

Non-Movement Area Driver/Pedestrians Training Manual

Omaha Airport Authority

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Definitions

Accident – a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Access Road - a vehicular road located airside for use by OAA, FAA and airport tenants and contractors.

Airport Traffic Control Tower (ATCT)—operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Airside—those areas of an airport that support aircraft activities. At Eppley Airfield the airside is all the land within the perimeter fence and includes both the Air Operations Area and the Secured Area.

Apron or Ramp—a defined area on an airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

Attended- when used in reference to any vehicle, means the operator is non-impaired, has an unobstructed view from the vehicle or is within 25 feet of the vehicle

Escort - to accompany or monitor the activities of an individual who does NOT have unescorted access authority to the Secured Area, SIDA or AOA.

Executive Director - the person appointed by the Omaha Airport Authority to have immediate supervision of the administration and operation of the Airport. The executive director may employ and designate staff to act in his behalf in the promulgation of Omaha Airport Authority policy. Whenever in these rules and regulations where Executive Director is designated, it shall mean Executive Director or his staff.

Foreign Object Debris (FOD) – debris that can cause damage to aircraft engines, tires, or fuselage from rocks, trash, or the actual debris found on runways, taxiways, and aprons.

General Aviation Ramp - area on the east side of the airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance in front of Signature Flight Support and Tac Air.

Ground Support Equipment—all conveyances (i.e., tugs, belt loaders, bag carts, de-icer trucks, fuel trucks, etc.) normally used in support of aircraft operations.

Movement Area (MA)—the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an airport traffic control tower.

Non-movement Area (NMA)— areas of an airport that are used for taxiing or hover taxiing, or air taxiing aircraft including helicopters and tilt-rotors, but are not part of the movement area (i.e., the loading aprons and aircraft parking areas). This area is not under control of the airport traffic control tower.

OAA- the Omaha Airport Authority.

Operator—any person who is in actual physical control of an aircraft or a motor vehicle.

Pedestrian- any person afoot.

Permission or Permit - permission granted by the Executive Director, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

Protected Area - the protected area of a surface intended for landing or takeoff includes the area inside the runway hold position markings (e.g., hold line) on paved taxiways or bridges and the designated runway safety area.

Right of Way- the right of one aircraft, vehicle or pedestrian to proceed in a lawful manner in preference to another aircraft, vehicle or pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one grants precedence to the other.

Runway—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take off of aircraft

Runway Safety Area-a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

Secured Area – the portion of Eppley Airfield within the perimeter fence where aircraft operators enplane and deplane passengers; and sort and load baggage. This is the area around the terminal building and boarding satellites.

Surface Incident - Unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxilane - A taxiway designed for low speed and precise taxiing. Taxilanes at OMA are located outside the movement area, providing access from taxiways to aircraft parking positions and other terminal areas.

Taxiways – those parts of the movement area designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Vehicle or Pedestrian Deviation (V/PD) - any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control (includes surface incidents involving aircraft operated by non-pilots, such as anyone).

INTRODUCTION

The Eppley Airfield Driver Training Program has been developed by the Omaha Airport Authority to ensure that all drivers are aware of the unique risks of operating a vehicle in the airport environment. This manual applies to all persons operating any type of motor vehicle on any portion of the Non-Movement Area at Eppley Airfield (OMA).

The purpose of this Driver Training Manual is to familiarize drivers with Omaha Airport Authority (OAA) rules and procedures for safely operating a vehicle on the Non-Movement Area at OMA. Driving on the Non-Movement Area at OMA is a privilege, not a right. It is the responsibility of all employees, contractors and vendors who are issued driving privileges to understand and follow the procedures discussed in this manual. This is not an all-inclusive training aid and should be used in conjunction with other FAA and locally produced training materials to successfully complete non-movement area driver's training.

The information presented in this training manual has been developed to inform and educate vehicle drivers about the various signs, lighting, markings and communication procedures specifically utilized in the airport environment. It will include maps, pictures, basic driving guidelines and the Omaha Airport Authority Rules and Regulations pertaining to driving on the airside. It is your responsibility to know, understand and follow the guidelines and requirements outlined in this manual when driving on the non-movement area.

Safety

A surface incident is an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an aircraft occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight. Simply put, this is what happens when a vehicle enters the movement area without proper authorization or when the safety of an aircraft is affected by a pedestrian, vehicle or another aircraft. As the aviation industry continues to grow, and pedestrians, vehicles and aircraft continue to mix in increasingly congested environments, the potential for surface incidents increases and the margin of safety decreases.

All vehicle operators must remain vigilant and be cognizant of the potential factors that increase the risk of becoming a statistic. Maintaining situational awareness will help to ensure operational errors that may lead to surface incidents are avoided.

GENERAL

Training Process

To obtain non-movement area (NMA) driving privileges (signified by a “D” on an OAA badge), every company with NMA qualified drivers must first identify a “Certified Trainer” (CT). In addition to completing the OAA NMA driving curriculum (noted in the following paragraph), all CTs must attend an additional OAA course and airside tour designed to foster a clear understanding of the curriculum and operating environment. After the CT completes the required training program, he or she becomes the trainer for their company’s employees related to driving on the NMA and certifies that each applicant has been provided an appropriate level of instruction. Companies may utilize multiple CTs. In order for an individual to maintain his or her CT qualifications, he or she must attend the OAA provided course upon badge renewal every two years.

Badging applicants seeking NMA driving privileges (other than CTs) will be required to complete the following:

- Complete company provided training specific to their operation on the airport which includes certification by the company’s CT
- Review this training manual
- View an OAA video presentation on NMA driving
- Pass an OAA written exam

New badge applicants who do not pass the test will not be badged and will be required to re-test after at least 24 hours has passed. Should an individual fail the driver’s test a second time, they must present a letter from their manager stating what remedial steps have been taken to ensure the individual can safely operate a vehicle on the airside. If the remedial steps are sufficient, the individual may re-test a third time. After three consecutive failures, NMA driving privileges will not be granted.

Prerequisites

The individual must present a valid state issued driver’s license to operate the class of vehicle by an appropriate state licensing agency or documentation from their company that they have successfully completed a company sponsored driver training program.

Credential Issuance, Expiration, and Renewal

Once an applicant has successfully completed all stages of the OMA NMA Drivers Training Program, the NMA driver's credential (signified by a "D" on an OAA badge) will be issued by the Airport Badging Office (see Image 1).

Recurrent training is required every two years. In the event a driver fails to complete their recurrent drivers training, their driving privileges will be revoked by the OAA until all required training has been completed.

Driver training and testing is also required when renewing badges, as applicable. An individual who fails to pass the driving test on renewal is not permitted to operate a vehicle on the airside until the test is successfully completed as outlined above.

Expired, suspended or revoked licenses or badges are not a valid form of identification. OAA badges are to be worn at all times while in the SIDA and must be displayed above the waist and outside of the wearer's outermost garment.

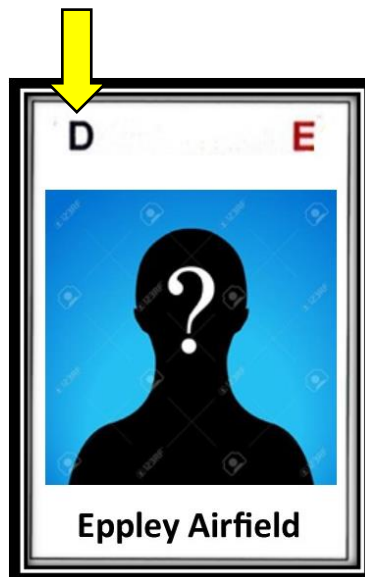


Image 1.

SECURITY

Disclaimer

The purpose of this training manual is to promote safe vehicle and equipment operations on the airside of the airport. The following sections emphasize some security requirements related to vehicle and equipment operations but are not all encompassing. Applicable security regulations and training provided by the OAA should be referenced for more detailed information.

Authorized Access

Only those vehicles that are necessary for the continued operation of the airport or for the support of airport related activities may be located and operated inside the airport's perimeter fence. All other vehicles shall remain outside of the fence. Personal vehicles are never permitted to operate inside the perimeter fence with the exception of those vehicles with the appropriate hang tags and vehicles that have been approved to access T-Hangars on the east side of the airfield.

Perimeter Security and Gate Access Control

The airfield is completely surrounded by chain-link fencing or buildings with controlled access points. Vehicle gates are located at various locations along the fence line to provide access to the airside. All vehicle gates have locking mechanisms that require a badge or a key to gain access. These gates must always be secured when not in use and individual access to the gates is tailored to an organization's needs. In other words, you may not have access to all vehicle gates.

It is your responsibility as a vehicle operator or pedestrian to secure a gate or door after passing through it. You must ensure that nobody follows you through a gate or doorway. You must position your vehicle so that it blocks the gate until the gate has fully secured.

If you happen to find an unsecured gate, hole in the fence, open door or other unattended/unsecured point of access to the airside, it is your responsibility to maintain a direct line of sight with the area at all times and to report it. Notification must be provided to the **Airport Communications Center** at **402-661-8100** (24 hours per day). Under no circumstances should you leave the area unattended until an airport representative has arrived to relieve you.



Image 2.

AIRFIELD FAMILIARIZATION

Non-Movement Areas

The Non-Movement Area (NMA) includes the Terminal, Cargo, and General Aviation Ramps along with associated service roads. Vehicles, equipment, and aircraft can operate in the NMA. While these surfaces are not under the control of the ATCT, it is even more imperative that you exercise extreme caution when driving in these areas. Aircraft movements occur around the clock and since both the pilots' field of vision from the cockpit and an aircraft's maneuvering capability are limited, it is up to the ground vehicle operator to exercise safety and proper driving habits to avoid collisions and accidents. Aircraft always have the right-of-way over vehicles. The diagram on page 27 illustrates the NMA in relation to the Movement Area (MA).

Several taxilanes exist within the airport's NMA. Taxilanes are designed for low speed and precise taxiing of aircraft, providing access from MA taxiways to aircraft parking positions and other terminal areas. The taxilane is marked with a center line (Image 5) and an edge line (Images 6 and 7). An object free area is also delineated by the intermediate holding position marking, a single dashed yellow line (Image 8).

On taxilanes bordering the terminal, vehicle operations are prohibited at all times east of the taxilane edge line (double dashed yellow line shown in Image 7) except for ground vehicles involved with an aircraft pushback or tow. Ground vehicle operations are prohibited east of the object free area (single dashed yellow line shown in Image 8) whenever aircraft are taxiing on the terminal ramp taxi lane in the immediate vicinity of a ground vehicle.

Movement Areas

The Movement Area (MA) includes the runways, taxiways, and other areas of an airport that are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft including helicopters and tilt-rotors, exclusive of loading aprons and aircraft parking areas. The primary difference between the MA and the NMA is that access and movements within the MA is controlled by the ATCT. The Non-Movement Area Boundary Marking and Roadway Stop Lines identify the border between the NMA and the MA (Image 3). **Only OAA, USDA and FAA vehicles are allowed in the MA.** All other vehicles/ground support equipment shall be escorted by an OAA or FAA vehicle. Image 4 and the diagram on page 27 illustrate the NMA in relation to the MA.

Ground vehicles or equipment found to be operating in the MA that are not authorized and not in contact with the ATCT pose a serious risk to air traffic. This constitutes a V/PD and/or surface incident. The operators of such vehicles or equipment are subject to substantial penalty up to and including revocation of all airside driving privileges.

Airfield Markings

Non-Movement Area Boundary Marking

The non-movement area boundary marking is used to delineate the movement areas under direct control by the airport traffic control tower from the non-movement areas that are not under their control. This marking consists of a single solid yellow line located on the non-movement area side and a single dashed yellow line located on the movement area side. A vehicle operator is not to cross from the solid-line side into the movement area. Only authorized and properly trained employees of the OAA, USDA and FAA may operate ground vehicles on the movement area with positive radio contact with the ATCT. See Images 3 and 4.



Image 3.



Image 4.

Centerline Markings

The taxilane centerline (Image 5) provides pilots with continuous visual guidance to permit taxiing along a designated path. It is a continuous yellow marking that provides pilots with the location of the center of a taxilane. It also ensures pilots of wing tip clearance on both sides of the aircraft.



Image 5.

Taxiway Edge Markings

The taxiway edge marking is used along a taxi route to (1) alert pilots where the demarcation line exists between usable pavement for taxi operations and unusable pavement and (2) identify the edge(s) of a taxi route located on sizeable paved areas that can be crossed over by the pilot.

These markings are broken up into two categories:

1. Solid Edge Markings (Image 6) - These markings consist of two solid yellow lines that delineate the taxilane edge from paved shoulders or other paved surfaces not intended for aircraft movement. Aircraft may not cross these lines.
2. Dashed Edge Markings (Image 7) - These markings consist of two dashed yellow lines that delineate the taxilane edge from a ramp or apron. Aircraft may cross these lines.



Image 6.



Image 7.

Intermediate Holding Position Markings

On the non-movement area, the intermediate holding position marking ensures wing-tip clearance for taxiing aircraft that are following the taxiway centerline marking. Vehicles and equipment may cross this line but drivers must use extreme caution and give way to aircraft in order to avoid a wing-tip strike or other conflicts with taxiing aircraft. See Image 8.



Image 8.

Vehicle Roadway Markings

Vehicle roadway markings delineate roadways located on or that cross paved areas used by aircraft. These markings consist of roadway edge lines to delineate each edge of the roadway, a dashed line to separate lanes within the edges of the roadway, and, where appropriate, a roadway stop line (bar) (Image 12).

Edge lines are solid lines or zipper-style depending on location. In order to enhance the delineation of the roadway along the cargo ramps, roadway edges are zipper-style (Image 10). Vehicle and equipment operators must use extreme caution for crossing aircraft traffic on these sections of roadway.

Paved roads that feed vehicle traffic onto or across a taxi route have a solid roadway stop line (bar) (Images 9 and 11). In certain locations, the placement and purpose of the stop line (bar) is similar to the non-movement area boundary marking, meaning you cannot cross without the proper training and a clearance from the ATCT. This is true whenever the roadway leads to the movement area. At those locations, the marking is supplemented with stop signs, signs instructing the driver to contact air traffic control and retro reflective taxiway direction signs (Image 11). On unpaved roads, a stop bar will not exist, but the boundary is marked with stop signs, signs instructing the driver to contact air traffic control and a sign identifying the runway or taxiway associated with the safety area you are about to enter. At other locations, where the road is NOT leading onto the movement area, the driver only needs to yield to passing aircraft. Stop signs will NOT be present in those locations. See the following page for vehicle roadway images (Image 9).



Image 9.



Image 10.



Image 11.



Image 12. (Roadway Stop Line(Bar))

GENERAL OPERATING GUIDELINES

Operating Vehicles on Ramps

Ramp areas (also known as aprons), which are within the Non-Movement Area, are unique from other parts of the airfield because they do not fall under the authority of the Airport Traffic Control Tower. This provides a vehicle operator the flexibility of movement needed to perform many of the tasks that occur on a ramp, but also requires the vehicle operator to be alert at all times.

Many activities take place on a ramp that can create a distraction or hazard: aircraft are often moving, deicing operations may be occurring, moving jet bridges can limit visibility and noise levels can be high enough to mask sounds that would normally provide a warning. For these reasons, certain aspects of operating on the airport's ramps is emphasized in the following sections.

Aircraft Right of Way

Vehicle and equipment operators must yield the right of way to all moving aircraft. This is regardless of whether it's movement is imminent, under tow or taxiing under its own power. The only exception to this is when a vehicle operator is given specific authorization by the Airport Traffic Control Tower (ATCT) that the vehicle has the right of way over the aircraft. Additionally, drivers should assume the pilot cannot see them and it is up to the vehicle operator to give aircraft plenty of clearance to pass.

Safe Operations Near Aircraft

In addition to giving aircraft the right of way, there are several other areas to avoid and be aware of when operating a vehicle on the non-movement area.

1. Avoid jet and propeller blast when passing behind an aircraft.
2. Be aware of jet engine ingestion areas; do not drive or walk, in close proximity, to the front of an active aircraft.
3. Do not drive under the movable part of a jet bridge; it can move suddenly or you may not have proper height clearance.
4. Do not drive behind an aircraft preparing to push back from the gate. This can be identified by the aircraft rotating beacon being on, wing walkers in position, wheels are not chocked, the jetbridge has been pulled back away from the aircraft and GSE has been moved away from the aircraft.
5. An airport environment is notoriously loud; always double check before proceeding because you may not hear approaching aircraft, vehicles or people.
6. Yield to emergency vehicles, snow removal equipment and pedestrians.
7. Always wear a safety vest or a high visibility jacket when working on the ramp.

Speed Limits

The speed limit on any aircraft ramp and specific access roads is 15 mph while, on all other access roads, the speed limit is 25 mph. All roads are marked with the appropriate speed limit sign. However, all drivers must exercise caution and reduce speed when necessary. The presence of emergency vehicles, aircraft, snow removal equipment, inclement weather, poor visibility and icy conditions all necessitate a slower speed when present.



Electronic Device Use

Use of electronic devices is strongly discouraged for obvious reasons. Phone discussions, text messaging, and other actions involving such devices can cause an unnecessary distraction which may contribute to an accident or incident. Any person with airside access must be aware of, and comply with, their organization's policy on the use of electronic devices. If you must use an electronic device while operating on the airside, first stop the vehicle in an area clear of other moving vehicles or aircraft. Never read or send text messages while operating a moving vehicle. Finally, limit electronic device use to work-related purposes only.

Emergency Response Vehicles

All drivers on the airport must yield to marked emergency vehicles responding to an emergency situation as you would while driving on public streets. Emergency vehicle operators must exercise extreme caution for unexpected movements of other vehicles, pedestrians and aircraft. It should be noted that even in an emergency situation, taxiing aircraft may not give way to emergency vehicles unless specifically instructed to do so by ATC.

When responding to an emergency, emergency vehicles may proceed through a stop signal or stop sign only after ensuring they will not endanger personnel, aircraft or property. Also, they may exceed speed limits and disregard regulations governing direction of movement or turning in specified directions.



Image 13.



Image 14.



Image 15.

Foreign Object Debris (FOD)

Foreign Object Debris or FOD for short is defined as, “debris that can cause damage to aircraft engines, tires, or fuselage from rocks, trash, or the actual debris found on runways, taxiways, and aprons.” In other words, any object whether it is a nail, rock or even a plastic bottle that is on the ramp or airfield is FOD. These objects are dangerous to aircraft not only because they can cause vast amounts of monetary damage, but because in the right environment (runways, runway safety areas) they can cause accidents and loss of life situations.

FOD reduction is the responsibility of everyone. If you see something pick it up and dispose of it before it becomes a hazard to aircraft. Anything found on the non-movement area can easily make its way onto the movement area and ultimately to a taxiway or runway. If you see something while on the airside, pick it immediately and dispose of it in a proper trash receptacle. If you see something blow into the movement area, **DO NOT GO INTO THE MOVEMENT AREA** to retrieve the item. Contact **Airport Operations** at **402-661-8070** and an Operations Supervisor will go into the movement area and pick it up.

You can also reduce the possibility of FOD by keeping your vehicle clear of debris both inside and out. If you drive a pickup truck, ensure that all materials contained in the bed are secured and cannot blow out. If you are working with tools, check and re-check the area to make sure you did not accidentally leave any on the ground where it can cause damage.



Image 16.

Special Considerations

Nighttime & Low Visibility Conditions

When driving at night or during inclement weather such as snow, rain, icy conditions and fog, allow extra travel time and drive slower than normal. Exercise extreme caution during these conditions and keep driving to a minimum. Only operate equipment if it is necessary for aircraft operations.



Image 17.



Image 18.

Under winter conditions, lights, signs and markings may be obscured by snow. Braking action will be greatly diminished and all surfaces will be slippery due to the presence of ice, snow, slush and even de-icing fluids. Snow removal equipment may be operating in low visibility conditions and may not see your vehicle. Use extreme caution and remember that there are extra risks present.



Image 19.

Wildlife

Wildlife poses a significant threat to aviation. The airport consists of approximately 2,650 acres and the Missouri River forms the north and east boundary while Carter Lake is located west of the airport. The presence of water, vegetation, agricultural land and structures in the vicinity of the airport serve as attractants for wildlife.

Wildlife strikes cause millions of dollars in damage each year to aircraft in the United States. Such incidents can cause severe injury to airport users, even death. If you see animals on the airside, immediately contact **Airport Operations** at **402-661-8070** so that these hazards can be addressed to ensure the safety of aircraft operations at OMA.



Image 20.

Construction

Extra vigilance is essential when driving on an airport during construction. Normal driving routes may be altered, large equipment may limit visibility, hazards such as open excavation may be present, and operational changes may be required. For all of these reasons, heightened awareness by pilots and drivers alike is required. Additionally, any unsafe practices observed relating to maintenance or construction on the ramp should be reported to **Airport Operations** at **402 661-8070**.



Image 21.

INCIDENTS, ACCIDENTS AND SPILLS

Driving anywhere on the airfield is a privilege that must be taken seriously. Safely operating a vehicle on any of the airport surfaces requires concentration and vigilance. Moving aircraft, high noise levels, bad weather conditions and crowded ramp areas are just a few of the factors that you will likely encounter when operating a vehicle at OMA. Extreme caution must be exercised at all times.

Incident/Accident Reporting

If you see or are involved in an incident/accident, immediately stop and remain at the scene, render reasonable assistance to anyone injured, and report all accidents involving aircraft, motor vehicles, as well as damage to airport property, immediately to the **Airport Communications Center** at **402-661-8200**.

Airport property can include: airfield lighting, signs, fixtures, turf areas, buildings, jet bridges, fencing, etc. Failure to report such incidents shall result in appropriate action taken by the Airport Authority.



Image 22.

Special Consideration for Accidents Involving Parked Aircraft

If you are involved, or observe someone, in an accident involving a parked aircraft, it is critical that the aircraft not be flown until any damage to the aircraft is assessed and repaired as needed. Remember that by not reporting, you could be putting passenger lives in jeopardy.

Medical Emergencies

If there is a need for medical attention, call the **Airport Communication Center** at **402-661-8200** immediately to request medical attention. Note that this number is printed on the backside of every OMA badge. The OMA Aircraft Rescue Fire Fighting (ARFF) Department is stationed on the airfield and will provide a timely response to the emergency. Dialing 9-1-1 is still a viable option, however a quicker response can be obtained through the Communications Center.

Vehicle/Pedestrian Deviation (V/PD)

A V/PD is defined as 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. For example, an unescorted deice truck driving beyond the non-movement area boundary marking at Taxiway Gulf-Five would be a V/PD. If you commit or observe a potential V/PD you must immediately report this to **Airport Operations at 402 661-8070**.

There are numerous ways a V/PD can occur. Often it boils down to a lack of situational awareness which usually combines several of the following potential contributing factors:

- Not following standardized procedures
- Lack of training or internal procedures
- Not understanding the implications of one's actions
- Failure to ask for help when confused
- Failure to utilize the airport diagram
- Unfamiliarity with the airport
- Confusing airport layout or geometry
- Complacency
- Inclement weather and night operations
- Fatigue

The following guidelines can help prevent a surface incident:

- Any distractions (i.e. cell phones, reading materials, radios, passengers talking, etc.) must be eliminated or kept to a minimum
- The driver must know the limits of his or her operating environment
- Operators must always be aware of their surroundings, especially in relation to aircraft operations

In the event a driver enters the movement area by mistake he or she must:

- Stop the vehicle/equipment and regain composure
- Survey the surroundings for aircraft and proximity to a runway
- Cautiously exit the movement area via the quickest route possible
- Never proceed beyond markings, signs, and lighting that mark the boundary of the runway.

These are shown below:



Image 23.



Image 24.



Image 25.

Spills

It is the responsibility of all airport employees to engage in safe driving and fueling practices in order to avoid spills of any hazardous material including petroleum products, de-icing fluid or lavatory waste. If a spill occurs, or if you notice a spill, contact the **Airport Communications Center** at **402-661-8200**. No spill is too small to report. If you are in doubt, the best response is to call.

Fuel and chemical spills are a serious matter and disposal is the responsibility of the airline and fueling agent committing the spill. It is critical to stop the spill from spreading once it happens. Become familiar with your company's spill containment procedures. You must capture all spills with absorbent material so that it can be picked up and disposed of properly.

It is **never** permissible to push the spill into a drain or simply dilute it with water. Timely reporting is critical to prevent further contamination and to secure the scene safely. The **Airport Communications Center** must be notified at **402-661-8200** as soon as you are physically able to do so.



Image 26.

RULES & REGULATIONS

Portions of the Omaha Airport Authority's Rules and Regulations have been excerpted and included here as part of this manual for training and reference purposes but may not be all-inclusive. The Omaha Airport Authority's Rules and Regulations take precedence over this training manual in any case where conflicting guidance is presented.

Interpretation

In the event that an interpretation of any provision of these Rules and Regulations or this training manual is required, the Executive Director, or his designee, shall render such interpretation.

Vehicle and Driver Regulations on the Airside

Drivers

1. No vehicle/ground support equipment shall be operated on the airside non-movement areas unless:

The driver is licensed to operate the class of vehicle by an appropriate state licensing agency or by the driver's employer through a company training/certification program.

The driver has submitted an application for non-movement area driving privileges to the Airport Authority, completed the required training items listed on the application, and been approved for non-movement area driving.

The driver possesses an Airport Authority issued ID badge with the "Authorized Driver" ("D" designation or the vehicle/ground support equipment is under escort according to the following procedures):

- a. If under escort, the person performing the escort must have authorized unescorted access to the area of the escort, and possess and display their ID badge with the authorized driver ("D") designation; and escort ("E") designation as required for a SIDA.
- b. The person performing the escort must be authorized to drive in the area of the escort, and must be operating a vehicle that is authorized in the area of the escort.
- c. Vehicles escorted onto the airside specifically into the secured area must undergo an inspection by authorized Airport Authority personnel prior to entering the secured area.
- d. The vehicle must be escorted back out using the same escort procedures.

2. No person operating or driving a vehicle/ground support equipment on any aircraft ramp shall drive at a speed greater than fifteen (15) miles per hour or at such a rate of speed as to endanger any aircraft, vehicle/ground support equipment or personnel.
3. At Eppley, no vehicle/ground support equipment shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position, except those vehicles/ground support equipment servicing the aircraft. All other vehicles/ground support equipment must drive to the rear of the aircraft and shall pass no closer than twenty (20) feet from any wing or tail section.
4. Passengers enplaning or deplaning aircraft, and moving aircraft, shall have the right-of-way at all times over vehicular/ground support equipment traffic. Vehicle/ground support equipment drivers must yield the right-of-way.
5. No vehicle/ground support equipment shall enter the airside non-movement areas at Eppley Airfield unless clearance and permission has been obtained from the OAA, or the vehicle/ground support equipment is properly escorted.
6. No person shall operate any motor vehicle/ground support equipment which is in such physical or mechanical condition as to endanger persons or property or which, in the opinion of the Executive Director, is an eyesore.
7. No person shall:
 - a. Operate any vehicle/ground support equipment that is overloaded or carrying more passengers than the number for which the vehicle was designed.
 - b. Ride on the running board or stand up in the body of a moving vehicle/ground support equipment.
 - c. Ride with arms or legs protruding from the body of a vehicle/ground support equipment.
8. A guide-man is required whenever the vehicle/ground support equipment operator's vision is restricted.
9. No fuel truck shall be brought into, stored, or parked within 50 feet of any building unless authorized by the Executive Director.
10. Tractor and/or container carriers shall not tow more carts, pods, igloos or containers than are practical, under control, tracking properly, and safe.

11. Vehicles/ground support equipment and other equipment shall be parked only within a tenant's own leased space; or in other approved areas as directed by Omaha Airport Authority personnel.
12. Vehicles shall not be operated under the movable portion of any passenger loading bridge except during emergencies or authorized repair work.
13. Operations under the north and south concourse connectors are restricted to posted heights:

North Connector – 8 ft. 3 inches
South Connector – 13 ft. 0 inches
14. No person shall park a vehicle/ground support equipment in an aircraft parking area, safety area, grass area, or in a manner so as to obstruct or interfere with any aircraft movement area or ramp area.
15. No person shall park, or leave unattended, vehicles/ground support equipment or other equipment that interferes with use of any facility by others, or prevents movement or passage of aircraft, emergency vehicles or other motor vehicles/ground support equipment or equipment.
16. No person shall park a vehicle/ground support equipment or equipment within fifteen feet of a fire hydrant or in such a manner as to prohibit access the fire hydrant by personnel or equipment.
17. No person shall operate a vehicle/ground support equipment or other equipment on the airside non-movement areas while under the influence of alcohol or any drug which impairs, or may impair the operator's abilities.
18. Each vehicle/ground support equipment operator utilizing an airport perimeter (security) gate shall ensure the gate closes behind their vehicle prior to leaving the vicinity of the gate, and shall ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
19. Vehicles/ground support equipment shall not be operated in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person, or threatens damage or destruction to property.

20. No vehicle/ground support equipment shall be driven over any unprotected hose of a fire department without the consent of a fire department official.

Vehicles

1. No vehicle shall be operated on the airside non-movement areas unless it is registered in the State of Nebraska, or is designated as ground support equipment not normally operated on public streets.
 - a. Unless specifically authorized by the Executive Director, motorcycles, bicycles and unicycles are not permitted on the airside areas.
2. All vehicles operated on the airside non-movement areas must have vehicle liability insurance as required by the Executive Director.
3. At Eppley, all vehicles operated on the airside non-movement areas shall be approved by the Executive Director. These vehicles shall be marked with the tenant company's logo or be of such configuration that its purpose as an aircraft or airport support vehicle is obvious.
4. Carts and all non-motorized equipment being towed or moved after darkness shall have reflectors, rear lights and /or reflective tape visible from a 360 degree circle around them.
5. No vehicle shall be permitted on the airside non-movement areas unless:
 - a. It is properly marked as outlined in Section 5.9(B) (3) above.
 - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
6. From sunset to sunrise, and during inclement weather resulting in periods of low visibility (snow, rain, fog, etc.):
 - a. All motorized ground support equipment shall utilize headlights and tail lights.
 - b. All authorized company vehicles shall utilize headlights and tail lights and be equipped with an operating rotating amber beacon or equivalent, which is visible for 360 degrees around the vehicle.

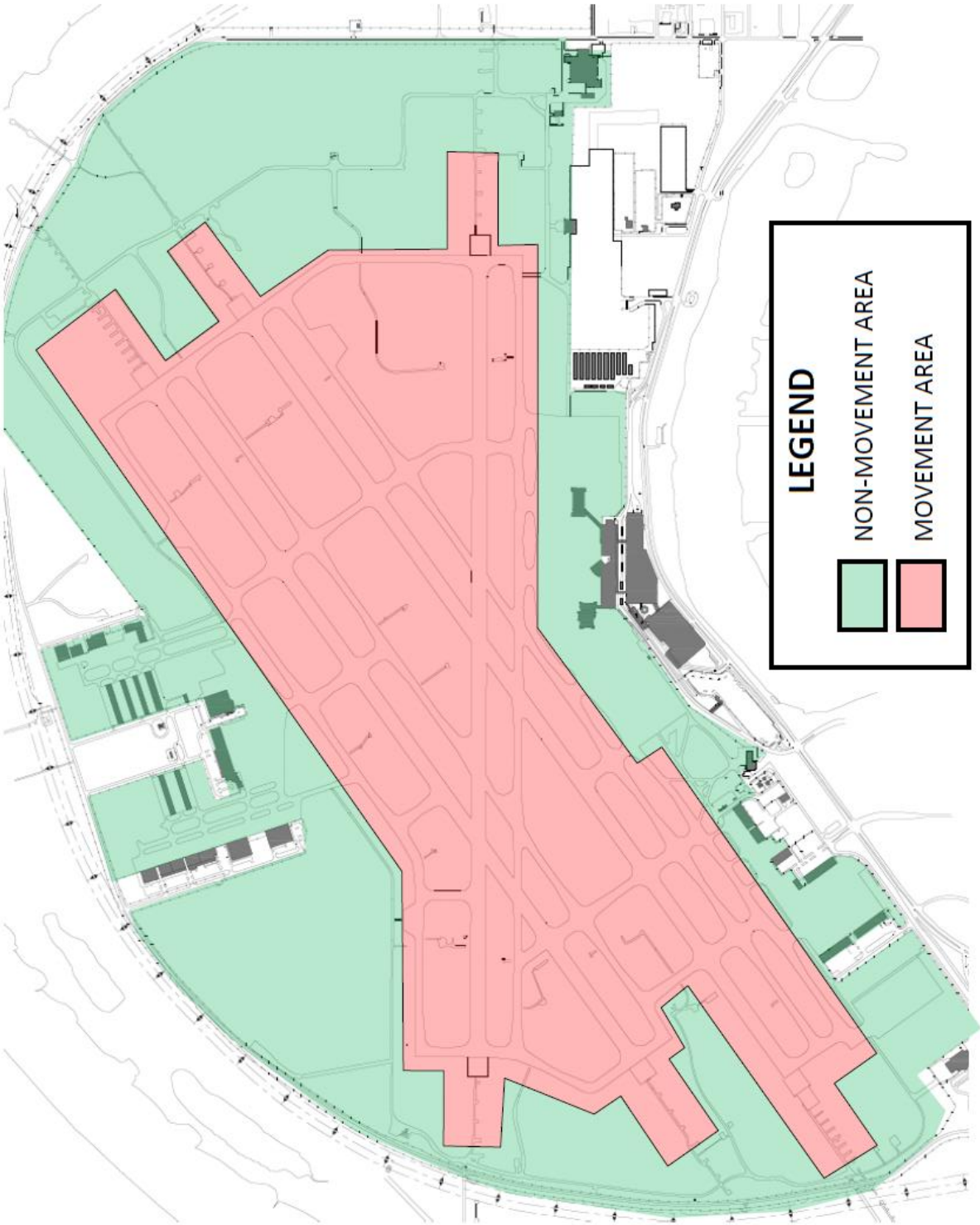
Violation of Rules - Penalties and Suspension of Driving Privileges

Any person, who does not comply with any of the provisions of the OAA Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by the OAA in addition to the penalties described pursuant to Federal, state, or local authorities.

1. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges and/or revocation of airside driving privileges. Receipt of three written warnings by an operator of a vehicle in any twelve month period will automatically result in suspension of airside driving privileges. Receipt of four written warnings in any twelve month period will automatically result in revocation of airside driving privileges.
2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the OAA reserves the exclusive right to assess any penalty it deems appropriate at any given time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
3. Suspension of airside driving privileges shall be no less than seven (7) calendar days; and no greater than thirty (30) calendar days.
4. The OAA will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

DIAGRAMS

Non-Movement Area vs Movement Area



Entire Airfield



LEGEND

- Non-Movement Area Boundary Marking
- Vehicle Access Road Stop Bars
- Entire Airfield Driving Routes

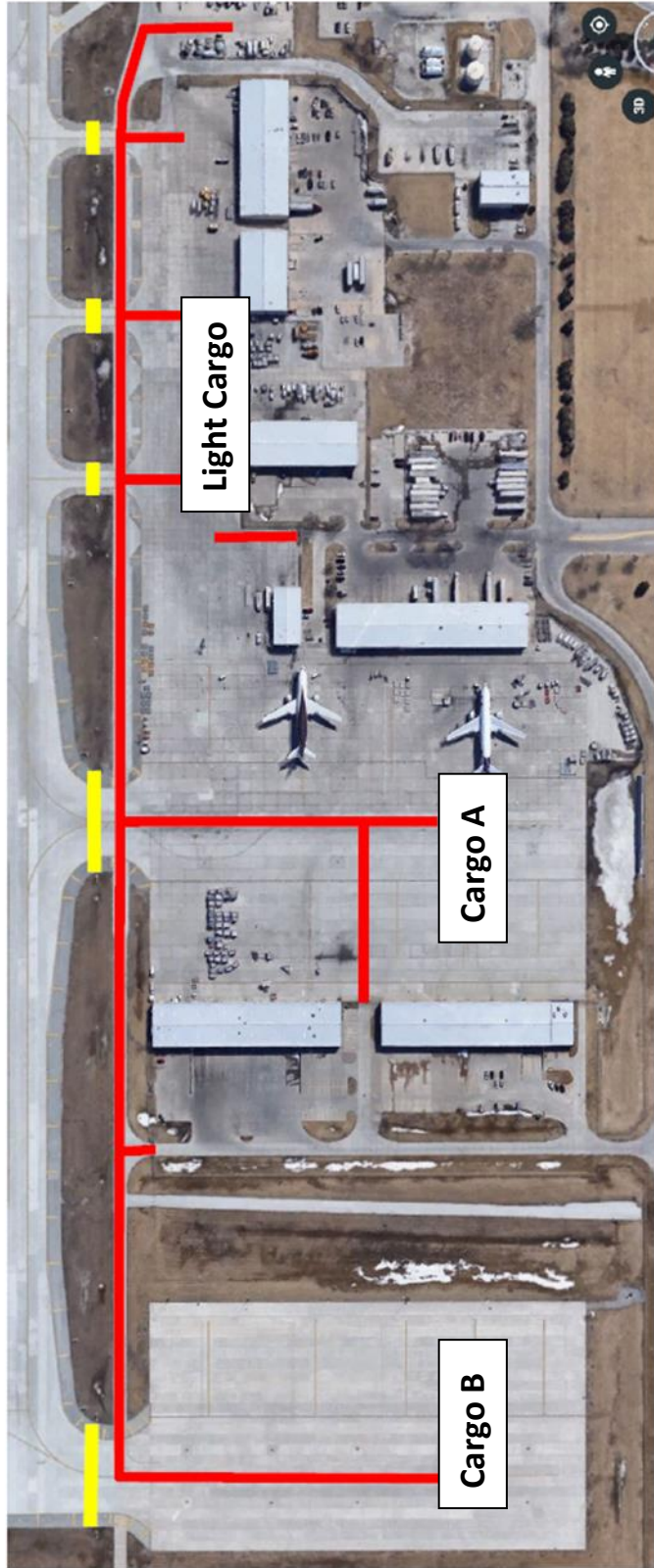
West Side Terminal and Cargo Ramps



LEGEND

- Non-Movement Area Boundary Marking
- Vehicle Access Road Stop Bars
- West Side Non-Movement Area Driving Route

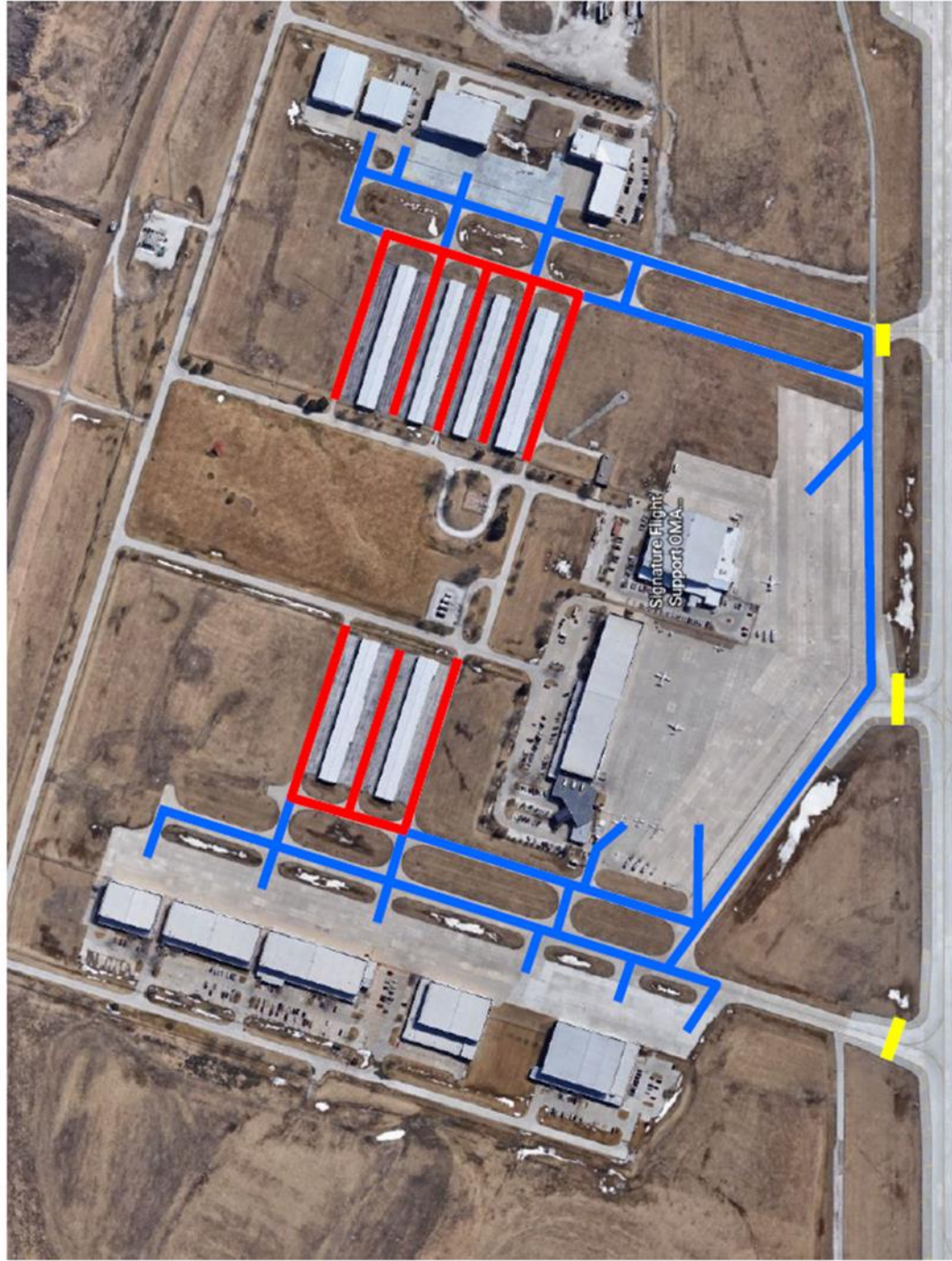
Cargo Ramps



LEGEND

-  Non-Movement Area Boundary Marking
-  West Side Cargo Non-Movement Area Driving Route

East Side General Aviation



LEGEND

- Non-Movement Area Boundary Marking
- FBO Driving Routes
- T-Hangar Tenant Driving Routes including FBO Driving Routes

Omaha Airport Authority Non-Movement Area Drivers Training Checklist

General Training

- ☐ Explain the authorized driving limits to the individual
- ☐ Give way to:
 - ☐ all aircraft
 - ☐ emergency response vehicles
 - ☐ snow removal equipment
- ☐ Speed limits (15 mph vs. 25 mph)
- ☐ Signs of an aircraft pushing from a gate (especially Gates 1-8 & 14-18)
- ☐ Maintain situational awareness
- ☐ Avoid distractions
- ☐ Report all incidents/accidents to the Airport Authority (402) 661-8100
- ☐ Beacon requirements

West Side Non-Movement Area Drivers (check applicable areas)

- ☐ *Terminal Ramp* ☐ *South Ramp* ☐ *North Ramp* ☐ *Light Cargo* ☐ *Cargo A* ☐ *Cargo B*

Trainee was physically shown:

- ☐ **ALL** non-movement area boundary markings in the areas checked above
- ☐ Intermediate holding position marking
- ☐ Taxiway edge markings (solid and dashed)
- ☐ Taxiway centerline marking
- ☐ Access road stop bar marking
- ☐ Access road zipper marking

East Side

Trainee was physically shown:

- ☐ Non-movement area boundary markings at TWYs L1, L2 and L3
- ☐ Intermediate holding position marking
- ☐ Taxiway edge markings (solid and dashed)
- ☐ Taxiway centerline marking

Entire Non-Movement Area (roadways between east and west side)

Trainee was physically shown:

- ☐ All aircraft pavement markings listed above
- ☐ Markings and signage at each access road/movement area intersection

Applicant was trained on the information described above on _____
(Date)

Certified Trainer Printed Name & Signature: _____

Trainee Printed Name & Signature: _____