

Non-Movement Area Driver's Training



Table of Contents

Introduction	2
Airport Basics.....	3
Definitions	3
Non-movement Area	5
Movement Area.....	5
Security.....	10
Escorting.....	10
Vehicle Requirements / Operating Rules	11
FOD.....	12
HAZMAT	12
Familiarization with STL.....	13
Runway Incursions	17
Non-Compliance	18
SMS.....	19
Emergency Procedures and Contact Numbers	19

Introduction

The primary concern of St. Louis International Airport (STL) is to operate a safe and efficient airfield. The purpose of this program is to help protect the drivers of vehicles and their passengers, as well as the flying public. This Driver Training manual should be used as a tool to familiarize you with the unique problems and safety requirements of working and driving a vehicle on the airport. The material is designed to help operators recognize and avoid conditions that may lead to a catastrophe. This manual will explain some of the things you will see and the rules you will have to follow while working on the airport.

SAFETY IS OUR FIRST PRIORITY!

To achieve this objective it is important that you understand several key elements about the airport environment.

1. Airport basics and definitions.
2. Laws, regulations, security, and local ordinances governing vehicular traffic.
3. Familiarization with the airport layout including the meanings of lights, signs, and markings.
4. Unique problem areas and safety hazards.
5. Runway Incursions and their avoidance.
6. Emergency procedures and contacts.

A thorough understanding of these elements is the only thing that will keep you and others alive and safe.

All personnel having an official need to drive in Non-Movement Area must complete this class and display knowledge of the information contained in this manual. All applicants must pass a mandatory written test with a grade of at least 92% before the driving privilege will be granted. Applicants who fail may retake the written test only after additional study and further understanding of the concepts have been displayed. The Airport Authority reserves the right to require any employee to take a practical driving exam with Airport Operations prior to receiving full authorization to drive on the airfield, regardless of exam score. This manual should be kept readily available for future review.

Any comments or suggestions on improving this manual are encouraged and should be sent to:

St. Louis Lambert International Airport
Operations Center
P.O. Box 10212 Lambert Station
St. Louis, MO 63145

Airport Basics

All airports, regardless of whether they serve air carriers, general aviation or both, have common elements among them. It is important to remember that you and your vehicle are considered obstacles to the aircraft utilizing the airport, and you must operate within specific guidelines while on the airport.

Definitions

Airport Operations Area (AOA)—the area located within the perimeter fence that is used or intended to be used for landing, taking off or surface maneuvering of aircraft.

Apron/Ramp— area where aircraft are parked, unloaded, loaded, and refueled.

Escort—authorized person responsible for accompanying, monitoring, directing and controlling the actions of an individual(s) not in possession of a valid Airport Authority issued id badge.

Fixed-Based Operator (FBO)—a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include fuel, line services, aircraft parking, pilot and passenger facilities, maintenance, etc.

Foreign Object Debris (FOD)—items such as rocks or trash found on runways, taxiways and aprons that can cause damage to aircraft engines, tires, or skin.

Instrument Landing System (ILS)—navigation equipment designed to provide an approach path for alignment and descent of an aircraft to a runway.

ILS Critical Area— a designated area surrounding ground based Instrument Landing Systems (ILS) where all aircraft and vehicles must remain clear of to prevent signal interference with an inbound aircraft's ILS instruments.

Incursion—entering any open runway or associated safety area without positive clearance from the Air Traffic Control Tower.

Jet Blast—blast of air produced by an aircraft's engine that is strong enough to turn over a vehicle and/or cause severe burns to a person.

Light Gun Signals—beams of light used by Air Traffic Controllers to communicate with aircraft or vehicles that do not have operable communication radios.

Movement Area—areas where all surface movements are directly controlled by Air Traffic Control and are utilized by aircraft for taxiing, takeoffs and landings.

Non-movement Area—ramp and parking areas that are not under the control of Air Traffic Control.

Runway—a rectangular surface on which aircraft takeoff and land.

Runway Incursion—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 Safety Area—a defined surface surrounding a runway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway.

Security Identification Display Area (SIDA)—area secured by the Transportation Security Administration where you must display a proper identification badge in an easily viewable area above the waist.

Taxiway—surface designed to provide access for aircraft to and from the runways to other areas of the airport including the ramp/apron area.

Vehicle Service Road—any portion of the AOA marked by two white parallel lines designed primarily for the safe and orderly movement of ground vehicles.

St. Louis Lambert International Airport is divided into two distinct areas, the Movement Area, and the Non-Movement Area. A single yellow dashed line with a single yellow solid line painted on the pavement marks the boundary of the Movement/Non-movement Areas. The dashed line will be on the Movement Area side and the solid line will be on the Non-movement Area side.



Movement / Non-movement Line

Non-movement Area

The Non-movement area consists of the airline apron and ramp areas. Anyone authorized to operate a vehicle in this area may do so without being under positive radio contact with Air Traffic Control.

Apron / Ramp Areas

Aprons and ramps are the areas where the aircraft park to be loaded and serviced. Although they vary in size, these areas are extremely busy and can present limited space for vehicular traffic.

You must exercise extreme caution and give your undivided attention to your surroundings while operating a vehicle or walking in these areas. Never drive your vehicle under any part of an aircraft. Additionally, aircraft under tow or taxiing have the right-of-way over all other vehicles. Do not assume that the pilots can see you from the cockpit, their visibility downward and to the sides is very limited. Additionally, the pilots' attention may be focused inside the cockpit with before take-off or after-landing checklists instead of watching for vehicular traffic.

Special consideration should be given to aircraft propellers, engine intakes and exhaust outlets. Rotating propellers, even at very low RPM's, can cause severe injury. Never walk through a stopped propeller's arc of rotation. Although you may see airline personnel do this, it is very dangerous.

Jet engine intakes and exhaust outlets should be avoided at all times. At idle power settings there is enough suction at the intake to pick up a human. Exhaust outlets emit jet blast that can exceed 100 miles per hour at temperatures high enough to cause severe burns. Jet blast is quite capable of overturning **any** motor vehicle operating on the ramp. **ALWAYS ASSUME THAT ENGINES CAN START UP AT ANYTIME!**

Movement Area

This area includes all of the runways, taxiways, and perimeter access roads within the Airport Operations Area (AOA). The configuration of the runways, taxiways, signage, marking and lighting were designed for aircraft, not vehicles. Because of this, driving on the movement area is considerably different from driving on streets. Finding your way around can be difficult, unless you are familiar with the meaning of markings and signage.

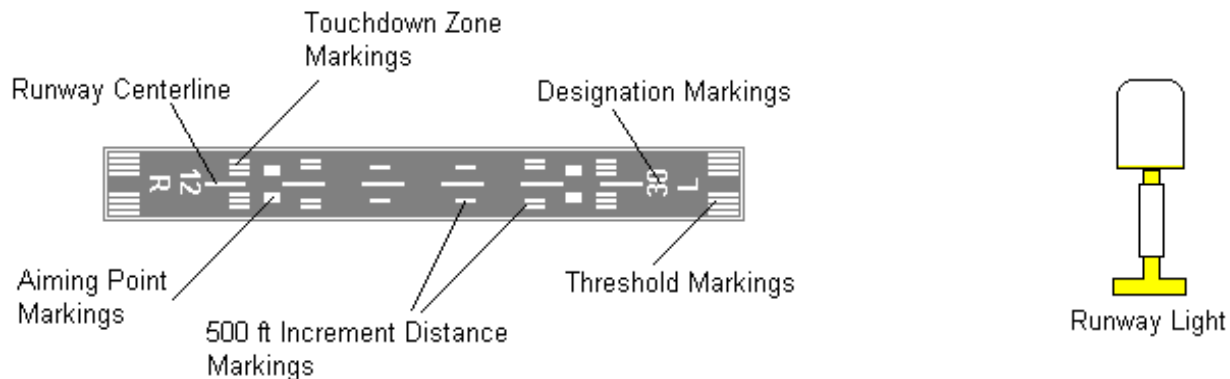
Under no circumstances is any vehicle permitted to operate in the movement area unless the vehicle is properly equipped with the STL ground frequency and an operable beacon, and the driver is certified in the proper operating procedures by the Airport Authority.

To ensure safety, positive control of all vehicles in the movement area must be maintained at all times. The vehicle operator must establish and maintain direct communications with the ground controller in the control tower and receive clearance to enter the Movement Area. The vehicle operator has the sole responsibility to be aware of his or her exact location with respect to runways and taxiways at all times and to follow the controller's instructions exactly as given.

Runways

Runways are the areas where aircraft land and take off. The most important thing to remember about runways is that they are meant for the exclusive use of aircraft. You should never walk or drive on a runway unless you, specifically, are authorized to do so by the ground controller in the air traffic control tower (ATCT).

Runways are named or designated with numbers relating to the magnetic compass direction with which they are aligned. These designation numbers are marked in white paint and are located at each end of the appropriate runway. For example, a runway facing west corresponds with a compass



heading of 270 degrees. By omitting the zero at the end, the runway is designated Runway 27.

Consequently, the opposite end of the runway, facing east, has a magnetic compass heading of 90 degrees and is designated Runway 9. Remember, the Air Traffic Control Tower always refers to a runway by the end from which the aircraft are landing and taking off regardless of the direction you may be traveling on the runway.

Some airports have runways that are aligned with each other; in this case they are designated as parallel runways. In these cases the runways share the same numeric designation but are differentiated by using left, center, or right; e.g. 12R/30L, 12L/30R. The numeric designations and an "L", "C", or "R" are painted at the appropriate runway end.

Runways are marked with white painted stripes. The stripes are solid white along both edges of the pavement and a dashed white stripe down the center. Additional markings may include white threshold stripes located at both ends of the runway and white touchdown zone and aiming point markings that are located at various points along the entire length of the runway. For night or low

visibility operations the runway is highlighted with white lights along the edges and along the centerline. Additional lighting may include amber edge lights with red centerline lights that denote the last thousand feet of the runway, white touchdown zone lights and red/green threshold lights.

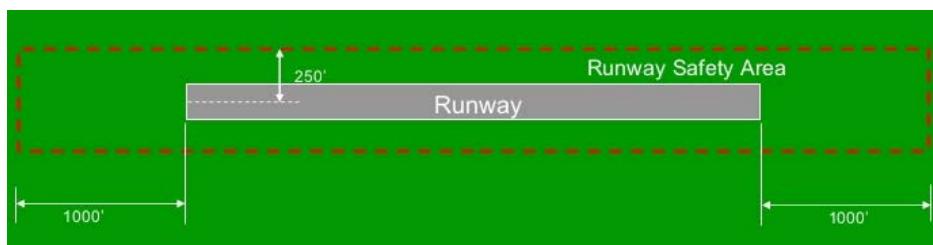
The signs associated with runways are the Runway Distance Remaining Signs. These signs have white numbering on a black background. They provide pilots with information about distance of runway remaining in 1,000 foot increments.



Runway Distance Remaining Sign

Runway Safety Areas

Runways are surrounded by safety areas that are designed to provide an increased level of safety for aircraft landing and taking off. The runway safety area extends 250 feet either side of the runway centerline and 1,000 feet beyond each end of the runway.



The purpose of the runway safety area is to minimize injury to persons and damage to aircraft if they inadvertently leave the runway. Federal Regulations require that no objects be in the runway safety areas except those that are frangible and fixed by function. This means signage, lighting, and Nav aids, not personnel, vehicles or equipment. For that reason, a runway safety area must be kept sterile.

The red and white runway hold position signs are accompanied by double solid and double dashed yellow pavement stripes with a black background. Together these markings and signs form the protective box or boundary around the runway called the runway safety area.



Runway Hold Position Sign



Runway Hold Position Marking

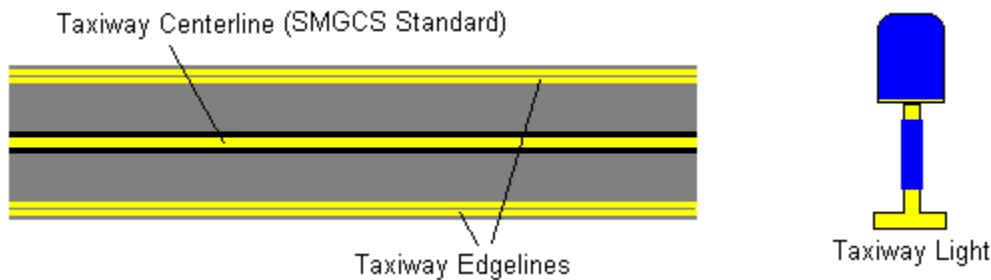
To increase safety, airports have installed elevated runway guard lights (commonly referred to as “wig-wags”), to accompany the runway hold position marking and signs at runway/taxiway intersections. These are designed to help pilots and vehicle operators recognize the boundary of the Runway Safety Area.



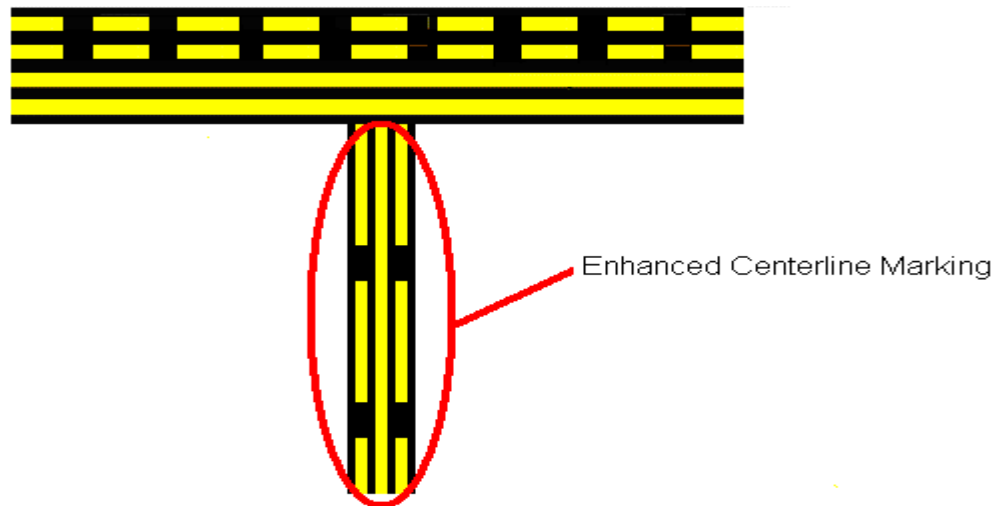
These signs, markings and lighting should be treated as stop signs. They indicate to pilots and ground vehicles where to stop prior to getting permission from the control tower to proceed onto a runway. **No vehicle or person may enter the runway safety area unless the runway is closed. People and vehicles are not allowed inside the runway safety area while aircraft are landing and departing.**

Taxiways

Taxiways are used by aircraft to move to and from gates and parking areas to and from the runways. As with runways, you should never walk or drive on taxiways unless you are authorized to do so by the ground controllers in the tower.

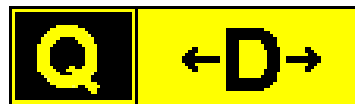


Taxiways are marked with double solid yellow edge stripes and a solid yellow centerline. At STL, the solid yellow centerlines are enhanced on either side with yellow dashed lines (called the Enhanced Taxiway Centerline Marking) leading up to the runway hold position markings. This is to better define runway safety area during low visibility operations. For night operations, taxiways are marked along the edge with blue lights and may be equipped with green centerline lights.



Taxiways are designated with alphabetic or alpha-numeric identifiers such as A, B, or B-1 and so on. These designations are placed on signage mounted at intersections adjacent to the corresponding taxiway. Different types of signs associated with taxiways include location signs, direction signs, and hold position signs.

Location signs have yellow letters on a black background and tell you what taxiway you are currently on. Direction signs have black letters on yellow backgrounds. Direction signs will also have an arrow or arrows to show you the approximate direction you will need to turn to get to that taxiway.



Taxiway Location
& Direction Sign

Taxiway location and direction signs may also be grouped in clusters at complex intersections. In this case, the location sign may be in the middle of the cluster with all direction signs for taxiways requiring a left turn mounted to the left side of the location sign. Likewise, all direction signs for taxiways requiring a right turn will be mounted to the right side of the location sign.



Taxiway Location and Direction Sign
(Complex Intersection)

Hold position signs are utilized to mark areas that require you to receive further clearance in order to enter. Examples are runway hold position signs and ILS critical-area hold position signs. These signs are made up of white letters on a red background. Treat these types of signs as you would an

ordinary stop sign. However, **in order to proceed past these signs you must first have clearance from the ground controller.**



Runway Hold Position Sign



ILS Hold Position Sign

Security

The Security Identification Display Area (SIDA) requires everyone to have an airport approved identification badge displayed at all times. The two exceptions to this are 1) flight crew personnel who must have airline badges displayed and may only be in the shadow of the aircraft they are assigned to and 2) passengers boarding flights are not required to have SIDA badges. SIDA badges are color coded to the area the person has permission to be in. At every SIDA door or gate, each person entering must use their ID badge and enter a pin number for access. If someone has access to the non-movement area, and needs to have access to the movement area, they must be escorted by someone with movement area privileges. SIDA badges must be displayed at all times regardless of job duties. The SIDA badge must be displayed below the neck and above the belt. All SIDA badge holders are responsible for challenging a person without a SIDA badge displayed. If a person does not have a SIDA badge they must be escorted by someone with a SIDA badge having appropriate access to that area. Anyone violating these requirements **will have their access revoked**. No person with an airport approved SIDA badge may be escorted into an area they have access to. For example, if a person forgets their badge at home or they lose their badge, they may not be escorted into the SIDA area. Any person/persons caught 'sharing' badges will lose access privileges. With cooperation from all SIDA badge holders we make the airport environment a safe place.

Escorting

Any person that needs to work in the SIDA that does not have a SIDA ID badge must be escorted. An escort is responsible for all actions of the individual being escorted while on Airport property. A person escorting cannot authorize access to areas above his/her own clearance. Pedestrians being escorted should never be left unattended in the SIDA; the escort should be able to see, talk to and hear persons under escort. All persons under escort must be logged in by security personnel, and also logged out by security personnel at original access point. All groups under escort must be within reasonable size for the person escorting to be responsible for.

Vehicles may also be escorted into the SIDA through specific manned access points. Personnel authorized to escort must display their Airport ID badge. Visitors must display a government issued photo ID, such as a driver's license. Also, escorts must log in and out with security personnel at manned entry/exit points. The escort does not need to ride in the escorted vehicle but must stay within reasonable distance to prevent the escorted vehicle from veering off course. When escorting a vehicle you are responsible for the safety of that vehicle! Ensure that the people/vehicle that you are

escorting understand to follow your exact direction while on the AOA at all times. **You must brief the people/vehicles being escorted about these procedures.**

Anyone that needs an escort from the St. Louis Airport Authority must schedule it a minimum of 24 hours in advance. Any emergency type of event may supersede availability to give an escort.

Vehicle Requirements / Operating Rules

A high percentage of accidents in aviation occur on the ground. Failure to observe safety rules is certain to cause problems. Observance of common sense rules is generally sufficient, but there is little chance that anyone will comply with rules, however reasonable, if they are not sincerely concerned with safety.

The most important action you can take to help ensure your safety and the safety of others is to learn the layout and configuration of the airport. Take time to review the airfield maps and materials that are given to you. The time to learn which taxiway is where or what runway it is near, is in the comfort of a chair, not in the middle of trying to interpret the tower's instructions. The airport is constantly changing and expanding, so make sure you have current maps and information.

Vehicle operators are responsible for ensuring their vehicles are in safe working order. Before operating, conduct a walk around inspection. Check the operation of all lights, including the operation of the rotating or flashing beacon. Check the loading of the vehicle for any loose objects. Know the height of your vehicle as well as the areas under which your vehicle will not clear.

St. Louis County Ordinance Sec. 721 only allows for vehicles authorized by the Airport Authority to be on the AOA. **Unauthorized entrance of bicycles, hover boards, segways, and other private motorized vehicles on Airport property is prohibited** and in violation of this county ordinance. The following rules shall be followed while operating a vehicle on the AOA:

- ➔ No vehicle shall be operated in a careless or negligent manner.
- ➔ Use of a cell phone while operating a vehicle on the AOA is strictly prohibited.
- ➔ Vehicle drivers must yield to all aircraft. Moving aircraft and passengers enplaning and deplaning aircraft shall have the right-of-way at all times over all vehicles, including emergency vehicles.
- ➔ Speed limits shall be obeyed at all times on the ramp.
- ➔ Vehicles shall not deviate from the vehicle roadway unless it is blocked by aircraft or for an operational necessity.
- ➔ Vehicles are not to be driven under any portion of an aircraft unless servicing that aircraft.
- ➔ Vehicles are not to be driven or parked under a loading bridge at any time.
- ➔ When parking a vehicle do not block a driveway, gate, aircraft or fire lane. Only park in authorized areas.
- ➔ Do not use headphones/earbuds while operating a vehicle on the AOA.
- ➔ All vehicles on the AOA must have identifying placards on them.
- ➔ All other Federal, State and local laws apply while operating a vehicle on the A.O.A.
- ➔ When inside the secured area, vehicles **must be** parked at least 4 feet away from the AOA perimeter fence.

For night and low visibility operations, all vehicles must have working headlights and taillights.

Foreign Object Debris (FOD)

Sharing the responsibility

Foreign Object Debris is anything an aircraft engine can ingest and cause damage to its internal components. Debris can also puncture tires, jam into moveable parts or dent or puncture the aircraft skin. A rock picked up by a propeller can damage the propeller as well as become a deadly projectile.

FOD is everyone's responsibility!

You can help make the airport a safer place by following these basic rules:

- ➔ Get in the habit of picking up all trash or rocks lying around on the ground.
- ➔ Keep an eye out for nails, bolts and other small metal pieces that can puncture tires or be picked up by an engine.
- ➔ Pick up plastic bags and paper instead of letting them blow across the field.
- ➔ Keep track of all tools or equipment that are used while on the AOA.
- ➔ Always try to avoid tracking mud and rocks onto the paved surfaces.
- ➔ Put all trash in a covered container that will not be blown over.

Working on the AOA

STL Airport Operations **must be notified prior** to any scheduled or unscheduled work being conducted on the AOA. Any work that requires a closure of some portion of the AOA must be requested **at least** 24 hours in advance to allow for proper coordination. Work zones on the non-movement area must be barricaded to prevent inadvertent entry by aircraft and to define the limits of the work zone to personnel working. **Personnel working in the Non-movement Area must contact Airport Operations before starting their work as well as before leaving the job site for the day.**

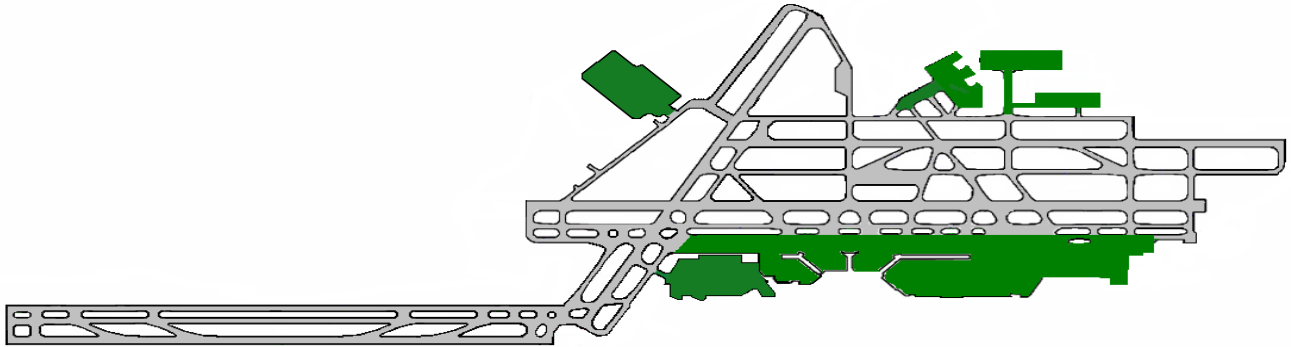
Hazardous Materials (HAZMAT) Spills

When a spill occurs (regardless of size/amount), clean up procedures need to be started immediately to decrease the spread of spilled material. Extra caution needs to be given to spills that are near drainage systems so that the spill can be directed away from it or blocked properly. Per Federal Aviation Regulations Part 139, all spills need to be reported to the Airport Operations Center as soon as safely possible.

Spills must be cleaned up and waste must be disposed of properly keeping in mind all Federal, State, and local regulations.

Familiarization with St. Louis Lambert International Airport Layout

At STL, the Non-movement Area is comprised of the aircraft apron and ramp areas located along the north side of the terminal/concourse complex, the south side of Signature Aviation, the Haith cargo facility, and the ATS Ramp. It is not necessary to establish any communication with the tower or to receive any clearance to operate a vehicle in these areas.



Non-Movement Area

Although these areas are within the fenced boundaries of the airport, they are considered St. Louis County roads.

Speed limits have been established and are enforced by the Airport Police and Airport Operations. The speed limits are as follows:

Ramp area:	15 mph
Baggage Tunnels:	5 mph
Gate areas:	walking speed

Drivers of vehicles on the non-movement area are required to use the vehicle roadways that are painted on the pavement.

Special consideration should be given to the following areas of the Non-movement area:

- 1) **Vehicle roadway.**
The vehicle roadway can be dangerous because of the close proximity to the airfield and to the aircraft parked along the concourses. Anytime you are crossing one of the intersections, make certain to look behind you to make sure an aircraft is not turning in your direction. **An aircraft always has the right-of-way!** A particularly hazardous area is known as the inbound / outbound lanes located between the end of the C Concourse and Terminal Two. This is a problematic area that has seen numerous incidents of vehicles cutting off aircraft in the past. Stop markings have been painted close to this area on the vehicle roadways.

Near end of C Concourse.



Near Terminal Two.



When approaching these markings, come to a stop and thoroughly scan the area. Seeing an aircraft well before it enters this area will help you execute the safest method through this area to avoid any possibility of cutting off an aircraft.

In addition, beware of jet blast from aircraft pulling up to the gates or beginning to taxi to the runways. Watch for flashing red anti-collision lights on the top and bottom of the fuselage of the aircraft. These lights are illuminated whenever the engines are running or when ground personnel are performing maintenance checks. They will also be illuminated when maintenance personnel perform work that requires the wing flaps, slats, and landing gear doors to be operated.

The vehicle roadway on the Charlie Pad has been relocated to the North side of the pad. The nose of aircraft that park on the pad abuts the vehicle roadway and aircraft will be taxiing on the North side of the vehicle roadway. Vehicle operators should use extreme caution for aircraft wingtips that are taxiing on Taxilane C and aircraft entering and exiting the Charlie pad. The roadway also runs next to the Movement/Non-Movement line on the West end of the pad. This line cannot be crossed without permission from the Air Traffic Control Tower.

Also located along near this road are aircraft holding spots. These spots are painted on the pavement and consist of a 5 feet diameter yellow circle spot and a numeric identifier. The numeric identifiers begin with 1 (one) on the East end of the airline ramp and count up, moving West, ending with 19 (nineteen) near the Charlie Pad. Pilots use these as reference points for their location on the ramp when contacting the ground controllers for taxi clearances. Try to avoid staying in the area of these spots for an extended period of time since aircraft tend to concentrate at these locations.

2) **Ramp area around the gates C1, C5 and C7.**

Cape Air and Air Choice One operate smaller propeller driven aircraft in this area that can be difficult to see at night or during periods of low visibility. Once the aircraft are clear of the airfield, many of the pilots turn off their taxi lights, further decreasing your ability to see them clearly. This, accompanied with a high rate of speed, can easily result in a dangerous situation.

Also, if your work requires you to access the gate area immediately around the C concourse between gates C1 and C7, be aware that jet bridges at this location are not in use. Because of this, passengers walk along the ramp to enter or exit the C concourse. Remember: **Never Drive Through A Line Of Passengers!** You must wait until the last passenger has passed before proceeding.

3) **East Terminal.**

This portion of the Airline Ramp sees a lot of traffic. Be cautious in this area as Southwest Airlines controls their own pushbacks and you will not hear them pushing back over the Ground Frequency. Due to high activity of flights, there is also a high number of ground service equipment moving in/around this area. Southwest Airline pilots are also notorious for taxiing at high rates of speed.

4) **Area between C and D concourses (the “Back Alley”).**

This area can be extremely tight. A vehicle road runs along each concourse near two taxi lanes putting you and your vehicle in close proximity to wing tips, and jet blast. The

most dangerous aspect of this area is the aircraft traffic executing tight, high power turns to and from the gates. In addition, there is equally dense vehicle traffic traveling from gate to gate. Numerous vehicle accidents have occurred in this area, several with serious injuries. Always use extreme caution while driving in this area.

5) **A, B, and C concourse bridges**

These are located along the north side of the Main Terminal at each concourse. Clearance limits are as follows:

A-concourse	7 feet, 6 inches
B-concourse	7 feet, 10 inches
C-concourse	7 feet, 8 inches

6) **Terminal 1 and Terminal 2 (Main and East) bag rooms.**

The bag rooms, under Terminal 1 and Terminal 2, present problems with both low clearance and narrow drive lanes. If your vehicle is larger than a small pick-up truck, it is not recommended that you drive in the bag rooms. You will need to park outside on the ramp and walk into the area.

If you do enter the bag rooms with your vehicle, be aware of the clearance limit. Make sure that any roof mounted lights or antennas will clear the overheads. Park your vehicle in designated areas only, as space is very limited. Do not block any drive lanes, baggage conveyors or doors.

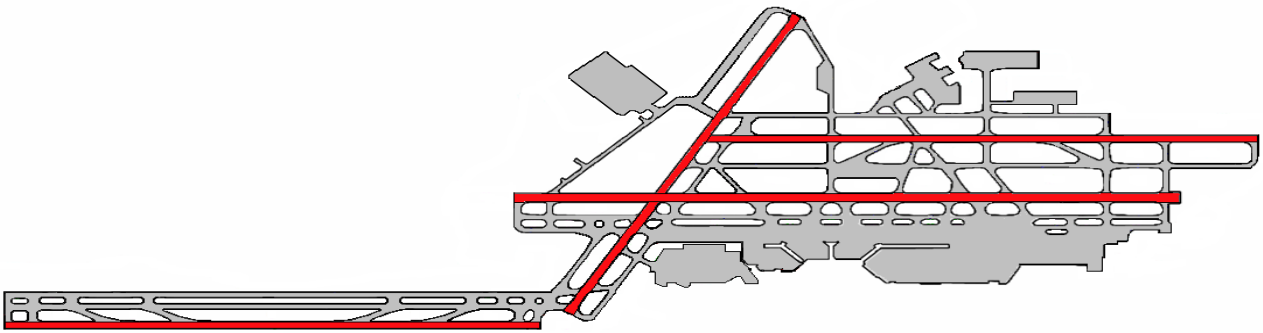
8) **Entrance Area to Gate 7S.**

When approaching Gate 7S from the Air Cargo Facility, take note that there is a steep grade in that area. Although the ramp speed limit is 15 m.p.h., we strongly recommend that you reduce your speed even further when driving down this ramp. Particularly when wet and/or wintry conditions exist. Failure to do so can contribute to a vehicular accident.

The Movement area at STL consists of the runways, a complex taxiway system, and the perimeter access roads located within the perimeter fencing.

St. Louis Lambert International Airport has 4 runways that are identified as follows:

1.	12 Right-30 Left	11,019 ft x 200 ft
2.	12 Left-30 Right	9,003 ft x 150 ft
3.	11-29	9,001 ft x 150 ft
4.	6-24	7,602 ft x 150 ft



Runway Incursions

A runway incursion is defined by the FAA 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.*

Incursions are classified into three groups:

- 1) Controller Operational Errors
- 2) Pilot Deviations
- 3) Vehicular Incursions

The main factors that lead to runway incursions involving vehicles are from misunderstood controller instructions, confusion, disorientation and complacency. Fatigue and lack of sleep can increase your risk while driving on a large complex airfield, especially at night. These human factors are completely controllable by every individual working in the aviation environment.

Although most runway incursions do not result in an accident the potential is always there, especially in low visibility situations. As you have read throughout this manual, it is **your** responsibility to be aware of your surrounding environment and the impact **you** could potentially have.

If working on an airport is new to you, learn from experienced coworkers about your work area and the potential hazards around you. Knowing your location, the correct procedures for accessing the work site is the best defense against your creating an incursion.

Some other important ideas that will help reduce the likelihood of runway incursions and accidents are:

- ➔ Avoid using cellular phones while operating on the AOA
- ➔ Avoid unnecessary conversations within the vehicle
- ➔ Keep a good look outside for aircraft operating within the vicinity
- ➔ Use your vehicle lighting to make you as visible as possible to aircraft and vehicles

Even, if you are celebrating two years or two decades of safely working in the airport environment, **DO NOT GROW COMPLACENT!** Several incursions over the past few years have occurred where experienced employees, who thought they knew where they were and what they were doing, heard

the dreaded words from the controller, “Give the tower a call when you clear the field”. Worse yet, these individuals could have been the cause of many fatalities, including their own.

A runway incursion is a Federal offence. The FAA and the St. Louis Airport Authority will take appropriate enforcement action based on the severity of each offence. The Airport Authority reserves the right to impose any or all penalties it deems necessary.

The minute you start to feel comfortable driving on the airfield, you are dangerous!

STAY ALERT!!!

Non-Compliance

Drivers that have been granted driving privileges on the AOA must follow the Airport’s rules and regulations or risk having their driving privileges revoked. The Airport is required by the Federal Aviation Administration to enforce the rules and regulations and document their enforcement. For this reason, the Airport Police Department and the Airport Operations Center monitor the AOA and will stop any vehicles found to be violation of any established rule.

Failure to comply with AOA rules and regulations will subject you to the following graduated penalties:

1. Receipt of 1 violation in any 12-month period will automatically result in a recorded warning on the your badge’s permanent record.
2. Receipt of 2 violations in any 12-month period will automatically require you to attend the Airport Operations Department’s Non-Movement Area Ramp Driver Class within 30 days. Failure to attend re-training within 30 days will result in the suspension of your Airport ID.
3. Receipt of 3 violations in any 12-month period will automatically result in at least a 7 day suspension of driving privileges and mandatory recurrent training attendance with Airport Operations within 30 days of the 3rd violation.
4. Receipt of 4 violations in any 12-month period will automatically result in at least a 1 year or more permanent revocation or airside driving privileges as well as mandatory recurrent training attendance with Airport Operations prior to your driving privileges being restored.

Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport reserves the exclusive right to assess any penalty, including citations from Airport Police, it deems appropriate at any time to any individual authorized to operate a vehicle on the AOA without regard to prior operating history.

SMS – SAFETY MANAGEMENT SYSTEM

“Don’t Ignore it – Report it”

A Safety Management System (SMS) is a proactive business-like approach to managing safety risk and mitigating potential hazards within the organization to improve safety performance.

STL is leading the way to implement a Safety Management System that enables all of us, Airport Authority, airlines, tenants and other business partners to operate in a safer environment.

SMS Hazard Reporting Website: https://portal.aerosimple.com/safety_management/us/KSTL

Airport Authority Only: SMS website link on LambertZone.

The SMS form is not intended for emergencies. For emergencies, contact the Airport Operations Center or the Airport Police Department immediately. With your active participation, accidents may be prevented and the airport’s overall safety will be improved.

Emergency Procedures and Contact Numbers

If you are involved in any accident with your vehicle anywhere on the airfield or ramp, you are required to report the accident to the Airport Police and the Airport Authority Operations Center immediately.

The following list of phone numbers is to be used to report any emergency, suspicious activity, or abnormality. These numbers are manned 24 hours per day.

Airport Operations Center	426-8040, 41, 42
Airport Fire Department	426-8133 (Emergency line) 426-8136 (North House) 426-8005 (West House)
Airport Police/Security/EMS	426-8100

NOTES: