



TUCSON INTERNATIONAL AIRPORT (TUS)
AIRSIDE DRIVING
RULES & REGULATIONS

**TUCSON INTERNATIONAL AIRPORT
AIRSIDE DRIVING RULES AND REGULATIONS
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REVISION INDEX

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1	09/27/12	All	Plan Creation
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3	05/30/13	29-32	Title change Acting Director
4	03/23/14	28-32	Title changes
5	04/17/15	30-36	Department name change
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TUCSON INTERNATIONAL AIRPORT AIRSIDE DRIVING RULES AND REGULATIONS

1. Purpose

To provide direction and effective practices for Ground Vehicle access and operations within the Airside of the Tucson International Airport (TUS), controlled and operated by the Tucson Airport Authority (TAA).

2. Statement

According to the Federal Aviation Administration (FAA), every year there are accidents and incidents involving aircraft, pedestrians, and Ground Vehicles at airports that lead to property damage and injury. A number of contributing factors exist that lead to such events and make it necessary for airports to have effective Ground Vehicle operations plans and airfield driving rules and regulations. Such rules and regulations are designed to promote safety by helping to identify authorized areas for Vehicle operation, outlining Vehicle identification systems, addressing Vehicle and Driver training and operating requirements, coordinating construction, maintenance, and emergency activities, and providing administrative penalties for violations.

3. Authority

The Tucson Airport Authority (TAA) is an independent authority formed on April 12, 1948 by State Charter. The TAA is the governing body for Tucson International Airport (TUS), a Class I Airport certified as a Part 139 designated airport by the Federal Aviation Administration (FAA) under 14 CFR 139.

4. Applicability

These Airside Driving Rules and Regulations (Rules and Regulations) apply to **ALL** users of, and any person on any portion of, the Airside at TUS. These Rules and Regulations are in addition to applicable federal, state and local laws, which remain in full force and effect and are in accordance with Federal Aviation Regulations (FAR) Part 139, Section 329 – Pedestrians and Ground Vehicles.

5. Definitions

The following words and phrases when used in these Rules and Regulations shall have the meanings given below:

- 5.1 Accident** – a collision or other incident between one aircraft or Vehicle and another aircraft, Vehicle, person, or object that results in property damage, personal injury, or death.

- 5.2 Administrative Review Panel** – a panel that consists of three (3) Tucson Airport Authority (TAA) director-level or above employees, or their designees,

convened to review driver violations where points and penalties may be assessed.

5.3 Air Carrier Apron – an apron for air carriers. Only Authorized personnel and vehicles may operate on this apron. Unauthorized vehicles and aircraft are prohibited from operating on it.

5.4 Air Operations Area – an area that includes paved or unpaved areas used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport.

5.5 Air Traffic Control Tower (ATCT) – a service operated by the Federal Aviation Administration (FAA) to promote the safe, orderly, and expeditious flow of air and Airside ground traffic, commonly referred to as the Tucson Tower or the Tower.

5.6 Aircraft – a device that is used or intended to be used for flight in the air.

5.7 Airport – Tucson International Airport Facility, a federally certificated commercial service airport, operated by the Tucson Airport Authority, including all improvements, facilities and equipment existing or to be developed.

5.8 Airport Communications Center (ACC) – the TAA department that communicates and disseminates emergency and non-emergency information to units or

individuals with an operational need to know, assists tenants and the general public by providing general information.

- 5.9 Airside** – those areas of the Airport that support aircraft operations, including Movement Areas, Non-Movement Areas, the Air Operations Area (AOA), aircraft parking areas, loading ramps, safety areas, and all adjacent areas, as depicted on Exhibit A.

- 5.10 Airside Operations** – the TAA Department responsible for FAA FAR Part 139 compliance. Airside Operations is responsible for maintaining Part 139.329 – Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports. The Airside Operations Department also enforces FAA rules and regulations for NFPA regulations, OSHA rules and regulations, TUS/RYN Minimum Standards, and TUS/RYN Rules and Regulations.

- 5.11 Airside Operations Officer** – the position title of personnel assigned to the TAA Airside Operations Department.

- 5.12 Apron** – a defined area on the Airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

- 5.13 Arizona Air National Guard (AZANG)** – 162nd Fighter Wing (162FW) is a premier international F-16 fighter pilot training unit located at Tucson International Airport (TUS). It is the largest ANG

fighter wing in the country and resides on 94 acres adjacent to the Tucson International Airport. AZANG operates at TUS through-the-fence.

- 5.14 Consecutive Calendar Months (CCM)** – refers to the calendar month as a whole. Example: 12 CCM training that occurred on January 4, 2016 will be due by January 31, 2017.
- 5.15 Driver** – any person who is in actual physical control of a Ground Vehicle.
- 5.16 Escort** – a person authorized by the TAA to operate on the Movement Area or Non-Movement Area as an escort, and is responsible for accompanying, monitoring, directing and controlling the actions of another Driver, and who does not hold a valid TAA driving privilege or endorsement; driver escorts can only escort in an area they are authorized to drive in.
- 5.17 Fixed-Based Operator (FBO)** – a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.
- 5.18 Flight Service Station (FSS)** – air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations; relay

air traffic control clearances; originate Notices to Airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDs. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of trans-border flights.

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

5.20 General Aviation (GA) – that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

5.21 Ground Vehicle – all vehicles or conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

5.22 ILS Critical Area – the Instrument Landing System (ILS) critical area is provided to protect the signals of the localizer and glideslope.

5.23 Jet Blast – jet engine exhaust or propeller wash (thrust stream turbulence).

5.24 Law Enforcement Officer (LEO) – any person vested with police power of arrest under Federal, state,

county, city or the TAA and identifiable by uniform, badge and/or other indications of authority.

- 5.25 Light Gun** – a hand held, directional light-signaling device that emits a bright narrow beam of white, green or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or Vehicle actions where radio communications is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.
- 5.26 Mobile Fueler** – a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at an airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 5.27 Movement Area** – the runways, taxiways, safety areas and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and parking areas. The Movement Areas are depicted on Exhibit A.
- 5.28 Non-Movement Areas** – the area, other than described as the Movement Area, used for the loading, unloading, and parking of aircraft. This may include the apron areas, and on-airport fuel farms. These areas include: taxilanes, aprons, the Perimeter Road and other designated roadways, and other areas not under the control of the Air Traffic Control

Tower (ATCT). The Non-Movement Area is depicted on Exhibit A.

- 5.29 Operator** – any person who is in actual physical control of an aircraft or a motor vehicle.
- 5.30 Owner** – a person who holds the legal title of an aircraft or a motor vehicle
- 5.31 Perimeter or Service Road** – a designated roadway for Vehicles in a Non-Movement Area. The primary Airport perimeter road is depicted on Exhibit A.
- 5.32 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.
- 5.33 Restricted Areas** – areas of the airport posted to prohibit or limit entry or access by the general public; all areas other than public areas.
- 5.34 Runway** – a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 5.35 Runway Incursion** – any occurrence at the Airport involving the incorrect presence of an aircraft, Vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

- 5.36 Runway in Use or Active Runway** – any runway or runways currently being used by aircraft for takeoff or landing. When multiple runways are use, they are all considered active runways.
- 5.37 Runway Safety Area (RSA)** – a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes (typically 250 feet off the runway centerline and 1,000 feet off each end, or as required) in the event of an excursion, overshoot, or undershoot from the runway. Note: Guidance for RSA is located in AC 150/5300-13A, *Airport Design*.
- 5.38 Security Identification Display Area (SIDA)** – the Security Identification Display Area (SIDA) refers to portions of an airport, specified in the Airport Security Program, in which security measures required by regulation must be carried out. This area includes the security area and may include other areas of the airport. The SIDA area is where all employees must present his/her airport issued ID and Personal Identification Number at the Proximity Card Reader located at each SIDA gate and displays the ID above the waist at all times. Each passenger in a Vehicle is required to swipe his/her airport- issued ID and enter his/her PIN. After entering the SIDA, all persons are required to stop at the designated stop area and wait for the gate to close completely.
- 5.39 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.

- 5.40 TAA Representative** – any person authorized by the Tucson Airport Authority (TAA) to direct or coordinate driver safety at the Airport, including but not limited to TAA Police and Airside Operations Officers.
- 5.41 Taxiways** – those parts of the Movement and Safety Areas designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 5.42 Tenant Leased Area** – TAA tenants, and their employees, who are authorized to operate a Vehicle within the tenant’s leased premises and such other portions of the Non-Movement Area necessary for direct access to and from such leased premises.
- 5.43 Tie Down Area** – an area used for securing aircraft to the ground.
- 5.44 Tucson Airport Authority (TAA)** – The Tucson Airport Authority (TAA) is a nonprofit organization created to manage Tucson International Airport and general aviation reliever airport, Ryan Airfield. TAA was formed by Arizona state charter in 1948 with the mission of promoting air transportation and commerce in the state and maintaining the airfields' runways and other facilities. The Authority is comprised of 115 community volunteers, with a nine-person Board of Directors overseeing policy decisions. The TAA is the

certificated operator of Tucson International Airport, a federally certificated commercial service airport.

- 5.45 UNICOM** – a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

- 5.46 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).

- 5.47 Vehicle Service Road** – a designated roadway for vehicles in a Non-Movement Area.

- 5.48 Very High Frequency Omnidirectional Range (VOR)** – a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.

- 5.49 Wake Turbulence** – phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

6. Driver Requirements

6.1 Training Exemption

No person is exempt from airport operating training requirements for operating a Vehicle on the Airside.

6.2 All Drivers - Requirements

a. **Valid Driver's License.** Drivers must have and maintain a valid state vehicle operator's license. Upon application for a TAA driving permit, each Driver must provide to TAA:

- i. His/her state-issued license; and,
- ii. A current Motor Vehicle Record (MVR) from the applicable state licensing agency showing that the license is valid and in good standing (a copy of the Driver's 36 month MVR is available from the Arizona Motor Vehicle Division will meet this requirement). Drivers are required to provide an MVR for reinstatement after a revocation or accident to a member of the Airside Operations Department.

b. **TAA Driving Authorization.** Each Driver on the Airside must carry and display as required by TAA, the applicable TAA-issued badge that identifies the Driver as authorized to operate within one of the areas listed below:

i. Non-Movement Area

ii. Movement Area

No Driver shall operate a Vehicle outside of the area(s) expressly authorized by TAA Airside Operations, as indicated on the Driver's TAA-issued badge. For clarifying questions, please call TAA Airside Operations at (520) 573-8190.

c. **Fuel Trucks.** Drivers operating fuel trucks must successfully complete an FAA and TAA Airside Operations - approved aviation fuel training course in fire safety at least once every twenty-four (24) CCM. Each Driver must provide the TAA Airside Operations with a copy of the training course certificate. A list of approved courses is available from the TAA Airside Operations upon request.

d. **Aircraft Taxiing and Towing Aircraft.** The owner/operator must ensure the person is trained by the owner or aircraft operator to start, run, taxi, or tow that particular kind of aircraft. When towing an aircraft with a "Towbarless Tractor," to guard against if the tow bar breaks, there should be a trained person in the cockpit that can stop the aircraft. Company training must be completed every twelve (12) CCM. Each Driver must provide the TAA Airside Operations with a copy of the training course certificate. **Towing aircraft are not allowed in the Movement Area without a proper escort and coordinated through Airside Operations.**

6.3 Tenant Leased Area

- a. **Applicability.** This section applies to TAA tenants, and their employees or other permitted users, who are authorized to operate a vehicle within the tenant's leased premises and such other portions of the Non-Movement Area necessary for direct access to and from such leased premises. Tenant vehicles that access any part of the Non-Movement Area must provide the TAA with correct insurance coverages, have access routes approved by TAA Airside Operations, and properly mark and maintain company owned vehicles. No Privately Owned Vehicles (POVs) are allowed to drive outside of the Tenant leased area.

- b. **Training and Testing.** In order to obtain Tenant Leased Area driving authorization, the Driver must complete the Non-Movement Area Driver's training program as directed by TAA Airside Operations. Such training may include an interactive computer program, classroom instruction, practical driving test or such other methods or materials approved by TAA Airside Operations. Each Driver must also successfully pass a test approved by TAA Airside Operations to demonstrate the Driver's knowledge of the Airport, including the Airside, and the requirements of these Rules and Regulations.

- c. **Additional Training.** TAA Airside Operations may require a Driver authorized to drive in the Tenant Leased Area to attend remedial training following a

violation, Accident or other incident, or if TAA Airside Operations otherwise determines that such remedial training is necessary.

6.4 Non-Movement Area

- a. Applicability. This section applies to each Driver that operates a Vehicle in the Non-Movement Area, including the perimeter road, and apron areas as depicted on Exhibit A.
- b. Training and Testing. In order to obtain authorization to drive in the Non-Movement Area, the driver must provide proof of operational need to drive in the Non-Movement Area and the Driver must complete the Non-Movement Area Driver's training course as directed by TAA Airside Operations. Such training may include an interactive computer program, classroom instruction, or such other methods or materials approved by TAA Airside Operations. Each Driver must also successfully pass a test approved by TAA Airside Operations to demonstrate the Driver's knowledge of the Airport, including the Airside, and the requirements of these Rules and Regulations.
- c. Additional Training. TAA Airside Operations may require a Driver to attend TAA-provided remedial training following a violation, Accident or other incident, or if TAA otherwise determines that such remedial training is necessary. In order to maintain authorization to drive in the Non-Movement Area, each Driver must attend TAA Airside Operations

approved Driver's training and pass the required test at least once every twelve (12) Consecutive Calendar Months (CCM).

6.5 Movement Area

- a. **Applicability.** This section applies to each Driver that operates a Vehicle in the Movement Area of the Airside, including the runways, taxiways and safety areas, as depicted on Exhibit A. An applicant, with an operational need to drive in the Movement Area, must have a demonstrated ability to read, speak and understand the English language so the Driver can communicate with the Air Traffic Control Tower (ATCT) and understand ATCT instructions, via two-way radio while on the Movement Area.
- b. **Limitation.** Only qualified employees of TAA, FAA or the AZANG will be eligible to obtain authorization to drive in the Movement Area and are allowed unescorted access to the Movement Areas.
- c. **Training and Testing.** In order to obtain authorization to drive in the Movement Area, the Driver must complete Driver's training to learn the rules for driving on the Airside, including the Movement Area, as directed by TAA Airside Operations. Such training may include an interactive computer program, classroom instruction, practical training on the airfield or such other methods or materials approved by TAA Airside Operations. Each Driver must also successfully pass a test approved by TAA Airside

Operations to demonstrate the Driver's knowledge of the Airport, including the Airside, traffic, safety rules for the Movement Area, effective two-way radio communications technique and the requirements of these Rules and Regulations. This test may include a driving test on the airfield during both daytime and nighttime operations. Annual recurrent training is required for personnel with access to the Movement Area.

- d. Additional Training. TAA Airside Operations may require a Driver to attend TAA Airside Operations provided remedial training following a violation, Accident or other incident, or if TAA otherwise determines that such remedial training is necessary.
- e. To maintain authorization to drive in the Movement Area, each Driver must attend TAA Airside Operations - approved Driver's training and pass the required test at every twelve (12) CCM.
- f. Safe and Efficient Operation. TAA Airside Operations may deny an applicant's request to drive in the Movement Area where the interests of the traveling public and the safe and efficient operation of the Airport are best served by such denial.

6.6 Expiration

- a. TAA-issued driving area authorization shall expire at 12:01 a.m. on the date specified on the Driver's badge, or when a Driver's employment with TAA or any of TAA's tenants' ends, or when a Driver's

authorized access to the Airside of the Airport is otherwise terminated.

6.7 Current Information; Obligation to Report

- a. Each Driver must keep TAA Airside Operations informed of a current address and telephone number and must report all changes in address or telephone number to TAA within seven (7) calendar days of the change.
- b. Each Driver and, if applicable, the Driver's employer must inform TAA Airside Operations of any changes in employment or job responsibility that may affect the Driver's TAA driving privileges within seven (7) calendar days of the change.
- c. Each Driver must immediately report any type of Accident, Surface Incident, Deviation or Runway Incursion to the TAA Airport Communications Center (ACC) and TAA Airside Operations. Failure to do so may result in permanent revocation of Airside driving privileges (Reference Section 9 – Accidents Reports; Notice, for additional information).
- d. Each Driver must immediately report to TAA Airside Operations any suspension or revocation of his/her state-issued driver's license.

7. Vehicle Requirements

7.1 Compliance Checks

- a. TAA may, from time to time, conduct spot checks of Vehicles and Drivers using the Airside for compliance with the Vehicle and Driver requirements of these Rules and Regulations. Compliance checks can be performed by the TAA Airside Operations, Airport Police Department, Airport Fire Department, Airport Maintenance Department and/or Airport Planning & Development Department.
- b. Vehicles operated on the Airside shall meet the following requirements:
 - i. All Vehicles shall be in sound mechanical condition with unobstructed forward and side vision from the driver's seat. Sound mechanical condition means that the vehicle is safe for driver use, and includes and is not limited to, a functional engine that does not emit smoke or exhaust, that brakes function properly and do not grind, squeal or smoke when the driver attempts to slow or stop the vehicle, that the steering wheel and any shift mechanisms function properly so the driver can maintain control of the vehicle, headlights and/or tail lights are fully operational, tires are in good condition and there are no leaking fluids.

- ii. Vehicles operating in the Non-Movement Area shall be equipped with an approved operating steady yellow beacon located on the highest point of the Vehicle or otherwise visible from 360 degrees around the Vehicle (refer to FAA Advisory Circular 150/5210-5 – Painting, Marking, and Lighting of Vehicles Used on an Airport). All Movement and Non-Movement vehicles must be in compliance by September 1, 2016.
- iii. Vehicles operating in the Movement Area shall be equipped with an operating rotating beacon or approved equivalent (which may include flashing lights on an authorized emergency Vehicle) located on the highest point of the Vehicle or otherwise visible from 360 degrees around the Vehicle. Such lights must be activated when operating on the Movement Area.
- iv. All aircraft refueling Vehicles and any other Vehicle eight (8) feet or more in width shall be equipped with an operable flashing beacon or approved equivalent.
- v. Vehicles shall use operating lights and appropriate beacon type sunset to sunrise.
- vi. Carts or equipment being towed or carried after sunset must have side and rear reflectors, or rear lights.

- vii. Service Vehicles and fuel trucks shall carry the appropriately rated and inspected (and current) fire extinguishers.

7.2 Vehicle Deficiencies

- a. TAA Airside Operations may issue an Airside Operations Warning Notice or an Administrative Notice of Violation to a Driver operating a Vehicle that is not in compliance with these Rules and Regulations. Should the Vehicle be a company-owned vehicle, the company owner will be notified and also may be subject to the Administrative Notice of Violation. In the event that the Administrative Notice of Violation is issued for any unsafe or dangerous Vehicle condition, as determined by TAA Airside Operations, the Vehicle will not be allowed to operate on the Airside until the deficiency has been corrected, and re-authorized by the TAA Airside Operations to return to service on the airfield.

7.3 Vehicle Identification

- a. Vehicles operating on the Movement Area and Non-Movement Area must be properly marked, as outlined in the most current FAA Advisory Circular 150/5210-5, Painting, Marking, and Lighting of Vehicles Used on an Airport. Vehicles must display a TAA-approved company logo that is at least 10" x 10" and is placed on the driver and passenger sides of the Vehicle. This requirement does not apply to a tenant's personal Vehicle operated pursuant to

the Tenant Leased Area authorization for use within the tenant's exclusive leased premises. Personal Vehicles operating on the Tenant Leased Area must have a placard on the dashboard no smaller than 8 ½" X 11" identifying their Landlord. **The Placard must be displayed at all times while inside the AOA.** Personal Tenant Vehicles are not allowed to drive outside of the Tenant Leased Area and the Perimeter Road without approval by the TAA Airside Operations Department. (Note: Contractors with an operational need to drive on the Non-Movement Area and Movement Area must adhere to the Ground Rules for Construction, which is issued by the TAA Planning and Development Department).

- b. Vehicles operating in the Movement Area and Safety Areas shall be equipped with an operating yellow rotating beacon or approved equivalent as specified by Advisory Circular 150/5210-5D – Painting, Marking, and Lighting of Vehicles Used on an Airport (which may include orange/white flag on construction vehicles or flashing lights on an authorized emergency Vehicle). Beacons will be located on the highest point of the Vehicle or otherwise visible from 360 degrees around the Vehicle. Such lights must be activated when operating on the Movement Area. Vehicles operating in the Non-Movement Areas shall be equipped with an operating steady beacon.

8. Operating Requirements

8.1 Driving Rules

- a. No Driver shall enter the Airside unless authorized by TAA Airside Operations (by means of a TAA-issued badge with a driver's authorization) or unless the Driver's Vehicle is under escort. Each Driver shall operate on the Airside only in those areas he/she has been expressly authorized to access by TAA Airside Operations, as indicated on their TAA-issued badge.
- b. All Vehicles operated on the Airside must have vehicle liability insurance as required by TAA. All vehicle liability insurance questions should be directed to the Tucson Airport Authority at 520.573.8100.
- c. All Vehicles that fail to provide insurance upon request or report changes to insurance will not be allowed to operate on the Airside until proof of insurance has submitted and re-authorized by the TAA Administration in order to return to service on the airfield.
- d. Situational Awareness will be maintained at all times on the airside.
- e. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle Drivers must yield the right-of-way.

- f. No Vehicle shall pass another Vehicle in a designated roadway.
- g. No Vehicle shall pass between an aircraft and the passenger terminal when the aircraft is parked at a gate position except those Vehicles servicing the aircraft. All other Vehicles must drive to the rear of the aircraft and shall pass no closer than one-hundred (100) feet from any wing or tail section.
- h. Runway crossings should occur at the departure runway end rather than the midpoint whenever possible. This provides an aircraft more time to react if there is a Vehicle Incursion.
- i. Unless under proper escort, Drivers shall not enter the Movement Area or cross runways unless the Driver has received required training and authorization from TAA Airside Operations to operate in the Movement Area. All airport Vehicles shall utilize the airport perimeter and service roads to move between areas on the airport. Except for Drivers under approved escort, each Driver entering the Movement Area shall:
 - i. Have a valid TAA-issued Access Control badge with authorization to drive in the Movement Area; and,
 - ii. Have an operable two-way radio, be in communication with the ATCT, and obtain

clearance from the ATCT to enter the Movement Area.

j. If a Driver requires an escort while on the Movement Area, a proper escort must be maintained at all times. If a proper escort is not maintained, the person escorting and the person being escorted can be assessed a driving and/or security violation.

k. No person shall:

i. Operate any Vehicle that is in such physical or mechanical condition as to endanger persons or property;

ii. Operate any Vehicle that is overloaded or carrying more passengers than the Vehicle was designed to carry;

iii. Ride on the running board or stand up in the body of a moving vehicle;

iv. Ride with arms or legs protruding from the body of a Vehicle except when the Vehicle was designed for such use;

v. Request permission and/or an escort to cross the Movement Area for the purpose of convenience or to expedite travel time. Service roads will be used when there is not an operational need to be in the Movement Area.

- vi. Carry or use smoking materials while on the airside (cigarettes, electronic cigarettes, lighters, matches, or any other device that may produce a spark or flame).
- l. A vehicle guide person is required whenever the vision of the Driver is restricted.
- m. No fuel truck shall be brought into, stored, or parked within fifty (50) feet of a building. Fuel trucks must not be parked within ten (10) feet of other Vehicles.
- n. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- o. No Driver shall operate a Vehicle or other equipment within the Airside under the influence of alcohol, controlled substance or any drug that impairs, or may impair, the Driver's abilities to drive safely and maintain control of his/her vehicle. (Note: Failure to comply will result in immediate revocation of driving privileges)
- p. Each Driver using an airport perimeter (security) gate shall ensure the gate closes behind the Vehicle prior to leaving the vicinity of the gate. The Driver shall also ensure no unauthorized Vehicles or persons gain access to the Airside while the gate is open. Failure to follow these procedures will result in a security violation and may result in an Airside Operations Warning Notice.

- q. Drivers shall not operate Vehicles 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 may result in damage or destruction to property.
- r. Each Driver is responsible for the activities of each Vehicle passenger on the Airside of the Airport. Failure to follow these procedures will result in both Driver and Passenger being assessed points.
- s. No person shall leave the scene of an Accident until authorized by a TAA Representative.
- t. No person shall flee or attempt to elude a TAA Representative.
- u. No person shall drive or park a Vehicle under a passenger loading bridge at any time.

8.2 Speed Limits

- a. Unless otherwise posted, all Vehicles, except Emergency Vehicles, and TAA Airside Operations Vehicles must operate within the posted speed limit.
- b. All Drivers must be aware of their speed when driving near actual and potential hazards or traffic or at a speed that is reasonable and prudent under the conditions.
- c. Baggage make-up area is a congested place, use extreme caution while driving in this area. Vehicles







utilizing the baggage make-up area without an operational need to be in the area or using the area to expedite travel may be assessed points.

8.3 Traffic Control

- a. Drivers shall obey all posted regulatory markings, traffic signals, and all instructions of a TAA Representative, the ATCT or any other designated person charged with traffic control and enforcement. (Note: The ATCT does not control access privileges to the Movement Area and will not be held responsible for person(s) requesting permission to enter a Movement Area).

If the Vehicle's two-way radio should fail, you must communicate with the ATCT as follows:

Step 1:	Turn Vehicle toward the ATCT.
Step 2:	Flash Vehicle head lights.
Step 3:	Wait for the ATCT to signal directions via Light Gun.

ATCT Light Gun Signals	
Color	Meaning
Steady Green	Clear to Cross, Proceed or Go
	
Flashing Green	Not Applicable to Vehicles
	
Alternating Red/Green	Exercise Extreme Caution
	
Steady Red	STOP
	
Flashing Red	Clear Runway/Taxiway Immediately
	
Flashing White	Return to starting point of airport
	

8.4 Additional Safety Regulations

- a. All Drivers and passengers shall wear seat belts, if available.
- b. No person may transport passengers in any Vehicle unless that Vehicle is equipped with a seat intended for use by a person other than the Driver. A minimum of one (1) seat per passenger shall be provided.
- c. No person or vehicle shall litter or cause FOD. All Movement and Non-Movement Area drivers will pick up and properly dispose of FOD seen in Movement and Non-Movement Areas. Immediately report any person or vehicle observed littering or creating a FOD hazard to TAA Airside Operations at 573-8190.
- d. All-Terrain Vehicles (ATV's) may be used only for transportation, i.e., driving to and from hangars or other facilities, and construction. No person shall operate an ATV in a recreational manner.
- e. The recreational use of three-wheelers, scooters, mini-bikes, go-carts, roller skates/blades, skateboards and bicycles are not permitted. Recreational use of the Perimeter Road (e.g., jogging, tours, or sightseeing) or any other Airside area is also prohibited.
- f. The use of cell phones while driving in the Movement and Non-Movement Areas is prohibited.

Situational Awareness shall be maintained at all times.

Exception: A driver may use a cell phone for official business and only if their vehicle is stopped.

Example: When requesting assistance from the Airport Communications Center (ACC) at a Security Identification Display Area (SIDA) entry point, or if the driver has stopped their vehicle in a location that does not impede other vehicular traffic from operating safely around their location.

Best practice is to exit the Movement Area or any surface that aircraft operate within before using a cell phone or other mobile electronic device.

Except for approved ground radios or radios used for official or business communications, all radios or other music or sound producing devices must be turned off, and the use of portable headphones, or other listening devices while operating a Vehicle is prohibited. Nothing herein is intended to prevent the use of adequate ear protection while operating on the Airside of the Airport.

8.5 Parking

- a. No Vehicle shall be stopped, permitted to stand, or parked except in designated parking areas, other areas designated by TAA Airside Operations, or when in compliance with the direction of a TAA Representative or traffic control device.

- b. No person shall park a Vehicle within an area so as to restrict the movement of a passenger loading bridge or aircraft, or be parked under any passenger loading bridge at any time.
- c. When not serving aircraft or undertaking their intended functions, apron Vehicles and equipment shall be parked only in approved areas.
- d. No person shall park a Vehicle in an aircraft parking area or safety area, or in a manner that obstructs or interferes with operations in the aircraft Movement Area or apron area.
- e. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other vehicles or equipment.
- f. No person shall park a Vehicle or equipment within fifteen (15) feet of a fire hydrant or in a manner that prohibits an Emergency Vehicle from accessing the fire hydrant.

8.6 Removal of Vehicles

- a. TAA Representatives may cause any Vehicle left on the Airside in violation of these Rules and Regulations to be removed and towed at the owner's expense.

8.7 Emergency Vehicles

- a. All Drivers shall immediately yield the right-of-way to an emergency Vehicle giving an audible or visual signal or as otherwise directed by a TAA Representative.

9. Enforcement

9.1 Airside Operations Warning Notice

- a. TAA Airside Operations may, in their reasonable discretion, issue Airside Operations Warning Notices for violations that do not immediately endanger people or property. If a Driver is issued three (3) warnings for the same violation during a twenty-four (24) month period, the warnings will be treated as a violation and points will be assessed accordingly. The Driver will be assessed points for the twenty-four (24) month period beginning on the date of the third warning.

9.2 Violations, Penalties, and Suspensions

- a. **Violations.** TAA Airside Operations may issue an Administrative Notice of Violation to any person and assess penalties as set forth herein for any of the following:

- i. Violations of these Rules and Regulations or any laws or regulations expressly incorporated herein, including FAR Part 139 (14 CFR 139);
 - ii. Violations while on Airport property of any federal, state or local law for which a criminal penalty may be imposed; and,
 - iii. Any other action that compromises safety, as determined by TAA Airside Operations.
- b. **Penalties.** Points will be assessed against a Driver for any notice of violation in accordance with Exhibit B. Points are assessed as of the date of the violation, and will remain on the person's Airside driving record for twenty-four (24) CCM. TAA Airside Operations may review and amend Exhibit B as required to comply with any federal, state or local law or regulation or as TAA Airside Operations otherwise deems necessary to ensure the safety and efficiency of the Airport. Notice shall be provided as required in Section 9.4.a – 9.4.b.
- c. **Suspensions.** Suspensions are reviewed on a case by case basis by TAA Airside Operations and will be determined by level of safety to continue driving on the airfield. Due process for suspensions is defined in sections 9.5.a – 9.5.b.

9.3 Points

Drivers will be assessed the following penalties for violations.

Infraction	Points	Assessment
Minor	One (1) point	Assessed against TAA driving record.
Major	Three (3) points	Assessed against TAA driving record.
Serious	Seven (7) points	Assessed against TAA driving record.
Severe	Eleven (11) points	Assessed against TAA driving record.
Immediate Revocation	Fifteen (15) points	Assessed against TAA driving record.

Reference Exhibit B for the list of infractions.

When drivers accumulate the following point level(s) within a twenty-four (24) month period the following apply:

Points	Penalties	Explanation
4 Points	Advisory Letter	Driver of record and Driver's employer, if applicable, will receive a letter from TAA Airside Operations advising that the Driver will receive a seven (7) calendar day suspension if he or she is assessed 3 more points to equal 7 or more points in a twenty-four (24) CCM.
7 Points	Seven (7) calendar day suspension	Driver of record cannot drive anywhere on the Airside during this suspension. Driver and Driver's employer, if applicable, will receive a letter from TAA Airside Operations that advises of the suspension. Driver must complete TAA Airside Operations approved remedial training before driving privileges will be reinstated.
11 Points	Thirty (30) calendar day suspension	Driver of record cannot drive anywhere on the Airside during this suspension. Driver and Driver's employer, if applicable, will receive a letter from TAA Airside Operations that advises of the suspension. Driver must complete TAA Airside Operations approved remedial training before driving privileges will be reinstated.
15 Points	Revocation	Driver of record cannot drive anywhere on the Airside during the revocation period, which will be for a minimum of twelve (12) CCM and may be permanent, depending on the nature and severity of the violation(s). Driver, and Driver's employer, if applicable, will receive a letter from TAA Airside Operations that advises of the revocation. Following the revocation period, Driver must re-apply for a TAA driving emblem for the TAA issued Access Control Card and complete all training and testing required by TAA Airside Operations before driving privileges may be reinstated.

9.4 Due Process for Review of Violations and Penalties

a. Review of Violation and Penalties (Non-Suspension).

- i. If a Driver receives an Administrative Notice of Violation for which points will be assessed, but the violation will not result in a suspension or a revocation of TAA driving privileges, such person may appeal the violation and related points by submitting a written appeal to the TAA within seven (7) calendar days from the date of the Administrative Notice of Violation at:

Tucson Airport Authority
Airport Operations Department
Attention: Senior Supervisor of Airside
Operations
7250 South Tucson Boulevard, Suite 300
Tucson, AZ 85756

Within fourteen (14) calendar days of receiving the appeal, the Senior Supervisor of Airside Operations or his/her designee shall review the written appeal and shall notify the person of the decision to uphold or vacate the violation. The determination of the Senior Supervisor of Airside Operations shall be the final action of TAA on the violation.

b. Review of Violations and Penalties involving the assessment of points (Suspension).

If a person receives an Administrative Notice of Violation for which points will be assessed, and the notice of violation may result in a suspension or a revocation of TAA driving privileges, the person may submit a written appeal to the Director of Airside Operations and Communications, within seven (7) calendar days from the date of the Administrative Notice of Violation at:

Tucson Airport Authority
Airside Operations Department
Attention: Director of Airside Operations and
Communications
7250 South Tucson Boulevard, Suite 300
Tucson, AZ 85756

(Reference Section 9.5 – Immediate Suspensions for further information)

The Director of Airside Operations and Communications or his/her designee will convene an Administrative Review Panel, which will consist of three (3) Tucson Airport Authority Director-level, or above, employees or their designees, to review the written appeal. Administrative Review Panel meetings will be scheduled on the last Friday each month; consideration will be extended for extenuating circumstances. Participation in the meeting is strictly limited to the facts associated with the violation and will be accomplished by the person subject to the violation.

In the event the Administrative Review Panel upholds the violation (and the resulting suspension or revocation), the Director of Airside Operations and Communications, or his/her designee, shall notify the person and Supervisor/Manager as appropriate of the decision to uphold or vacate the violation within fourteen (14) calendar days after the Administrative Review Panel meeting.

The determination of the Administrative Review Panel shall be final and there shall be no further appeal of the violation or resulting penalties.

Where an Administrative Notice of Violation for which points will be assessed and the Notice of Violation will result in a suspension or a revocation of TAA driving privileges, the suspension start and stop dates will be coordinated after the Administrative Review Panel's decision has been rendered.

9.5 Immediate Suspensions

- a. Conduct. TAA Airside Operations may immediately suspend a Driver's driving privileges for the following reasons:
 - i. Operating a Vehicle while having a suspended or revoked state driver's license or suspended or revoked TAA driving privileges;
 - ii. Operating a Vehicle while under the influence of alcohol or while otherwise impaired;

- iii. Operating a Vehicle in a reckless or careless manner or without regard to the rights or safety of others;
- iv. The Driver commits a Runway Incursion or V/PD;
- v. Violations where the failure to immediately suspend would jeopardize the health, safety or welfare of the traveling public or other people on the Airside; and,
- vi. Upon finding cause for such immediate suspension, a TAA Airside Operations shall issue a Written Notice of Immediate Suspension to the individual and their employer. The Notice shall state the grounds for the immediate suspension and inform the individual and their employer that he/she may appeal the suspension in writing, within seven (7) days, to the TAA at:

Tucson Airport Authority
Airside Operations Department
Attention: Director of Airside Operations and
Communications
7250 South Tucson Boulevard, Suite 300
Tucson, AZ 85756

The Director of Airside Operations and Communications or his/her designee will convene an Administrative Review Panel, which will consist of three (3) Tucson Airport Authority Director-level,

or above, employees or their designees, to review the written appeal. Administrative Review Panel meetings will be scheduled on the last Friday each month; consideration will be extended for extenuating circumstances. Participation in the meeting is strictly limited to the facts associated with the violation and will be accomplished by the person subject to the violation.

In the event the Administrative Review Panel upholds the violation (and the resulting suspension or revocation), the Director of Airside Operations and Communications, or his/her designee, shall notify the person and his/her Supervisor/Manager as appropriate of the decision to uphold or vacate the violation within fourteen (14) calendar days after the Administrative Review Panel meeting.

Where an Administrative Notice of Violation for which points will be assessed and the Notice of Violation will result in a suspension or a revocation of TAA driving privileges, the suspension start and stop dates will be coordinated after the Administrative Review Panel's decision has been rendered.

The determination of the Administrative Review Panel shall be final and there shall be no further appeal of the violation or resulting penalties.

- b. Where the immediate suspension is for the reasons stated in Paragraphs 9.5(a) (i)-(vi) above, the immediate suspension shall be for a minimum of

thirty (30) calendar days, and may be for a longer period as determined by the Director of Airside Operations and Communications or his/her designee. Points for any violation leading to an immediate suspension will also be assessed as provided in Exhibit B.

- c. Where an Administrative Notice of Violation for which points will be assessed and the Notice of Violation will result in a suspension or a revocation of TAA driving privileges, the suspension start and stop dates will be coordinated after the Administrative Review Panel's decision has been rendered.

9.6 Report of Violations. Violations will be reported to a Driver's employer or other person responsible for the Driver's Airside driving privileges.

10. Accident Reports; Notice

10.1 Reports of Accidents, Surface Incidents, Runway Incursions, V/PGs, or any unusual or suspicious activity on the Airside should be made to the TAA ACC at 573-8182 or by dialing 9-1-1 in the event of an emergency.

10.2 Administrative Warnings, or any other notice required by these Rules and Regulations, is sufficient if delivered in person, sent by U.S. mail to the last address on file with TAA Airside Operations, or transmitted by electronic mail or fax.

11. General Provisions

11.1 Construction

- a. Vehicles operated pursuant to and in compliance with a TAA-approved Ground Rules for Construction are required to abide by these Rules and Regulations, including training and testing requirements, unless otherwise exempted by the Director of Airside Operations and Communications or his/her designee.

11.2 Waiver

- a. The President/CEO, Vice President of Operations and Projects, Director of Airside Operations and Communications, TAA Manager in Charge, or their designee may temporarily alter or waive these Rules and Regulations if he/she determines that an emergency exists at the Airport, as he/she deems necessary and appropriate to protect the health, welfare, and safety of persons and property and/or to facilitate the operation of the Airport.

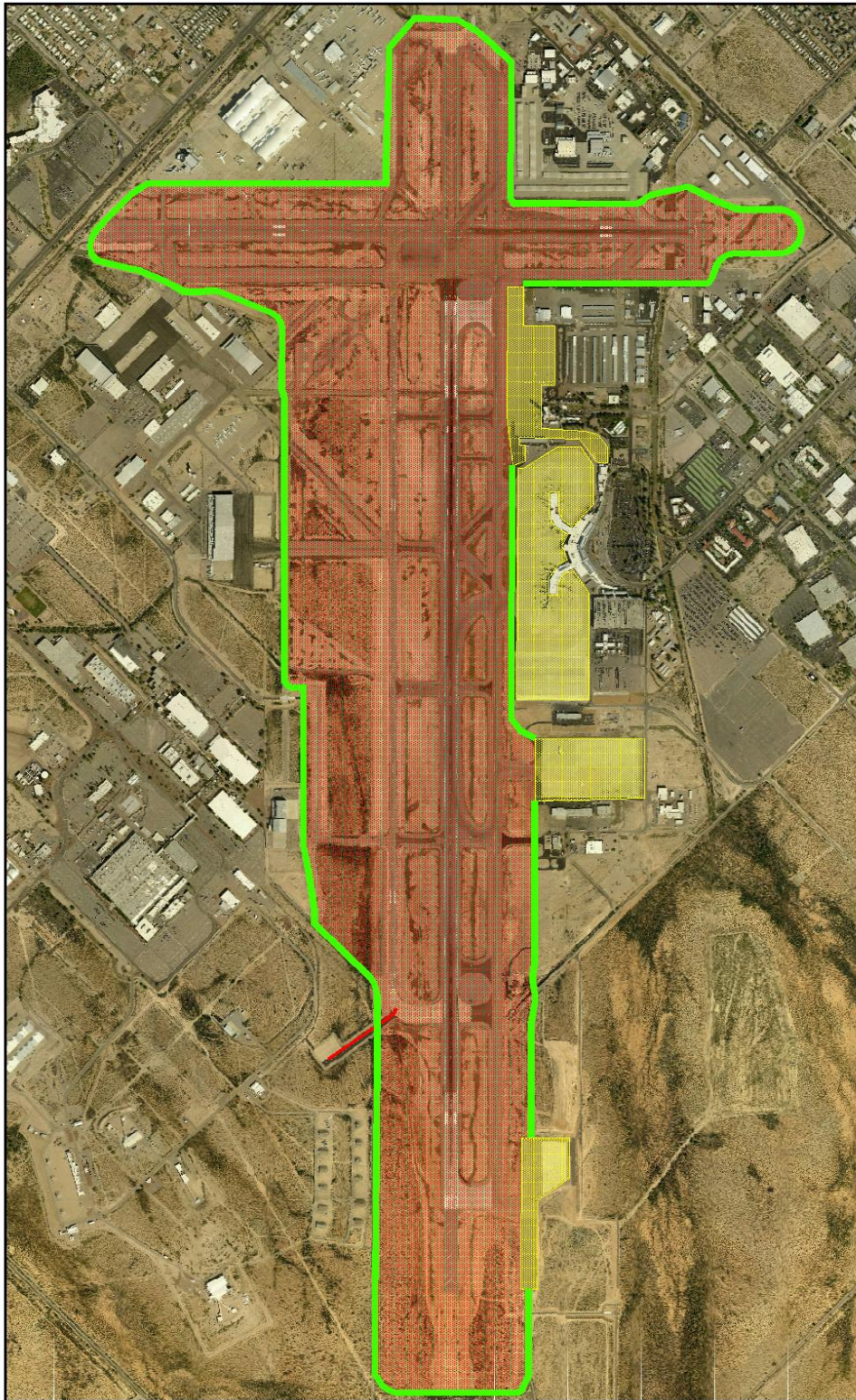
11.3 Provisions Severable

- a. If any section, subsection or other portion of these Rules and Regulations is for any reason held to be unconstitutional or invalid, by any court of competent jurisdiction or other governing agency, such decision will not affect the validity of the remaining parts of these Rules and Regulations.

11.4 Amendment

- a. TAA will review these Rules and Regulations at least every two (2) years and/or amend in order to comply with federal law and regulations (including any applicable directives from the FAA or other governing agencies), or as otherwise deemed necessary to ensure the safety and efficiency of the Airport.

EXHIBIT A



- LEGEND**
- █ NON-MOVEMENT AREA
 - █ MOVEMENT AREA
 - █ SERVICE ROAD

TUCSON
AIRPORT AUTHORITY
101.12.086 OPS
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EXHIBIT-A

EXHIBIT B

The following lists are intended to provide examples only and are not intended to be a comprehensive list of possible infractions or penalties nor does the enumeration system mean that one is of lesser importance than the other. The TAA Airside Operations Department may, in its reasonable discretion, issue any Administrative Notice of Violation, assessment of points or penalty, including suspension or revocation, for any offense or infraction as needed to ensure the safety and efficiency of the Airport.

Minor Infraction (1 point)

1. Failure to carry proof of required insurance.
2. Failure to operate a Vehicle with a logo, company identification, or other means of identification of the appropriate size and approved by TAA on the Vehicle.
3. Failure to operate a Vehicle with a required beacon (or an improper beacon) or failure to use the beacon as required by these Rules and Regulations or other applicable regulations.
4. Failure to operate a Vehicle with a functioning headlights or taillights. Use of high-beams due to a non-functioning low-beam headlight is unacceptable.
5. Failure to operate a Vehicle with safe tire(s), brake(s) or steering mechanism.
6. Operation of a Vehicle with obstructed visibility.
7. Failure to obtain TAA Airside Operations representation approval before driving through a closed or unauthorized area.
8. Failure to maintain safe following distance from other Vehicles

9. Failure to tow baggage carts or dollies in a safe manner.
10. Failure to obey posted regulatory and/or traffic signs.
11. Failure to operate a Vehicle without wearing a seat belt (if seat belts are available).
12. Failure to transport passengers in a Vehicle that is equipped with a seat intended for use of such passengers, to include transporting passengers in the bed of a truck.
13. Failure to operate a Vehicle in a manner that is safe for the conditions.
14. Failure to park in an approved location.
15. Failure to park in an area so as to not restrict the movement of a passenger loading bridge or aircraft.
16. Failure to turn off and to stop the use of a cell phone, iPod, Blackberry, iPad or other mobile personal electronic device while operating a Vehicle (this includes and is not limited to texting, talking, reading, or other device uses).
17. Failure to turn off or stop the use of a radio (other than an approved ground radio) or other music or sound producing devices or wearing portable headphones, earphones, or other listening devices while operating a Vehicle.
18. Failure to stop and perform FOD check when required.

Major Infraction (3 points)

1. Failure to operate a vehicle without liability insurance as required by the TAA.
2. Failure to use the perimeter roadways as required herein.
3. Failure to park or unload in an assigned area.
4. Failure to follow directions from a TAA Representative.
5. Failure to pick up FOD.
6. Accessing the Movement Area without an operational need for convenience or to expedite travel time.
7. Driving in a manner that poses and/or results in property damage.

Serious Infraction (7 points)

1. Failure to drive within the boundaries as authorized by the TAA and identified on the individual's TAA-issued identification media.
2. Failure to cooperate with a TAA representative during an official driving contact.
3. Failure to operate a Vehicle in the Movement Area with the appropriate two-way radio equipment and monitoring the appropriate ATCT frequency.
4. Failure to report a Vehicle Accident immediately.
5. Failure to remain at the scene of an Accident.
6. Failure to remove a stalled Vehicle from the Movement Area.
7. Failure to observe speed limit and/or operating a vehicle 5-15 or more miles per hour over the speed limit.
8. Failure to give right-of-way to an aircraft.
9. Failure to give right-of-way to a Vehicle pushing back or towing an aircraft.
10. Failure to give right of way to an authorized emergency vehicle.

11. Driving in a manner that poses and/or compromises safety to persons.
12. Failure to coordinate/complete drivers training as directed by Airside Operations.
13. Failure to recertify the Part 139 mandatory drivers training within twelve (12) CCM.

Severe Infraction (11 points)

1. Failure to drive in a responsible manner, therefore causing a Vehicle accident resulting in serious injury or death.
2. Failure to maintain a proper Escort.
3. Careless or reckless driving.
4. Failure to contact the ATCT when in the Movement Area.

Immediate Revocation (15 points)

1. A Vehicle/Pedestrian Deviation in the Movement Area where a collision is narrowly avoided.
2. Failure to report if driver's license has been revoked, cancelled, suspended or expired.
3. Operating with suspended or revoked TAA driving privileges.
4. Driving while under the influence of alcohol or drugs (legal or illegal) while otherwise impaired.
5. A driver has accumulated fifteen (15) points or greater in a twenty-four (24) CCM period.

EXHIBIT C

FAA INCURSION CHART				
Category D	Category C	Category B	Category A	Accident
<p>Incident that meets the definition of runway incursion such as incorrect presence of a single vehicle / person/ aircraft on the protected area of a surface designated for landing and take-off of aircraft but with no immediate safety consequences.</p>	<p>An incident characterized by ample time and/or distance to avoid a collision.</p>	<p>An incident in which separation decreases and there is significant potential for collision, which may result in a time critical corrective/evasive response to avoid a collision.</p>	<p>A serious incident in which a collision was narrowly avoided.</p>	<p>An incursion that resulted in a collision.</p>

When driving on the Movement Area effective and clear communication is essential to maintain safe surface operations. Using the standard Aviation Phraseology will minimize miscommunication and enhance safety.

COMMON PHRASES	
ACKNOWLEDGE	Acknowledge that you have received and understand the message.
ADVISE INTENTIONS	Broadcast or state what you plan to do.
AFFIRMATIVE	Means "Yes."
CONFIRM	Confirm information as being correct.
CORRECTION	An error is has been made in the transmission and the correct information follows.
GO AHEAD	State your request on the radio (this NEVER means to "proceed").
HOLD	Stop where you are.
HOLD SHORT OF	Proceed to, but hold short of a specific point.
READ BACK	Repeat my message back to me.
NEGATIVE	"NO." Permission is not granted, or that is not correct.
PROCEED	You are authorized to begin or continue

	moving.
ROGER	I have received all of your last transmission (this should never be used to answer a “Yes” or “No” question).
SAY AGAIN	Repeat what you just said.
STANDBY	Wait... I will get back to you.
UNABLE	You cannot do it.
VERIFY	Request confirmation of information.
WILCO	Short for “Will comply”...I have received your message, understand it, and will comply.

AVIATION PHOENETIC ALPHABET

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu