



Rhode Island Airport Corporation

Motor Vehicle Operator's Handbook

General Aviation Airports

1. Forward

- 1.1. This handbook was compiled from the existing Rhode Island Airport Corporation (RIAC) Driver Training Manual for General Aviation Airports and is intended to supplement information provided in Airport Rules and Regulations and comply with FAA Advisory Circular 150/5210-20 (current version) concerning the safe movement of both pedestrians and ground vehicles within the Airport Operations Area (AOA) of an airport.
- 1.2. The unique environment of the AOA requires specialized training to prevent accidents and ensure the safety and security of all the airfield users.

2. Application

- 2.1. RIAC has established rules and regulations for the control of pedestrian and motor vehicle operations within the AOA of an airport. They are in addition to applicable ordinances and laws of the State of Rhode Island. In the event two or more rules, ordinances or laws cover the same subject, the most stringent requirement shall prevail.
- 2.2. It is important to note that the policies stated within this handbook only authorize operations within non-movement areas, ramps, and aprons of an airport as approved by RIAC.
- 2.3. Vehicle operations on taxiways and/or runways and their associated Safety Areas, is strictly prohibited. A waiver can be requested and must be specifically authorized in writing by RIAC or the Airport Manager.

3. Definitions

- 3.1. **Air Operations Area (AOA):** All areas encompassed by the airport's security boundary intended to be used by aircraft for taxiing, take-off and landing, maneuvering, and parking to include the runways, taxiways, aprons, to include vehicle access roads and pedestrian walkways.
- 3.2. **Air Traffic Control Tower (ATCT):** A facility that primarily uses air to ground communications to provide air traffic control

services to aircraft and vehicles operating in the vicinity of an airport or on the movement area.

- 3.3. **Common Traffic Air Frequency (CTAF):** A designated air band radio frequency used for the coordination of air and ground vehicle operations in an environment that is not under the control of an ATCT.
- 3.4. **Foreign Object Damage/Debris (FOD):** Damage or debris caused by rocks, stones and other material such as vehicle or aircraft parts that have become detached.
- 3.5. **Movement Area:** Runways, taxiways and other areas of an airport which are used for taxiing or hover taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
- 3.6. **Non-Movement Area:** Includes all areas inside the AOA that are not considered movement areas and are not under the control of air traffic control. This includes that portion of taxiways and runway safety areas outside the taxiway and runway object free areas. It also includes general aviation parking ramps, and vehicle service roads.
- 3.7. **Perimeter Road:** A designated roadway for vehicles in the non-movement area.
- 3.8. **Ramp:** Non-movement areas which are designated especially for aircraft tie-downs and parking loading and unloading of aircraft and for the ground support servicing of aircraft.
- 3.9. **Runway Incursion:** Any unauthorized intrusion onto a runway by an aircraft, vehicle or person, regardless of whether or not an aircraft movement is taking place or conflict exists.
- 3.10. **Runways and Taxiways:** Movement areas defined for the purpose of landing, take-off and ground operations of an aircraft.
- 3.11. **Runway/Taxiway Safety Areas -** A designated area abutting the edges of a runway or taxiways (including pavement and grass) intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

4. Authorization

- 4.1. Before an individual is authorized by RIAC to access/operate a vehicle within the non-movement area of an airport, that individual must:
 - 4.1.1. Complete and sign the *Airport Identification Badge Application* acknowledging and agreeing to comply with the rules and procedures contained within this handbook.
 - 4.1.2. Produce a valid state motor vehicle driver's license, a valid state vehicle registration and proof of insurance. Current copies of all documents will be maintained on file at each Airport Manager's office.
 - 4.1.3. Have in their possession at all times a valid state motor vehicle driver's license, which must be produced for any AvPORTS or RIAC representative upon request.
 - 4.1.4. Have their vehicle registered and provide proof of insurance to any AvPORTS or RIAC representative upon request.
- 4.2. Electronic vehicle gate access may be suspended at any time with little or no notice by AvPORTS or RIAC Management for safety, security or other operational reasons.
- 4.3. Authorization to operate a motor vehicle only applies to the non-movement areas of the AOA. Vehicle operations on taxiways and/or runways and their associated safety areas, is strictly prohibited without direct coordination and under continuous escort from AvPORTS personnel. Written approval to waive the continuous escort restriction may be obtained by submitting a written request to the Airport Manager.
- 4.4. Electronic vehicle gate access for aircraft owners and operators is strictly reserved for the purpose of passenger, luggage and equipment loading or unloading of aircraft. The vehicle must be promptly removed from the AOA upon the cessation of these approved activities.

- 4.5. Taxicabs, buses, limousines, and other motor vehicle carriers for hire are prohibited from accessing the AOA under any circumstances unless approved by the Airport Manager.
- 4.6. The use of bicycles, roller blades, two-wheeled motor scooters or any similar vehicles are strictly prohibited within the AOA.
- 4.7. The use of Aircraft Tugs, Golf Carts and other Ground Support Equipment (GSE) are generally allowed on the AOA provided they have been previously approved by the Airport Manager on a case-by-case basis. While these vehicles do not require state registration or vehicle specific insurance, their use must be covered explicitly under the aviation business's general liability policy - a copy of which must be on file with RIAC. If any doubt exists, operators must first check with the AvPORTS Airport Manager before operating any vehicle in question.

5. Operator/Tenant Responsibilities

- 5.1. It is the responsibility of all tenants operating on the airport to inform their personnel/employees, and any outside contractors operating on the tenant's leasehold, of the requirements of this Motor Vehicle Operator's Handbook prior to allowing access to and/or operations within the AOA.
- 5.2. Any persons who have not signed the *Airport Identification Badge Application* will not be permitted to access or operate a vehicle within the AOA.
- 5.3. Persons having access to AOA non-movement areas shall sign for the initial receipt of this manual and are then required to sign an acknowledgement of updates at least once every 24 months from the date of the *Airport Identification Badge Application*.
- 5.4. Limited use of hangars for the purpose of storing non-aeronautical items is permitted solely if they do not interfere with the aeronautical use of the hangar AND has received written authorization by RIAC and/or the Airport Manager.

- 5.5. Aircraft operators/owners are prohibited from storing and/or parking vehicles (including motorcycles) within the AOA and/or inside hangars unless authorized by RIAC or the Airport Manager. In these specific authorized cases, storage in designated areas shall only be permitted while the aircraft that is typically stored in the hangar is actively flying. This privilege may be revoked by RIAC and/or the Airport Manager at their discretion, without notice or cause. Tenants found to be in violation of this policy may face immediate termination of their lease and/or subleases by RIAC.

6. Rules for Operating Vehicles

The following rules apply to the operation of all vehicles within an AOA:

- 6.1. Moving aircraft have right of way. Vehicles must give way to all moving aircraft.
- 6.2. A speed of ten miles per hour (**10 mph**) will not be exceeded at any time while operating on **any AOA** ramps, including all aircraft parking and hangar areas. Five miles per hour (**5 mph**) or slower is required when in close proximity to aircraft, during inclement weather, or when driving on wet pavement.
- 6.3. Never operate a motor vehicle within the AOA in a reckless manner or with a disregard for safety of other persons or property.
- 6.4. No person under the influence of alcohol, narcotics, dangerous drugs, or controlled substances shall access and/or operate a vehicle on the AOA.
- 6.5. It is prohibited to use a cell phone while operating a vehicle within the AOA.
- 6.6. Exercise extreme caution for aircraft entering and exiting ramp areas and taxiways which may cross vehicle travel routes.
- 6.7. Exercise extreme caution for numerous persons on foot and small aircraft when traversing the general aviation parking ramps.

- 6.8. It is prohibited to drive under any portion of an aircraft, which is in motion. It is also prohibited to drive under a parked aircraft unless such vehicle is needed in the loading, unloading or servicing of that aircraft.
- 6.9. To protect against the dangers of jet-blast and prop-wash, vehicles should never be operated in the danger-zone located behind aircraft which have their engines running or their rotating beacon on. The danger-zone behind jet aircraft is two hundred (200) feet. The danger-zone behind propeller aircraft is one hundred (100) feet.
- 6.10. Never cross the common routes taken by pedestrian or passenger traffic between aircraft and the terminal unless operating those vehicles servicing the aircraft. All other vehicles must travel behind the aircraft at a safe distance.
- 6.11. Access to aircraft ramps during snow storm events and/or snow removal activities is prohibited unless approved by the Airport Manager.
- 6.12. No person shall stop or park a vehicle so as to block a driveway, AOA access gate, aircraft parking position, fire lane or within 15 feet of a fire hydrant.
- 6.13. Vehicles must not be left unattended with the engine running.
- 6.14. No person shall operate a motor vehicle on the AOA with more occupants than installed seatbelts.
- 6.15. Smoking is prohibited, both inside and outside of a vehicle, anywhere in the AOA, including all ramp areas, taxiways, and runways.
- 6.16. Never operate a motor vehicle unless the vehicle headlights and taillights are kept illuminated between the hours of sunset and sunrise, at all times when passing through unlit areas or when visibility is restricted for any other reason.
- 6.17. Always adhere to all traffic signs.
- 6.18. Do not operate motor vehicles or any other equipment within ten (10) feet of a fuel spill.

- 6.19. Do not allow anyone to stand up, or ride on the running board, or ride on a vehicle with their arms or legs protruding from the body of a moving vehicle, unless such motor vehicle is so specifically designed and designated.
- 6.20. Vehicle operators shall not carry passengers unless the motor vehicle (including forklifts, tractors, tugs, and belt loaders) is equipped with approved seats as appropriate for passengers.
- 6.21. Never allow anyone to disembark from a moving vehicle until it has come to a complete stop.
- 6.22. Do not allow anyone to ride in any towed or pushed unit unless such a vehicle is designed for passenger transport.
- 6.23. Never discard objects from any vehicle, either standing or in motion, at any time.
- 6.24. Never clean, repair, maintain, or overhaul any motorized vehicle or other equipment on the AOA other than in an approved shop area except for those repairs necessary to remove such motor vehicles or equipment from the AOA to a repair facility.
- 6.25. Never operate a motor vehicle if packages, equipment or an extended superstructure obstructs the driver's vision.
- 6.26. If your vehicle breaks down while on the AOA, notify an airport attendant as soon as possible.
- 6.27. Any person damaging any airfield light fixture or other airport facility shall promptly report such damage to Airport Manager.
- 6.28. Washing of vehicles on the AOA is prohibited.

7. Dangers and Hazards

- 7.1. Visibility is limited around hangar corners and buildings.
- 7.2. Watch for aircraft about to start or ready to taxi and be prepared to give way or stop.

8. Escorting

- 8.1. All escorts of outside contractors require prior approval from the Airport Manager, prior to accessing the AOA and must comply with Section 5.1 of this document.
- 8.2. Any access to or operation of a motor vehicle on the AOA must be directly related to an aviation activity on the airport.

9. Electronic Gate Access

- 9.1. Electronic sliding gates are used to gain access to the AOA. These gates can only be opened on entry to the AOA with a pre-programmed Airport ID proximity card.
- 9.2. Electronic vehicle gate access may be suspended at any time with little or no notice by AvPORTS or RIAC Management for safety, security or other operational reasons.
- 9.3. Any access or operation of a motor vehicle on the AOA must be directly related to an aeronautical activity on the airport.
- 9.4. For security reasons, access to the AOA via these gates is available during normal business hours only.
- 9.5. The following rules and procedures apply when accessing these gates:
 - 9.5.1. Pull up close to the gate and swipe your ID card against the proximity reader to open the gate.
 - 9.5.2. Allow the gate to fully open before proceeding. Do not stop in the path of the gate as it may close on the vehicle.
 - 9.5.3. Only one vehicle may pass through the gate with each ID card use. Tailgating or piggy-backing to allow other vehicle's access is not authorized.
 - 9.5.4. Once through the gate, for security reasons, the driver **MUST STOP** and wait until the gate is fully closed before proceeding.
- 9.6. If a gate malfunctions, prevent access through the gate and notify the airport manager immediately.

10. Incidents and Accidents

- 10.1. All incidents and accidents involving motor vehicles or aircraft must be reported immediately to the Airport Manager during normal business hours, regardless of the severity.
- 10.2. Incidents and accidents involving aircraft that occur after normal business hours shall be immediately reported to the RIAC Aeronautics Inspector at (401) 465-9906, regardless of the severity.
- 10.3. All incidents and accidents involving only motor vehicles after normal business hours shall be immediately reported to the RIAC Airport Police at (401) 691-2247, regardless of the severity.

11. Enforcement and Consequences

- 11.1. All vehicle operators found in violation of these rules will be subject to possible revocation or termination of driving privileges on the AOA as follows:
 - 11.1.1. **First Violation:** Upon the date of a driver's first violation, that driver begins a 12 month "probationary period" within such time no further violations will have been effected.
 - 11.1.2. **Second Violation:** Revocation of driving privileges for one month.
 - 11.1.3. **Third Violation:** At the discretion of RIAC, indefinite termination of driving privileges on the AOA.
 - 11.1.4. At all times, RIAC reserves the right to revoke an individual's driving privilege indefinitely based upon the severity of any one infraction, regardless of previous violations.
- 11.2. Individual driving violations will drop from the violator's record after 12 months, in the order of the date when they occurred.

- 11.3. Runway or Taxiway Incursion – Any person involved in a Runway or Taxiway incursion will immediately have their AOA driving privilege suspended pending investigation by RIAC.
- 11.4. All suspended or revoked drivers' licenses must immediately be reported to the Airport Manager.
- 11.5. RIAC reserves the right to permit the Airport Manager to perform random license and vehicle registration and insurance verifications through the RIAC Airport Police.
- 11.6. If it is discovered that an individual has a suspended or revoked license that has not been reported, the individual concerned will have their AOA driving privilege revoked indefinitely.