



El Paso International Airport

Ground Vehicle Operations & Procedures

January 2018

Ground Vehicle Operations

Table of Contents

SECTION	PAGE NUMBER
1. Purpose	3
2. Authorization	3
3. Applicability/Responsibilities	3
4. Required Training	4
5. Vehicle Operator Requirements	5
6. Vehicle Identification System	6
7. Airport Familiarization/Definitions	7
8. Ground Vehicle Operations on EPIA	10
9. Aircraft Right-Of-Way	12
10. Safety Requirements for Ground Vehicles	12
11. Radio Procedures	14
12. Foreign Object Damage/Debris Prevention and Awareness	17
13. Vehicle Escort Responsibilities and Procedures	17
14. Security Requirements	17
15. Contractor Access	18
16. Repair of Ground Vehicles	18
17. Ground Vehicle Accidents	18
18. Vehicle Registration (Ramp Pass)	18
19. Emergency Conditions	18
20. Violations/Consequences	19
21. Related Reading Material	19
22. Contact Information	19
23. Changes and Amendments	19

1. Purpose.

- A. The purpose of the *Ground Vehicle Operations and Procedures* guide is to provide guidance for those individuals authorized driving privileges at El Paso International Airport (EPIA). The guide, along with EPIA-provided training establishes procedures for: Safe ground vehicle operations and pedestrian control within the Airport Operations Area (AOA).
- B. This guide provides a written training document to vehicle operators at EPIA.
- C. This guide replaces the EPIA *Ground Vehicle Operations & Procedures* guide dated February 1997.

2. Authorization.

- A. El Paso International Airport is required to establish procedures and policies concerning vehicle access and vehicle operations on the airside of the Airport, including Movement Areas, Safety Areas and apron areas. These procedures and policies address matters such as required training; operator requirements; vehicle requirements; Airport familiarization; and radio communications.
- B. 14 CFR Part 139, Certification of Airport: Paragraph §139.329 Pedestrians and Ground Vehicles states that the certificate holder (airport operator) must: (e) “Ensure that all persons are trained on procedures required under paragraph (b) ‘Establish and implement procedures for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by all persons’.”
- C. Title 14, Aircraft and Airports, of the Municipal Code of El Paso, Texas, defines airport vehicular operations, regulations, responsibilities, and liabilities. As a municipal law it empowers the EPIA Director of Aviation or designated representatives to establish an operations directive and authorize or deny vehicular operations.
- D. Vehicle operators authorized to drive on EPIA are those individuals issued an EPIA identification badge and identified as an authorized vehicle operator by either an “R” or “M” printed on the identification badge.

3. Applicability/Responsibilities.

- A. This guide applies to all individuals operating ground vehicles within the Air Operations Area at El Paso International Airport. EPIA is responsible for the publication and maintenance of this guide. EPIA is also responsible for:
 - 1. Training EPIA employees on ground vehicle operations.
 - 2. Administering tests to all individuals requesting authorization to operate a ground vehicle within the AOA.
 - 3. Compliance with, and enforcement of, rules and procedures set forth in this guide.
 - 4. Maintaining driver’s testing and violation records.

- B. Tenants, support agencies, and contractors are responsible for:
 - 1. Training their employees on ground vehicle operations.
 - 2. Compliance with the rules and procedures set forth in this guide.

4. Required Training.

- A. Federal Advisory Circular AC No. 150/5210-20A, Chapter 2.2 Training Requirements states: “Under Part 139, all personnel with duties requiring access to the movement and safety areas are required to have initial and recurrent training.” El Paso International Airport requires all individuals requesting driving privileges within the airport’s Air Operations Area (AOA) to attend the airport’s “*Drivers Orientation*” training. Individuals requesting driving privileges must accompany an authorized driver from their employer and observe proper driving procedures prior to attending the “*Drivers Orientation*” training.
- B. All individuals requesting driving privileges on the AOA must have the following:
 - 1. A current El Paso International Airport identification badge.
 - 2. A current driver’s license. (Municode 14.20.020- No person shall operate any vehicle on the landing or ramp areas unless such person is licensed to operated such vehicle on the public highways of this state, or unless such vehicle is licensed for operation on such highways or is specifically authorized for operations on airport property only.)
 - 3. A written request for driving privileges from the authorized signee for the individual’s company/agency. The written request must indicate that the individual has received driver’s training by his employer.
- C. El Paso International Airport’s Drivers Orientation Training. *Drivers Orientation* training will be administered by qualified EPIA personnel. This training has two sections: NON-MOVEMENT and MOVEMENT.
 - 1. Non-Movement Area. All individuals requesting driving privileges on the AOA must attend EPIA’s *Drivers Orientation Non-Movement Area* training prior to driving on the AOA. A written test will be administered after the orientation and must be passed with a minimum score of 80% correct. Individuals receiving a passing score will have an “R” printed on their EPIA identification badge indicating the badge holder is authorized to operate a vehicle on the Non-Movement areas only. El Paso International Airport requires individuals authorized to drive on NON-MOVEMENT areas to have initial and recurrent training in the subject areas every 24 consecutive calendar months.”
 - 2. Movement Area. Federal Aviation Regulation Part 139.329(e) states, “Ensure that all persons are trained on procedures required under paragraph (b) of this section prior to the initial performance of such duties and at least once every 12 consecutive calendar months.” Requests for driving privileges on the Movement Areas must be for operational needs and not for convenience. Drivers requesting driving privileges on the Movement Areas must first attend and pass the Airport’s *Drivers Orientation* training. Driving privileges on the Movement Areas are effective for 12 consecutive

calendar months unless suspended or revoked by the Director of Aviation or their representative. Individuals who do not renew their Movement Area driving privileges within the 12 consecutive calendar months are not allowed to drive within the AOA until they have renewed their driving privileges. Movement Area training will include training on ATCT radio procedures and Movement Area signage and markings. Testing for Movement Area access will consist of the following:

- a. Identify on a map the location of all Runways, Taxiways and other areas. Passing score is 100%.
- b. Identify the various signs and markings found on the Movement Area; understand proper radio etiquette with ELP ATCT; correctly identify light gun signals and other means of communications with ELP ATCT in the event of radio communications failure. Passing score is 80%.
- c. Practical (hands on) driving test administered by EPIA Operations. Individuals will be required to drive on the Movement Area with EPIA Operations personnel. Pass/fail will be based on the individual's ability to communicate via radio with the ATCT, familiarization of the Airport's layout, and situational awareness.

Individuals receiving passing scores will have an "M" printed on their EPIA identification badge indicating that the badge holder is authorized to operate a vehicle on the Movement and Non-Movement areas.

- D. Individuals that fail to pass the airport's *Drivers Orientation* training will be informed that they are NOT allowed to drive on the airport's AOA. Individuals must attend *Drivers Orientation* training again prior to retesting. Rescheduling *Drivers Orientation* training is the responsibility of the employer.
5. **Vehicle Operator Requirements.** AC No. 150/5210-20A, Chapter 2.1 states, "...anyone with vehicular access to the Movement and Safety Areas, and a need to be there, must have an appropriate level of knowledge of airport rules and regulations. EPIA requires all individuals authorized to drive on the airport's AOA to:
- A. Have a current driver's license and be in compliance with any restrictions specified, e.g., wearing eyeglasses, hearing aid, etc. (Municode 14.20.020- No person shall operate any vehicle on the landing or ramp areas unless such person is licensed to operated such vehicle on the public highways of this state, or unless such vehicle is licensed for operation on such highways or is specifically authorized for operations on airport property only.)
 - B. Have a current El Paso International Airport identification badge.
 - C. Have an "R" printed on a badge holder's EPIA identification badge. This will indicate that the badge holder is authorized to operate a ground vehicle **ONLY** on the airport's Non-Movement areas.
 - D. Have an "M" printed on a badge holder's EPIA identification badge. This will indicate that the badge holder is authorized to operate a ground vehicle on the Movement and Non-Movement areas at EPIA.

- E. Operate their vehicle in a safe manner while on the AOA; Obey all City and State laws, including the prohibited use of hand-held devices such as cell phones while driving on the AOA; Obey posted regulatory signs, traffic signals, and instructions from the Air Traffic Control Tower (ATCT), the Director of Aviation, or designated representatives.

Observation of vehicle operation directives is the responsibility of all individuals authorized to drive on the airport's AOA. Violations are to be reported to the Airport Operations Office. **EPIA driving privileges may be revoked or suspended by the Director of Aviation or representative upon failure to follow airport rules, regulations or for just cause.**

6. **Vehicle Identification System.** All vehicles operating on the airport's AOA, including all SIDA ramps/aprons are required to be identified by:

- A. Company/Agency name and/or logo on both sides of the vehicle with lettering at least 6" in height on contrasting background, (magnetic signs are acceptable). **All vehicles operating on SIDA ramps/aprons are required to display the company/agency name and/or logo on both sides of the vehicle.** Vehicles operating outside of the SIDA ramps/aprons must display the company/agency name and/or logo on both sides of the vehicle with lettering at least 6" in height on contrasting background, (magnetic signs are acceptable); **OR** a vehicle permit (ramp pass) issued by EPIA and placed on the vehicle's front windshield; **OR** Government exempt license plates. **Company/Agency assumes all responsibility for vehicles operating on their behalf while on Airport property.**

- B. Privately owned vehicles are not authorized on EPIA, with the exception of vehicles owned by T-hangar tenants or vehicles authorized by the Director of Aviation or designated representatives. T-hangar tenants are restricted to the T-hangar area and the General Aviation area located next to the T-hangars. EPIA's Airport Security Program requires T-hangar tenants to have a vehicle permit (ramp pass) issued by EPIA and placed on the vehicle's front windshield. These permits (ramp passes) will expire after one year. **T-hangar tenants are prohibited from driving to and from the FBO(s) aprons via the AOA.**

- C. All commercial vehicles entering the AOA must have the company name or logo on both sides of the vehicle.

- D. Construction vehicles. EPIA requires that large construction vehicles and equipment such as earth movers, graders, dump trucks, haulers etc., to have an international orange and white checkered flag (3' X 3') displayed on a staff attached to the vehicle so that the flag is readily visible. All vehicle operators must have a lighted rotating beacon (amber) atop of their vehicle. In the absence of a beacon, the vehicle operator may have the vehicle's hazard lights lighted.

- E. All vehicles operating in the Movement Area are required to be equipped with amber strobe light(s), a working ATCT radio, and company name/logos on both sides of the vehicle unless under escort by a properly equipped vehicle and authorized individual. Large construction vehicles must have a white/international orange checkered flag. Flags must be on a staff attached to the vehicle so that the flag will be readily visible. The flag will be at least three (3) feet square having a checkered pattern of International Orange and white squares at least one (1) foot on each side.

- F. Vehicles on the EPIA AOA and/or employee parking lots are required to have minimum amounts of liability insurance; AND must furnish, upon request, proof of financial

responsibility of the minimum amounts of liability insurance per the State of Texas to any law enforcement officer or authorized airport representative.

7. Airport Familiarization/Definitions. The following definitions apply for the purpose of the *Ground Vehicle Operations and Procedures* guide:

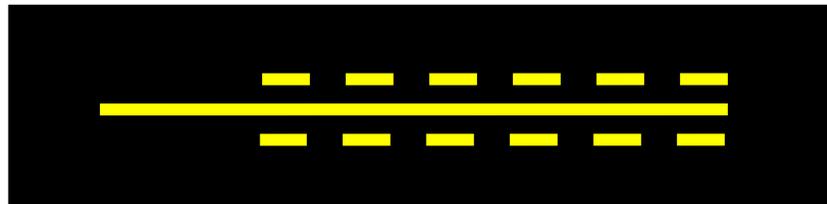
A. Aircraft Rescue Fire Fighters (ARFF): The ARFF station is located outside of the movement area, between taxiway “K” and runway 8L-26R.

B. Airfield Lighting:

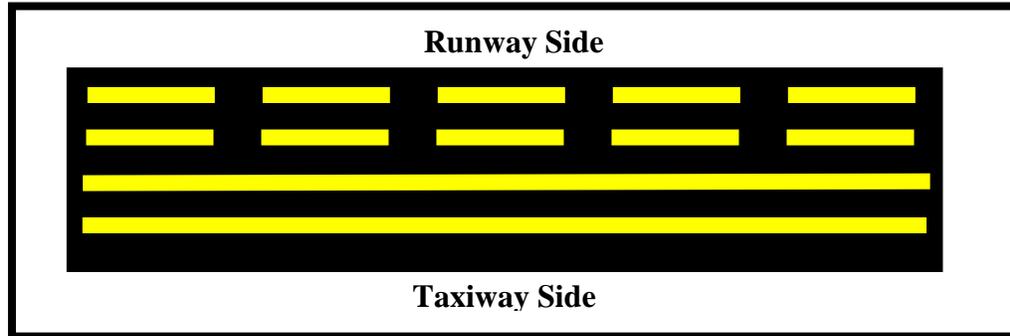
1. **Runway Lights** The primary types of lighting used on the air carrier runways at EPIA are edge lights and are white & white/amber.
2. **Taxiway Lights** – The primary type of taxiway lights used at EPIA are taxiway edge lights and are blue in color.

C. Airfield Markings:

1. **Runway Markings** - White in color. Runways 4-22 and 8R-26L have dashed centerline stripes that are 3’ wide, 120’ long and are spaced 80’ apart. Runway edge lines for 4-22 and 8R-26L are solid stripes that are 3’ wide and are the full length of the runways. Runway 8L-26R has a dashed centerline that is 18” wide, 120’ long and are spaced 80’ apart. Runway edge lines are 18” wide and are the full length of the runway.
2. **Taxiway Markings** – Yellow in color. A taxiway centerline stripe is a solid line, 6” wide. Taxiway side markers may be two solid lines or two dashed lines, each line being 6” wide. Dashed lines indicate to a pilot that they may cross the lines to or from a parking area.
3. **Enhanced Taxiway Centerlines** – Yellow in color. Enhanced taxiway centerlines consist of three yellow lines; one solid yellow line bordered by two dashed yellow lines. The length of this marking is 150’ long starting at a runway holding position marking. This marking informs a pilot that they are approaching a runway.



4. **Runway Holding Position Markings** – Yellow. Identified by two solid and two dashed yellow lines located on taxiways that access a runway. The dashed lines indicate the runway side of the marking. These lines indicate the edge of the protected area around a runway and are accompanied by runway hold position signs. Runway Holding Position Markings apply to: aircraft, vehicles, and personnel.



Runway Holding Position Markings can only be crossed to enter the runway when permission is granted by Airport Traffic Control Tower (ATCT).

D. Airfield Signs:

1. **Mandatory Holding Position Signs for Runways** – White numbers on a red background. These signs indicate the edge of the area around a runway and are accompanied by hold-short lines. Runway holding positions can only be passed to enter the runway when permission is granted by (ATCT).



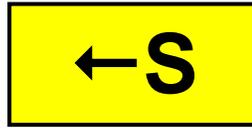
2. **Instrument Landing System (ILS) Critical Area Signs** – White letters on a red background. These signs indicate the edge of the ILS and may not be passed if told to "hold short" at the ILS by ATCT.



3. **Location Signs** – Signs with a black background and yellow lettering indicate a location on the Airfield.



4. **Directional Signs** – Signs with a yellow background and black lettering with an arrow indicate the direction toward a location on the airfield.



- E. **Airport Operations Area (AOA)** – All of the areas located inside the Airport’s perimeter fence. The AOA consist of Movement and NON-Movement Areas.
- F. **Airport Traffic Control Tower (ATCT):** The agency responsible for control of aircraft and vehicle traffic on the Movement Area.
- G. **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.
- H. **Consecutive Calendar Months (CCM).** An example of twelve CCM is when training occurs on July 1, 2014 and the training remains valid through July 31, 2015. The training would expire on August 1, 2015.
- I. **Fixed Base Operator (FBO).** An **FBO** or **fixed base operator** (also known as **fixed base of operation**), is the primary provider of services to general aviation aircraft and operators located at or adjacent to an airport.
- J. **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.
- K. **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. At EPIA, the General Aviation area is located adjacent to the T-Hangars.
- L. **Ground Vehicle.** All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment. Ground vehicles shall adhere to all requirements as outline throughout this document.
- M. **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.
- N. **Movement Area.** The runways, taxiways and other areas of the airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and parking areas and that are under the control of the air traffic control tower (ATCT). All vehicles –with the exception of those under escort- shall establish and maintain radio contact with ATCT prior to operating in the Movement Area.
1. **Runways.** A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length. Runways have number designations which are based on the magnetic azimuth to the nearest 10th degree. EPIA has six runways: 8R-26L, 8L-26R, and 4-22.

2. **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.
3. **Taxiways.** Those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas. Taxiways have letter designations. The International Phonetic spelling is used when referring to taxiway. The following is a list of taxiways and their designations at EPIA.

A = Alpha	D = Delta	E = Echo	F = Foxtrot	G = Golf
H = Hotel	J = Juliette	K = Kilo	K1 = Kilo 1	K2 = Kilo 2
L = Lima	M = Mike	N = November	P = Papa	Q = Quebec
R = Romeo	S = Sierra	T = Tango	U = Uniform	V = Victor
W = Whiskey	Y = Yankee	Y1 = Yankee 1	Y2 = Yankee 2	Y3 = Yankee 3

The letters “I” and “O” are not used for taxiway designations because they could be confused for a runway designation, (“1” or “0”). The letter “X” is used to indicate the closure of a runway or taxiway.

4. **Taxiway Safety Area** is a defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway.
- O. NON-Movement Area.** The area, other than that described as the Movement Area, used for the loading, unloading, parking of aircraft. This may include the aprons areas and on-airport fuel farms.
- P. Vehicle Driving Lane:** The roadway used to move between destination points on the loading area and the parking area. Vehicle driving lane markings consist of two parallel solid white lines. Speed limit on this roadway is restricted to 15 mph unless posted otherwise. Speed limit is less than 5 mph when operating within 50 feet of an aircraft.
8. **Ground Vehicle Operations on EPIA.** The airport’s rules and regulations for ground vehicle operations provides adequate procedures for the safe and orderly operations of vehicles. EPIA requires all personnel requesting authorization to operate a ground vehicle on the airport’s AOA to attend the airport’s *Drivers Orientation* training and to adhere to the following procedures:
 - A. No ground vehicle will be operated on EPIA unless it is directly related to an aviation activity authorized by EPIA, business of an airport tenant, or contractor.
 - B. Construction vehicles. EPIA requires that large construction vehicles and equipment such as earth movers, graders, dump trucks, haulers etc., must have an international orange and white checkered flag (3’ X 3’) displayed on a staff attached to the vehicle so that the flag is readily visible. The flag is required on the vehicle/equipment at all times when operating on the airport’s AOA. All vehicle operators must have a lighted rotating beacon (amber) atop of their vehicle. In the absence of a beacon, the vehicle operator may have the vehicle’s hazard lights lighted.
 - C. Ground vehicle operators requesting authorization to drive on the airport’s Movement Area must: first attend AND pass the airport’s *Drivers Orientation* training; have a properly equipped vehicle; and have clearance from the ATCT. Access to the Movement Area will be for operations need only and not for convenience.

- D. No ground vehicle shall be placed in motion unless the ground vehicle operator has a clear view on all sides, or has a guide-man positioned outside the ground vehicle.
- E. Amber strobe lights (if equipped), will be turned on at all times. In the absence of strobe lights, the vehicle operator may use the vehicles hazard lights. Headlights are to be set at low beam and shall be fully illuminated at all times while on the AOA.
- F. No ground vehicle operator shall leave their ground vehicle unattended while the engine is running. In cases where the engine must be running in order for the ground vehicle to service an aircraft, parking brakes and/or wheel chocks must be used.
- G. Speed Limits:
 - 1. Vehicles must not exceed:
 - a) 5 mph when within 50 feet of an aircraft.
 - b) 15 mph while on the ramps and aprons.
 - c) 30 mph while in the Movement Area.
 - d) 30 mph while on the perimeter road.
 - 2. Aircraft shall not be towed at more than 5 mph.
 - 3. Vehicles in support of emergencies may exceed established speed limits with caution; ensuring personnel and property are not endangered.
- H. A ground vehicle operator shall prevent his/her ground vehicle from passing closer than 50 feet of a parked aircraft unless the ground vehicle is servicing that particular aircraft.
- I. Aircraft will be chocked prior to any ground vehicles approaching the aircraft for service.
- J. No more than four baggage carts shall be towed by a vehicle in a train.
- K. Riding on baggage carts, trailer hitches, fenders or on any portion of a ground vehicle not equipped with proper seats is prohibited.
- L. Escort ground vehicles shall remain within 50 feet of the ground vehicles being escorted and will travel at a reduced speed.
- M. No ground vehicle dripping oil, fuel, or other liquids shall be permitted to operate on EPIA. Ground vehicles in violation may be deadlined at the direction of the Director of Aviation or authorized representative until repairs are made.
- N. Ground vehicle operators will avoid shining headlights toward a running aircraft at night. Fuel trucks will turn headlights off during refueling operations.
- O. Except for ground service equipment (GSE), ground vehicles will not be driven or parked closer than 50 feet to an aircraft. When backing a ground vehicle toward an aircraft, a guide will be employed to prevent the vehicle from striking the aircraft.

- P. No ground vehicle will stand, park, or be driven closer than 50 feet in front of, nor within the area behind an aircraft affected by jet blast or prop wash.
- Q. Loading Areas & Parking Areas (Aprons):
1. Ground vehicles are to be driven on the designated vehicle lane, between the solid white lines.
 2. Apron areas under the terminal and passenger boarding bridges not marked as vehicle lanes are not to be used as short cuts.
 3. Ground vehicles are not allowed to be parked under passenger boarding bridges.
 4. Ground vehicles shall be parked in designated holding areas and shall have emergency brakes set.
- R. Unpaved Areas:
1. Ground vehicles normally will not operate on the grass or dirt areas adjacent to the runway, taxiways, or apron. Where facilities are located in these areas, access roads must be used if available.
 2. Ground vehicle operators on unpaved surfaces must take care not to track potential FOD hazards such as mud, rocks or debris onto paved areas at the Airport. One way to reduce these hazards is for vehicle operators to drive on a paved shoulder prior to driving onto an apron, taxiway or runway. This may reduce the amount of FOD tracked onto the paved areas at the Airport.
9. **Aircraft Right-Of-Way.** AC No. 150/5210-20A, Chapter 3.1.2 states, “Every airport will require individual solutions to prevent vehicle or pedestrian traffic from endangering aircraft operations. EPIA requires all ground vehicle operators to adhere to the following:
- A. No ground vehicle shall pass in front of a taxiing aircraft. Aircraft ALWAYS have the right-of-way over ground vehicles when maneuvering on non-movement areas. This includes taxiing aircraft, aircraft with engine(s) running, aircraft with rotating beacons on and wing walkers, aircraft under tow, etc. Aircraft also have the right-of-way on the movement areas, except when the Airport Traffic Control Tower (ATCT) has specifically instructed an aircraft to hold or give way to vehicles(s) on a runway or taxiway.
 - B. A ground vehicle operator shall immediately yield the right-of-way to emergency vehicles when they are responding to an emergency.
 - C. A ground vehicle approaching another ground vehicle from the right has the right-of-way.
 - D. A ground vehicle approaching another ground vehicle head-on shall pass to the right.
10. **Safety Requirements for Ground Vehicles.** EPIA requires ground vehicles operating on the airport’s AOA to be maintained in a safe operating condition.
- A. It is the responsibility of the ground vehicle operator to ensure that their ground vehicle is in safe operating condition at all times.

- B. It is highly recommended that each ground vehicle, with the exception of small baggage tugs and electric powered cars, be equipped with a minimum of one 2.5 pound carbon dioxide or B.C. dry chemical extinguisher.

NOTE: Carbon tetrachloride, chlorobromoethene, or vaporizing liquid extinguisher is not permitted on EPIA, due to their high toxicity.

- C. All ground vehicles must have two operational headlights that are focused to strike the ground so as not to blind other vehicle drivers or pilots.
- D. All baggage tugs and small specialized apron ground vehicles must have at least one operating taillight and stoplight. All other ground vehicles must have two.
- E. Windshield wipers, horns, and speedometers, if installed, shall be operational.
- F. Emergency brakes must be capable of holding the ground vehicle in place when the ground vehicle is out of gear.
- G. Window glass, if installed, must have unrestricted visibility. No posters, stickers, signs, or other objects on the windows of ground vehicles operated on EPIA are permitted, other than those required by state law or airport regulations.
- H. Tires shall be in serviceable condition; 1/16" or more of tire tread is acceptable.
- I. All mobile fuel tank vehicles (fuelers) are required to meet safety standards as defined in the current National Fire Protection Association (NFPA) publication #70, National electrical Code and NFPA publication #407, Aircraft Fuel Servicing.
- J. Mufflers and exhaust lines shall be of a rigid construction with all joints either welded, screwed, flanged, or sleeve and clamp type connections, and be free of holes. On fuelers, the exhaust end of the tailpipe shall extend parallel to the ground, be equipped with a spark arrestor, and vent on the opposite side of the fuel vending ports.
- K. All lubricating oil and fuel or alcohol dispensing nozzles shall be designed so as to prevent flow of product unless manually operated. Devices that permit automatic flow of fuel are prohibited.
- L. Baggage carts and all other ground equipment shall be equipped with reflectors and/or at least 12" x 1" strip of reflective tape across the front, rear, and side panels. A reflective company insignia is acceptable.
- M. Ground vehicles equipped with running boards or steps shall have them covered with a non-skid surface.
- N. Forklifts, when not carrying a load, shall have forks raised no less than 6 inches and no more than 12 inches above the ground. Drivers must be cognizant of exposed fork hazards.
- O. Ground vehicle owners are responsible for ensuring that state pollution emission standards are met.

- P. All ground vehicles on EPIA shall be subject to random inspections by Airport Operations personnel, El Paso Police Officers and ARFF personnel. Ground vehicles found to be out of compliance will be placed out of service until the required repairs are completed.

11. **Radio Procedures.** To insure the safe and efficient operation of the airfield, it is essential that ATCT maintains positive control of all ground vehicles and personnel operating in the movement area. Therefore, all ground vehicles/personnel operating within the movement area must have two-way radio communication with the ATCT Ground controller (121.9) or Tower controller (118.3) or be escorted by a ground vehicle that has two-way radio communication with the ATCT Ground controller or Tower controller.

A. General:

1. Prior to driving on any part of the movement area, all ground vehicle operators must receive permission from ELP ATCT via radio and keep ELP ATCT informed of the vehicle's location.
2. DO NOT, under any circumstances; cross runway holding position markings (or pass runway hold position signs) until you are absolutely certain that you have received clearance from ELP ATCT.
3. Always advise ELP ATCT when you have cleared a runway and/or the movement area.
4. When entering a runway, the Ground controller may have you switch to the Tower frequency (118.3). DO NOT switch frequencies unless directed by the ELP ATCT controller. (Airport Operations vehicles will switch to Tower frequency if remaining on the runway for an extended period of time.)

B. Procedures:

1. Think about what you are going to say before you press the microphone button.
2. Always begin with "El Paso Ground" (121.9) or "El Paso Tower" (118.3) followed by your radio call sign.
3. Always use the International Phonetic Alphabet for letter descriptions:

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



4. Use the following aviation phraseology:
 - Acknowledge** – Let me know you have received and understand this message.
 - Advice intentions** – State your plans.
 - Affirmative** – Yes.
 - Confirm** – Is that correct?
 - Correction** – I made a mistake.
 - Go ahead** – Begin to talk, NEVER means “proceed.”
 - Hold short of . . .** – Proceed to, but hold short of a specific point.
 - Negative** – No, or permission not granted, or that is not correct.
 - Proceed** – You are authorized to begin or continue moving.
 - Read back** – Repeat the instructions you have just received.
 - Roger** – I have received and understand all of your last transmission.
 - Say again** – Repeat what you just said.
 - Standby** – Wait . . . I will get back to you.
 - Unable** – I can’t do it.
 - Verify** – Request information of instruction or transmit correct information.
 - Wilco** – I have received your message, understand it, and will comply.
 5. **DO NOT** use police department “10 codes” – they are not part of the ATCT or pilot vocabulary.
 6. **DO NOT** attempt communications with another vehicle or aircraft on the Ground Control frequency (121.9) or Tower frequency (118.3) – these frequencies are reserved for communications with ATCT only.
- C. Format. ELP ATCT needs to know three things before they can clear you into a controlled movement area: 1. Who you are (call sign); 2. Where you are (airfield location); and 3. Your intentions (where you want to go and what you want to do).
1. Establish initial contact.
 - Example: “El Paso Ground, OPS 1.”
 2. After the Ground controller acknowledges your initial contact, say who you are, where you are, and what your intentions are.

Example: “OPS 1 is holding short of runway 8 Right Approach at taxiway K. Request permission to cross runway 8 Right Approach and proceed north on taxiway Kilo.”

3. The Ground controller will acknowledge with either clearance to cross or hold short of the runway.

Example: “OPS 1, El Paso Ground, hold short of the runway 8 Right Approach. Landing traffic.”

4. Acknowledge the ground controller’s instructions by repeating his instructions.

Example: “OPS 1, holding short of the runway 8 Right Approach at taxiway Kilo.”

NOTE: Hold short instructions are required to be read back to the ELP ATCT controller.

5. After clearance to cross the runway is received and acknowledged, you may proceed across the runway. Once you have crossed the runway and have passed the runway hold position sign on the other side, inform ELP ATCT that you are off of the runway.

Example: “OPS 1 is off of runway 8 Right Approach, northbound on taxiway Kilo.”

6. If you hear radio transmissions that indicate an emergency (ground or in-flight) is in progress, delay your transmissions until the emergency has been terminated – keep the radio network clear for use by emergency response teams.

D. **Light Gun Signals (AC No. 150/5210-20A, Appendix B, Section 4.6):** Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator or anyone taxiing or towing an aircraft experiences a radio failure on a runway or taxiway, the operator can vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, or anyone taxiing or towing an aircraft after vacating the runway, can turn the vehicle, tug or aircraft toward the tower and start flashing the vehicle, tug, or aircraft (landing lights) headlights and wait for the controller to signal with the light gun. ELP ATCT may contact Airport Operations for assistance. Under no circumstance should you drive through a runway or taxiway without permission from ELP ATCT. Light signals, in accordance with AC 90-67B, are as follows:

1. Steady green – cleared to cross; proceed; go
2. Steady red – STOP
3. Flashing red – clear off active runway or taxiway
4. Flashing white – return to starting point on airport
5. Alternating red and green – general warning. Exercise extreme caution

NOTE: Light signals will be used for controlling vehicles only when ELP ATCT experiences an outage of radio equipment.

12. Foreign Object Debris (FOD) Prevention and Awareness. Debris that can cause damage to aircraft engines, tires, windshields or aircraft skin. Damage may come from rocks, trash, or the actual debris found on runways, taxiways, and aprons. FOD prevention is the responsibility of every individual at EPIA and could save lives. Personnel who observe a potential FOD hazard should, if able, remove the hazard or contact Airport Operations.

13. Vehicle Escort Responsibilities and Procedures. EPIA has established the following procedures when escorting vehicles on the Airport's AOA.

A. The escort is responsible for ensuring positive control of all ground vehicles under their escort while operating on the loading area, parking area, or movement area. When escorting ground vehicles, the escort:

1. Will maintain two-way radio contact with ELP ATCT (El Paso Ground Control or El Paso Tower) if operating in the Movement Area.
2. Will not leave the immediate vicinity of ground vehicles/personnel being escorted.
3. Will not allow ground vehicles/personnel under escort to leave their immediate vicinity.

B. When operations on runways are required, the escort will:

1. Advise ELP ATCT of the number of ground vehicles under escort.
2. When directed by ELP ATCT to "clear the runway", ensure all ground vehicles clear the runway at the nearest exit.
3. Ensure all vehicles are clear of runway prior to reporting "OFF" to ELP ATCT.

14. Security Requirements. Ground vehicle operators will adhere to the following procedures when entering or exiting the airport's AOA through a security gate.

A. Ground vehicle operators shall stop after safely clearing mechanically controlled security gates in such a way as to block access until the gate returns to the closed position. If the gate does not close properly; the ground vehicle operator **MUST** provide temporary security and notify the Airport Operations Office or the Airport EPPD immediately by whatever means available and request help/instructions.

B. Tailgating (or piggybacking) through security gates is **NOT** permitted. Each driver must use their ID badge to activate the gate. When escorting a vehicle through a controlled gate, the badge holder is to contact Airport Dispatch and request that the gate be held open to allow the escorted vehicle in. Airport Dispatch will require the badge holder to swipe their EPIA-issued security badge on the gate's card reader. Upon noting the swipe AND if the individual has access through that gate, Airport Dispatch will remotely control the access gate, allowing the escorted vehicle to enter. The badge holder is to remain in contact with Airport Dispatch during this procedure. Once the vehicles have cleared the gate, the badge holder will inform

Airport Dispatch that all vehicles are clear of the gate and that the gate may now be closed. The badge holder is to remain at the gate until the gate is fully secure.

- C. Individuals abandoning a gate in an unsecured position are subject to immediate forfeiture of their EPIA identification badge.

15. Contractor Access. In addition to all other ground vehicle rules:

- A. Construction vehicles shall only use the EPIA entrances and exits designated by the Director of Aviation or authorized representative.
- B. Construction vehicles authorized to remain on EPIA shall be parked in a designated location so as not to cause a hazard to aircraft or other ground vehicles. All construction vehicles and equipment shall be moved from the movement areas, including safety areas at the end of the work day.

16. Repair of Ground Vehicles.

- A. Cleaning, repairing, maintaining, or overhauling ground vehicles may only be conducted in ground vehicle maintenance areas approved by the Director of Aviation or designated representatives.
- B. When maintenance is being performed on a ground vehicle outside the confines of the EPIA vehicle maintenance section, an additional person must be in the driver's position when the engine is running.

17. Ground Vehicle Accidents.

- A. When an operator's ground vehicle is involved in an accident on EPIA, the vehicle operator shall immediately notify the Airport Dispatch section (915-212-0333). The ground vehicle operator and the ground vehicle shall remain at the scene of the accident until dismissed by the investigating agency. Upon request by the investigation officer, the ground vehicle operator shall present relevant permits, licenses, registration, or other documents as requested. Airport Operations will determine and designate the appropriate investigating agency.
- B. The owner and/or operator of any ground vehicle causing damage to airport property shall be responsible to the City of El Paso for such damages. **Company/Agency assumes all responsibility for vehicles operating on their behalf while on Airport property.**

18. Vehicle Registration/Ramp Pass. It is the responsibility of the vehicle operator to ensure proper vehicle registration. Registration is accomplished at the Airport Badging Office (915-212-7351) and is required for ground vehicles only.

19. Emergency Conditions. Ground vehicle operators shall notify the Airport Dispatch Section (915-212-0333) of any emergency situations on the airport's AOA. The vehicle operator shall give their name, company/agency name, contact number and the nature of the emergency. The Director of Aviation or designated representatives may deny access to an emergency scene, regardless of whether the person has an EPIA ID badge and authorization to operate a ground vehicle on EPIA. Only persons and equipment whose duties or functions are required will be granted access to an emergency scene.

20. Violations/Consequences.

- A. Violations of rules and procedures as identified herein will not be tolerated. Offenders may be subject to loss of driving privileges; access privileges, and/or forfeiture of their Airport identification badge. Individuals in violation of these rules and procedures as identified herein will, at the discretion of the Director of Aviation or designated representatives:
1. Have their driving and access privileges suspended;
 2. Meet with Airport Operations personnel to discuss the violation. The individual's supervisor will be required to attend this meeting;
 3. Will attend remedial training at the next scheduled El Paso International Airport's *Drivers' Orientation Training* and testing.
- B. Further or repeated violations within a one-year period may, at the discretion of the Director of Aviation or designated representatives, result in the following:
1. Extended or permanent loss of driving and/or access privileges;
 2. Revocation of the individual's EPIA identification badge.

Violations will be reported to the EPIA Operations Dispatch Office. They will log the individual's name, EPIA ID#, violation, and the name of individual reporting the violation. A copy of the log entry will then be placed in the violator's ID file located in the Airport Badging Office for a period of one year.

21. Related Reading Material. You will find additional information in the following publications:

- A. Title 14, Aircraft and Airports, of the Municipal Code of El Paso, Texas.
- B. 14 CFR part 139, Certification of Airports.
- C. Current editions of the following advisory circulars:
 1. **AC 90-67**, *Light Signals from the Control Tower for Ground Vehicles, Equipment, and Personnel*
 2. **AC 150/5340-1**, *Standards for Airport Markings*
 3. **AC 150/5340-18**, *Standards for Airport Sign Systems*
 4. **AC 150/5210-21**, *Airport Surface Safety Training Programs For Mechanics and Ramp Personnel*
- D. To view electronic copies of the ACs listed above, visit the FAA website at http://www.faa.gov/regulations_policies/advisory_circulars/.

22. **Contact Information.** Questions or concerns regarding EPIA's *Ground Vehicle Operations and Procedures* guide may be directed to the Airport Operations Office at (915) 212-0333.

23. **Changes and Amendments.** The *Ground Vehicle Operations and Procedures* manual may be amended without notice as deemed necessary by the Director of Aviation.



Procedures for Operating Vehicles

These procedures apply to all personnel operating a ground vehicle at El Paso International Airport (EPIA) and must be reviewed and understood prior to beginning vehicle operations. Violations of rules and procedures as identified herein or at the discretion of the Director of Aviation or designated representatives will not be tolerated. Offenders may be subject to loss of driving and/or access privileges.

All ground vehicles are required to be identified by: company logos on both sides of the vehicle; or government exempt plates; or a vehicle registration permit (ramp pass) obtained from the Airport Operations Badging Office (915-212-7351). **Company/Agency assumes all responsibility for vehicles operating on their behalf while on Airport property.**

Ground vehicle operations at EPIA are unique and can be confusing. The first priority for every ground vehicle operator is to ensure that their activities are conducted safely. Supervisors are responsible for ensuring ground vehicle operators are familiar with all EPIA ground vehicle operations requirements.

Ground vehicles must not exceed 15 mph while on loading and parking aprons, or 5 mph when within 50 feet of an aircraft.

If equipped, amber strobe lights on ground vehicles will be turned on at all times. In the absence of strobe lights, the vehicle operator may use the vehicle’s hazard lights. Headlights are to be set at low beam and shall be fully illuminated at all times while on the AOA.

Aircraft always have the right-of-way. Ground vehicles will yield the right-of-way to taxiing aircraft, an aircraft with its engine(s) running, its rotating beacon turned on and wing walkers, or an aircraft under tow. Ground vehicle operators will not shine headlights toward a running aircraft at night.

Ground vehicles are to be driven on the designated vehicle lane, between the solid white lines as much as possible. This “road” is located in the parking areas (military apron, north side of the T-hangars, and the north side of the FBO apron), and the loading areas.

Ground vehicles on EPIA AOA and/or employee parking lots are required to have minimum amounts of liability insurance as required by the State of Texas; AND must furnish, upon request, proof of financial responsibility of the minimum amounts of liability insurance to any law enforcement officer or authorized airport representative.

Personnel operating ground vehicles on EPIA shall have their EPIA ID badge properly displayed. Individuals operating a ground vehicle on EPIA must have a valid driver’s license and be in compliance with any restrictions specified (e.g., wearing eyeglasses, hearing aid, etc.).

Personnel authorized to drive on the AOA must have either an “R” or an “M” displayed on their EPIA identification badge. Personnel with an “R” on their EPIA badge are restricted to the non-movement areas and are **NOT** permitted to enter any taxiway, runway, or other movement areas. Personnel with an “M” on their EPIA badge are authorized to drive on non-movement and movement areas IF:

1. Their vehicle is properly equipped (tower radio, rotating beacon, company logos).
2. They have received clearance from ATCT.
3. Have a legitimate reason for going onto the movement area.

Employee Signature

Company/Agency

I certify that the above individual has received driver’s training provided by our Company/Agency and has been authorized to attend the Airport’s *Drivers Orientation Training*.

Authorization Signature
Ground Vehicle Operations

Date
20 January 2018



EL PASO INTERNATIONAL AIRPORT
GROUND VEHICLE OPERATIONS TRAINING

Name: _____ Company: _____

Instructor: _____ Date: _____

Location: _____

Method of Training (Check all that apply)

- Computer Hands-on Lecture
 PowerPoint Seminar Video

Training: FAR 139.303(e) (4) and 139.329. Each person authorized to operate a ground vehicle unescorted on any portion of the airport which has access to the movement area is instructed in the below listed subject areas prior to assignment. Required initial and recurrent training will be conducted in the same subject areas every 12 consecutive calendar months for Movement Area and Safety Area driving privileges. Initial and recurrent training will be conducted in the same subject areas every 24 consecutive calendar months for Non-Movement area driving privileges. Training records documenting completion of these requirements will be maintained in the Airport Badging Office for 24 consecutive calendar months after completion of training given after June 9, 2004 along with a complete copy of the training curriculum.

- Airport familiarization including airport signs, markings and lighting.
- Airport emergencies.
- Vehicle requirements.
- Ramps & Aprons.
- Communications

NON-MOVEMENT AREA (R) / MOVEMENT AREA (M)

Quiz or Demonstration

SCORE: _____ PASS / FAIL

Student Signature: _____ Date: _____

Instructor Signature: _____

EPIA SIGNS & MARKINGS



1



2



3



4



5



6



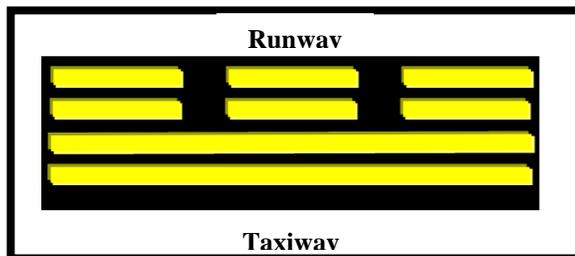
7



8



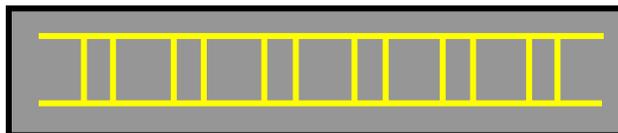
9



10



11



12



13



14

15. Mandatory Holding Position Sign for Runway Approach Areas.
16. Mandatory Holding Position Sign.
17. Instrument Landing System (ILS) Holding Position Sign.
18. Mandatory Holding Position Sign. Also indicates the area is prohibited to aircraft.
19. Intersection of taxiway "A" and runway 4 approach.
20. Taxiway Location Sign.
21. Taxiway Directional Sign.
22. Outbound Destination Sign.
23. Indicates that the Runway or Taxiway is closed.
24. Mandatory Runway Holding Position Marking.
25. Runway Distance Remaining Sign (Marker)
26. Instrument Landing System (ILS) Critical Area Holding Position Marking
27. Information sign
28. Directional sign to a specific location on the AOA.

