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*Space, Missile, Command, and Control*

**FLIGHTLINE DRIVING PROGRAM**

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This instruction implements and extends the guidance of AFI 13-213AFRC Sup 1, *Airfield Management*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and AFOSHSTD 91-100, *Aircraft Flightline-Ground Operations and Activities*. This instruction establishes procedures, policies, and responsibilities for certification for flightline driving. It is applicable to all organizations and personnel at General Mitchell IAP-ARS who are required to operate a vehicle on the 440th Flightline.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. General.**

1.1. The operation of motor vehicles in and around aircraft creates an environment conducive to accidents involving high value assets. Weather, darkness and unusual activities reduce performance and causes distractions that can adversely affect operations. It is imperative that good safety practices and judgment are constantly exercised.

1.2. Vehicle traffic on the flightline is for the sole purpose of supporting the flying mission and must be kept to an absolute minimum. The 440th Airlift Wing is at a shared-use civilian airfield. All base assigned personnel operating a vehicle on the flightline must be trained on local flightline procedures and possess a valid AF 483, **Certificate of Competency**, endorsed for flightline driving restricted to AFRC APRON ONLY.

**2. Responsibilities.**

- 2.1. Wing Commander. Designates personnel and agencies to support the Flightline Driving Program.
- 2.2. Unit Commander.

- 2.2.1. Through their Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO), conduct training for all personnel who must drive on the flightline.
  - 2.2.2. Screen and carefully select VCO and VCNCOs.
  - 2.2.3. Provide a copy of the VCO/VCNCO appointment letters to the Airfield Manager.
  - 2.2.4. Certify personnel are qualified to drive on the flightline. Also limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.
  - 2.2.5. Upon suspension or revocation of a unit member civilian's driver's license, by civil authorities, suspends or revokes the member's flightline driving authorization and notifies the unit VCO/VCNCO and the Airfield Manager in writing.
- 2.3. Chief of Airfield Management (CAM).
- 2.3.1. Prepare local directives for issuing, revoking, and reissuing certification for flightline driving.
  - 2.3.2. Prepare local procedures for issuing POV passes.
  - 2.3.3. Prepare local procedures for briefing TDY personnel, contractors, and special guests that require driving on the flightline.
  - 2.3.4. Train unit VCOs and VCNCOs on flightline driving requirements.
  - 2.3.5. Monitor unit flightline driver training program and procedures for effectiveness.
    - 2.3.5.1. The CAM and Safety will inspect/review each unit's flightline driving program annually to review driver training documentation.
    - 2.3.5.2. Attend local VCO/VCNCO scheduled meetings to brief on driving changes, trends, upcoming inspections, and other applicable issues.
  - 2.3.6. The CAM and the VCOs will confiscate flightline driving privileges until the individual has been properly trained for the 440th flightline.
  - 2.3.7. The chief of airfield management will brief issues pertinent to flightline driving (incursions, trends, hazards, upcoming activities, construction, etc.) at the quarterly meeting if the Airfield Operations Board.
- 2.4. VCOs and VCNCOs.
- 2.4.1. Must be trained and certified to drive on the flightline.
  - 2.4.2. Administers the unit flightline driver's training program.
  - 2.4.3. Ensures trainee has valid state driver's license and appropriate government driver's license for the specified equipment being operated.
  - 2.4.4. Maintain record copies of all personnel lists, records, and associated forms.
  - 2.4.5. VCOs/VCNCOs will insure operators are aware how weather may impact or restrict operations. During periods of extreme cold, snow, blowing snow, ice fog and high winds, additional precautions must be used to prevent accidents.

2.5. Security Police. Provide flightline security and cite any driver who violates this instruction and applicable regulations. For any driver cited, forward the information to their unit commander and the Airfield Manager.

### 3. Procedures.

3.1. Licensing. All personnel required to drive on the flightline shall possess a valid driver's license for the type of vehicle they are operating as outlined in AFI 24-301/AFRCSup1. When the operator meets applicable regulations, he may be eligible for flightline driving certification.

3.2. Color Vision Testing. All personnel required to drive on the flightline will be given an approved color vision test administered by the 440th Medical Squadron. Military personnel may be used if the individual passed the color vision test. VCOs and VCNCOs will contact the 440th Medical Squadron to arrange for a testing date. Coordination with Medical Squadron and Safety officials may be necessary to evaluate those cases where individuals fail the color vision test to determine if issuance of a "limited access" permit should be approved IAW AFI 13-213/AFRC Sup 1.

3.3. Issuing AF 483. IAW AFI 13-213/AFRCSup1, all newly assigned base personnel regardless of previous assignments will receive training on the entire flightline driving program. After completion of the following items, the training will be annotated on the certificate competency/flightline driving qualified log.

3.3.1. Have proper licensing for the operation of vehicle(s).

3.3.2. Pass color vision test.

3.3.3. Read/review applicable training material.

3.3.3.1. Read applicable regulations and this instruction.

3.3.3.2. Review standard hand signals.

3.3.3.3. Review airfield diagram that depicts:

3.3.3.3.1. Signs and markings.

3.3.3.3.2. Ramp traffic flow directions.

3.3.3.3.3. Restricted Area Entry Points.

3.3.3.3.4. Flight Line controlled entry points.(Gate 9, Gate 6, Gate 5, Gate 2, and Pine Street Gate)

3.3.4. Pass comprehensive flightline driving check, day and night. This is to include a flightline driving test. Note: If only for daytime, annotate on AF 483, Daytime only.

3.3.5. Pass AFRC recommended 25 multiple choice question test with a 90% passing rate.

3.3.6. VCOs/VCNCOs will review missed questions with the individual.

3.3.7. Issue AF 483, annotated with "440th AFRC RAMP ONLY". Note: The 440th Fire Department is the only agency required to drive on the commercial side to include the active taxiways and runways. The Fire Chief will conduct training and testing IAW GMIAP Driver's Training Guide. He will annotate the individual's training records. and AF 483. All other personnel requiring access to the commercial side will coordinate with the 440th Fire Department for escort assistance.

3.4. Refresher Training. Administer refresher training every three years. VCOs/VCNCOs will annotate on the applicable log.

3.4.1. Review ramp diagram.

3.4.2. Review applicable regulations. (AFI 13-213/AFRCSup1, AFJM24-306CH25, AFOSHSTD91-100CH6, AFI24-301/AFRCSup1CH4.)

3.5. Suspend/Revocation of flightline driving privileges. Suspension of flightline driving privileges are normally the direct result of frequent or serious infractions of flightline driving rules or procedures. However, there is other less obvious but equally important reasons to suspend or revoke driving privileges. Factors such as physical impairment need to be considered. When dealing with civilian employees, the potential ramifications of restricting job performance must be carefully documented and maintained. Coordination with DPCC, AFGE, and the contractor, if applicable, is essential. The suspension/revocation authority is the Group Commander's. Recommendations to suspend/revoke will be addressed to the appropriate group commander. The Operations Group Commander shall be responsible for Wing Personnel. Common reasons for suspension are:

Speeding

Reckless Driving

Driving under the influence

Misuse/Abuse of the vehicle.

Physical/Mental impairment

Displays of poor judgment or behavior

Unsafe act or accident

Verbal warnings may be given by anyone witnessing a violation. The CAM, security police, and immediate supervisors may issue written warnings. Copies of written warnings will be submitted to the individual's commander.

3.6. Restoration of driving privileges. Restoration will be considered only after the individual has demonstrated total competency in the areas that were the basis for the original revocation or suspension. This will be on a case-by-case basis and will be tailored to each circumstance. Drivers will be reexamined IAW AFI 24-301. Installation/Support/Logistics Commanders may authorize reinstatement of flightline driving privileges in order to perform critical mission essential duties (i.e. emergencies.)

#### **4. Additional Procedures.**

4.1. Issuing POV passes. When necessary to operate POVs/rental cars on the flightline, the Chief of Airfield Management will notify Security Police what type of vehicle, driver, and the length of time required. The CAM will then reissue a Base Operations' Flightline Vehicle Pass to be displayed on the driver's side dashboard.

4.2. TDY personnel, transient aircrews, and contractors requiring flightline access. The CAM will brief all visitors requiring flightline driving access. The briefing will include weather related issues that may affect vehicular operations (turning radius, braking action, etc.). A flightline driving procedures booklet will be given to the visitor. The cam will insure that the visitor reads and understands the

booklet. The Ground Safety Manager (for Applicable Team Chiefs of inspections) and VCO/VCN-COs can assist with the briefing as necessary and provide an escort into restricted areas as needed.

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