Driver Training Guide

Ground Vehicle Operations

(FAR Part 139.329)

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The objectives of this program are:

• To review proper methods and procedures for operating safely at COE.

• To distribute information that provides aircraft movement area

operators with familiarization and knowledge of acceptable operating

practices.

• To test for knowledge to ensure that all personnel who operate on or

near the movement areas at COE have a basic understanding of

acceptable procedures.

Participation in this program and successful completion of a mandatory test is required for all drivers operating on or near the aircraft movement and non-movement area at COE. Following program implementation, only individuals who have successfully completed the Airfield Drivers Training Program will be permitted to operate on or near the COE aircraft movement and non-movement areas. Any violation of the COE Rules & Standards, especially pertaining to driving operations may result in the loss of driving privileges or airport access, written reprimand and/or retraining and testing.

This study guide contains basic information, which should be thoroughly understood by all persons who intend to operate on the Airport Operations Areas.

Section 1: Airport Driving Rules and Regulations

Applicability

This driver training program applies to all users of, and persons on any portion of, the property owned and controlled by Coeur d'Alene Airport. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Airport tenants including fixed-base operators shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

Training

Initial training is the training provided to a new employee or airport user that would enable that person to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the airside.

Definitions

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

Aircraft – any and all contrivances now and hereafter used for the navigation of flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians, and seaplanes.

Airport Credentials – Identification issued by the airport that can either be in the form of a physical badge or digital identification on the Verkada Pass App.

Airside – Those areas of an airport that support aircraft activities.

Apron or Ramp – those portions of an Airport designated and made available temporarily or permanently by Coeur d'Alene Airport to the public for the loading and unloading of passengers or cargo onto and from aircraft. Allowable activities on these areas include:

- Loading and unloading passengers, cargo, and supplies to or from aircraft

- Servicing aircraft with fuel and lubricants

- Performing operations commonly known as "ramp services"

- Performing inspection, minor maintenance, and other services upon or in connection with aircraft incidental to performing "ramp service"

- Parking mobile equipment used in connection with such operations

Air Operations Area (AOA) – Portion of airport designed and used for landing, taking off, or surface maneuvering of aircraft, including the use of ground support vehicles, and other authorized vehicles related to airport operations in exclusive leasehold areas. The AOA consists of both Non-Movement and Movement areas.

Air Traffic Control Tower (ATCT) – Is a facility at airports that uses air/ground communications, visual signaling, and other devices to provide air traffic control services to aircraft in the vicinity of the airport, along with aircraft and ground vehicles on the movement area.

Breach of Rules – A violation of any rule or regulation shall constitute a "Breach of Rules." The Airport Director will cite the breach of rules. The penalty for a breach of a specific rule shall be in accordance with policy and schedule of fines as defined by the Airport Director.

Fixed Base Operator (FBO) – a 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.

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

ILS Critical Area – an area provided to protect the signals of the Localizer and Glideslope.

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 of separation with an aircraft taking off, intending to takeoff, landing, or intending to land.

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

Mobile Fueler – a vehicle owned and/or operated by authorized agents to pump and dispense fuel for aircraft.

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 (Note: Coeur d'Alene Airport operates a Temporary ATCT daily from 0700 to 1700 local)

Non-Movement Area – called ramps or aprons, consist of areas where aircraft park, load, or unload. Taxilanes at Coeur d'Alene also fall under the category of a non-movement area.

Runway – a defined rectangular area on a land airport prepared for aircraft landing or taking off.

Runway in Use or Active Runway – any runway or runways currently being used for takeoff and landing. When multiple runways are used, they are all considered active runways.

Runways 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.

Taxilanes – A taxilane is a narrower path within an apron or parking area, usually leading to specific parking spots or hangars, and not directly connecting to runways.

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

Verkada Pass App (Pass App) – A cell phone app available for both Android or iOS that can be used as airport identification as well as gate access control.

Driver Regulations on the Airside of Coeur d'Alene Airport

Vehicle Operator Requirements:

1. All driver applicants must possess a valid U.S. driver's license. Possession of a license that is revoked or suspended in any other state will be grounds for refusal of driving privileges.

2. All applicants must satisfactorily complete the D1, D2 or D3 training and testing before receiving authorization to drive on the AOA (Movement and Non-Movement areas). All drivers or operators of vehicles must possess valid D1, D2, or D3 access to drive or operate on the AOA. All guests or contractors must be escorted by a valid driver possessing the appropriate access level for that area.

3. All first-time applicants must pass the COE Driver's exam given by Airport Operations with a score of at least 80 percent. A practical exam may also be administered by Airport Management and will be pass or fail based on Airport Management's discretion. Applicants who do not pass the written test may retake the test after additional study and a 24-hour period.

4. D3 credentials are valid for two years, starting from the last day of the month issued. (For example: A badge issued 5/8/25 would expire 5/31/2027). They can be renewed by visiting the Airport Managements office, submitting a new application for driving privileges and presenting a valid driver's license.

5. D1 and D2 credentials are valid for one year, starting from the last day of the month issued. (For example: A badge issued 5/8/25 would expire 5/31/2026). D1 and D2 credentials renewals require retaking and passing the D1 or D2 Movement Area Driver Test and (If deemed required) the Practical exam.

6. 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 must possess and be able to present airport credentials, upon request, to airport operations.

7. At Coeur d'Alene Airport the speed limit is **15 mph**, but is reduced to **5 mph** within 50 feet of aircraft. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.

8. Moving aircraft and passengers enplaning or deplaning aircraft have the right-of-way.

9. No person shall operate any motor vehicle in a manner which creates an unreasonable risk of harm to persons or property, or while the driver thereof is under the influence that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle, or if such vehicle is so constructed, equipped or loaded as to create an unreasonable risk of harm to persons or property.

10. 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.

11. Fuel Trucks must be parked in accordance with **NFPA 407 <u>STANDARD FOR AIRCRAFT FUEL SERVICING</u>** (Current Edition) requirements:

    a. A minimum of **10 feet** of clear space between parked vehicles for accessibility for fire control purposes.

    b. A minimum of **50 feet** from any parked aircraft and buildings other than maintenance facilities and garages for fuel servicing tank vehicles.

12. No person shall park a vehicle or permit the vehicle to remain stopped on roads in the AOA, except in such areas and for such periods of time as may be prescribed or permitted by the Airport Director.

13. No person shall stop or park a vehicle contrary to restrictions posted on authorized signs, or in any of the following areas:

    a. In front of a driveway

    b. Within 10 feet of any AOA perimeter security fence

    c. Within any restricted or marked areas

14. No person shall drink, or carry an open container of, any alcoholic beverage in any public area of airport. (No person may consume alcoholic beverages on the Airport in County owned and operated premises unless a permitted event is taking place. No person may consume or otherwise use controlled substances on the Airport.)

15. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator

shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.

16. After an incident or violation occurs, the Airfield Policy Violation form is put into action.

17. Airport tenants authorized to drive on the AOA shall be permitted to escort guest vehicles only within the parameters of their valid access level.

18. Vehicle operators not authorized to drive unescorted on the AOA, and drivers who do not have an airport ID with driver privileges, must be escorted while on the AOA by an individual who:

    a. Possesses a valid airport ID with driver privileges.

    b. Uses a vehicle that is in full compliance with airport rules and standards.

    c. Remains in close proximity to the escorted vehicle until that vehicle leaves the secured area.

Vehicle Regulations:

1. Pieces of equipment towed or carried after darkness must have side and rear reflectors or rear lights.

2. No vehicle shall be permitted on Movement areas unless-

    a. It is properly equipped and maintained in a safe operating condition, and must meet the requirements established by the state where the airport is located, and the ground vehicles specifications outlined by the FAA advisory Circular 150/5210-5 <u>Painting, Marking, and Lighting of Vehicles Used on Airport.</u>

    b. When ATCT is open and operational, all entry to a Movement Area must be approved by ATCT personnel prior to entering the desired Movement Area. When ATCT is closed all communications for entry will be made on CTAF 122.8.

    c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).

3. Vehicles operating on the Movement area shall be equipped with an operating 360 degree AMBER rotating beacon or equivalent. The standard for identification lighting is that it is mounted on the uppermost part of the vehicle structure and must be visible from any direction, day and night.

4. Vehicles operating on the Movement area must be equipped with a vehicle mounted or handheld VHF two-way radio and must be able to clearly and effectively communicate on ATCT/CTAF frequencies.

5. 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.

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Vehicular Accidents– Operators of vehicles involved in an accident on the airport that results in an injury to a person or damage to an aircraft, airport property, or another vehicle shall.

     a. Dial 911 if necessary and report without unreasonable delay to Coeur d'Alene Airport Management (208) 446-1860 during Operating hours. Afterhours, contact Airport duty cell phone 208-916-8630.

     b. Immediately stop and remain at the scene of the accident.

     c. Render reasonable assistance, if capable, to any person injured in the accident.

     d. Report the accident immediately to your supervisor before leaving the scene.

     e. Provide any of the following information to the Kootenai County Sheriff's Office and the Airport Operations Officer/Airport Director.

1. Name and address, phone number

2. Airport ID number

3. State driver's license

4. Company name

5. Company's proof of insurance

6. Personal statement

Any person who does not comply with airport or FAA rules and regulations or any lawful order, will be subject to progressive penalties for repeat violations. These penalties may include denied use of airport facilities by the Airport Director or designated representative, in addition to any penalties prescribed by Federal, state or local authorities.

Section 2: Driving on the Non-Movement Areas

Non-movement areas – comprise of aprons, taxilanes, service roads, general aviation ramps, and other areas used by aircraft to park, load, or unload.

Operating within the ramp areas requires the vehicle driver to exercise extreme caution when driving in non-movement areas as aircraft are always moving, pilots and passengers are walking from aircraft to terminals and noise levels are high.

Airport speed limit: **15 MPH**
Speed limit within 50 feet of an aircraft: **5 MPH**

All drivers must:

- Maintain vigilance for any aircraft that are moving or starting engines (look for flashing beacons atop an aircraft)

- **Note: Although an aircraft's flashing beacon will usually be on when its engines are running, this is not always the case.**

- Always give way to taxiing aircraft (visibility is limited in some cockpits, and there are blind spots below the nose and to the sides of many aircraft).

- Avoid driving in close proximity to parked aircraft.

  (Potential hazards can include: Jet blast behind aircraft, vehicle damage and personal injury from propellers, and flying pieces of debris).

NOTE: **D1** driving credentials – All areas, **D2** driving credentials – Yellow and Blue only, **D3** credentials – Blue only
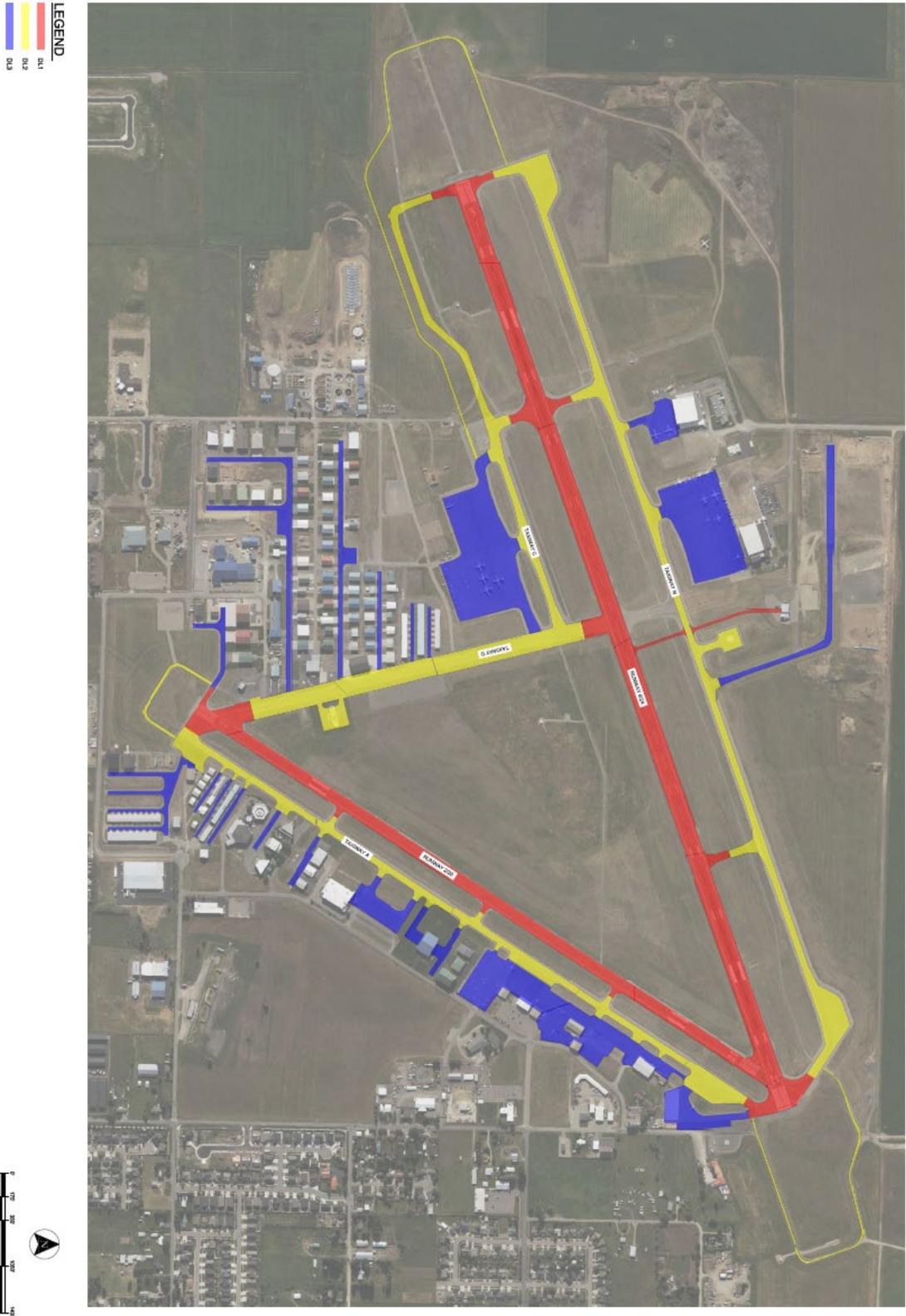
Section 3: Movement Areas

Movement areas - The runways, taxiways, and other areas of an airport that aircraft use for taxiing takeoff, and landing

Movement Areas Controlled by ATCT:
- Runways 6/24 and 2/20
- Runway Safety Areas
- Taxiway Safety Areas
- Critical Areas
- Run-up Areas
- Taxiways: A, A3, B, B3, C, C1, C2, D, E, G, H, L, and N

Non-Movement Areas NOT Controlled by ATCT:
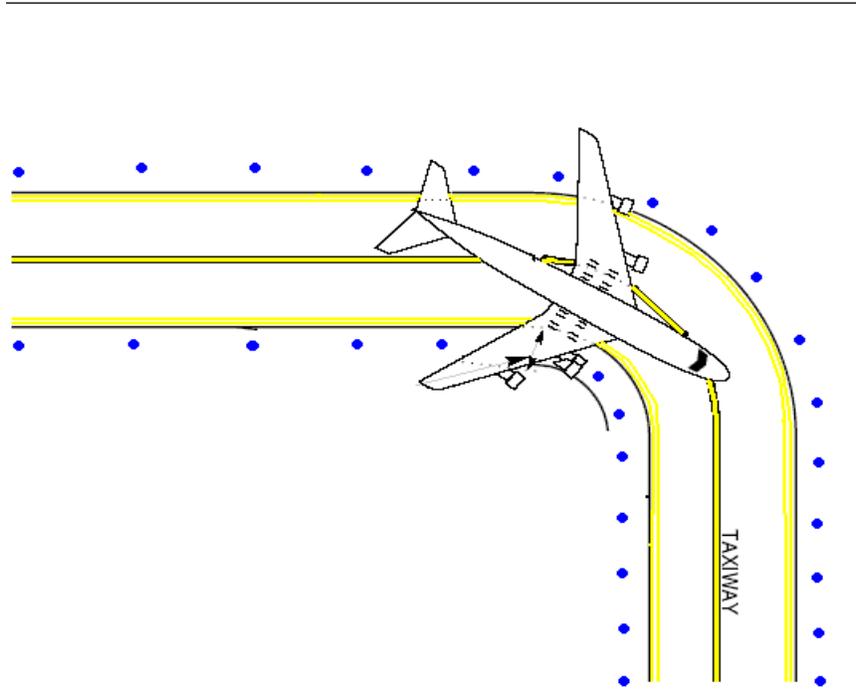- East Ramp
- West Ramp
- Stancraft Ramp
- Misc Ramps
- Aprons
- Aircraft Parking

Taxiways

Taxiway speed: **15 mph**

Designation – Aircraft use taxiways to move to or move from aprons and runways. They are designated by letters such as A, B, C, etc.

Lighting – Taxiways have blue edge lights.

TAXIWAY

Runways

Designation – Runways are areas where aircraft land and take off.   These are always designated by a number, such as 6 or 24. The number indicates the compass heading of the runway. An aircraft taking off on Runway 24 will be flying a heading of 240 degrees.

Lighting – Runway edge lights are white. If a runway has an instrument approach, the last 2,000 feet of the runway will be yellow. Runway END/THRESHOLD lights are split lenses that are RED and GREEN.

Distance remaining markers – indicate the available distance remaining for pilots. They are placed in 1000 ft. increments. They have white numbers on a black background.

6,000 Feet Remaining on Runway

Airfield Signs and Surface Markings

Airfield signs, surface markings and lighting are visual aids designed to guide operations on movement areas. The colors and sizes of signs and painted surface markings are significant.

Mandatory Holding Position Signs have a red background with white lettering. These signs denote the entrance to a runway, approach area or critical area.

The arrow on the right of the picture below points to a Mandatory Holding Position Sign. In this case, the sign would indicate you must hold short of runway 24-6 until it is clear.

Location signs have a black background with yellow lettering and a yellow border. Location signs identify movement areas and are installed so as to be highly visible, usually on the left side of the movement areas. Location signs are often combined with other types of signs.

Location sign indicating you are on taxiway Alpha.

Destination signs have a yellow background with black lettering and arrows. These signs provide information on locating things such as runways and the main terminal. The arrows indicate the direction to the place displayed on the sign.

Shown Below: A destination sign showing the path to arrive at Taxiway Foxtrot.
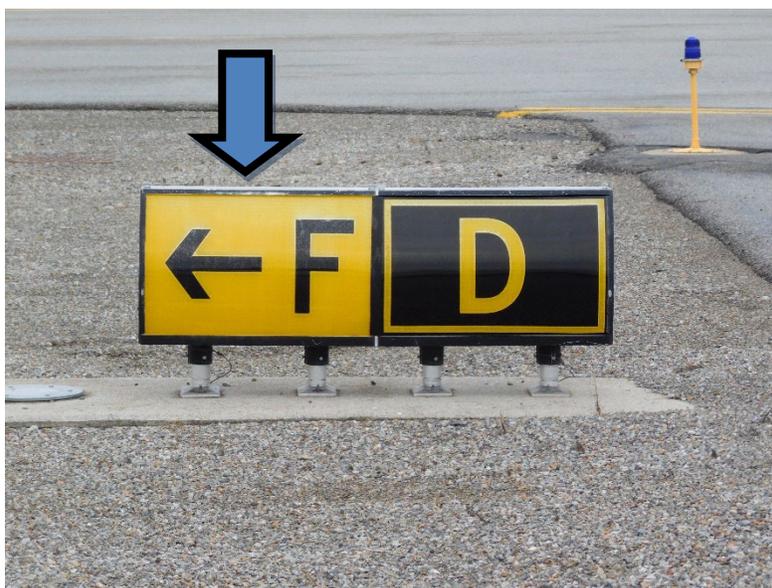
Runway Hold Lines: At the intersection where a taxiway (or another runway) meets a runway, painted surface markings called runway boundary lines are installed. These consist of two solid yellow lines followed by two segmented yellow lines. It is mandatory to hold short of the two solid lines, making sure the runway is clear of traffic before proceeding. Operators must ensure no part of their vehicle crosses the solid lines while holding short of the runway. You will see a red runway holding position sign placed adjacent to these lines.

Runway 6-24 holding position lines

Larger view of runway holding position lines

Movement Area Boundary Lines: At towered airports, the movement area boundary line separates the area controlled by air traffic control (runways and taxiways) from the non-movement area (ramps, aprons, and taxilanes). It is marked by a solid yellow line on the non-movement area side and a dashed yellow line on the movement area side. Crossing this boundary requires clearance from air traffic control.

Runway Safety

NOTE: The Coeur d'Alene Airport has a Temporary Air Traffic Control Tower that is staffed seven days a week from 0700 to 1700 local. There is a possibility of ATCT working hours extension due to fire season traffic. This extension will be published via FAA NOTAMs. It is your duty to watch for possible conflicts during hours when the ATCT is not operational.

The FAA defines a runway incursion as "Any occurrence at an 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."

Runway incursions are primarily caused by error in one or more of the following areas:

1. Pilot/ground vehicle communications
2. Airport familiarity
3. Loss of Situational Awareness

NOTE: Any individual involved in a runway incursion must receive remedial airfield driver's training given by Coeur d'Alene Airport Management.

REMEMBER THAT AIRCRAFT ALWAYS HAVE THE RIGHT OF WAY.

Standard Airport Traffic Pattern

The **final approach leg** is a flight path in the direction of landing along the extended runway centerline from the base leg to the runway.

The **base leg** is a flight path at right angles to the landing runway off its approach end and extending from the downwind leg to the intersection of the final approach leg.

Windsock

Tetrahedron

Wind Tee

North

WIND

23

E

D

A

The **downwind leg** is a flight path parallel to the landing runway in the opposite direction of landing. Because landings are made into the wind, the downwind leg is flown with the wind.

The **departure leg** is a flight path aligned with and leading from the takeoff runway. The departure leg begins at the point the airplane leaves the ground and continues straight out or until the 90-degree turn onto the crosswind leg. Although inconsistent with the AIM, this leg is often called the **upwind leg.**

The normal pattern entry is at 45° to the downwind leg, midfield at pattern altitude.

The **upwind leg** is a flight path parallel to the landing runway, into the wind, on the opposite side of the pattern of the downwind leg.

5

B

The **crosswind leg** is a flight path at a right angle to the landing runway off its takeoff end. It is opposite the base leg.
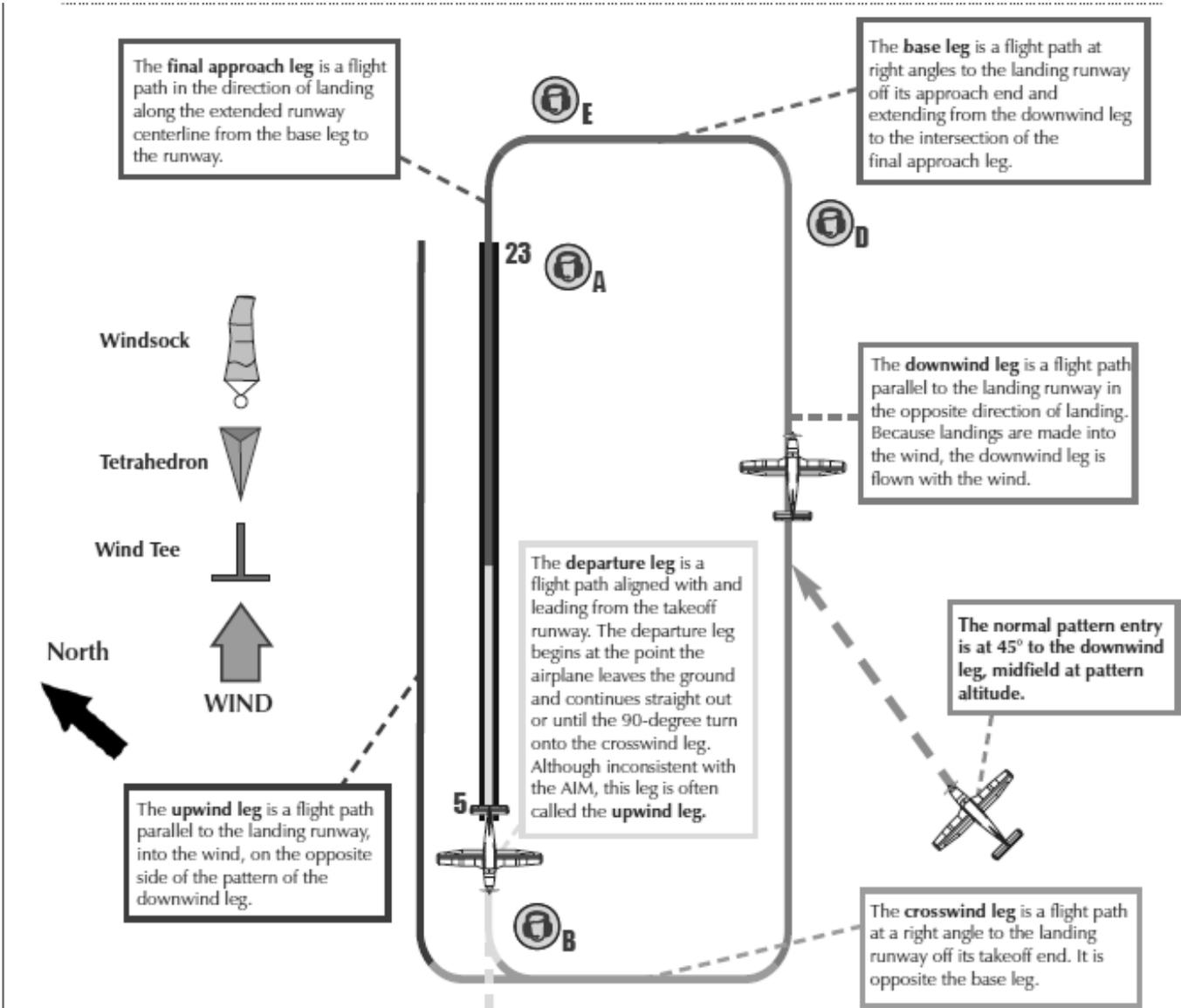
Photo source: AOPA

Section 4: Airport Communications

Airport Frequencies: At Coeur d'Alene, there are two appropriate frequencies to utilize depending on if the ATCT is operational. During ATCT operations, ground vehicles are required to communicate with the tower on Ground frequency to request clearance to operate on Movement areas. Outside of ATCT operating hours, ground vehicles need to utilize the common traffic advisory frequency (CTAF) or Unicom. Drivers will know when Temporary ATCT is open and operational for the when high visibility yellow signs are placed on vehicle access gates indicating this. As always pilots will know ATCT is open and operational by checking current NOTAMs during every pre-flight.

ATCT Ground Frequency – 128.075

- <u>Request</u> to operate on movement areas (taxiways, runways)
- Broadcast position and intentions in the following format:
    - **Who** you are
    - **Where** you are
    - **What** you're intending to do

For Example:

- "Coeur d'Alene Ground, Airport Maintenance is requesting to cross Runway 6-24 at Taxiway Delta."
- Read back and comply with all directions given by ATCT.

CTAF/Unicom Frequency – *122.80*

- Monitor VHF Unicom frequency when in movement areas (taxiways, runways)
- Broadcast position and intentions in the following format:
    - **Who** you are
    - **Where** you are
    - **What** you're intending to do
    - **When** you are clear

For Example:

- "Coeur d'Alene area traffic, Airport Maintenance is crossing Runway 6-24 at Taxiway Delta Coeur d'Alene."

    (After crossing the runway and clear of the boundary lines on the other side)
- "Airport Maintenance clear of Runway 6-24, Coeur d'Alene"

Note: You should end all radio transmissions by saying "Coeur d'Alene." This informs pilots which airport you are calling from.

Phonetic Alphabet

Letter	Code Word	Phonetic Pronunciation
A	Alpha	AL-FAH
B	Bravo	BRAH-VOH
C	Charlie	CHAR-LEE
D	Delta	DELL-TAH
E	Echo	ECK-OH
F	Foxtrot	FOKS-TROT
G	Golf	GOLF
H	Hotel	HO-TELL
I	India	IN-DEE-AH
J	Juliet	JEW-LEE-ET
K	Kilo	KEY-LOH
L	Lima	LEE-MAH
M	Mike	MIKE
N	November	NO-VEM-BER
O	Oscar	OSS-CAR
P	Papa	PAH-PAH
Q	Quebec	KEH-BECK
R	Romeo	ROW-ME-OH
S	Sierra	SEE-AIR-AH
T	Tango	TANG-GO
U	Uniform	YOU-NEE-FORM
V	Victor	VIK-TAH
W	Whiskey	WISS-KEY
X	X Ray	ECKS-RAY
Y	Yankee	YANG-KEY
Z	Zulu	ZOO-LOO

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Phonetic Numbers

Number	Code Word	Phonetic Pronunciation
0	Zero	ZEE-RO
1	One	WUN
2	Two	TOO
3	Three	TREE
4	Four	FOW-ER
5	Five	FIFE
6	Six	SIX
7	Seven	SEV-EN
8	Eight	AIT
9	Nine	NIN-ER
100	Hundred	HUN-DRED
1000	Thousand	TOU-SAND

Section 5: Safety Reminder and Company Specific Items

This section provides further instruction on airport operations and driving on the AOA for specific company operations at COE.

Gate Access:

- When entering or exiting the airfield all drivers must wait for the gate to close. This is for wildlife and security reasons.

  - Wildlife: To prevent animals from entering the airfield.

  - Security: To prevent individuals who don't have driving privileges from entering the airfield. *Do not assume that someone waiting to enter the airfield has permission to be on the airfield, stop and question the individual.*

Mud/ F.O.D.:

- Foreign Object Debris is every badge holder's responsibility to prevent and look out for.

- Mud left from vehicles is unacceptable and if it can be determined which company has left mud on the ramp it will be marked as a violation.

Situational Awareness/ Commercial Operations:

- One should not use the privilege of driving on the Airport Movement Areas as a shortcut to traverse the Airport property. Use the perimeter roads.

- Under no circumstance will fueling vehicles be allowed on the runways or allowed to cross runways.