



**SECTION 1**

**AOA Non-Movement  
Ground Vehicle  
Operation Rules &  
Regulations**

**SECTION 2**

**Driver Training  
Manual**

## Section 1. Airport Driving Rules and Regulations

**1.1. Authority for Implementation of Rules and Regulations.** The Lawton Metropolitan Area Airport Authority operates under the authority of City of Lawton, County of Comanche, State of Oklahoma has granted the Lawton Fort Sill Regional Airport the authority to make bylaws for the management and supervision of its airport affairs.

**1.2. Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by Lawton Fort Sill Regional Airport. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed, or modified by Lawton Fort Sill Regional Airport, as necessary due to changes in policy set forth by the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA)

**1.3. Definitions.** The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual.

- 1.3.1. Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
- 1.3.2. Air Carrier Ramp**—a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Private vehicles and aircraft are prohibited from operating on it.
- 1.3.3. Airside**—those areas of an airport that support aircraft activities.
- 1.3.4. Airport Traffic Control Tower (ATCT)**—a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
- 1.3.5. Aircraft**—a device that is used or intended to be used for flight in the air.
- 1.3.6. Airport**—LAW, Lawton Fort Sill Regional Airport, owned by the City of Lawton and under a trust given to Lawton Metropolitan Area Airport Authority, including all improvements and equipment existing or to be developed.
- 1.3.7. Apron or Ramp**—a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
- 1.3.8. Common Traffic Advisory Frequency (CTAF)**—radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)
- 1.3.9. 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.
- 1.3.10. 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 transborder flights.

- 1.3.11. **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.
- 1.3.12. **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.
- 1.3.13. **Ground Vehicle**—all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.
- 1.3.14. **ILS Critical Area**—an area provided to protect the signals of the localizer and glide slope.
- 1.3.15. **Incursion**—any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.
- 1.3.16. **Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.17. **Law Enforcement Officer (LEO)**—any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge and other indication of authority.
- 1.3.18. **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 communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.
- 1.3.19. **Mobile Fueler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at (LAW). This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 1.3.20. **Movement Area**—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 air traffic control tower.
- 1.3.21. **MULTICOM**—a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private aircraft.
- 1.3.22. **Non-movement Areas**—taxiways, aprons, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower.
- 1.3.23. **Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 1.3.24. **Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 1.3.25. **Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.3.26. **Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.3.27. **Runway in Use or Active Runway**—any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.
- 1.3.28. **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.
- 1.3.29. **Surface Movement Guidance and Control System (SMGCS)**—a system comprising the provisions for guidance to, and control or regulation of all aircraft, ground vehicles, and personnel of the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the

airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.

- 1.3.30. Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.3.31. Tie Down Area**—an area used for securing aircraft to the ground.
- 1.3.32. Uncontrolled Airport**—an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.
- 1.3.33. 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.
- 1.3.34. Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.
- 1.3.35. Very High Frequency Omni directional 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.
- 1.3.36. 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.

**1.4. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

- 1.5.1.** Violation of Rules—Penalties and Suspension of Driving Privileges. Any person, who does not comply with any of the provisions of these 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 in addition to the penalties described pursuant to federal, state, or local authorities. 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 2 written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of 3 written warnings in any 12-month period will automatically result in revocation of airside driving privileges.
- 1.5.2.** Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Lawton Fort Sill Regional Airport reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
- 1.5.3.** Suspension of airside driving privileges shall be no less than 3 calendar days and no greater than 14 calendar days.
- 1.5.4.** The Lawton Fort Sill Regional Airport 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).
- 1.5.5.** Access to the Airport AOA is a privilege, not a right.
- 1.5.6.** Penalties for failure to comply with the Ground Vehicle Operations rules and regulations shall consist of suspension of airside and/or revocation of airside driving privileges.
- 1.5.7.** Based on the evaluation of the circumstance or the severity of the particular incident, the Airport reserves the exclusive right to assess the penalty it deems appropriate to any

individual authorized to operate vehicles on the airside without regard to prior operating history.

- 1.5.8** The Lawton Fort Sill Regional Airport may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

**1.7. Driver Regulations on the Airside of an Airport.**

**1.7.1. Vehicle Operator Requirements.**

1. All applicants must satisfactorily complete the applicable driver's training class before receiving an airside driver's license.
2. All applicants must pass the written test with a grade of at least 80 percent. Applicants who do not pass the written test may retake the test after additional study and a 1 day period.
3. Applicants for movement area driving privileges shall be required to successfully complete an airside driving test by a designated representative of Lawton Fort Sill Regional Airport.
4. No vehicle shall be operated on the airside unless—
  - a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
  - b. The driver properly displays an approved, airport-issued ID card with the Authorized Driver designation or being escorted by an authorized personnel with escorting privileges..
5. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 10 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
6. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
7. No vehicle shall pass between an aircraft and passenger terminal or passenger lane 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 20 feet from any wing or tail section.
8. 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.
9. No vehicle operator shall enter the airside unless authorized by Lawton Fort Sill Regional Airport or unless the vehicle is properly escorted.
10. No vehicle operator shall enter the movement area—
  - a. Without first obtaining permission of the Lawton Fort Sill Regional Airport and clearance from the ATCT to enter the movement area;
  - b. Unless equipped with an operable two-way radio in communication with the ATCT; or
  - c. Unless escorted by a Lawton Fort Sill Regional Airport vehicle and as long as the vehicle remains under the control of the escort vehicle.
11. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Lawton Fort Sill Regional Airport considers an endangerment.
12. No person shall—

- a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
  - b. Ride on the running board or stand up in the body of a moving vehicle.
  - c. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
13. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
  14. No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
  15. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
  16. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
  17. No person shall park a vehicle in an aircraft parking area, safety area, or gross area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
  18. 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 motor vehicles or equipment.
  19. No person shall park a vehicle or equipment within 15 feet of a fire hydrant or in a manner that prohibits a ARFF/Fire Dept. vehicle from accessing the fire hydrant.
  20. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
  21. All vehicle operators must observe the "Stop and Wait" procedures when entering or exiting the AOA through all gates. The gate must be completely closed and secured before the vehicle may proceed. It is the vehicle operator's responsibility to prevent inadvertent or unauthorized entry to the AOA.
  22. Vehicle operators 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 threatens damage or destruction to property.
  23. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the (Lawton Fort Sill Regional Airport) to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
  24. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

**1.7.2. Vehicle Regulations.**

1. No vehicle shall be operated on the airside unless it has proper registration in the State of Oklahoma or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport Director.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by the (Lawton Fort Sill Regional Airport).
3. All vehicles must be registered with the Security/Operations office and display a proper unexpired vehicle identification decal in the lower left driver side corner of the windshield.

4. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
  5. No vehicle shall be permitted on the airside unless—
    - a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.
    - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
    - c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
    - d. It has operable headlamps and brake lights.
  6. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.
  7. All aircraft refueling vehicles and any other vehicle 8-foot or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside.
- 1.7.3. Vehicular Accidents.** Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall—
1. Immediately stop and remain at the scene of the accident.
  2. Render reasonable assistance, if capable, to any person injured in the accident.
  3. Report the accident immediately to the Lawton Fort Sill Regional Airport before leaving the scene, if possible.
  4. Provide and surrender the following to any responding (Lawton Fort Sill Regional Airport) personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

## **Section 2. Driving on the Non-Movement Areas**

- 2.1.** Non-movement areas include taxiways, aprons, and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include—
- 2.1.1. Service roads
  - 2.1.2. Cargo aprons
  - 2.1.3. General aviation apron
  - 2.1.4. Air carrier apron(s)
- 2.2. Driving.** Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

### **AIRCRAFT ALWAYS HAVE THE RIGHT OF WAY**

Vehicle drivers should—

- 2.2.1. Never drive between safety cones or across delineated passenger walkways.
- 2.2.2. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.

- 2.2.3. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- 2.2.4. Be aware and avoid moving propellers that can cause damage, injury, or death.
- 2.2.5. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- 2.2.6. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

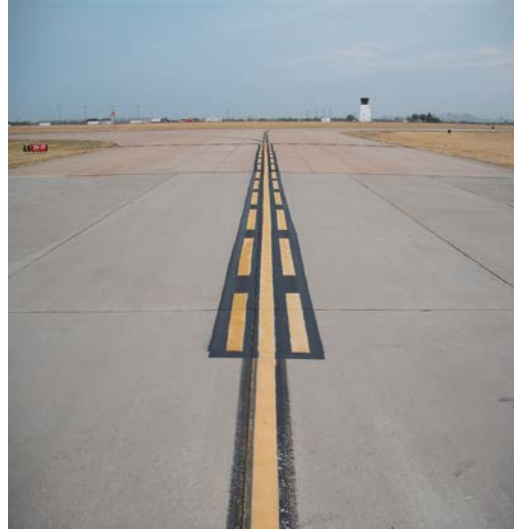
When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles, or aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

**2.3. Nighttime and Poor Weather Driving Conditions.** Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

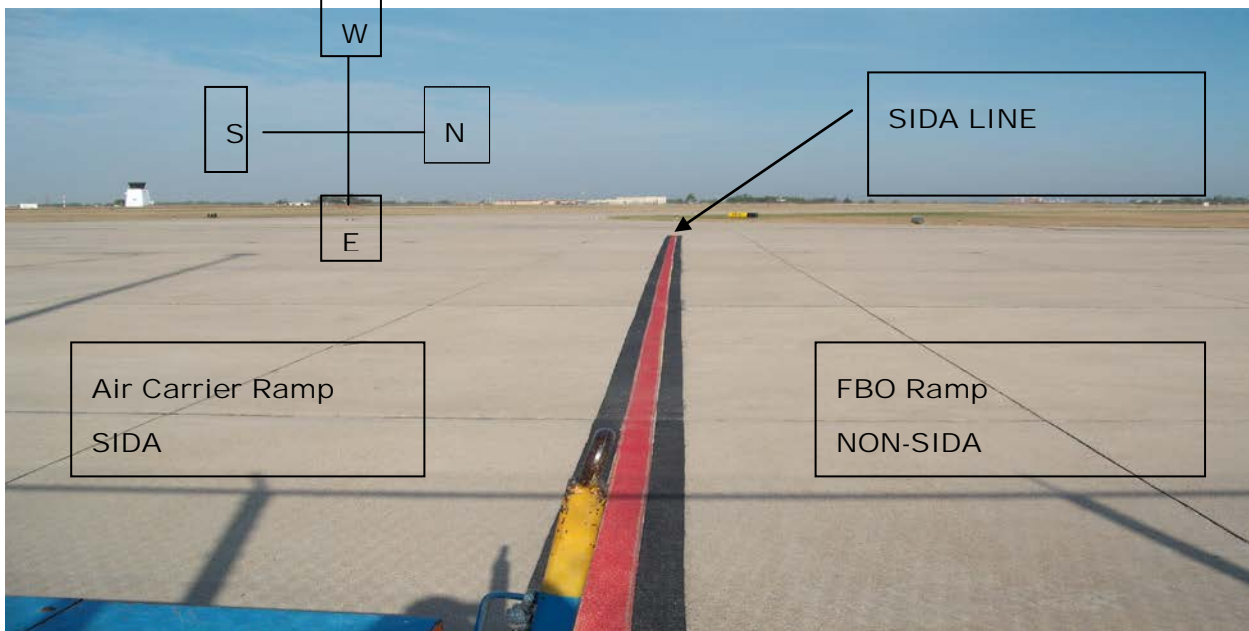






**IF YOU ARE DRIVING AND YOU START TO SEE THESE MARKINGS....STOP...DON'T GO FORWARD, GO BACK!**

**3.1 Secured Area Operations** – The Secured Area is the Air Carrier Ramp adjacent to the Main Terminal. Entrance to this area is controlled by surveillance and the Airport Access Control System. This area is marked with a red line on the pavement highlighted by two black lines. Signage is also placed along the fence. If you do not have a “SIDA” on your badge, you do not have access to this area.





## Airport Layout Map

Green is the Non-Movement Area

Yellow is the Movement Area