



**GREATER ORLANDO AVIATION AUTHORITY**



# **AOA Driver Rules and Safety Violations**

Approved: August 2010

Revision: February 2016





## Introduction

The Greater Orlando Aviation Authority (GOAA) is committed to providing the Orlando International Airport community with a Safe and Secure working environment. This document describes the Safety Rules and Violations that are enforced and issued to promote and maintain the safety, health, peace, convenience and welfare of the Orlando International Airport's employees, tenants, commercial users and traveling public.

Other Safety Rules and Violations are described by Federal Aviation Regulations (FAR), the Transportation Security Administration (TSA) Regulations, Florida Law, City of Orlando Ordinance and GOAA policies and procedures. These AOA Safety Rules and Violations are supplemental to those described elsewhere.

This document serves as an awareness aid and outlines not only these AOA Safety Rules and Violations, but also the penalties for violations. Safety Violations are issued by the GOAA Department of Airfield Operations in response to noncompliance with any AOA Safety Rules, regulations, policies or procedures. It is the responsibility of every person and entity working or conducting business at the Orlando International Airport to maintain a current working knowledge of, and to comply with, all AOA Safety Rules, regulations, policies and procedures.

These AOA Safety Rules and Violations are divided into three (3) groups.

Group One:

Non Movement Area Rules and Safety Violations

Group Two:

Movement Area Rules and Safety Violations

Group Three:

Aircraft Tow and Taxi Operations by Non-Pilots on the Airport

These AOA Safety Rules and Violations may be supplemented, amended, or repealed at any time by GOAA. Comments and requests for clarification concerning these AOA Safety Rules and Violations should be addressed to the GOAA Department of Airfield Operations at 407-825-2036, internal extension 2036, or email [asops@goaa.org](mailto:asops@goaa.org).

## AOA Safety Rules and Regulations Definitions and Facts

### Air Operations Area (AOA)

The Air Operations Area (AOA) is any area on the airfield that an aircraft can operate. This includes all the runways, taxiways, and aircraft ramps.

The AOA is divided into two (2) designated areas; the **Non-Movement Area** and the **Movement Area**.

### Non-Movement Area

The Non-Movement Area are those areas on the AOA that **ARE NOT** controlled by the Air Traffic Control Tower (ATCT). The Non-Movement Area includes all the AOA aircraft ramps (the four Airside ramps, North Cargo ramp, Cessna Citation ramp, West ramp, FedEx ramp, Alert Site, JetBlue ramp and Comair Ramp).

### Movement Area

The Movement Area are those areas on the AOA that **ARE** under the control of the Air Traffic Control Tower (ATCT) and require their authorization or "clearance" to enter and operate. The Movement Area includes all runways, taxiways, and associated Safety Areas. Safety Areas are the areas adjacent to runways and taxiways.

### Incursions

An Incursion is the unauthorized entry onto the Movement Area or impeding an aircraft during taxi or push-back. If you commit an incursion, then your MCO Badge will be suspended or revoked immediately.

Incursions can be caused by:

- Driving onto the Movement Area without the proper authorization or "clearance" from the ATCT.
- Failing to follow ATC instructions or protocols.
- Being unfamiliar with the airfield.
- Being distracted while driving (e.g. talking/texting on cell phone or radio and not paying attention to where you are driving).
- Interfering with an aircraft operation (i.e. failing to yield to an aircraft);

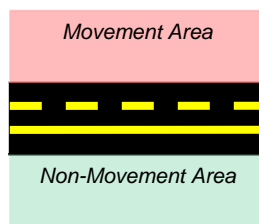
Best way to prevent an incursion: **STAY OFF THE MOVEMENT AREA!**

**FIVE (5) visual aids that indicate where the Movement Area begins**



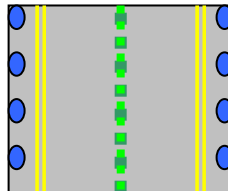
**DO NOT ENTER SIGNS**

Located at the entrance to the taxiways from the aircraft ramps



**NON-MOVEMENT AREA BOUNDARY MARKING**

Painted across the entire width of the entrance to the taxiway  
**DO NOT CROSS THE SOLID YELLOW LINE WITHOUT CLEARANCE!**



**TAXIWAYS HAVE BLUE EDGE LIGHTS  
ON BOTH SIDES OF THE PAVEMENT**

Ramps only have blue edge lights  
on one side of the pavement.

**TAXIWAYS HAVE GREEN CENTERLINE LIGHTS**

Green centerline lights begin just beyond the Non-Movement Area  
Boundary Marking.



**TAXIWAY INFORMATION SIGNS**

Located at the entrance to the taxiways

### **Indications that an Aircraft is Ready to Push-back**

- Rotating Beacon is on. This is usually a red flashing or rotating light located on top and bottom of the aircraft.
- Jetway pulled away from the aircraft and all doors are closed.
- Wing-walkers positioned on each wing tip. They ensure proper wing-tip clearances during push-back.
- Hoses and cords disconnected from the aircraft.
- Push-Back Tug is connected to the aircraft.
- Wheel chocks have been removed.

### **AOA Vehicle Operator Endorsement (🚗)**

In order to drive on the AOA, all vehicle operators must **have in their possession a valid driver license** and a valid MCO ID Badge with the AOA Vehicle Operator Endorsement (🚗). The AOA Vehicle Operator Endorsement expires every two (2) years. Drivers need to re-take the Non-Movement Area Driver CBT Course to renew their AOA driver privileges. The AOA Vehicle Operator Endorsement allows you to drive on the airport's service roads, tug roads, baggage make-up areas, and the Non-Movement Area (aircraft ramps).

### **AOA Movement Area Endorsement (✈️)**

Before entering the Movement Area you must have:

- A valid driver license
- A valid MCO ID Badge with the AOA Movement Area Endorsement (✈️)
- Authorization from GOAA Airfield Operations
- Authorization or "clearance" from ATCT

The AOA Movement Area Endorsement expires every year. Drivers need to retake the Movement Area Driver CBT Course each year to renew their Movement Area driver privileges. The AOA Movement Area Endorsement allows you to drive on the airport's Movement Area including runways, taxiways, and associated Safety Areas.

### **General Rules for Driving on the AOA (not all inclusive)**

- RULE #1 when driving on the AOA: AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!
- No more than four (4) carts or pallets may be towed behind vehicles when operating on the AOA.
- Always ensure load has been properly secured before towing.
- Always ensure you have the proper height clearances before you drive under breezeways, AGT tracks, overpasses, or in the baggage make-up areas.
- Anyone involved in or observing an accident involving an aircraft, property damage, injury, or death, MUST report it IMMEDIATELY by calling **911**.
- Never drive between an aircraft that is deplaning passengers to the ramp and the terminal.
- Beware of Jet Blast. NEVER drive behind an aircraft with operating engines!
- No smoking on the AOA unless in a marked Designated Smoking Area. No smoking inside any vehicle being operated on the AOA.

## **Speed Limits**

Be sure to follow the posted speed limits.

**30 or 35 MPH:** on Service Roads only (as posted)

**20 MPH:** on All Aircraft Ramps or when towing on any service roads

**5 MPH:** in close proximity to any aircraft,; in the baggage make-up areas, or in West Ramp Fire Lanes.

## **Foreign Object Debris (FOD)**

Foreign Object Debris is any nuts, bolts, trash or loose items on the AOA that can damage an aircraft. It is the responsibility and obligation of everyone who travels on the AOA to remove any FOD encountered and place in FOD buckets located at every Aircraft Parking Gate.

## **Hazardous Materials (HAZMAT) Spills**

All HAZMAT spills (i.e. fuel, oil, hydraulic fluids, lavatory content, etc.) **MUST** be reported **IMMEDIATELY** by calling **911**. Advise the 911 Operator on the type and approximate amount of materials spilled, and the location of the spill. Once you have reported the spill, you must begin clean-up efforts immediately. Prevent persons and vehicles from walking or driving through the spill until Emergency Response Vehicles arrive.

## **Important GOAA Phone Numbers**

When reporting **EMERGENCIES**, dial **911** from any airport or cellular phone.

When dialing any of the following numbers from an internal airport telephone, the last four digits are all that are necessary.

When making calls from an internal airport phone, dialing the last four digits is all that is necessary.

**Airport Communications Center:** (407) 825-2065

For all **Non-Emergency** calls, the Airport Communications Center can dispatch Airfield Operations, Landside Operations, Airport Security, Airport Rescue and Firefighters (ARFF), and the Orlando Police Department (OPD) as needed.

**Airfield Operations:** (407) 825-2036

For airfield condition reports or authorization to access the Movement Area; for assistance or concerns regarding the airfield, electronic gate, or fencing problems; for bird or animal problems; or have questions about operations on the AOA.

**Landside Operations:** (407) 825-2666

For questions regarding the Main Terminal operations, airport roadways off the AOA, parking, or tenant problems.

**Airport Operations Center (AOC):** (407) 825-3840

For questions concerning Airline or Aircraft Gate operations, Bag Belt and Jetway concerns.

**Baggage Handling System (BHS) Control Center:** (407) 825-2247

For question concerning the baggage handling system including piers, carousels, and baggage belts.

**Airport Security:** (407) 825 -2199

For questions about security-related incidents or an interpretation of a Airport Security Regulations.

**Access Control:** (407) 825-2062

For questions about the application and use of an Airport ID Badge or vehicle AOA decals.

**Maintenance Dispatch:** (407) 825-4000

For all Building or facility issues.

# Group One

## Non-Movement Area

### Safety Rules and Violations

**All of the following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation.**

***Bold Italicized Red*** indicates that the violator's Orlando International Airport Access Control Identification Media (MCO Badge) will be confiscated at the time the Safety Violation is issued.

#### 1. **CRASH**

- 1.1. ***Failing to report accident resulting in property damage, damage to an aircraft, or personal injury.***
- 1.2. ***Leaving the scene of an accident.***

#### 2. **DRIVER LICENSE/ DRIVING ENDORSEMENTS**

- 2.1. ***Operating a vehicle without a valid Driver License in your possession.***
- 2.2. ***Operating a vehicle without appropriate MCO Badge endorsement. (MCO Badge may be returned after conference with Violator's Manager and Airfield Operations.)***
- 2.3. ***Operating a vehicle while under the influence of alcohol or drugs.***

#### 3. **UNSAFE VEHICLE/DEFECTIVE SAFETY EQUIPMENT/VEHICLE IDENTIFICATION**

- 3.1. Operating a vehicle that is in an unsafe condition or not road worthy. (e.g. malfunctioning brakes, bald tires, leaking fluids, obstructed visibility).
- 3.2. Operating a vehicle without functioning headlights/taillights.
- 3.3. Failing to use headlights. (e.g. sunset to sunrise, during low visibility conditions, in baggage make-up area).
- 3.4. Failing to dim high beams to oncoming aircraft or vehicular traffic.
- 3.5. Operation a vehicle without being restrained by a safety belt.
- 3.6. Operating a vehicle with missing, faded, or illegible company logos.

#### 4. **LANE**

- 4.1. Driving on wrong side of road.
- 4.2. Driving in wrong direction on one way roadway.
- 4.3. Obstructing driving lane with vehicle or equipment without notice to Airfield Operations.

#### 5. **LOADS**

- 5.1. Failing to properly secure load. (e.g. vehicle/cart overloaded creating hazard of losing load)
- 5.2. Failing to remove FOD from roadway/AOA ramps as a result of losing load.



**6. TOWING**

- 6.1. Improper towing. (e.g. towing over towing speed limit, failure to use safety chains, causing FOD/road hazard).
- 6.2. Towing more than four (4) carts, dollies or other equipment.
- 6.3. Towing a cart, dolly, or piece of equipment between sunset and sunrise without reflectors, reflective tape, or operable lights on both the sides and rear of the towed vehicle or equipment.

**7. PASSING**

- 7.1. Passing on the right (vehicle leaves pavement).
- 7.2. Improper lane change (passing when meeting oncoming vehicle).
- 7.3. Passing in a NO PASSING ZONE (crossing the double lines).
- 7.4. Passing on a bridge/limited view roadway.

**8. RECKLESS DRIVING**

- 8.1** ***Unauthorized entry into the Movement Area (a/k/a an incursion).*** (Note: Movement Area Penalties Apply: Unauthorized presence means operating on the Movement Area without proper ATC Clearance on Runways and Taxiways and their associated Safety Areas.)
- 8.2** ***Operating a vehicle in a manner that endangers any person or property.***
- 8.3** ***Operating a vehicle in a manner that results in injury, significant property damage, or damage to an aircraft.***
- 8.4** ***Racing*** (any manner of participation).
- 8.5** ***Striking a passenger loading bridge (jetway) or its attached components with vehicle.***
- 8.6** ***Driving at a speed that is at least 15 MPH over the posted speed limit.***
- 8.7** ***Interfering with an emergency operation*** (e.g. driving through emergency scene, endangering emergency personnel).
- 8.8.** ***Driving through a HAZMAT spill.***
- 8.9** ***Driving between an aircraft and Airside Terminal while the aircraft is loading or unloading passengers at ramp level.***

**9. RIGHT-OF-WAY**

- 9.1.** ***Failing to yield to aircraft in motion.***
- 9.2.** ***Impeding the path of a taxiing aircraft.***
- 9.3.** ***Failing to yield to emergency vehicle responding to an emergency.*** (Emergency vehicle must be using lights or siren at time of incident.)
- 9.4 Failing to yield to traffic (e.g. approaching/entering intersection, failure to yield to a vehicle approaching on right).

**10. CARELESS DRIVING**

- 10.1. Driving at a speed less than double the posted speed limit or is less than 15 MPH over the posted speed limit.
- 10.2. Failing to stop at posted Stop Sign or Stop Bar. (Vehicle must come to a complete stop.)
- 10.3. Failing to use due care which does not result in personal injury, significant property damage or damage to an aircraft.
- 10.4. Failing to use due care for conditions (e.g. wet roadways, congested areas, areas with limited visibility).
- 10.5. Failing to use due care by driving behind operating aircraft engine.
- 10.6. Leaving vehicle unattended with engine running without parking brake set or wheels chocked.
- 10.7. Driving underneath aircraft with a vehicle not designed to service aircraft.
- 10.8. Improper backing (e.g. backing in a traffic lane).
- 10.9. Failing to obey signage/directions/signals/markings on service roads, vehicle lanes, or AOA.
- 10.10. Driving scissor-type vehicle or bucket-type vehicle with scissor or bucket extended.
- 10.11. Driving under a jetway.
- 10.12. Driving at a speed more than 5 MPH within an aircraft envelope (within aircraft safety lines).
- 10.13. Operating a vehicle while manually typing or entering letters, numbers, symbols or other characters into a wireless communication device (e.g. texting or instant messaging).
- 10.14. Operating a vehicle while sending or reading data in a wireless communication device including, but not limited to, texting, e-mailing, web browsing and instant messaging.
- 10.15. Operating a vehicle while wearing a headset, headphone or other listening device other than a hearing aid or instrument for the improvement of defective human hearing.  
  
(Note: Does not apply to aircraft push-back headsets or personal hearing protection. Headsets for cellular phones should only provide sound through one ear and allow surrounding sounds to be heard.)
- 10.16. Operating a vehicle while communicating on a cellular phone without a hands free listening device. (Headsets for cellular phones should only provide sound through one ear and allow surrounding sounds to be heard.)

**11. PASSENGERS**

- 11.1. Transporting passengers in any vehicle unless the vehicle is equipped with a seat intended for use by each passenger other than the driver (One passenger per seat. No seat – No ride rule).
- 11.2. Permitting passengers to ride on exterior of vehicle.
- 11.3. Transporting passengers who are not seated on lowest level inside bed of vehicle.
- 11.4. Riding in baggage cart/trailer/vehicle being towed.
- 11.5. Operating a vehicle without passengers in the front seat being restrained by a safety belt.

**12. PARKING**

- 12.1. *Restricting access to fire hydrant, fire extinguisher or other life safety equipment.*** (Parked within 10 ft. of fire hydrant or extinguisher.)
- 12.2. *Blocking ingress/egress lanes in an emergency.***
- 12.3. *Blocking emergency access gates / doors.***
- 12.4. *Parking in aircraft taxi lane.***
- 12.5. Improper parking (e.g. parked on curb, sidewalks or other pedestrian walkway).
- 12.6. Parking in unauthorized area (e.g. parked in painted restricted areas, posted No Parking or Reserved Parking areas).
- 12.7. Parking in emergency lane.
- 12.8. Parking in roadway.
- 12.9. Parking in loading/unloading zone while not actively loading/unloading.
- 12.10. Parking under passenger loading bridge (jetway).

**13. SMOKING ON AOA**

- 13.1 Smoking on the AOA outside of Designated Smoking Area.
- 13.2 Smoking on the AOA inside a vehicle.

**14. AIRCRAFT FUELING OPERATIONS**

- 14.1. Fueling or defueling aircraft inside a hangar, an enclosed area or within 50 feet of any building.
- 14.2. Conducting aircraft fueling or defueling operations without properly bonding the aircraft and fueling truck/cart.
- 14.3. Conducting aircraft fueling or de-fueling operations with a fueling truck/cart that has an expired Fueling Inspection Decal, or without proper training.
- 14.4. Leaving an aircraft fueling truck/cart unattended while connected to both the in ground hydrant and the aircraft fueling point.
- 14.5. Bypassing or disabling any safety device on any aircraft fueling system or its components.
- 14.6. Parking or storing a fueling truck/cart within 50 feet of any building or within 10 feet of any other vehicle.
- 14.7. Failing to give immediate notification to GOAA communication Center for any fuel spill.
- 14.8. *Possession of any smoking paraphernalia in an aircraft fueling vehicle.***
- 14.9. *Possession of smoking paraphernalia on your person within 50 feet of fueling operations.***
- 14.10. *Use or placement of ignition sources within 50 feet of fueling operations, fuel spill, or HAZMAT.***
- 14.11. *Unavailability of sufficient fuel spill absorbent materials on hand.***

**15. GENERAL SAFETY AND LEASEHOLD RULES**

- 15.1** *Threatening or endangering any person on the AOA.*
- 15.2** *Failing to comply with any safety-related or security-related instruction from any GOAA, ARFF, Security, or Airfield Operations representative or other authorized person.*
- 15.3.** *Blocking of Emergency Exits.*
- 15.4.** *Storing items and equipment in Emergency Exit Stairwells.*
- 15.5. Using BBQ grills, smokers, gas torches, welders or any other device that causes an open flame without advance approval from GOAA.
- 15.6. Failing to give immediate notification to GOAA Communications Center for HAZMAT spill (HAZMAT include Jet-A, gasoline, kerosene, diesel, oil, hydraulic and lavatory fluids, etc.).
- 15.7. Discharging or disposing of any material, liquid, or chemical on the ground or within any water drainage system.
- 15.8. Unauthorized use of a pedal-cycle or a motorcycle on the AOA.
- 15.9. Littering / Creating FOD hazard on or near aircraft ramps or taxi lanes.
- 15.8 Failing to pick up FOD on aircraft parking positions or taxi lanes.
- 15.11. Coordination of, or participation in, any sports activity on any ramp or airside without prior approval from GOAA .
- 15.12. Unauthorized feeding, harassment or dispersing of wildlife on the AOA.
- 15.13. Accumulation of garbage, clutter or litter in Common or Leasehold Areas in the Airside Terminals.
- 15.14. Accumulation of flammable materials on the AOA or inside Airside Terminals (stockpile of wooden pallets, cardboard, paper or rags).
- 15.15 Engaging in behavior, including failing to use due care, that could result in personal injury, property damage, or damage to an aircraft that does not involve operation of a vehicle.
- 15.16** *Engaging in behavior, including failing to use due care, that results in personal injury, property damage, or damage to an aircraft that does not involve operation of a vehicle.*

**16. CONSTRUCTION ON THE AOA**

- 16.1.** *Unauthorized use of vehicle or equipment that poses a threat to safe aircraft operations (e.g. Part 77 Violations).*
- 16.2. Failure to maintain construction barricades (e.g. missing flags, red lights, reflective tape, sandbags or improper size flags).
- 16.3. Using non-approved barricades (e.g. railroad ties, jersey barriers, metal A-frames).
- 16.4. Improper lighting or marking of construction vehicles or equipment (e.g. missing company logos, AOA decals, beacon or flag).

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- 16.5. Improper parking of construction vehicles and/or equipment. (e.g. parked in a Runway/Taxiway Safety/Object Free Area, parked on the paved surface of a closed Runway or Taxiway, parked in any area not authorized by GOAA).
  - 16.6. Improper marking or lighting of construction areas.
  - 16.7. Improper or unauthorized stockpiling of construction materials (In accordance with FAA Advisory Circular – Operational Safety on Airports During Construction).
  - 16.8. Unmarked, uncovered or unauthorized excavations (e.g. trenches, manhole covers).
  - 16.9. Commencement/Ending of daily construction activities without notice to Airfield Operations.
  - 16.10. Commencement/Ending of flagging activities without notice to Airfield Operations.
- 17. MAINTENANCE OF VEHICLES, AIRCRAFT, AND GROUND SERVICE EQUIPMENT**
- 17.1. Repairing, dismantling, cleaning, or servicing any vehicle, aircraft or equipment in any area other than the tenant's approved maintenance leasehold area or Airside Gate position and adjacent ramp area, except for minor repairs necessary to restore a temporarily disabled vehicle.
  - 17.2. Use of Jack Stands on any Airside Ramp for repairing or servicing any vehicle or equipment.
  - 17.3. Performing heavy aircraft maintenance on any airside gate position or airside ramp.
  - 17.4. Performing aircraft engine runs above idle power in an area not designated as a run-up area
  - 17.5. Unauthorized aircraft engine runs during Restricted Hours. (Restricted Hours are 2300-0700 Hours Local.)

## Group Two Movement Area Safety Rules and Violations

All of the following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation.

Note: The Movement Area includes ALL runways, taxiways and their adjacent Safety Areas

***Red*** indicates that the violator's MCO Badge will be confiscated at the time the Safety Violation is issued.

### 18. AIR TRAFFIC CONTROL

- 18.1. ***Incursion: Unauthorized presence on runways, taxiways, and their associated safety areas.***
- 18.2. ***Failing to comply with or deviation from Air Traffic Control instructions.***
- 18.3. ***Failing to comply with Air Traffic Control radio communication requirements/ protocols.***

### 19. RECKLESS DRIVING

- 19.1. ***Operating on the Movement Area without authorization from GOAA Airfield Operations.***
- 19.2. ***Operating on the Movement Area within ILS Critical Areas when being protected.***

### 20. ADDITIONAL RULES FOR THE MOVEMENT AREA

- 20.1. ***Failing to comply with GOAA Operational Policy and Procedure Section 730.02.***
- 20.2. ***Unauthorized opening / closure of Runway or Taxiway.***
- 20.3. ***Committing any offense listed above under Group One: Non Movement Area Safety Rules and Violations in the Movement Area.***
- 20.4. ***Accessing (proceeding onto or crossing) an active Runway or Runway Safety Area without authorization and escort from Airfield Operations.***

**NOTES:** The following groups are exempt from having to be escorted when accessing an active runway:

- 1. **Airfield Operations, ARFF, and FAA Technical Operations are permitted to proceed on or cross an active Runway or Runway Safety Area where there is an operational need in the performance of their duties.**
- 2. **After advising Airfield Operations, GOAA Airfield Electricians are permitted to access an active runway or Runway Safety Area unescorted, where there is an operational need in the performance of their duties during the hours of 2200-0600 hours local time.**
- 3. **Taxi-qualified persons towing or taxiing an aircraft are permitted to cross an active runway while towing or taxiing an aircraft.**
- 4. **No work on an active runway is permitted. Runways must be closed prior to commencement of any work on the runway. Prior approval from Airfield Operations must be obtained before conducting any work on runways.**

5. **Airfield Operations and FAA Tech Ops are permitted to work in a Runway Safety Area while the runway remains active in accordance with the letter of agreement on file. The runway must be closed for all other work that needs to be done in the Runway Safety Area.**

**20.5 *Operating on the Movement Area with an expired Movement Area Driver Endorsement.***

**20.6 *Operating on the Movement Area without Movement Area Driver Endorsement.***

**20.7 *Failure to provide proper escort on Movement Area.***

**20.8 *Operating a vehicle on the Movement Area without proper markings, operating beacon or flag.***

**NOTES:**

1. **Company logos must be on both sides of vehicle.**
2. **Beacons must be amber in color (except for emergency and law enforcement vehicles).**
3. **Beacon must be attached to highest point of vehicle.**
4. **Beacon must be visible from all directions (including from the air).**
5. **Beacon must be visible during daylight and night time.**
6. **Beacon must be operating when on the Movement Area.**
7. **Flags can be substituted for beacon.**
8. **Flags must be orange/white checkered pattern (each square must be a minimum of 12 inches by 12 inches.)**
9. **Flags must be a minimum of 3 feet by 3 feet.**
10. **Flags can be only used in daylight hours.**

## Group Three

### Aircraft Tow and Taxi Operations by Non-Pilots on the Airport Safety Rules and Violations

Section 21 and Section 22 of Orlando International Airport's **AOA Driver Rules and Safety Violations** defines the responsibilities and procedures parties must abide by when accessing and operating on the airport's Air Operations Area (Non-Movement and Movement Areas while towing an aircraft or taxiing an aircraft under its own power, without the intention of flight or by non-pilots.

***Bold Italicized Red*** indicates that the violator's MCO badge will be confiscated at the time the safety violation is issued.

Any violation of these rules on the Movement Area will be considered as a Movement Area violation and subject to the penalties defined in GOAA Policy 730.02 Access and Operations on the Movement/ Safety Areas.

An aircraft being taxied under its own power by non-pilots or with no intention of flight, or is being towed, is considered as a ground vehicle.

Maximum speed limit when towing an aircraft is:

- Taxiways and Taxi Lanes: **20 mph**
- Airside Ramps, North Ramp, & outside the Taxi Lane on the West Ramp: **5 mph**

## AIRCRAFT TOW OPERATIONS

### **Towing Qualifications**

The owner/operator will ensure that each person that will be in physical control of the aircraft while under tow, has successfully completed company-provided training on tow operations and is thoroughly familiar with all published towing procedures pertaining to the type of aircraft that is being towed, along with understanding the restrictions and / or limitations on any vehicle authorized to move an aircraft.

### **For Towing on the Movement Area**

Ensure either the person in physical control of the aircraft while under tow or the person handling the communications with the Air Traffic Control Tower has successfully complete the Movement Area Driver Training and has the Movement Area Driver Endorsement on the MCO badge.

Re-current training documentation should be submitted with the Movement Area Driver Endorsement application when applying for the MADE for the first time or when the MCO badge and MADE are being renewed.

### **Notes**

During the performance of an aircraft tow, the person handling communications with the Air Traffic Control Tower (ATCT) assumes all responsibility for the tow movement.

To prevent confusion with multiple groups conducting towing and taxi operations on the AOA, the appropriate radio call sign should be:

*"COMPANY NAME Maintenance" + AIRCRAFT IDENTIFICATION / TAIL NUMBER"*

- Examples: "United Maintenance aircraft 631"  
"Citation Maintenance 550 Lima"



Tow vehicles should have posted inside the vehicle, in clear view of the driver, placards advising the maximum weight that can be safely towed and the draw bar rating.

When towing an aircraft with a tractor and tow bar, there should be a trained person in the cockpit that can stop the aircraft in the event that the tow bar breaks loose from the tow tractor or aircraft.

If this person is only "riding the brakes" (and is not handling ATC communications or is not in physical control of the aircraft), they are not required to have the MADE.

## **AIRCRAFT TAXI OPERATIONS (BY NON-PILOTS / WITHOUT THE INTENTION OF FLIGHT)**

### **Movement Area Driver Endorsement**

Each person taxiing an aircraft without the intention of flight on the Movement Area, who is in physical control of the aircraft, or is handling communications with the Air Traffic Control Tower, is required to have the Movement Area Driver Endorsement (MADE) on their MCO Identification Badge.

In addition, each person conducting either taxi operations (without the intention of flight) or tow operations on the Movement Area must successfully complete the respective training requirements listed below.

### **Taxi Qualifications**

The owner/operator will provide to Airfield Operations documentation showing that the individual intending to taxi any aircraft on the Movement Area (without the intention of flight) has completed company-provided initial training and is qualified to start, run, and taxi each particular aircraft.

The owner/operator will provide documentation to Airfield Operations showing that each taxi-qualified person has completed company-provided recurrent training for each aircraft in which they are qualified to taxi as follows:

- a. For FAR Part 121 Air Carriers: In accordance with their FAA-approved Part 121 certificate.
- b. For all other tenants: At least once every twenty-four (24) consecutive calendar months.

Recurrent training documentation should be submitted with the Movement Area Driver Endorsement application when applying for the MADE for the first time or when the MCO badge and MADE are being renewed.

### **Notes**

For taxiing an aircraft, the owner/operator needs to ensure the person is qualified by the owner or aircraft operator to start, run, and taxi that particular type of aircraft.

Aircraft taxi movements for the purpose of relocating an aircraft from a gate to a hangar/maintenance facility or vice versa by taxi-qualified personnel does not require prior authorization from AFOPS.

All other aircraft taxi movements (without the intention of flight / movements include, but not limited to, maintenance run-ups, high-speed taxi runs, compass swings, Aircraft Design Group VI movements) , require notification to Airfield Operations prior to commencing taxi operation.

**21. AIRCRAFT TOWING OPERATIONS**

- 21.1** *Failure to use due care while towing an aircraft that DOES result in personal injury, property damage, or damage to an aircraft.*
- 21.2** *Failure to use due care while towing an aircraft that does not result in personal injury, property damage, or damage to an aircraft.*
- 21.3** *Failure to advise ATCT that the aircraft is under tow.*
- 21.4** *Attempting to board or leave a moving aircraft or tow vehicle.*
- 21.5** *Failure to immediately report any unusual event, deviation or incident while towing or taxiing an aircraft on the Movement Area to either Air Traffic Control Tower or Airfield Operations.*
- 21.6** Excessive speed while towing an aircraft on the AOA.
- 21.7** *Conducting tow operations on the Movement Area when the ILS Critical Areas are being protected (ceiling is less than 800 feet and / or visibility is less than 2 miles).*
- 21.8** Failure to ensure all towing equipment is serviceable and functioning properly before starting any tow operation.
- 21.9** Failure to secure or remove any loose equipment that could create a FOD hazard prior to conducting tow operations.
- 21.10** *Placing oneself in the direct path of the aircraft wheels, walk between the nose wheel of the aircraft and its towing vehicle, or ride on any external portion of an aircraft, on the tow bar, or on the outside of the tow vehicle unless in an authorized seat while the aircraft is in motion.*
- 21.11** *Failure of the driver of the tow vehicle being in direct communications with the Air Traffic Control Tower, or in direct communications with the person communicating with the Air Traffic Control Tower while conducting tow operations on the Movement Area.*
- 21.12** *Failure to stop the tow vehicle upon losing communications with the cockpit observer without ensuring communications was re-established with the aircraft while operating on the Movement Area.*
- 21.13** *Failure to have the aircraft's navigation (red and green wingtip) lights (rotating beacon optional) operating when towing an aircraft during the period from official sunset to official sunrise while operating on the Movement Area or in a designated taxi lane.*
- 21.14** *Conducting tow operations with an aircraft that has an unsafe condition (such as low or no hydraulic pressure that provides braking, unsafe gear that is not properly pinned, etc.)*

**22. AIRCRAFT TAXI OPERATIONS (by non-pilots / without intention of flight)**

- 22.1** *Taxiing an aircraft without being taxi-qualified to start, run, and taxi that particular type of aircraft.*
- 22.2** *Failure to obtain Airfield Operations authorization prior to commencing non-routine aircraft taxi movement operations (run-ups, high-speed taxi runs, compass swing checks, Group VI movements, etc.*
- 22.3** *Failure to have aircraft's rotating beacon and navigation lights (red & green wingtip lights) operating when taxiing on the AOA.*
- 22.4** *Failure to use due care while taxiing an aircraft that does not result in personal injury, property damage, or damage to an aircraft.*
- 22.5** *Failure to use due care while taxiing an aircraft that does result in personal injury, property damage, or damage to an aircraft.*

## PENALTIES FOR SAFETY VIOLATIONS

Safety Violations are issued by the GOAA Department of Airfield Operations in response to noncompliance with any AOA Safety Rules, regulations, policies or procedures. Safety Violations are maintained on the violator's record with the GOAA Department of Airfield Operations.

### Non-Movement Area Safety Violations

#### 1<sup>st</sup> Safety Violation within the six (6) months prior to the date of that violation:

- If the violator's MCO Badge is not confiscated, then the violator is required to re-take the Non Movement Area Driver CBT Course (NMAD Course) and pass the test within two (2) weeks or the violator's MCO Badge will be confiscated and AOA access will be suspended until the violator retakes the NMAD Course and passes the test.
- A letter will be sent to violator's company advising of the violation.
- If the violator's MCO Badge is confiscated, then the violator's AOA access is also suspended, and the MCO Badge and AOA access will not be reinstated for one (1) calendar day and the violator successfully passes the NMAD Course.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

#### 2<sup>nd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least five (5) calendar days.
- A letter will be sent to the violator's company advising of the violation.
- The violator's MCO Badge and AOA access will not be reinstated until the next business day<sup>\*\*</sup> following the five (5) calendar day suspension and the violator successfully passes the NMAD Course.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

#### 3<sup>rd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least ten (10) calendar days.
- A letter will be sent to violator's company advising of the violation.

- The violator's MCO Badge and AOA access will not be reinstated until the next business day<sup>\*\*</sup> following the 10 Calendar day suspension and the violator successfully passes the NMAD Course.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO ID Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

4th Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated.
- The violator's MCO Driving privileges will be permanently revoked.
- The violator's MCO Badge will be returned **WITHOUT** the AOA Driver endorsement after consultation with the violator's Manager.

The Violator's copy of the issued Safety Violation shall be submitted to Access Control to ensure receiving credit for course attendance.

**\*\*A business day is considered Monday through Friday and does not include public holidays.**

## Movement Area Safety Violations

### 1st Safety Violation within the five (5) years prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least five (5) Calendar days.
- A letter will be sent to violator's company advising of the violation.
- The violator's MCO Badge and AOA access will not be reinstated until the next business day\*\* following the 5 Calendar day suspension and the violator successfully passes the NMAD Course.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO ID Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

### 2nd Safety Violation within the five (5) years prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least ten (10) Calendar days.
- A letter will be sent to violator's company advising of the violation.
- The violator's MCO Badge and AOA access will not be reinstated until the next business day\*\* following the 10 Calendar day suspension and the violator successfully passes the NMAD Course.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO ID Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

### 3rd Safety Violation within the five (5) years prior to the date of that violation:

- The violator's MCO Badge is confiscated.
- The violator's MCO Driving privileges will be permanently revoked.
- The violator's MCO Badge will be returned **WITHOUT** the AOA Driver endorsement after consultation with the violator's Manager.

The Violator's copy of the issued Safety Violation shall be submitted to Access Control to ensure receiving credit for course attendance.

**\*A business day is considered Monday through Friday and does not include public holidays.**



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