

DRIVER TRAINING INFORMATION & STUDY GUIDE



ROCK SPRINGS – SWEETWATER COUNTY AIRPORT

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I GENERAL REQUIREMENTS

Each individual whose job requires they traverse the AOA (Airport Operations Area) at the Rock Springs - Sweetwater County Airport is required to obtain an airport driver's permit before operating a vehicle on any portion of the AOA. Permits will be issued based on a demonstrated need to operate a motor vehicle on the AOA.

It is the responsibility of all companies operating on the airport to inform their employees of the airport driver permit program and the necessity to obtain a permit.

New employees will not be allowed to operate a vehicle on the AOA unless accompanied by an experienced driver who holds a valid Airport Driver's permit.

II POLICY

Goal

The goal of this program is safety through strict compliance of airport regulations. Accomplishing this goal requires those airlines, tenants, and all other users of the airport work closely with Airport Management to promote strict adherence to the rules and regulations pertaining to the airport.

Other Goals

In addition, other major goals of the program are to provide initial training for new employees and refresher training for all current employees and users on vehicle operations on the airport. The other goal is to stress the importance of safety procedures to prevent personal injuries and property damage accidents.

III PROCEDURES

Permit Application

Individuals should complete the application form and submit it to the Airport Administration Office one week prior to attending the class. Applicants must prove a reasonable level of need to be issued an operators permit. The pre-application form may be obtained from your employer or Airport Administration.

Required Materials

The Rock Springs - Sweetwater County Airport's "Airport Driver Permit Information and Study Guide." This will be required reading prior to the test being given.

Pre-requisites

All applicants must possess a current and valid State Driver's License.

In addition, all applicants must possess current auto insurance on all vehicles operated on the AOA.

Individuals will provide airport Administration with a copy of their current driver's license and auto insurance.

Training Class

Rock Springs - Sweetwater County Airport Administration will provide training for all new employees needing an Airport Driver's Permit. Classes will be given as need predicts and at the discretion of the Airport Administration.

Testing

Airport Administration will administer and score all exams.

The test will be broken into three sections: multiple choice, true/false, and fill in the blank.

Blank airport layout map, identify all taxiways, runways, hold short markings, ILS critical area markings, and all movement markings.

Minimum score of 85 percent to pass.

Non-movement applicants will not take the layout map exam.

The applicant will only re-test those sections which were missed.

Applicants who fail the initial attempt will have one week to prepare for a re-test.

Failure after the second attempt the individual must thoroughly review all required material and retake the exam within two weeks from notification of failure.

All individuals who have failed all or part of the exam will not be allowed to operate a vehicle on the AOA until successfully completing the exam.

Make-up exams will be conducted by Airport Administration.

Issuance of permit

Airport Administration will issue all airport driver permits.

Permit Re-validation

The permit will expire every year on the last day of the month the permit was issued.

In the event an individual terminates his/her relationship with the airport they shall turn in their driver's permit to Airport Administration.

Lost Permit

A driver who loses his/her permit is responsible for reporting the loss immediately to airport Administration. The individual will need to submit a lost permit form in order to receive a duplicate permit. An individual with a lost permit will not be allowed to operate on the AOA unless escorted by a permitted driver. Airport employees will conduct random checks of permits to insure the integrity of the program.

Permit Renewal

At the time of renewal, individual records will be reviewed. If the person has not received a notice of violation for the past two years the permit will be re-validated without retaking the airport test. However, each individual will be required to view a short video on airport driving.

If the individual has violations on file in the last two years he/she would still be required to view the video on airport driving in addition to successfully retaking all written and practical exams.

Enforcement

All airport employees are authorized to conduct inspections and enforce violations.

All violators will be subject to a notice of violation (NOV).

A NOV will be issued for observed violations of any rules and regulations governing the safe and orderly conduct on the airport.

Suspension of Permit

Any violation causing property damage or bodily injury will be considered severe in nature and can warrant immediate suspension of airport driving privileges.

All NOV's will be reviewed on an individual basis and can result in permanent suspension of driving privileges. First NOV will result in a written warning. Second NOV will result in re-taking the driver permit test. In the event an individual receives three (3) NOV's all driving privileges will be permanently suspended.

All NOV's issued to a tenant or employee will result in notification of the employee's supervisor.

In the event that an individual's state driver's license is suspended that individual will also lose airport driving privileges for the duration of the state's suspension.

IV **DEFINITIONS**

Airport Operations Area (AOA) - That portion of an airport designed and used for landing, taking off, or surface maneuvering of aircraft. The area inside the security fence.

Apron - A defined area on an airport intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, fueling, parking, or maintenance. Also referred to as ramp.

Common Traffic Advisory Frequency (CTAF) - A frequency designed for the purpose of carrying out airport advisory practices while operating from an airport without an operating control tower. RKS 122.8.

Driver - Any person responsible for the direct control of a vehicle while the vehicle is in operation. Also called the operator.

Emergency Vehicle - Vehicles of the Police, Sheriff, Fire Departments, Ambulance, and Rock Springs - Sweetwater County Airport responding to emergencies.

Escort - An individual, with a valid airport driver's permit, taking the responsibility for another individual who does not hold a current drivers permit. The individual providing the escort must be in a reasonable proximity to the individual under escort so as to control those people's actions.

Federal Aviation Administration (FAA) - A division of the U.S. Department of Transportation charged with the regulation of civil aviation to promote safety, security, and development of the aviation industry.

Federal Aviation Regulation (FAR) - Administration regulation promulgated by the FAA. It includes regulations on aircraft, airmen, airspace, air carriers, and airports.

Fixed Base Operator (FBO) - An "on airport business" providing general aviation services usually including aircraft maintenance, aircraft parking, storage, aircraft fueling, aircraft rental, flight instruction, and charter service.

Foreign Object Debris (FOD) - Any loose objects or debris on the airport.

Hold Bar - Pair of solid and pair of dashed yellow lines painted on the runways and taxiways marking a designated stopping point.

ILS Critical Area - Area where instrument landing system (ILS) signal interference may occur from either ground vehicles or aircraft.

Jet Blast - High velocity exhaust from turbine engines.

Movement Area - The runways, taxiways, and other areas of an airport which are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading aprons and parking areas.

Navigational Aid - Apparatus generally within the AOA, which serves as a guide to landing aircraft.

Non-movement Area - Apron (ramp) areas of an airport.

Perimeter Road - A vehicle roadway established along the perimeter fence of the airport.

Runway - A defined rectangular area on an airport designed for the landing and takeoff run of aircraft along its length.

Safety Area – A defined rectangular area extending beyond runways and taxiways. Objects placed in a safety area must be necessary for aircraft operation and be mounted on frangible mounting.

Taxiway - Paved area for aircraft movement between the runway and parking area.

Terminal - A building through which passengers' transit between ground and air transportation.

VI GENERAL OPERATING PROCEDURES

All vehicles operated on the AOA must be maintained in generally sound mechanical condition, to prevent breakdowns, excessive leaking of fluids, or inability to comply with other requirements.

All drivers operating motor vehicles at night should display courtesy to taxiing aircraft by angling their vehicle so that headlight beams do not directly impact aircraft cockpit areas.

All motor vehicles will yield to taxiing aircraft. Aircraft always have the right of way. The operator should never drive into the path of a moving aircraft. Operators should always be aware of jet blast when passing behind a taxiing aircraft.

No vehicle except aircraft handling and servicing equipment will be driven between an aircraft and a ground loading gate.

All vehicles will yield the right-of-way to all authorized vehicles responding to emergency situations.

The Rock Springs - Sweetwater County Airport will not be responsible for damage sustained to a vehicle while it is on airport property.

VII NON-MOVEMENT AREAS

The non-movement areas consist of aprons, taxi lanes, and perimeter - service roads.

The airport will be separated into four (4) color coded sections as indicated in exhibit two (2). Individuals who desire to obtain a non-movement area permit will be restricted to their appropriate non-movement area locations as indicated in exhibit two. Non-movement permits will indicate which area the individual will be restricted to. Individuals who are not under escort by a properly licensed driver and are found outside their designated area will be subject to an NOV.

DO NOT ATTEMPT TO ACCESS ANY RUNWAY OR TAXIWAY unless escorted by authorized personnel at the speed limit of 15MPH

Right of Way

Non-movement areas also require extreme caution when operating on them. Because aircraft are frequently parked in close proximity to each other, and pilots are often busy preparing for departure, it is very important that vehicle operators maintain a continuous visual scan outside the vehicle.

REMINDER - Aircraft always have the right of way. Aircraft cockpits sit high above the ground, as a result; pilots sometimes have difficulty seeing persons and equipment on the ground.

A good visual cue that an aircraft is preparing to taxi is an operating beacon.

If an aircraft is taxiing or appears ready to taxi, hold position clear of the aircraft until the aircraft passes. Exercise extreme caution for jet blast behind an aircraft with engines running.

All vehicles will yield the right-of-way to all emergency response vehicles.

All vehicles will yield the right-of-way to snow removal equipment.

Operation of Vehicles

Vehicle operators shall ensure that no loose objects, such as baggage, trash, or other FOD will fall off or out of the vehicle.

No vehicle of any type shall cross between an aircraft and the gate during any loading or unloading operations.

Vehicles shall maintain a 15MPH speed which is proper and prudent so as to minimize damage in the event of an accident. Excessive speeds will not be tolerated. An NOV will be issued in fast and reckless driving is occurring.

No Smoking

Smoking is prohibited around A/C or fuel systems.

Accidents

All vehicle accidents shall be reported to Airport Administration immediately. Keep the telephone numbers in the beginning of this manual accessible for future reference.

Any operator damaging any airport light fixture or other airport facility shall be responsible for their share of any costs required to repair or replace the damaged fixture or facility.

Fuel Spills

Because of the flammable nature of fuel, the Airport Fire Department is to be called (352-6888). The organization responsible for the fuel spill is also responsible for spill cleanup and proper disposal of contaminated materials.

VII MOVEMENT AREAS

The movement area is the portion of the airport where communication on the CTAF frequency (RKS 122.8) must be made to ensure that aircraft are not using the movement areas, and that no conflict or incursion will occur. Movement areas consist of runways and taxiways.

RKS Airport has two runways 9/27 and 3/21. All runways are numbered according to their magnetic headings to the nearest 10 degrees. For example, Runway 9 is aligned to a heading of 090°. Because of this magnetic numbering system, the opposite end of any runway will be the difference of 180° for the runway end that you are at.

The “active runway” (the one being used for takeoff and landing) is determined by the wind direction. Aircraft generally land and depart into the prevailing wind.

<u>Runway</u>	<u>Length x Width</u>
9/27	10,000 x 150
3/21	5223 x 75

The dimensions of runway safety areas are 1000' beyond the runway end and 281' either side of the runway center line.

Both runway and taxiway safety areas are considered part of the runway environment.

REMEMBER - NEVER ENTER ANY OF THESE AREAS WITHOUT FOLLOWING THE CORRECT PROCEDURE

VIII OPERATING SPEEDS

The maximum speed for all vehicles operated on runways, taxiways, and aircraft safety areas will be determined by the operator in accordance with operational necessity and safe operating practices. The posted speed on the non-movement area is 15 MPH.

All emergency vehicles are exempt from speed restrictions during emergency functions.

IX AIRFIELD LIGHTING

Runways have white edge lights, except for the last 2000' which are split white/amber with the amber side facing the departure end of the runway.



The end of the runways have split red/green lights. Red indicates the end of the runway surface and green indicates the beginning of the runway surface.



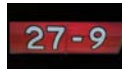
Taxiway edge lights are blue.



X AIRPORT SIGNAGE

Runway and taxiway signs are lighted and are different colors.

Runway signs signify a holding position and have a white inscription on a red background.



Taxiway location signs have a yellow inscription on a black background.



Taxiway directional signs have a black inscription on a yellow background.



Airfield informational signs have a black inscription on a yellow background.



ILS holding position signs have a white inscription on a red background.



XI PAVEMENT MARKINGS

As a taxiway or intersecting runway approaches a safety area, you will observe red and white surface painted hold signs.



Hold lines are two yellow stripes followed by two broken yellow stripes and designate the edge of the runway safety area and shall not be crossed. Enhanced taxiway centerline markings lead up to the hold line.



XII COMMUNICATIONS USING CTAF (RKS 122.8)

Before entering a movement area a radio announcement must be made on the CTAF to ensure no aircraft movement is in progress on the intended movement area. Specific radio frequencies, terms, and procedures are used to operate effectively and efficiently on the movement area. It is important to completely understand and be familiar with this information prior to driving on a movement area.

10 Code is not an acceptable form of communication while on the CTAF Frequency.

Phraseology

Correct phraseology is an important element in communicating on any aviation radio. It makes for a short to the point communication that both the pilot and other users understand.

What is said

Acknowledge

Advise intentions

Affirmative

Confirm

Correction

Go ahead

What it means

Let me know you have received and understand.

Tell me what you plan to do.

Yes.

Is this correct?

I made a mistake. This is what I should have said.

Continue speaking your message.

Hold	Stay where you are.
Hold Short	Stop at the hold line at the intersection of the taxiway and runway.
Immediately	Right now.
Negative	No, permission not granted, or that is not correct.
Proceed	You are authorized to begin or continue moving.
Read back	Repeat my message to me.
Roger	I have received your last transmission.
Say again	Repeat what you just said.
Stand by	Wait; I will get back to you.
Unable	I can't do it.
Verify	Request confirmation of information. Also, check and transmit correct information.

Phonetic Alphabet

Aviation also has unique phonetic alphabet which is different than that of law enforcement.

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