal, so long as AOA vehicle registration is still required by Non-Tenant owner/operator, the Non-Tenant owner/operator agrees to furnish to Dulles Airport Operations Safety and Security through the Tenant with certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements herein.
- (n) The certificate(s) of insurance shall be issued to:
Metropolitan Washington Airports Authority
ATTN: Dulles Airport Operations Safety and Security
1 Aviation Circle
Washington DC 20001-6000

3.2 REVOCATION OF VEHICLE REGISTRATION

- a. Valid vehicle registrations are subject to revocation for any violations of this O&I or Airports Authority Rules and Regulations. If a registration is revoked, a “Do Not Operate” sticker will be affixed in place of the vehicle registration sticker. Vehicles with revoked registrations must be removed from the AOA immediately. Revocation will necessitate repeating the registration process and paying a \$25 service fee to the Terminal Agents office. Once the violations have been addressed or repaired, a copy of the receipt from the Terminal Agents office showing payment of the service charge must be presented to the Safety and Security office before a replacement sticker will be issued.
- b. Failure to maintain the insurance required by this O&I or to comply with the insurance provisions of the Tenant’s or Non-Tenant’s Contract/Lease with the Airports Authority for the purposes of vehicle registration shall be the basis for immediate revocation of the Tenant’s or Non-Tenant’s vehicle registration at the Airports Authority’s option.

3.3 INSPECTION CHECKLIST

The following is a list of vehicle safety equipment and standards that are mandatory for every vehicle registered to operate on the AOA. These items will be checked when the vehicle is presented for inspection, and may be checked randomly or whenever a vehicle enters the AOA.

- a. Must be in sound mechanical condition. Fluid leaks, exhaust leaks, shoddy maintenance, field expedient repairs (i.e. duct tape, speed tape, etc.), and excessive body damage are not permitted.

- b. All electrical systems must be fully operational (i.e. lighting, instrumentation, windshield wipers, etc.)
- c. Vehicle tires must be in good condition with a minimum tread depth of 1/16th of an inch. Industry standard smooth fork lift tires are permissible on such equipment.
- d. All windows on motor vehicles must be free of obstructions. Vehicles with cracked or damaged windows must be removed from the airfield until such time that they are repaired or replaced.
- e. Emergency brake must be capable of holding the vehicle in gear with the motor running at idle.
- f. Steady burning amber beacon mounted on the roof of the vehicle and visible from 360 degrees. Vehicles without a roof are exempt from this requirement, but must comply with subsection g below.
- g. Vehicles without a roof and/or amber beacon must be delineated on the front, sides, and rear with 2 inch wide micro-prismatic retroreflective conspicuity tape running the length and width of the vehicle. The use of solid colored reflective tape is permitted.
- h. A fully charged carbon dioxide, clean agent, or dry chemical fire extinguisher (5 lb. size recommended) readily accessible to the driver.
- i. All towing vehicles must be equipped with positive locking couplings.

CHAPTER 4 - AOA VEHICLE OPERATION

4.1 AIRCRAFT OPERATIONS

The Air Operations Area (AOA) is the portion of an airport designed and used for landing, take off, or surface maneuvering of aircraft. Taxiing aircraft are those moving under their own power between parking areas and runways. This is done on the ramps, taxilanes, and taxiways.

4.2 HAZARDS OF THE AOA ENVIRONMENT

The AOA is a hazardous environment for a number of reasons.

- a. Limited and Low Visibility. A pilot's view from the cockpit and the operator's view from a mobile lounge/Plane-Mate are restricted, especially to the rear and immediate front. Aircraft are much more difficult to see during snow, rain, or other low visibility conditions or at night.
- b. Noise. You may not hear aircraft, vehicles, or other equipment approaching due to aircraft engine noise.
- c. Equipment. There are great differences in the size of the equipment operating in the AOA environment and they can approach from almost any direction.
- d. Specialized Activities.
 - (1) Many aircraft operators do not use wing walkers. Many pushbacks occur without any indication other than the aircraft beacons being activated followed by aircraft movement.
 - (2) There are no designated helipads on the airport, helicopters may land or taxi on the taxiways, taxilanes and ramp areas. All vehicle operators must be vigilant when near operating helicopters.

4.3 GENERAL RULES FOR OPERATING VEHICLES ON THE AOA

- a. Equipment.
 - (1) Operators are required to perform a safety check of their vehicles, cargo dollies, and baggage carts before commencing operation on the AOA. Equipment failing a spot safety check shall be removed from service.
 - (2) Operators will remain with disabled vehicles until the vehicle is repaired or taken to the owner's leased area.

- (3) Motor vehicles will not be operated when their front, side, or rear vision is obstructed by baggage, boxes, parcels, or other items being transported..
- (4) Equipment shall be used within its design limitations. Equipment shall not be used to perform functions for which it was not designed.
- (5) Vehicles leaking fluids are not allowed to operate on the AOA.
- (6) Persons operating motor vehicles on the AOA will keep the amber beacon illuminated at all times.
- (7) Vehicle operators will use their headlights during hours of darkness and during inclement weather.
- (8) In the bag tunnels and basements, vehicles not in motion shall have their engines turned off.
- (9) The operation of any two-wheeled vehicle on the AOA is prohibited unless special, written permission has been received from the Airport Manager.

b. Operators.

- (1) The use of personal, electronic devices (cell phones, computers, music players, etc.) while driving on the AOA is prohibited (reference O&I IAD 8/A, current edition).
- (2) Smoking is prohibited inside any vehicle, unless the vehicle is located in a portion of the AOA that has been closed in compliance with O&I IAD 6-1-3C, current edition, Smoking Policy at Dulles Airport.
- (3) Riding on baggage carts, trailer hitches, fenders, or on any portion of a vehicle not equipped with proper seats is prohibited. Seat belts must be used if present.
- (4) Standing up in a moving motor vehicle, riding on the outside of a moving motor vehicle, or riding with arms or legs protruding from the body of the vehicle are prohibited.

c. Speed Limits.

- (1) The speed limit on the aircraft aprons, ramps, building underpasses, tunnels and baggage make-up/drop areas is **5** miles per hour.
- (2) The speed limit on vehicle service roads is **15** miles per hour.
- (3) The speed limit on roads outside the AOA is **25** miles per hour, unless otherwise posted.

d. Rules of the Road.

- (1) Vehicle operators are required to obey all posted regulatory signs and traffic signals.
- (2) Vehicles must come to a complete stop prior to crossing any mobile lounge, vehicle service roadway, or taxilane. Aircraft, emergency vehicles and mobile lounges are not required to stop before crossing vehicle service roads.
- (3) Due to operational requirements, mobile lounges may operate outside of marked mobile lounges roadways. Mobile lounges may approach from any direction at any time.
- (4) Vehicles should not stop at any point within a taxilane. If safe crossing of the taxilanes cannot be completed, the vehicle must wait before entering the taxilanes.
- (5) Vehicles crossing a ramp to enter a vehicle service road will enter at a 90-degree angle.
- (6) Vehicles should use Vehicle Service Roads or other roads in lieu of crossing Movement Areas whenever possible. (See Appendix 2)

e. Right-of-Way.

- (1) Passengers and employees walking on the ramp to/from aircraft always have the right-of-way.
- (2) Vehicles on a service road will yield right-of-way to pushback equipment and wing walkers departing from, or returning to the gate.
- (3) Aircraft, including aircraft under tow, have the right-of-way over all other vehicles.
- (4) Mobile lounges have the right-of-way over all vehicles except aircraft and emergency response equipment.
- (5) During snow removal activities all vehicles, except aircraft and emergency vehicles MUST yield to the snow removal equipment train. Stopping between taxilanes A and B is not permitted.
- (6) Vehicles shall not pass through an active snow train.

f. Gate Areas.

- (1) Driving across passenger loading lanes during passenger loading and off-loading operations is prohibited.
- (2) Operators of vehicles at one gate position may proceed to either of the adjoining gate positions provided there are no aircraft parked at these gates.
- (3) Aircraft servicing vehicles designated for a specific aircraft are the only motor vehicles that may pass or be parked within designated aircraft envelopes.
- (4) Aircraft servicing may not begin until the aircraft has come to a complete stop at its designated parking position and the engine(s) have stopped.
- (5) During arrival, departure and re-positioning operations, all aircraft and ground handlers should have at least one wing walker in the vehicle service road wearing a reflective safety jacket or vest and utilizing wands.
- (6) Any aircraft pushing back from a gate or under tow shall have electronic communications between the pilot/brake rider and the tow operator.
- (7) Ground guides shall be used when backing catering, delivery or similar vehicles when within 75 feet of an aircraft. Fuel tankers shall use a ground guide when backing at all times. A vehicle guide person is required whenever the vision of the operator is restricted.
- (8) All pushback vehicles must use their headlights while moving an aircraft.
- (9) Stop prior to the boundary of a gate if:
 - (a) wing walkers are blocking the vehicle service road
 - (b) a ground guide is at the gate controlling an aircraft arrival, or
 - (c) the aircraft on the gate has its red beacon on.

g. Vehicle Parking Procedures.

NOTE: Vehicles parked in violation of these rules, or vehicles parked so that they prevent the movement of aircraft, emergency vehicles, or other motor vehicles may be towed at the owner's expense and impounded.

- (1) Within gate areas all vehicles must park in designated vehicle parking areas.
- (2) Leaving a vehicle inside the aircraft envelope designated by red and white lines is prohibited.
- (3) Parking within 15 feet of an emergency fuel shut-off fire hydrant, fire bottle, fire extinguisher, or in a designated fire lane is prohibited.

- (4) Parking that interferes with or prevents the passage, movement, servicing or access to aircraft, emergency vehicles, other vehicles, or interferes with building maintenance activities or construction projects is prohibited.
- (5) Vehicles must not be parked under jet bridges.
- (6) Fuel trucks must not be stored or parked within 50 feet of a building. Fuel trucks may not be parked within 10 feet of any other vehicle.

h. Baggage Carts and Dollies.

- (1) GSE, baggage carts and dollies shall be returned to an assigned storage area with the brake set immediately following their use.
- (2) Carts and dollies shall be kept in good repair. Brake systems, hitches, wheel assembly and cargo retention systems shall be functional. Reflective markings should remain in serviceable condition. Curtains, where present, should be functional and in good repair. All GSE should be painted, free of rust and body damage.
- (3) Cargo dollies and baggage carts shall bear company logos, distinctive coloration or other identifying features known to the airport community.
- (4) No baggage cart or dolly train under tow may exceed a maximum length of 60 feet or four units.
- (5) Cargo containers should be placed on dollies so the container does not extend beyond the width of the dolly or tug.
- (6) All GSE and cargo containers must be appropriately secured such that neither aircraft blast nor wind will result in their movement.

4.4 NON-MOVEMENT AREA

The Non-Movement Area of the AOA consists of areas where clearance from ATC is not required. The Non-Movement Area is separated from the Movement Area by the Non-Movement Area boundary marking. Proceeding beyond the Non-Movement Area boundary marking into the movement area without authorization from Airport Operations and ATC clearance may result in loss of AOA driving privileges. The Non-Movement Area consists of designated ramps/aprons and taxilanes:

a. Signs and Markings.

- (1) Taxilanes. Surfaces under control of Dulles Airport's Ramp Tower used by aircraft to move to and from the taxiways and ramps. Taxilane centerline and edge lines have yellow paint markings.
- (2) Ramps/Aprons. Paved areas utilized for parking or servicing the aircraft; e.g. gate areas, cargo ramps, etc.

- (3) Mobile lounge roadways are marked with a black/white/black edge line. White diamonds are painted within the lounge roadways at irregular distances. The centerline is a white/black/white marking. Where a lounge roadway crosses a VSR, it may be outlined in red.
- (4) VSRs are marked with a black/white/black edge line. This marking is identical to that denoting a lounge roadway edge line. A VSR may have either a black/white/black dashed centerline, or a continuous white/black/white centerline. A continuous centerline on a VSR indicates that passing is not permitted.
- (5) Generally, each gate will feature one or more yellow aircraft lead-in lines. The restricted aircraft parking envelope is generally marked with a red and white boundary line. Designated GSE parking spaces are generally marked in white.
- (6) Fire lanes, fuel shut-off valves and various restricted fire access points are marked with red borders and red-cross hatching. Parking in these areas is prohibited.

b. Ramp Tower.

- (1) Aircraft on Taxilanes A, B, C, D, E and F are under the control of an Airports Authority Ramp Tower. See Appendix 3 for the radio frequencies in use at Dulles Airport by the Ramp Tower.
- (2) Operators of vehicles without radio equipment. Operators of vehicles without radio equipment proceeding to and from the various midfield concourses, construction areas and designated aircraft parking areas may cross the ramp taxilanes along designated VSRs. The operator must come to a complete stop before entering the taxilane. The operator must ensure the crossing is free from conflict with a taxiing aircraft, mobile lounges, emergency vehicles or the snow train before proceeding.

- c. Non-Movement Area Closures. Only Airport Operations may close and open a Non-Movement Area. Vehicles and persons working within an active or closed taxilane or taxilane safety area must have and constantly monitor radio communications with the Ramp Tower or be escorted by a vehicle or person that does.

4.5 MOVEMENT AREA

The Movement Area is that part of the AOA used for takeoff, landing, and taxiing of aircraft under the control of the ATC. Vehicle operators must be authorized by Airport Operations and ask permission from the ATC before entering the Movement Area and must maintain two-way radio contact with the ATC or be escorted by someone who does. (See Appendix 4 – FAA Explicit Runway Crossing Procedure Changes)

A runway incursion is “any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off aircraft.” An incursion may result in an aircraft striking a vehicle or person or leaving the runway. Runway incursions are primarily the result of one of the following reasons: pilot error, vehicle operator error, controller communications, lack of airport familiarity, or loss of situational awareness. Persons involved in a runway incursion may lose their AOA access privileges and ID Badge and be liable for fines imposed by the FAA. There are four categories of runway incursions:

Category A is a serious incident in which a collision was narrowly avoided.

Category B is an incident in which aircraft separation decreases and there is a significant potential for collision, which may result in a critical corrective/evasive response to avoid a collision (aircraft go around).

Category C is an incident characterized by ample time and/or distance to avoid a collision.

Category D is an incident such as incorrect presence of a single vehicle/person/aircraft on the protected area of a surface designated for the landing and take-off of an aircraft but with no immediate consequences.

- a. Signage and Markings (See Appendix 5 – Guide to Airport Markings and Signs).
 - (1) Taxiways. A portion of the Movement Area, used by aircraft, to move to and from the ramp/aprons and the runways.
 - (a) Designations. Taxiways are designated by letters or by a letter/number combination. See Appendix 1, Washington Dulles Airport Layout Diagram.
 - (b) Lighting. Taxiways are lighted with **blue** edge lights and/or reflectors. Above ground and/or in-pavement Runway Guard Lights are flashing yellow lights present at the Runway Holding Position Marking.
 - (c) Taxiway Signs. The signs used on taxiways and taxilanes are as follows: direction, destination, location, and taxiway ending marker signs. Direction and Designation Signs have black lettering and a directional arrow or arrows on a yellow background. The arrow indicates the direction to that taxiway, runway, or destination.



Direction Sign

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



Location Sign

Runway Approach Area Boundary Signs identify the boundary of the runway approach area to the pilot and vehicle operator. An aircraft landing on the adjacent runway will pass directly through the delineated area at low altitude. When driving on a taxiway, clearance from the ATC is required before crossing a Runway Approach Area Boundary Sign.

The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. This sign has white numbering, black outline on a red background. The sign is installed on taxiways located in approach areas where an aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway.



Runway Approach Sign

Pavement Markings. Pavement markings on taxiways are always yellow. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If the pavement is intended for use by aircraft on both sides of line, the lines will be dashed; if not, the lines will be solid.

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of two solid lines and two broken yellow lines and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking unless he/she is authorized to operate the vehicle in the Movement Area and he/she first obtains clearance from ATC.



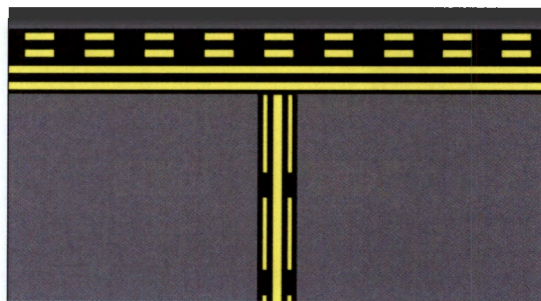
Runway Holding Position Marking

Intermediate Holding Position Markings for taxiway/taxiway intersections indicates an area where aircraft/vehicles can be held short of a taxiway intersection. If instructed by ATC to hold short of a taxiway, the operator must stop the vehicle before it crosses the taxiway holding line marking. The marking consists of yellow dashes on a black background.



Intermediate Holding Position Marking

Enhanced Taxiway Centerline Markings are present at Dulles Airport, and will appear before a runway holding position marking, as illustrated below. These markings are intended to serve as an additional warning to flight crews and vehicle operators that they are approaching the runway.



Enhanced Taxiway Centerline Marking

Non-Movement Area Boundary Markings consist of two yellow lines (one solid and one dashed). The solid line is located on the Non-Movement Area side, while the dashed yellow line is located on the Movement Area side. A vehicle operator is not to cross from the solid-line side (Non-Movement side) unless he/she is authorized to operate the vehicle in the Movement Area and he/she first contacts the ATC tower and obtains a clearance to operate on the Movement Area.



Non-Movement Area Boundary Marking



Vehicle roadway markings are used to define a vehicle pathway (non-aircraft) that is on, or crossing a taxiway. The outer boundaries will consist of white zippered lines.



Vehicle roadway signage – each driver must receive authorization from Air Traffic Control (ATC) to cross any taxiways or runways.

- (2) **Runways.** A portion of the Movement Area runways are areas where aircraft land and take off.
 - (a) **Designations.** Runways are always designated by a number such as 1 or 19. The number indicates the compass heading of the runway. An aircraft taking off on Runway 19 is on a heading of 190 degrees. In the event of parallel runways, a letter designation is added to indicate either the right, left or center runway. Dulles Airport has four runways designated: **1R/19L, 1C/19C, 1L/19R and 12/30**, see Appendix 1.
 - (b) **Lighting.** Runways are lighted with a variety of colored lights.
 - [1] Runway Edge-Lights are white. If the runway has an instrument approach, the last 2,000 feet of the runway, the edge lights will be amber in color.

- [2] Runway Centerline Lights are white except for the last 3,000 feet of the runway, where they begin to alternate red and white. For the last 1,000 feet of runway, the centerline lights are all red.
- [3] Runway Touchdown Zone Lights are white.
- [4] Runway End/Threshold Lights are split lenses that are red/green.
- [5] Runway Approach Lights are white beyond the end of a runway extending through the Runway Safety Area.
- [6] Runway Status Lights (RWSL) are red lights at entrance points and approach ends of some runways.

(c) Signs.

- [1] Mandatory Holding Position Signs for Runways have white numbering/lettering, black outline on a red background. These are located at each entrance to a runway and at the edge of the Runway Safety Area and are co-located with runway holding position markings. Do not proceed beyond these signs until clearance is given by the ATC tower to enter onto the runway.



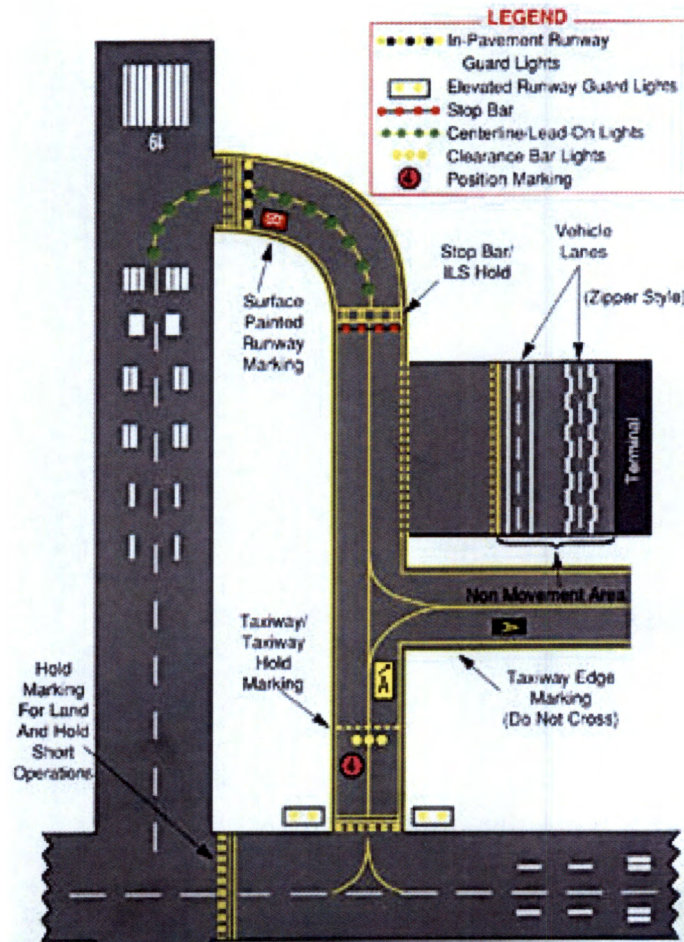
- [2] Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have white numbering on a black background. The number on the sign provides the remaining runway length in 1,000-foot increments.



- [3] Runway Exit Sign is a directional sign located prior to the runway/taxiway intersection on the side and in the direction of

the runway where the aircraft is expected to exit. This sign has black lettering and a directional arrow on a yellow background.

- (d) **Markings.** Pavement markings on a runway are white with a black border. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designations Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white with a black border. The only non-white lines on a runway are yellow lead-in/off-lines that extend from the runway centerline to/from the taxiway.



Representative diagram of airport markings

- b. **Air Traffic Control.** Any vehicle driving on the Movement Area must be in contact with the ATC and capable of both monitoring and transmitting to ATC. Vehicle operators must continuously monitor the appropriate radio frequency within the Movement Area. Permission must be requested and clearance given prior to driving on a Movement Area. A vehicle that is equipped with a radio may escort vehicles without radios. When a Movement Area is closed for construction, vehicles may traverse that area without ATC contact but must be escorted if their travels require them to cross an active Movement Area. Runways and taxiways have different

assigned frequencies, see Appendix 3. The frequency is only to be used to get clearance onto and off the Movement Area. Vehicle operators shall not cross a Runway Holding Position Marking or Sign until they hear their vehicle call sign and receive a specific clearance to cross that runway.

- (1) **Phraseology.** Vehicle operators must contact the appropriate ATC controller each time they proceed onto or leave the Movement Area. When proceeding onto the Movement Area, vehicle operators must tell the ATC controller: **WHO** you are calling, **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so the ATC controller and other persons know that the message was received. Vehicle operators must always give aircraft and ATC controller transmissions priority unless an emergency exists. A typical transmission follows:

- Driver: Dulles tower, this is Yellow 278 holding short of Runway 1C at Y11. Request clearance onto Runway 1C for a light inspection.

Reply transmissions may be brief, such as:

- ATCT: “Yellow 278, hold short of Runway 1C.”
- Driver: “Yellow 278 holding short of Runway 1C.”
- ATCT: “Yellow 278 cleared onto Runway 1C.”
- Driver: “Yellow 278 cleared onto Runway 1C.”
- Driver: “Dulles Tower, Yellow 278 is clear of Runway 1C.”

NOTE: If you are unsure what the controller has said or if you do not understand an instruction, you must ask the controller to repeat it. Safe communications only occur when each party knows and understands what the other is saying.

- (2) Common Use Phrases.

What Is Said	What It Means
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Expedite	Proceed without delay or complete request without delay.
Go Ahead	Proceed with your message only.

Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately/without delay.	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Say Again	Repeat last instruction.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait, as in "stand by for clearance."
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

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

- (4) ATC Light Gun (see Appendix 5). In the unlikely event that attempted radio communication fails, ATC will use light gun signals to control Movement Area traffic. If the radio in your vehicle fails, turn vehicle towards the ATC tower and flash your headlights and the tower will respond with light gun signals. The light gun signals are as follows:

Steady Green	Cleared to cross or proceed
Steady Red	Stop
Flashing Red	Get off the runway or taxiway immediately
Flashing White	Return to starting point
Alternating Red/Green	Exercise extreme caution

- c. Authorized Vehicles. Only those vehicles necessary for airport operations may enter a Movement Area. Therefore, most vehicles including fuel trucks, maintenance vehicles, tugs, and catering trucks are not permitted to enter the Movement Area. Airport Operations, Airport Maintenance, ARFF, FAA, and others with specific approval of the Manager of Airport Operations may enter the Movement Area after receiving clearance from ATC.
- (1) Beacons shall be on at all times when operating a vehicle within the Movement Area.
 - (2) When necessary, runway crossing should occur at the departure runway end rather than the midpoint.
- d. Surface Movement Guidance and Control System (SMGCS). This system is in use at Dulles Airport, in part to insure safe transit of aircraft and vehicles during periods of reduced visibility. Generally, when visibility conditions fall below 1200 feet runway visual range (RVR), all vehicles and personnel except those needed for safety must leave the Movement Area. Airport Operations will advise those on the Movement Area when SMGCS conditions require that they exit the Movement Area.
- e. Movement Area Closures. Only Airport Operations may close and open a portion of the Movement Area. All Movement Area closures and openings must be coordinated with Airport Operations.

4.6 EMERGENCY VEHICLES AND CONDITIONS

- a. Any person operating a motor vehicle on the AOA shall immediately yield right-of-way to emergency vehicles giving an audible or visual signal.
- b. Under emergency conditions, such as an aircraft accident, fire, or hazardous material spill, access to the scene is denied to all vehicles and persons except those whose duties require their presence. This exclusion may be extended to adjacent areas when conditions require.

4.7 ACCIDENTS ON THE AOA

- a. When an accident occurs on the AOA, the Airports Authority's Police Department or Airport Operations shall be notified immediately. The vehicle operators will remain on the scene until they have given a full report to the investigating officer. Upon request, any relevant document, license, registration, or other document shall be shown to the investigating officer. Damage caused to airport buildings or other property by a vehicle is considered an accident.
- b. Vehicle operators should not move vehicles unless an accident impedes traffic, flight operations, or otherwise creates a safety hazard by its presence.
- c. Failure to report an accident, vehicular damage to Airports Authority property, or leaving the scene of an accident may result in suspension of AOA driving privileges and criminal charges.

4.8 REPAIR OF VEHICLES ON THE AOA

With the exception of emergency repairs necessary to immediately move vehicles or equipment to a repair facility, cleaning, repairing, maintaining, or overhauling on the AOA is not allowed. During periods of limited visibility the operator must insure that the vehicle is adequately lit. Vehicle recovery must be performed by equipment designed for the task. Vehicle safety lock-out devices shall be used as appropriate. Vehicles unsafe for operation shall be tagged out of service. Vehicle washing (waste water runoff) procedures and the handling, storage and disposal of hazardous materials and wastes, shall be in compliance with airport, county, state and federal regulations or plans.

4.9 CONSTRUCTION CONTRACTOR REQUIREMENTS

In addition to the vehicle operating procedures set forth throughout this O&I, construction contractors must adhere to the following procedures:

- a. All AOA vehicle operations must be in compliance with the Airports Authority's Construction Safety Program and FAA Advisory Circular(s): AC 150/5370-2E and 150/5340-2, current edition.
- b. Before any construction activity begins on the AOA, each individual working under the contract, including the employees of sub-contractors, is required to watch a video (Construction Vehicle Safety Awareness Program) provided by Airport Operations. Before the contractor may begin work on the AOA, a responsible employee of the contractor must certify that everyone who will be working on the AOA has watched the video.
- c. All work that requires access to the Movement Area will be coordinated with Airport Operations and the ATC in advance so that they can determine whether it is necessary to close a runway or taxiway and make arrangements. Airport Operations and ATC must be notified each day before construction contractors enter any portion of the

Movement Area to perform work. Upon completion of work for the day, Airport Operations and the ATC tower must be notified.

- d. Airport Operations and the Ramp Tower must be notified each day before construction contractors enter a taxilane (Non-Movement Area) to perform work. Upon completion of work for the day, Airport Operations and the Ramp Tower must be notified.
- e. Work within an Object Free Area (OFA) or Safety Area must be coordinated with Airport Operations before entering the area. The OFA is a defined surface, of varying dimensions, surrounding a runway or taxiway that is free of all fixed objects except Federal Aviation Administration (FAA) approved equipment attached to frangible bases. The limits of the OFA are not marked on the ground, so, when in doubt, consult Airport Operations.
- f. Construction vehicles and equipment must only use designated entrances and exits.
- g. Construction vehicles and equipment may only enter and exit the AOA during contractually specified times.
- h. During operation on a VSR, forklift forks must be raised no less than 6 inches and no more than 12 inches, and covered or protected by an approved pallet.
- i. Construction vehicles and equipment operating in the Movement Area must have two-way radio contact with ground control or ATC as appropriate, or must be escorted by a vehicle that has two-way radio contact with ground control or ATC as appropriate.
- j. AOA registered construction vehicles with gross vehicle weights greater than 4 tons shall have back up alarms.
- k. Contractors shall ensure that any FOD placed on a taxilane or VSR is immediately removed.

CHAPTER 5 - AOA TRAFFIC ENFORCEMENT

5.1 VEHICLE AND OPERATOR SAFETY ENFORCEMENT STANDARDS AND PROCEDURES

- a. Authorized Program Enforcement Officials. The Airport Manager, Airport Operations, and the Airports Authority Police are authorized to enforce the provisions of this O&I. Driver's licenses and ID Badges must be presented upon request.

Contracted security guards at the vehicle access gates may deny AOA access to any vehicle or operator believed to be in violation of this or other O&Is.

- b. Vehicle and Equipment Spot Safety Inspections. All vehicles, carts and dollies authorized to operate on the AOA are subject to random inspections by Airport Operations, and the Airports Authority Police Department. Vehicles which fail a spot safety inspection shall have the vehicle's AOA registration sticker removed. Vehicles and equipment failing a spot safety check shall be removed from service. The vehicle or equipment may be moved only to the extent necessary to affect its repair or removal from the airport. No one may remove a Failed Safety Inspection Sticker.

- c. Point System. There is a point system for violations of airport rules and regulations by operators. Points received, remain active and accumulate on an operator's record for one year. The points assessed for most common AOA operating violations are as follows:

Causing a runway incursion.....	12 points
Leaving the scene of an accident with personal injury	12 points
Operating with a suspended or revoked drivers license.....	12 points
Driving under the influence	12 points
Reckless driving.....	8 points
Leaving the scene of an accident with no personal injury	8 points
Failure to report an accident	8 points
Failure to yield right of way to aircraft, Mobile Lounge/ Plane-Mate, or emergency vehicles	4 points
Operating a vehicle that has not been inspected	4 points
Operating equipment that has failed a safety inspection	4 points
Illegal parking that interferes with operations/construction	4 points
Violations contributing to an accident.....	4 points
Speeding.....	4 points
Failure to obey a sign, signal, or instruction.....	4 points
Use of personal electronic device while driving.....	4 points
Drivers license not in possession	4 points

Appropriate points will be assessed for violations not listed. If multiple offenses have been committed at the same time, points may be assessed for each charge.

d. Enforcement Procedures.

(1) Operator Violation Notices. The Airport Manager, Airport Operations, and the Airports Authority Police may issue Notices of Violation of this O&I. The vehicle operator's signature is not required to acknowledge receipt of a violation notice. A copy of the violation notice will be provided to the individual found in violation.

(2) Point Accumulation.

- 1 - 4 points When a vehicle operator accumulates 1-4 points, a notification letter is sent from Airport Operations to the person's employer.
- 5 - 11 points A vehicle operator who accumulates 5-7 points will be required to meet with the Airport Operations Manager or Deputy Manager to review the individual's driving record.
- 12 points A vehicle operator who accumulates 12 points will have his/her AOA Motor Vehicle Operator Permit revoked.

In addition to the above, the enforcing official may also require the operator to re- attend and pass Airport Drivers Training within a specified time period.

(3) Suspension and Revocation.

- (a) Operator Suspension. The duration of an initial suspension is 3 to 30 days. Subsequent suspensions are 15 to 90 days. When a vehicle operator fails to re-attend drivers training when required, his/her driving privileges shall be revoked until such time that the training is completed.
- (b) Revocation. When a vehicle operator accumulates 12 points, his/her AOA Motor Vehicle Operator's Permit will be revoked. The individual and his supervisor will be required to meet with the Airport Operations Manager or Deputy Operations Manager to discuss the revocation.
- (c) Fleet Suspension. Companies whose enforcement record indicates serious or repeated violations with regard to its vehicles or its employees may have all or part of the company's AOA Vehicle Registrations and its employees' AOA Motor Vehicle Operator Permits suspended. The suspension shall remain in effect until specified corrective action has been shown to have been satisfied.
- (e) Appeals. Violations, suspensions, and revocations may be appealed to the Airport Manager or his designated representative. The affected individual or organization must submit a written request for a hearing to the Airport Manager within 10 days of receipt of the notice

CHAPTER 6 - SECURITY REQUIREMENTS

6.1 AOA VEHICLE ACCESS GATES

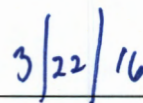
The AOA and the airport property within the outer perimeter fence that surrounds it are a Restricted Security Area and not open to the public. Operators of vehicles entering the AOA through mechanical access gates must stop just after safely clearing the gate and remain until the security gate returns to a closed position. If the gate reopens because another vehicle operator has swiped his/her ID Badge to enter, that vehicle operator assumes the responsibility for waiting until the gate is closed. When exiting the AOA, the last operator in a line of vehicles automatically assumes this responsibility. If the gate does not close, the last badge operator must immediately notify Airport Operations and remain at the gate.

6.2 VEHICLE ESCORT PROCEDURES

- a. All vehicles on the AOA and the Restricted Security Area, must have a valid AOA Vehicle Registration and be operated by a person with a valid AOA Motor Vehicle Operator's Permit, or be escorted by such vehicle operated by a person with a valid AOA Motor Vehicle Operator's Permit with escort authority. The escorting vehicle may escort no more than three vehicles or one tractor trailer at one time. The escorting vehicle must remain with these vehicles at all times, whether those vehicles are moving or parked, occupied or unoccupied. Operators of escorting vehicles are responsible for the actions of the vehicles they are escorting and their operators.
- b. Operators of vehicles under escort must complete an AOA Escort/Search Registration at the entrance gate. This temporary registration is valid for one day and must be displayed on the dashboard of the vehicle at all times that it is on the AOA or the restricted airport property and must be returned to the guard at the gate when the vehicle leaves the AOA/restricted airport property.
- c. Under emergency circumstances or special circumstances with approval by Airport Operations, vehicles may be escorted without a temporary registration.
- d. The escort (operator of the escorting vehicle) is responsible for:
 - (1) Ensuring that the unregistered vehicle being escorted has appropriate levels of insurance.
 - (2) Ensuring that the operator of the unregistered vehicle is aware of the rules and regulations concerning airfield vehicle operations.

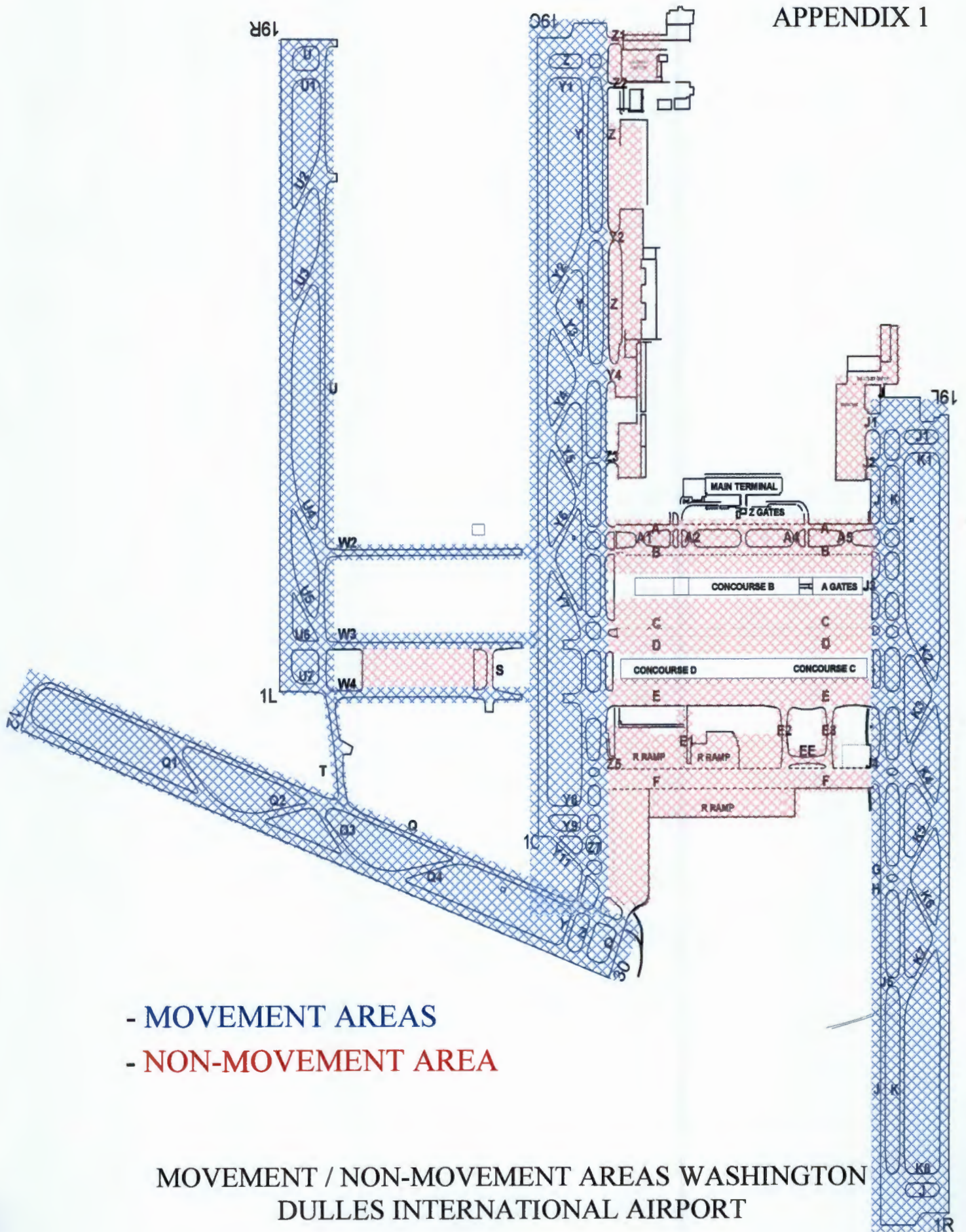


 Christopher U. Browne
 Airport Manager
 Washington Dulles International Airport



 Date

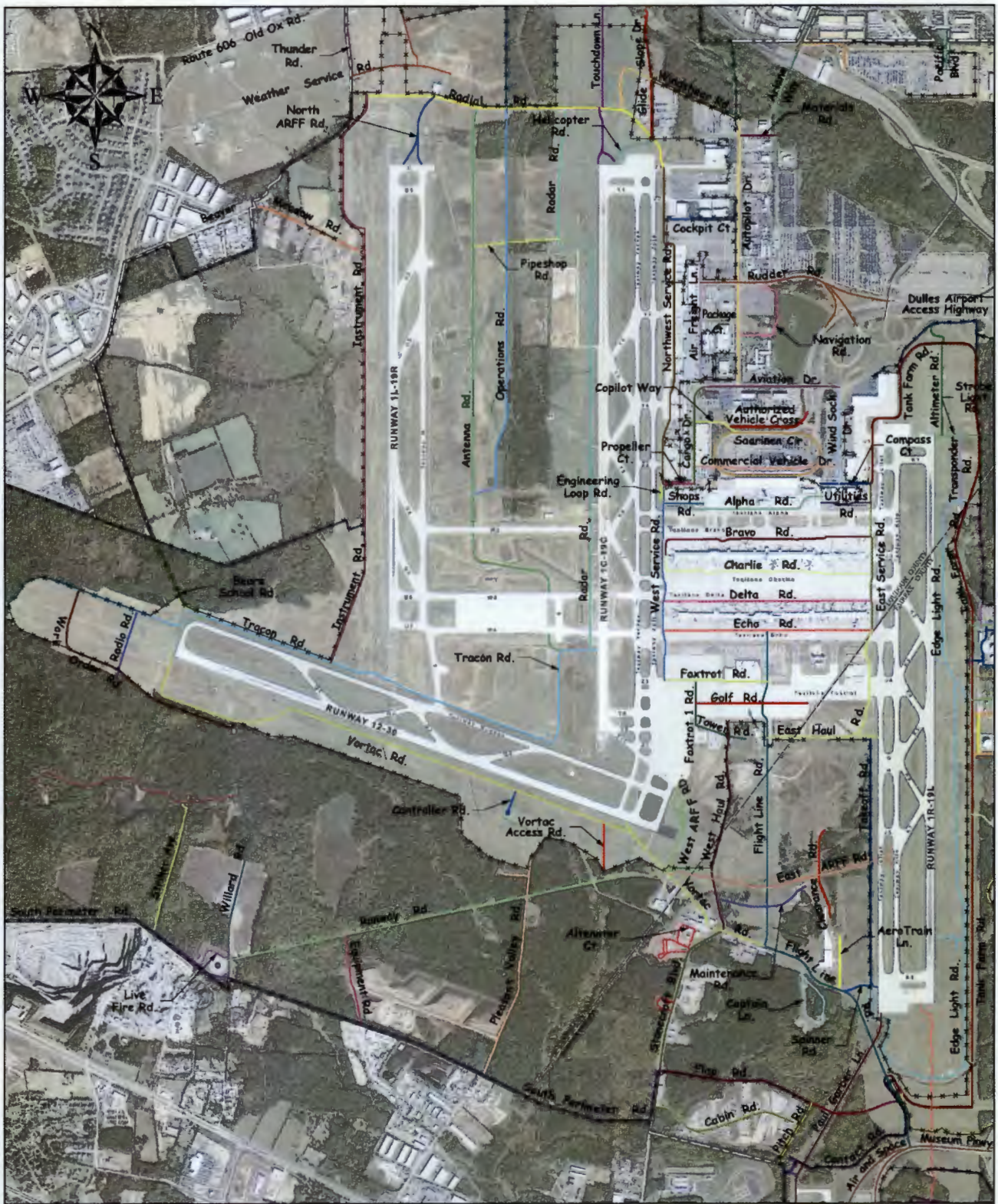
APPENDIX 1



- MOVEMENT AREAS
- NON-MOVEMENT AREA

MOVEMENT / NON-MOVEMENT AREAS WASHINGTON
DULLES INTERNATIONAL AIRPORT

APPENDIX 2



Legend

- Security Fence
- Airport Boundary

Washington Dulles International Airport
Airport Roads Naming Plan



METROPOLITAN WASHINGTON
 AIRPORTS AUTHORITY

March, 2012

APPENDIX 3

AIRPORT SIGNS LEGEND

30-12 TAXIWAY/RUNWAY HOLDING POSITION:
Hold Short of Runway on Taxiway

1L-APCH RUNWAY APPROACH HOLDING POSITION:
Hold Short for Aircraft on Approach or Departure

K TAXIWAY LOCATION:
Taxiway on which Vehicle/Aircraft is Located

Y→ TAXIWAY DIRECTION:
Direction & Designation of Intersecting Taxiway

19L-1R OUTBOUND DESTINATION:
Directions to Take-Off Runways

▨ TAXIWAY ENDING MARKER:
Indicates Taxiway Does Not Continue

RADIO FREQUENCIES

Runways:
 1R/19L Tower - 120.10
 1C/19C Tower - 120.25
 12/30 Tower - 134.42
 1L/19R Tower - 134.42

Taxiways:
 West Ground 1 - 121.625
 West Ground 2 - 123.775
 East Ground - 121.90

Taxilanes:
 A/B Ramp - 119.12
 C/D Ramp - 129.55
 E/F Ramp - 130.55



AIRPORT MARKINGS LEGEND

	HOLDING POSITION: Hold Short of Intersecting Runway
	TAXIWAY/TAXIWAY HOLDING POSITION: Hold Short of Intersecting Taxiway
	NON-MOVEMENT AREA BOUNDARY: Defines Boundary of Movement/Non-Movement Area
	TAXIWAY EDGE: Defines Edge of Usable Full Strength Taxiway Pavement
	DASHED TAXIWAY EDGE: Defines Edge of Taxiway with Adjoining Usable Pavement
	SURFACE PAINTED HOLDING POSITION: Hold Short of Intersecting Runway on Taxiway
	SURFACE PAINTED TAXIWAY DIRECTION: Direction & Designation of Intersecting Taxiway
	SURFACE PAINTED TAXIWAY LOCATION: Identifies Taxiway on Which Vehicle/Aircraft is Located

Runway Safety

Current Events: Explicit Runway Crossing Procedure Change



Explicit Runway Crossing Procedure and Rule Changes

Beginning June 30, 2010, controllers began issuing explicit instructions to cross or hold short of each runway that intersects a taxi route. More recently, FAA Regulation 91.129(i) has been changed to reflect the new procedures. The new regulation reads:

91.129 Operations in Class D airspace.

(i) Takeoff, landing, taxi clearance. No person may, at any airport with an operating control tower, operate an aircraft on a runway or taxiway, or take off or land an aircraft, unless an appropriate clearance is received from ATC.

- **As a result, "Taxi to"** is no longer used when issuing taxi instructions to an assigned take-off runway.
- **Instructions to cross a runway are now issued one at a time.** Instructions to cross multiple runways are not issued. *An aircraft or vehicle* must have crossed the previous runway before another runway crossing instruction is issued.
- **This applies to any runway** including inactive or closed runways.
- **Never cross a hold line without explicit ATC instructions.** If in doubt, ask!
- **Reminder:** You may not enter a runway unless you have been: instructed to cross that specific runway; cleared to take off from that runway; or instructed to line up and wait on that specific runway.

Pilot's Guide to Airport Signs and Markings

Airport Signs

- B 4-22** TWY/RWY HOLDING POSITION: Hold short of intersecting runway
- 25-7** RWY/RWY HOLD POSITION: Hold short of intersecting runway
- 8-APCH** RWY APCH HOLD POSITION: Hold short of protected area when instructed by ATC
- ILS** ILS HOLD POSITION: Hold short of ILS critical area when instructed by ATC
- ⊖** NO ENTRY: Identifies paved areas where aircraft entry is prohibited
- B** TAXIWAY LOCATION: Identifies taxiway on which aircraft is located
- 22** RUNWAY LOCATION: Identifies runway on which aircraft is located
- 4** RUNWAY DISTANCE REMAINING: Identifies runway length remaining
- ▬▬▬** RUNWAY BOUNDARY: Exit boundary from rwy protected area
- ▬▬▬** ILS CRITICAL AREA BOUNDARY: Exit boundary of ILS critical area
- L→** RUNWAY EXIT: Defines direction & designation of exit twy from rwy
- ↖J** TWY DIRECTION: Defines direction & designation of intersecting taxiway(s)
- 22↑** OUTBOUND DESTINATION: Defines direction to take-off runway
- ↖TERM** INBOUND DESTINATION: Indicates direction of destination, i.e. terminal or military area
- ▨▨▨** TAXIWAY ENDING MARKER: Indicates that twy does not continue beyond this point
- ↖AGL→** DIRECTION SIGN ARRAY: Identifies location in conjunction with multiple intersecting taxiways

ATCT Light Gun Signals

Color and Type of Signal	Aircraft on the Ground
STEADY GREEN	Cleared for Takeoff
FLASHING GREEN	Cleared to Taxi
STEADY RED	STOP
FLASHING RED	Taxi Clear of the Runway in Use
FLASHING WHITE	Return to Starting Point on Airport
ALTERNATING RED/GREEN	Exercise Extreme Caution

Line Up and Wait has replaced "Taxi into Position and Hold".

The new language permits entry onto the runway to await further instructions, but is not a take-off clearance.

If ever in doubt about a clearance or taxi instruction, do not hesitate to **ASK FOR HELP!**

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Airport Markings

- HOLDING POSITION:** Hold short of intersecting rwy; also a land-and-hold-short marking
- MOVEMENT AREA BOUNDARY:** Defines boundary of movement area and non-movement area
- HOLDING POSITION WITH ENHANCED TAXIWAY CENTERLINE:** Alerts of an approaching runway
- TAXIWAY/TAXIWAY HOLDING POSITION:** Hold short of intersecting taxiway when directed by ATC
- SOLID TAXIWAY EDGE:** Defines edge of usable, full-strength taxiway pavement; adjoining pavement NOT usable
- DASHED TAXIWAY EDGE:** Defines edge of taxiway where adjoining pavement or apron IS available for taxi
- ILS CRITICAL AREA:** Hold short when instructed by ATC
- SURFACE PAINTED HOLDING POSITION:** Designates runway ahead in conjunction with yellow holding position marking
- SURFACE PAINTED TAXIWAY DIRECTION:** Direction & designation of intersecting twy
- SURFACE PAINTED TAXIWAY LOCATION:** Identifies twy on which aircraft is located



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