

## **SECTION 4 - AIRFIELD VEHICLE OPERATIONS**

### **A. APPLICABILITY**

The following regulations provide guidelines to individuals whose job duties require that they operate vehicles on the Air Operations Area (AOA) or any other restricted area at the Airport or who are temporarily authorized to operate a vehicle on the AOA based on an operational need.

### **B. GENERAL REQUIREMENTS**

1. **Authorized Vehicle Operators.** No person shall operate a Motor Vehicle on the AOA unless:
  - a. He/she has successfully completed the Airport's Non-Movement Area or Movement Area Driver's Training Program and is in possession of an appropriately annotated PHL ID Badge (with a green "D" driver designation indicating authorization to operate a vehicle on the Non-Movement Area or an orange "D" driver designation indicating authorization to operate a vehicle on the Movement Area) or is escorted by an individual who meets the foregoing badging requirements; and
  - b. He/she is in possession of a valid state driver's license at all times while operating a vehicle in the AOA.
2. **Air Operations Area.** The AOA, which includes the runways, taxiways and vehicle service roads, is divided into two main areas, a Movement Area and a Non-Movement Area:
  - a. The **Movement Area** is generally defined as all runways and taxiways and is controlled by the Federal Aviation Administration (FAA). Only vehicles that have been specifically authorized by Airport Operations and that have two-way communications with the FAA ATCT are permitted to operate in the Movement Area.
  - b. The **Non-Movement Area** is generally defined as vehicle service roadways, Aircraft parking areas and Apron areas and is not controlled by the FAA.
3. **Authorization Limited to Work Areas during Work Hours.** Employees are only authorized to operate vehicles in work related areas on the Movement or Non-Movement Areas during their work hours.

4. **Proof of Driver Authorization Required.** A vehicle Operator must prove his/her authority to operate a Motor Vehicle on the AOA by visibly displaying his/her valid PHL ID Badge with the appropriate driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing. If the Operator fails to produce the above when challenged, he/she may not be permitted to continue operating the Motor Vehicle on the AOA and a Violation will be issued.
5. **Employer Responsibilities.** Employers who obtain authorization to operate vehicles within the AOA are responsible for ensuring that:
  - a. Their employees have successfully completed PHL's Movement Area or Non-Movement Area Driver's Training Program (based on their job duties) and have obtained an appropriately annotated PHL ID Badge (with a green "D" icon indicating authorization to operate a vehicle in the Non-Movement Area or an orange "D" icon indicating authorization to operate a vehicle in the Movement Area) before they are allowed to operate Motor Vehicles in the AOA; and
  - b. Their employees and vendors comply with PHL's Rules and Regulations.
  - c. Their employees whose PHL ID badges have been suspended due to repeated violations of PHL's Rules and Regulations participate in and complete internal remedial retraining and that said employers have certified to the Division of Aviation ("DOA") that the required retraining has been completed prior to reinstatement of those violators' badges.

## **C. DRIVER REQUIREMENTS**

### **1. Application**

- a. **Employer Approval and Operational Need Required.** An applicant must be approved by his/her employer and have an operational need to operate a vehicle in the AOA before he/she can be authorized to operate a vehicle in the Movement or Non-Movement Area.
- b. **Completion/Signing of PHL Badge Application.** The Applicant and his/her employer or employer's authorized signer must complete the applicable portions of the PHL Badge Application form in accordance with Section 7 of these Rules and Regulations prior to taking PHL's Movement Area or Non-Movement Area Driver's Training Program.

## 2. Valid Driver's License

- a. **Possession Required.** An applicant must possess a valid state driver's license.
- b. **Driver Authorization Invalid if State Driver's License Invalid.** A driver's unescorted Movement Area or Non-Movement Area driver's authorization will be invalid during any period that his/her driver's license is not valid, i.e. expired, revoked or suspended.
- c. **Ongoing Reporting Responsibility.** Individuals must immediately report suspensions or revocations of their state driver's licenses to Airport Operations at (215) 937-6914.
- d. **Verification of Driver's License.** The Philadelphia Police and Chief Executive Officer ("CEO") reserve the right to check whether an Operator of any Motor Vehicle, on or off the AOA holds a valid state driver's license.

## 3. Valid PHL ID Badge

- a. **Prominent Display of PHL ID Badge Required.** Individuals must wear their PHL ID Badges at waist level or above, prominently displayed and readily visible on their outer clothing at all times while operating a vehicle in the Movement or Non-Movement Area.
  - b. **Effect of PHL ID Badge Suspension/Revocation on Driving Privileges.** An individual's unescorted Movement Area or Non-Movement Area driver's authorization will be invalid during any period when such driver's PHL ID Badge is revoked or suspended.
4. **Vehicle Operator Training/Certification.** No vehicle shall be operated in the AOA unless the driver is properly trained and certified by his/her company to operate that specific class of vehicle.

## 5. Movement Area Driver Authorization

All applicants will be required to:

- a. Complete the PHL Movement Area Driver's Training Program provided by the DOA; and
- b. Successfully pass an exam, administered on the Interactive Employee Training ("IET") System, with a minimum score of ninety percent (90%). Applicants who fail the examination will be instructed to wait twenty-four (24) hours before retaking the test.

## **6. Movement Area Recurrent Driver Training**

All drivers who are authorized to operate vehicles on the Movement Area must:

- a. Successfully complete an IET refresher course every six (6) months;
- b. Successfully complete a classroom styled training program annually; and
- c. Submit a valid state driver's license annually.

## **7. Movement Area Driver Reauthorization**

Drivers authorized to operate vehicles on the Movement Area must be reauthorized annually. To complete the reauthorization process each driver will be required to:

- a. Successfully complete an IET refresher course;
- b. Successfully complete the classroom styled training program; and
- c. Submit a valid state driver's license prior to participating in the classroom styled training program.

## **8. Non-Movement Area Driver Authorization**

All applicants will be required to:

- a. Complete the PHL Non-Movement Area IET program; and
- b. Successfully pass an exam, administered on the IET system, with a minimum score of seventy percent (70%). Applicants who fail the examination will be instructed to wait twenty-four (24) hours before retaking the test.

## **9. Non-Movement Area Driver Reauthorization**

- a. All drivers who are authorized to operate vehicles within the Non-Movement Area must successfully complete an IET refresher course every two years according to the employee's PHL ID Badge expiration date in order to have his/her driving privileges reauthorized.
- b. Reauthorization must be accomplished within the thirty (30)-day period before the badge expires.

## D. VEHICLE REQUIREMENTS

1. **Vehicle License/Registration.** The vehicle must be properly licensed and registered by the appropriate state agency.

### 2. **Vehicle Identification**

A Tenant or Operator whose business requires the use of a ground Vehicle on the AOA and who has been granted permission to operate by the CEO must comply with the following minimum identification standards:

- a. **Company Colors.** The Motor Vehicle must be painted in company colors that will coincide with other owned Equipment.
  - b. **Display of Name and Logo.** The company's name and logo and an identification number must be displayed on each side of the Motor Vehicle. Numbers or letters shall be at least three (3) inches high and plainly visible. Outline numbers and letters are not permitted. Magnetic and temporary identification panels are not permitted.
  - c. **Escort Requirement.** Motor Vehicles not complying with the above are subject to escort by an authorized employee and Motor Vehicle.
  - d. **Pre-Approval Required for Non-conforming Vehicles.** Motor Vehicles that do not meet the requirements due to the nature of their construction must be pre-approved by Airport Operations Department and/or the Airport Security Department, at which time identification standards may be established on a case-by-case basis.
  - e. **Marking and Lighting Requirements.** Any vehicle authorized to operate on the AOA shall be subject to and conform to any other vehicle marking and/or lighting requirements as prescribed by the CEO.
  - f. **Motor Vehicle Operating Permits.** The CEO reserves the right to limit Motor Vehicle Operating Permits for the Airfield.
3. **Vehicles Exempt from Identification.** Vehicles exempt from the vehicle identification requirement include: (i) vehicles under authorized escort; and (ii) any other vehicle authorized, in writing, by the Airport Security Coordinator. Proof of such authorization must be in the vehicle.

### 4. **Insurance Requirements**

- Every organization requiring vehicular access to the AOA is required to:

- a. Have and provide proof of, automobile liability insurance covering liability arising from the maintenance and use of all owned, non-owned, hired, leased and rented trucks, automobiles with a minimum combined single limit of Five Million Dollars (\$5,000,000.00);
    - b. List the City of Philadelphia Division of Aviation as an additional insured in its automobile insurance policy; and
    - c. Be registered with Airport Operations.
  - The City's Insurance requirements are subject to change from time to time.
  - Organizations may contact Airport Operations at (215) 937-6914/6800 for the appropriate insurance forms and specific insurance requirements.
  - An updated list of authorized operators and vehicles will be maintained at GateV01 or other authorized access controlled gates.
- 5. Vehicle Operating Condition.** All vehicles operating on the AOA must be in safe operating condition and in good repair. The DOA may determine, in its sole discretion, whether or not a vehicle is safe or unsafe for operation on the AOA.
- a. **Exhaust System Requirement.** No Person shall operate a motor scooter, truck or other Motor Vehicle in any hangar or building on the AOA unless such Motor Vehicle is equipped with an exhaust system protected by screens or baffles to prevent the escape of sparks or the propagation of flame. At the discretion of the CEO, any Motor Vehicle discharging excessive exhaust fumes may be barred from operating of the Airfield until said vehicle is repaired.
  - b. **Must be in Sound Mechanical Order.** No Motor Vehicle shall be permitted on the Airport unless it is in sound mechanical order, has functioning headlights and taillights, horn, brakes, and clear vision from the driver's seat. The Operator is responsible for inspecting the Motor Vehicle for roadworthiness prior to its use. Additionally, Motor Vehicles subject to a state inspection must maintain a valid certificate of inspection at all times when operating on the AOA.
  - c. **Headlight/Taillight Requirement.** During the hours of sunset to sunrise, all Motor Vehicles being operated on the Airfield are required to have working headlights and taillights (or reflectors on unmotorized vehicles). The use of Motor Vehicles not so equipped is prohibited during these hours.

- d. **Vehicles Leaking Fluids Barred.** Motor Vehicles leaking fluids shall be barred from operating on the Airfield at the discretion of the CEO.
- e. **Areas in which Vehicle Maintenance is Prohibited.** Maintenance of Motor Vehicles and Equipment at the Terminal gate positions or adjacent Apron/Ramp areas is prohibited unless authorized by the CEO.

## **E. AOA DRIVING RULES AND REGULATIONS**

### **1. General**

- a. **Compliance with Applicable Laws, Rules and Regulations.** Vehicle operation within the boundaries of the AOA shall conform with the provisions of the Airport Vehicle Code, Commonwealth of Pennsylvania, all traffic Ordinances of the City of Philadelphia and, in addition, shall conform to any special Rules and Regulations prescribed by the CEO.
- b. **Reckless or Careless Vehicle Operation Prohibited.** Drivers shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or negligently threatens the life or safety of any person or threatens damage or destruction to property.
- c. **Traffic Signage.** Any person operating a Motor Vehicle on the AOA shall obey all posted traffic signage, including stop signs and pavement markings.
- d. **Penalty for Noncompliance with Rules and Regulations.** Privileges to operate Motor Vehicles on any portion of Airport property may be suspended or permanently revoked by the CEO for Violation of these Rules and Regulations.
- e. **Limitation on Pedestrian Traffic.** Pedestrian traffic is prohibited on all Aprons and service roadways of the Airport unless assigned as a work area. No pedestrian traffic shall cross a taxiway or terminal alleyway unless that pedestrian is a member of an airline ground crew that is either assisting an aircraft push back from a gate, returning from the tarmac after assisting an aircraft, or specifically authorized by the DOA.
- f. **Gate Use**
  - i. **Use of Card Reader Controlled, Unstaffed Gates.** Drivers who enter the AOA through a card reader controlled, unstaffed gate that they have been authorized to use, must remain at the gate until it is fully closed to keep unauthorized persons from driving through.
  - ii. **Driver Vigilance Required.** Drivers should make sure the driver of

another vehicle behind them at a card reader controlled, unstaffed gate has swiped his/her badge through the card reader and the gate has begun to reopen before leaving the gate.

- iii. **Responsibility for Ensuring Gate Closure.** Drivers leaving the airfield are responsible for ensuring that the gate is closed before driving away.
  - iv. **Gate V01 Use.** Unescorted drivers accessing the airfield through Gate V01 must be wearing their PHL ID badges, with a green "D" driver designation or an orange "D" driver designation, at waist level or above, prominently displayed and readily visible on their outer clothing.
  - v. **Vehicles/Persons Subject to Search.** All persons and vehicles entering through Gate V01 are subject to search.
- g. **Limitation on Types of Equipment Permitted to Operate on Airfield.** Only DOA approved motorized Equipment is permitted to operate on the Airfield. The use of motorcycles, motor-driven bikes, other two and three-wheeled cycles and recreational devices such as skateboards, rollerblades or golf carts on the Airfield is strictly prohibited unless specifically authorized by the CEO.
- h. **No Personal Vehicles Allowed in AOA.** No personal vehicles are allowed in the AOA unless authorized by the DOA.
- i. **Blind Spots.** Drivers should watch for cockpit blind spots – pilots typically cannot see behind or below the aircraft.
- j. **Driving Between Aircraft and Passenger Terminal.** Except for those vehicles servicing an aircraft, no driver shall park or pass between an aircraft and passenger Terminal when an aircraft is parked at a gate position.
- k. **Driving Between Terminal and Ground Crews.** Unless directed by the aircraft ground crew, no driver shall drive between the terminal and ground crews: (a) pushing back an aircraft; or (b) returning to a gate after pushing back an aircraft.
- l. **Alcohol or Use of Substances that Impair Ability.** No Person shall operate any Motor Vehicle or Aircraft of any kind on the Airport while under the influence of intoxicating liquors, illegal, prescription or over-the-counter medications that impair or may impair the driver or mental abilities.
- m. **Restrictions on Use of Horn.** No Person shall sound his/her horn except as a legal warning.



n. **Vehicle Passenger/Cargo Restrictions.**

- i. **Overloading Prohibited.** No Person shall operate any Motor Vehicle that is overloaded with Persons or cargo or carrying more passengers and cargo than for which the vehicle was designed.
  - ii. **Restrictions on Riding and Standing.** No Person shall ride on the running board, stand up in the body of Motor Vehicles, or ride on the exterior body of a Motor Vehicle, or with arms and legs protruding from the body of any Motor Vehicle. Fire apparatus and other emergency vehicles are exempt from this provision.
  - iii. **Containment Responsibility.** Drivers are responsible for the containment of any loads or materials being carried and/or towed in or by their vehicles.
- o. **Smoking and Vaping Prohibited.** Smoking and using electronic smoking devices anywhere on the airfield and inside the airport terminal facility, including while riding in Motor Vehicles, is strictly prohibited. See also Section 2.H. of these Rules and Regulations.
- p. **Badge Display Requirement.** Airport ID Badges must be displayed at waist level or above, prominently displayed and readily visible on outer clothing at all times while on the AOA or any other restricted area.
- q. **One on One Escort Requirement for Vehicles.** A single escort Motor Vehicle may escort no more than one (1) Motor Vehicle at one time while on the AOA unless otherwise authorized by the ASC.
- r. **Use of Vehicle AM/FM radios/Cell Phones/iPods/Other Electronic Devices Prohibited in Movement Area.** Drivers are prohibited from using vehicle AM/FM radios, personal cell phones, text messaging devices, iPods and other personal electronic/entertainment devices, entertainment headsets, in the Movement Area. However, personal cell phones may be used in case of an emergency. Vehicles must be stationary or parked and out of the way of other traffic while drivers are using cell phones.
- s. **Hearing Protection or Communications Headsets.** Hearing protection or communications headsets may be worn while operating a vehicle, in accordance with safety regulations and requirements.
- t. **Passing Vehicles.** Drivers must pass other vehicles in a safe manner, within the confines of designated roadways and within the posted or designated speed limit.

- u. **Vehicle Guide Person.** A guide person is required whenever the vehicle operator's vision is restricted or obstructed.
- v. **Safe Distances.**
  - i. Minimum safe distances must be maintained when operating a Motor Vehicle in front of or behind an Aircraft with engines running.
  - ii. Drivers should always allow adequate space between vehicles to give themselves room to stop and maneuver if something unexpected happens.
- w. **Unattended Vehicles.** Motor Vehicles must not be left unattended with the engine running. A Motor Vehicle is considered Unattended when a driver is more than 25 feet from a running Motor Vehicle, or if a Motor Vehicle is out of sight from a driver. This Section shall not apply to a driver who leaves a Motor Vehicle unattended to service an aircraft.
- x. **Foreign Object Debris ("FOD").**
  - i. **Maintenance of Clear, Uncluttered AOA.** All drivers on the AOA shall assist in the maintenance of clear and uncluttered AOA to avoid aircraft damage due to FOD.
  - ii. **Examples of FOD.** FOD is any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel. Typical examples of FOD are aircraft and engine fasteners, such as nuts, bolts and washers; mechanical tools; metal objects such as nails, soda cans and pens; stones; wood; plastics; and paper.
  - iii. **FOD Prevention.** Employees should secure equipment tools and personal items and place trash items in appropriate covered receptacles.
  - iv. **Retrieval of FOD on Ramp Areas.** Employees should retrieve any FOD located on the ramp area.
  - v. **Reporting Responsibilities for FOD on Movement Area.** If any FOD is sighted on a taxiway, runway, or anywhere on the Movement Area, drivers should immediately notify Airport Operations at (215) 937-6914/6800 and give the exact location of the FOD. **Vehicle Operators should not attempt to maneuver or chase FOD, including live animals into the Movement Area.**
- y. **Operation of Vehicles at Night and In Poor Weather Conditions.** Drivers must remain vigilant of their surroundings and operating boundaries and

watch for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions.

**z. Responsibility to Report Dangerous Conditions and Loss or Theft of Vehicles.**

- i. Drivers should contact Airport Operations at (215) 937-6914/6800 if they observe any dangerous condition on the airfield, such as fuel spills, disabled vehicles or equipment that might interfere with aircraft. **Drivers should not leave vehicles that have broken down unattended without first advising Airport Operations of the situation.**
- ii. Tenants and Operators must advise the CEO and the Philadelphia Police of the loss or theft of any Motor Vehicle that is authorized to operate on the AOA.

**2. Right-of-Way**

- a. **Taxiing Aircraft/Aircraft Under Tow/ Passenger Transfer Vehicles.** Aircraft always have the right of way. All ground vehicles shall yield the right-of-way to Taxiing Aircraft and Aircraft under tow and Passenger Transfer Vehicles;
- b. **Aircraft Starting Engines.** Aircraft starting engines have the right-of-way over all ground Vehicles.
- c. **Emergency Vehicles.** Emergency vehicles responding to an emergency (e.g., Aircraft Rescue and Firefighting, Airport Operations and Philadelphia Police Motor Vehicles) have the right-of-way over all other ground Vehicles.
- d. **Service Roadway.** Motor Vehicles entering upon the service roadway will yield the right-of-way to vehicles already traveling on the service roadway. The one exception is vehicles exiting the East Apron/fueling island area onto the outer service roadway. These Vehicles always have the right-of-way.

**3. Maximum Speed Limits**

The Maximum Speed Limits are as follows:

<b>Outer Service Roadway and Apron</b>	<b>20 mph</b>
<b>Inner Service Roadway</b>	<b>10 mph</b>
<b>Dolly Concourse or Baggage Tunnels</b>	<b>5 mph</b>

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- **Note: Emergency vehicles responding to an Airport emergency are exempt from this restriction.**
- Drivers shall proceed at a speed that takes into account congestion, reduced visibility, slippery surfaces or other hazardous conditions.

#### **4. Driving in Non-Movement Areas**

Non-Movement Areas include taxiways, aprons/ramps and other areas not under control of the ATCT. With the exception of those operating vehicles on Taxiway J (JULIET), drivers may operate vehicles on the Non-Movement Areas without being in positive radio contact with Ramp Control or the ATCT but must comply with the following:

- a. All drivers in the Non-Movement Areas must have successfully completed the Airport's Non-Movement Area Driver's Training Program and be wearing a valid PHL ID Badge with a green "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing.
- b. No person, vehicle or aircraft under tow shall cross the Movement Area Boundary Line from the Non-Movement Area without prior approval from both the Air Operations Supervisor and FAA ATCT.

**\*\*Note: The outer service roadway serves as the boundary between the Movement and Non-Movement Areas. The outer service roadway has two solid white lines, approximately thirty feet apart, with a dashed white line in the center forming two lanes. See Exhibit A.**

**\*\*Individuals operating vehicles on Taxiway J (JULIET) must receive clearance from Ramp Control or the ATCT and maintain radio contact with Ramp Control or the ATCT at all times while on Taxiway J (JULIET).**

- c. **Penalty for Entry into Movement Area without Prior Authorization.** Operating a vehicle anywhere on the Movement Area without prior authorization is a serious offense and may result in the suspension or permanent loss of an individual's airfield driving privileges.
- d. **Accidental Entry Into Movement Area Without Authorization.** A Driver who accidentally enters the Movement Area should do the following:
  - i. Immediately stop the vehicle and look all the way around and above him/her for aircraft;
  - ii. Safely maneuver the vehicle to the closest grassy area;

- iii. Face the vehicle toward the FAA ATCT, and continually flash the headlights;
- iv. Look for FAA ATCT to acknowledge his/her request for assistance by signaling with a light gun;
- v. Contact Airport Operations; and
- vi. Remain in the grassy area until escorted by Airport Operations.

## 5. Driving in Movement Areas

Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas and drivers must comply with the following:

- a. **Badge Display.** All those operating vehicles in the Movement Area must have successfully completed the Airport's Movement Area Driver's Training Program and be wearing a valid PHL ID Badge with an orange "D" driver authorization designation at waist level or above, prominently displayed and readily visible on their outer clothing.
- b. **Coordination with Airport Operations.** Drivers shall not enter the Movement Area without coordinating with the Airport Operations Supervisor.
- c. **Required Vehicle Equipment.**

All vehicles operating in the Movement Area must be equipped with the following:

- i. A flashing amber rotating beacon or omni directional strobe;
- ii. A two-way radio providing continuous communication with the FAA ATCT;
- iii. A light gun placard (may be obtained from Airport Operations); and
- iv. A Movement Area map (may be obtained from Airport Operations).

In addition, aircraft fueling vehicles and any other vehicle of eight (8) feet or more in width shall be equipped with:

- v. A flashing amber beacon; and

- vi. Flashing front, tail and clearance lights to be activated at all times while the vehicle is operating.

**\*\*Vehicles not so equipped must be escorted by an authorized vehicle that meets all the foregoing requirements.**

- d. **Operation in Safety Areas Prohibited.** No person shall operate a ground vehicle within the runway or taxiway safety areas unless otherwise coordinated and approved by Airport Operations and the FAA ATCT.

**6. Contractor/Subcontractor Access and Operations on the AOA.**

- a. Access to and egress from a construction site located on the AOA by Motor Vehicles, cranes or other equipment belonging to or under the supervision of a contractor or subcontractor shall be gained only via routes, through gates and at such times as may be established or approved by the DOA.
- b. Construction equipment shall be operated and stored within the AOA, in accordance with procedures established by the DOA.

**7. Escorting Vehicles in the AOA**

- a. **Purpose of Escorting.** Escorting shall be for business purposes only. Each individual who is under escort must have an operational need to enter or be on the AOA. No employee shall escort vehicles onto the AOA for non-business purposes or during their off-duty hours.
- b. **Vehicles that Must Be Escorted.** The following vehicles must be escorted:
  - i. Vehicles not approved by Airport Operations and/or on the Insurance Access List.
  - ii. Those operated by drivers who do not have a PHL ID badge with a green "D" driver authorization designation, for those seeking to enter the Non-Movement Area, or an orange "D" driver authorization designation, for those seeking to enter the Movement Area.
  - iii. Vehicles operated by drivers who have not successfully completed the Airport's Non-Movement Area Driver's Training Program for those seeking to enter the Non-Movement Area or the Airport's Movement Area Driver's Program for those seeking to enter the Movement Area.
  - iv. Vehicle that is not properly displaying company's name, logo and checkered flag (as required).
  - v. Vehicle that is not properly equipped.

- c. **Drivers Who May Provide Escort.** Drivers who escort other vehicles must meet the following requirements:

i. **Movement Area**

- a. Be wearing a valid and active blue PHL ID Badge with an "E" escort designation and orange "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing;
- b. Must have successfully completed the Airport's Movement Area Driver's Training Program; and
- c. Must have a valid state driver's license.

ii. **Non-Movement Area**

- a. Be wearing a valid and active blue PHL ID Badge with an "E" escort designation and a green "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing;
- b. Must have successfully completed the Airport's Non-Movement Area Driver's Training Program; and
- c. Must have a valid state driver's license.

- iii. **Be in a Separate Vehicle.** Drivers who escort other vehicles may not escort as a passenger; escorting must be done with a separate vehicle.

d. **Drivers Who May Be Escorted.**

The following drivers who have a valid state driver's license may be escorted:

- i. Those individuals who do not have unescorted access authorization to the AOA but have been fully vetted through the airport process and have a short term operational need to be in the AOA, including, but not limited to, contractors, subcontractors, etc.; and
- ii. New employees that have a PHL badge appointment slip in conjunction with a photo ID in his/her possession while under escort.

e. **Drivers Who May Not Be Escorted.**

The following drivers may not be escorted:

- i. Those who do not have a valid state driver's license;
  - ii. Those who have been denied a PHL ID badge because of a disqualifying crime, the results of a Security Threat Assessment or failure to meet other criteria established by the Airport in accordance with the requirements of the TSA or any other regulatory agency;
  - iii. Those who do not have an operational need to be on the AOA; or
  - iv. Those whose badges are no longer valid, i.e. their badges are expired or have been confiscated, or whose access privileges have been suspended due to a violation.
- f. **Restriction on Escorting those with Lost or Stolen Badges.**
- An individual who has reported his/her PHL ID Badge lost or stolen may be escorted **only if** he/she:
- i. Has a scheduled appointment to have the badge replaced; or
  - ii. Has a PHL Badge appointment slip in conjunction with a valid state driver's license in his/her possession while under escort.
- g. **Points Through Which Escorting May be Initiated.** All authorized escorting must take place through Gate V01 (or other authorized access controlled gate) or through a security checkpoint.
- h. **Vehicle Requirements for Escort Vehicles.** Motor Vehicle(s) being operated by escorts shall conform to the standards as set forth in Section 4.D. above.
- i. **Number of Vehicles that may be Escorted.** Authorized escorts may only escort one (1) unbadged person/vehicle at a time through Gate V01 (or other authorized access controlled gate) unless otherwise authorized by the ASC. There must be one authorized escort for each unbadged person in a vehicle (for example if there are two unbadged persons in a vehicle there must be two authorized escorts in that vehicle).
- j. **Escort Responsibilities**
- 1) **Escort Assumes Full Responsibility for Escortee.** Any Person exercising escort privileges on the Non-Movement Area of the AOA will assume full and complete responsibility for the Individual and Motor Vehicle under escort.



- 2) **Escorted Individual/Vehicle May Not Be Left Unattended.** At no time will an Unauthorized Person(s) or Motor Vehicle(s) be left on the AOA without an escort.
- 3) **Escort Must Maintain Direct Eye Contact with and Control of Escorted Vehicle or Individual.** An escort must maintain direct eye contact with or be no more than ten (10) feet away from the individual being escorted and must be able to monitor the escortee in a manner sufficient to identify whether he/she is engaged in actions other than those for which escorted access was granted. Prior to escorting a vehicle onto the AOA an escort shall inform the escortee that, should they get separated, escortee must immediately stop the vehicle, call Police Dispatch at (215) 937-6711 and advise the dispatcher of his/her name, location and the name of his/her designated escort and wait until his/her escort or a law enforcement officer is able to locate him/her.
- 4) **Right-of-Way Rules and Procedures.** Motor Vehicle Operators must strictly follow all right-of way rules while in the AOA and all aircraft right-of-way procedures.
- 5) **Authorization Required for Entry to the Movement Area.** No person(s) or Motor Vehicle(s) may enter the Movement Area without permission from the CEO, FAA ATCT or the authorized Motor Vehicle.
- 6) **In the Event of Escortee Failure to Follow Instructions or Escort Rules.** If an escortee fails to follow an Escort's instructions or PHL's escort rules or engages in activities other than those for which access was granted, the escort must immediately contact the Airport Security Department at (215) 937-5452 or Airport Police at (215) 937-6711.

k. **Escortee Responsibilities**

- 1) **Compliance with PHL Rules and Regulations.** Escortees shall comply with these Rules and Regulations and shall not seek access to the AOA for non-business related purposes.
- 2) **Vehicle Equipment Requirement for Escorted Vehicles.** The Motor Vehicle(s) under escort is required to have fully functioning head and taillights and be in sound mechanical condition.
- 3) **Compliance Instructions.** Vehicle operators being escorted on the Movement Area must follow the instructions of the FAA ATCT and those of their escort.
- 4) **Required Escortee Actions In the Event of Separation from Escort.** If an escortee gets separated from his/her escort, the escortee shall

immediately stop the vehicle and contact police dispatch at (215) 937-6711, advise the dispatcher of his/her name, location and the name of his/her designated escort and wait until his/her escort or a law enforcement officer is able to locate him or her.

## **8. Service Roadways**

- a. **Identification.** A service roadway is denoted by two solid white lines and a dashed white line in the middle forming two lanes.
- b. **Distance Between Vehicles.** Persons operating Motor Vehicles shall maintain a distance of not less than fifteen (15) feet between the vehicle they are operating and the preceding vehicle.
- c. **Passing Stopped or Slowed Vehicles.** Passing of stopped or slow moving vehicles is permitted on the service roadways provided that you:
  - i. Pass on the left side of the vehicle.
  - ii. Stay within the marked roadway.
  - iii. Do not exceed the speed limit for that particular roadway.
- d. **Use of Apron Service Roadways.** All vehicles will use the Apron service roadways when traveling between concourses, and to/from other portions of the Airfield. Vehicles should utilize marked service roadways as long as possible when traveling to their destination.

## **9. Parking**

- a. No person shall park any Motor Vehicles or motorized or other equipment on the AOA in areas other than those designated or authorized by the DOA or in any manner contrary to any posted regulatory signs, traffic control devices or pavement markings.
- b. All Motor Vehicles and Equipment on the Apron shall be parked in a manner to allow free ingress and egress for other Motor Vehicles in common use areas.
- c. Parking brakes must be set on Unattended Motor Vehicles, as defined in Section 4(E)(1)(w), and equipment.
- d. No fuel truck shall be brought into, stored or parked within fifty (50) feet of a building. Fuel trucks must not park within ten (10) feet of other parked vehicles.
- e. When not servicing aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

f. Parking shall **not** be allowed as follows:

- i. In the entrances or exits of the baggage make-up areas and baggage delivery tunnels except when actually engaged in loading or unloading operations;
- ii. In a manner that interferes with Aircraft, Airlines or Airport Operations;
- iii. In a manner that interferes with access to fire hydrants or fire extinguishers;
- iv. By a yellow curb or any other Restricted Parking Areas;
- v. On or near yellow Taxiway centerlines;
- vi. In cross-hatched areas;
- vii. Under passenger loading bridges or under an Aircraft (unless the Motor Vehicle is servicing the Aircraft);
- viii. Within two hundred (200) feet of emergency Equipment;
- ix. Within twenty-five (25) feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
- x. On Airport service roadways.

#### 10. Towed Equipment

- a. **Maximum Length.** A single vehicle may tow no more than five (5) baggage units of any type (containers, carts, igloos, etc.) at one time.
- b. **Additional Restrictions in Baggage Tunnels.** Drivers must observe any additional restrictions posted at the entrances of the baggage tunnels.
- c. **Reflector/Rear Light Requirement.** Carts or pieces of equipment being towed or carried after dark must have side and rear reflectors or rear lights.
- d. **Locking.** No person shall tow any equipment unless such equipment has engaged positive locking couplings.

## 11. Aircraft Escort Procedures

- a. **Coordination with Airport Operations.** Aircraft requiring an escort shall be coordinated through Airport Operations.
- b. **ATCT/Ramp Control Tower Clearance.** No Aircraft shall be escorted or moved on an active surface without the approval of the FAA ATCT and/or Ramp Control Tower.
- c. **ATCT Approval to Cross Movement Area Boundary Line.** Drivers shall not cross the Movement Area Boundary Line without receiving, acknowledging and understanding the FAA ATCT approval.
- d. **Compliance with Instructions/Rules and Regulations.** Aircraft under escort will follow all instructions of the escort Motor Vehicle, FAA ATCT, Ramp Control and those outlined in the Airport Rules and Regulations.
- e. **Lighting Requirement.** Appropriate Aircraft and Vehicle lighting must be used for the duration of the towing operations.
- f. **Restrictions on Times and Routes.** Times and routes to be used for escorting Aircraft may be restricted at the discretion of the CEO.

## 12. Vehicular Accidents

Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

- a. Immediately stop and remain at the scene of the accident;
- b. Render reasonable assistance, if the driver is capable of doing so, to any person injured in the accident;
- c. Report the accident to the Airport Police at (215) 937-6918 and Airport Communications Center at (215) 937-3111;
- d. Provide and surrender to following to any responding DOA personnel: name and address; PHL ID card, state driver's license, and any information such personnel need to complete a vehicle accident report.
- e. Drivers of city vehicles must also notify their immediate supervisors of any accidents.

## F. **ENFORCEMENT**

### 1. **Enforcement Responsibility**

- a. The authority to enforce Airport Rules and Regulations is established by Sections 5-200, 8-407, 8-401 of the Philadelphia Home Rule Charter, and is further memorialized by a December 13, 2017 Memorandum of Understanding between the Philadelphia Police Department and the City of Philadelphia, Department of Commerce, Division of Aviation.
- b. All Persons while on the Airport shall comply with all lawful orders or directives given by a representative of the Philadelphia Police Airport Operations and/or the DOA Security Department.

### 2. **Penalties for Violations**

All Violators will be subject to a citation through the Notice of Violation program. Penalties for failure to comply with this Chapter may result in any combination of the following:

- a. Issuance of a Notice of Violation;
- b. Monetary fines as outlined in Appendix G of these Rules and Regulations;
- c. Mandatory retraining;
- d. Suspension or revocation of Driving Privileges; and/or
- e. Suspension or revocation of the violator's PHL ID Badge.

### 3. **Notice of Violation**

- a. **Issuance.** Airport Police or Airport Operations Personnel will issue a Notice of Violation to individuals who violate any Rules and Regulations established for safe and orderly conduct while on the Airport.
- b. **Employer Notification/Corrective Action Requirement.** A copy of each Notice of Violation will be forwarded to the individual's employer who must return a written explanation of corrective action taken to the Airport Operations Office within ten (10) days of issuance.
- c. **Supervisor Notification for Violations Assigned Three or More Points.** An individual's immediate supervisor will be contacted immediately if the violations(s) committed are assigned a total of three (3) or more points under the Airport's Point Assessment System. .

- d. **Fines.** Those who receive a Notice of Violation may also be subject to fines as outlined in Appendix G of these Rules and Regulations. Violators must provide proof of payment of fines to Airport Operations within ten (10) business days from issuance of a Notice of Violation. Failure to provide proof of payment may result in suspension of a violator's driving privileges and PHL ID Badge.
  - e. **Resolution of Notice of Violation.** Those who receive a Notice of Violation may either: (i) Make a settlement payment; or (ii) Request a hearing before the Office of Administrative Review as described in Appendix G of these Rules and Regulations.
  - f. **City's Remedy for Unresolved Notices of Violation.** If a person who receives a Notice of Violation fails to either make a settlement payment or request a hearing before the Office of Administrative Review, the City of Philadelphia may file a complaint for the violation in the Philadelphia Municipal Court, or take any other remedial action, as described in Appendix G of these Rules and Regulations. In addition, the violator may be subject to any other remedies available to the DOA within these Rules and Regulations.
- 4. Point Assessment System.** The DOA utilizes a Point Assessment System to determine when a driver's authorization to operate a vehicle on the Movement or Non-Movement Areas will be suspended and renewed.
- a. **Assignment of Points.** The following points will be assigned to violations:
    - i. **One (1) point** for the following:
      - Parking violations;
      - Failure to display a PHL ID Badge with a valid driver authorization designation; or
      - Non-moving violations
    - ii. **Two (2) points** for:
      - Moving Violations, except the following which will be assigned a higher number of points:
        - Speeding violations;
        - Violations resulting from Aircraft/Motor Vehicle accidents, cutting-off Aircraft or Passenger Transfer Vehicle, and any form of reckless driving

➤ Operating while under the influence of alcohol or drugs; or

➤ Runway Incursions/Vehicle/Pedestrian Deviations.

iii. **Three (3) points** for:

- Speed Violations.

iv. **Four (4) points** for Violations resulting from the following:

- Aircraft/Motor Vehicle accidents;
- Cutting-off Aircraft or Passenger Transfer Vehicle; and
- Any form of reckless driving.

v. **Eight (8) points** for the following:

- Driving while under the influence of Alcohol or Drugs; and
- Any Movement Area Incursions, Runway Incursions or Vehicle/Pedestrian Deviations (V/PDs).

**b. Suspension/Revocation of Driving Privileges**

1. An individual's Non-Movement Area or Movement Area driving privileges will be suspended immediately when the following occurs:

- He/she accrues eight (8) or more Violation points;
- When he/she is found to have operated a vehicle on the AOA while under the influence of alcohol or drugs;
- He/she is involved in a runway incursion incident;
- His/her state driver's license is suspended or revoked; or
- He/she commits any violation that the CEO determines to be severe.

2. An individual's Movement Area Driver Authorization may be permanently revoked if the CEO determines that the Runway Incursion incident in which he/she was involved was severe.

3. When a Person's driving privileges are suspended/revoked he/she must immediately surrender his/her ID badge to Airport Operations and a new Airport ID Badge will be issued without the driver authorization designation.

c. **Reinstatement of Driving Privileges**

- i. **Point Erasure.** Violation points will be erased at a rate of one (1) point per month, provided the driver does not commit any further infractions of the Airport's driving regulations.
- ii. **Reinstatement of Driving Privileges.** A driver may be reauthorized to operate a vehicle in the Non-Movement or Movement Area when his Violation point total falls below eight (8) points (pending employee and CEO approval). If reinstated, a new Airport ID Badge will be re-issued with the driver authorization designation.
- iii. **Proof of Valid State Driver's License Required Prior to Reinstatement.** Those individuals whose driving privileges are suspended due to a suspended state driver's license must provide proof of reinstatement of that license before he/she can request reinstatement of his authorization to operate a vehicle in the Non Movement or Movement Area.
- iv. **Written Proof of Payment of Settlement Amount/Penalties/Fines Required.** Drivers must provide Airport Operations with written proof of payment of settlement amounts, penalties or fines within ten (10) business days.
- v. **Retraining/Retesting Required for Runway Incursion Violation.** Those whose driving privileges are suspended due to incursions/V/PDs will be required to complete Non-Movement and/or Movement Area Training and pass the Non-Movement Area Test with a score of seventy percent (70%) or more for those whose job duties require authorization to operate vehicles in the Non-Movement Area or with a score of ninety percent (90%) to operate in the Movement Area before their driving privileges can be reinstated.
- vi. **Review of Suspensions.** The CEO will be available to review driver authorization suspension appeals on a case-by-case basis, by request.



## 5. Movement Area/Runway Incursions/Vehicle Pedestrian Deviations

- a. A **Movement Area Incursion** is any unauthorized entry by an aircraft, vehicle or pedestrian onto the Movement Area.
- b. A **Runway Incursion** is any occurrence on the AOA that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and taking off of aircraft.
- c. A **Vehicle/Pedestrian Deviation** is any entry or movement on the Movement Area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.
- d. **Airport Operations Response to Movement Area/Runway Incursions/V/PDs.** Upon observing or being notified of a possible Movement Area or Runway Incursion/V/PD Airport Operations will take the following actions:
  - i. Ensure that the vehicle operator is appropriately escorted from the scene of the incident;
  - ii. Obtain written statements from all personnel involved in ~~OP~~ who witnessed the incident;
  - iii. Issue a Notice of Violation to the violator(s);
  - iv. Suspend the individual's Non-Movement and Movement Area Driving Privileges; and
  - v. Complete an administrative review and implement resolution of the incident including notification of the vehicle operator's employer and appropriate coordination with FAA personnel.
  - **Additional Penalties for Second and Third Movement Area Runway Incursion Incidents.** Those who are involved in a second Runway Incursion incident may be fined Two Hundred Dollars (\$200.00) in addition to having their driving privileges suspended for thirty (30) days and being required to successfully complete retraining and retesting. Those who are involved in third Runway Incursion incident may be fined Three Hundred Dollars (\$300.00) in addition to having their driving privileges suspended for thirty (30) days and being required to successfully complete retraining and retesting. All additional penalties for Movement Area Runway Incursion Incidents shall be consistent with the March, 2009 Consent Order between the Federal Aviation Administration and the City of Philadelphia Division of Aviation.

6. **Fines/Penalties Assessed Against the Airport by Regulatory Agencies.** In instances where the FAA or another regulatory agency assesses a fine or penalty against PHL for an infraction or violation after all appeals have been exhausted, PHL will pass the fine/penalty on to the airline/tenant whose employee caused or was involved in the incident. The DOA has the sole responsibility, in its discretion, to contest or not contest fines or penalties imposed on the Airport by a regulatory agency for violations.

**EXHIBIT A  
PHILADELPHIA INTERNATIONAL AIRPORT'S  
FACILITIES PLAN**



## FACILITIES PLAN

## REVISIONS

N.T.s  
SCOUT