



**ORLANDO  
INTERNATIONAL  
AIRPORT**



# **AOA Safety Rules and Violations**

Approved: 1st August, 2010  
Revision: N/A





## Introduction

The Greater Orlando Aviation Authority (GOAA) is committed to providing the Orlando International Airport community with a Safe and Secure working environment. This document describes the Safety Rules and Violations that are enforced and issued to promote and maintain the safety, health, peace, convenience and welfare of the Orlando International Airport's employees, tenants, commercial users and traveling public.

Other Safety Rules and Violations are described by Federal Aviation Regulations (FAR), the Transportation Security Administration (TSA) Regulations, Florida Law, City of Orlando Ordinance and GOAA policies and procedures. These AOA Safety Rules and Violations are supplemental to those described elsewhere.

This document serves as an awareness aide and outlines not only these AOA Safety Rules and Violations, but also the penalties for violations. Safety Violations are issued by the GOAA Department of Airfield Operations in response to noncompliance with any AOA Safety Rules, regulations, policies or procedures. It is the responsibility of every person and entity working or conducting business at the Orlando International Airport to maintain a current working knowledge of, and to comply with, all AOA Safety Rules, regulations, policies and procedures.

These AOA Safety Rules and Violations are divided into two (2) groups.

Group One:            Non Movement Area Rules and Safety Violations

Group Two:            Movement Area Rules and Safety Violations

These AOA Safety Rules and Violations may be supplemented, amended or repealed at any time by GOAA. Comments and requests for clarification concerning these AOA Safety Rules and Violations should be addressed to the GOAA Department of Airfield Operations at 407-825-2036 or internal extension 2036.

## Group One: Non Movement Area Safety Rules and Violations

*All of the following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation*

***Italicized Red*** indicates that the violator's Orlando International Airport Access Control Identification Media (MCO Badge) will be confiscated at the time the Safety Violation is issued.

### 1. CRASH

- 1.1. ***Failing to report accident resulting in property damage, damage to an aircraft, or personal injury***
- 1.2. ***Leaving the scene of an accident***

### 2. DRIVER LICENSE/ DRIVING ENDORSEMENTS

- 2.1. ***Operating a vehicle without a valid Driver License in your possession***
- 2.2. ***Operating a vehicle without appropriate MCO Badge endorsement***
- 2.3. ***Operating a vehicle while under the influence of alcohol or drugs***

### 3. UNSAFE VEHICLE/DEFECTIVE SAFETY EQUIPMENT

- 3.1. Operating a vehicle that is in an unsafe condition or not road worthy (e.g. malfunctioning brakes, bald tires, leaking fluids, obstructed visibility)
- 3.2. Operating a vehicle without functioning headlights/tail lights
- 3.3. Failing to use headlights (e.g. sunset to sunrise, during low visibility conditions, in baggage make-up area)
- 3.4. Failing to dim high beams to oncoming aircraft or vehicular traffic

4. LANE

- 4.1. Driving on wrong side of road
- 4.2. Driving in wrong direction on one way roadway

5. LOADS

- 5.1. Failing to properly secure load  
(e.g. vehicle/cart overloaded creating hazard of losing load)
- 5.2. Failing to remove FOD from roadway/AOA ramps as a result of losing load

6. TOWING

- 6.1. Improper towing  
(e.g. towing at speeds over towing speed limit, not using safety chains when equipped)
- 6.2. Towing more than four (4) carts, dollies or other equipment
- 6.3. Towing a cart, dolly, or piece of equipment between sunset and sunrise without reflectors, reflective tape, or operable lights on both the sides and rear of the towed vehicle or equipment

7. PASSING

- 7.1. Passing on the right  
(Vehicle leaves pavement)
- 7.2. Improper lane change  
(Passing when meeting oncoming vehicle)
- 7.3. Passing in a NO PASSING ZONE  
(Crossing the double lines)
- 7.4. Passing on a bridge/limited view roadway

8. RECKLESS DRIVING

- 8.1. *Unauthorized entry into the Movement Area (a/k/a an Incursion)  
(Note: The Movement Area includes ALL runways, taxiways and their adjacent Safety Areas)*
- 8.2. *Operating a vehicle in a manner that endangers any person or property*
- 8.3. *Operating a vehicle in a manner that results in injury, significant property damage, or damage to an aircraft*
- 8.4. *Racing  
(Any manner of participation)*
- 8.5. *Striking a passenger loading bridge (jetway) or its attached components with vehicle*
- 8.6. *Driving at a speed that is at least double the posted speed limit, or at least 15 MPH over the posted speed limit, whichever is less*
- 8.7. *Interfering with an emergency operation  
(e.g. driving through emergency scene, endangering emergency personnel)*
- 8.8. *Driving through a HAZMAT spill*
- 8.9. *Driving between an aircraft and Airside Terminal while the aircraft is loading or unloading passengers at Ramp Level*

9. RIGHT-OF-WAY

- 9.1. *Failing to yield to aircraft in motion*
- 9.2. *Impeding the path of a taxiing aircraft*
- 9.3. *Failing to yield to emergency vehicle responding to an emergency  
(Emergency vehicle must be using lights or siren at time of incident)*
- 9.4. Failing to yield to traffic  
(e.g. approaching/entering intersection, failure to yield to a vehicle approaching on right)

## 10. CARELESS DRIVING

- 10.1. Driving at a speed that is less than double the posted speed limit and is less than 15 MPH over the posted speed limit
- 10.2. Failing to stop at posted Stop Sign or Stop Bar  
(Vehicle must come to a complete stop)
- 10.3. Failing to use due care which does not result in personal injury, significant property damage or damage to an aircraft
- 10.4. Failing to use due care for conditions  
(e.g. wet roadways, congested areas, areas with limited visibility)
- 10.5. Failing to use due care by driving behind operating aircraft engine
- 10.6. Leaving vehicle unattended with engine running without parking brake set or wheels chocked
- 10.7. Driving underneath aircraft with a vehicle not designed to service aircraft
- 10.8. Improper backing  
(e.g. backing in a traffic lane)
- 10.9. Failing to obey signage/directions/signals/markings on service roads, vehicle lanes, or AOA.
- 10.10. Driving scissor-type vehicle or bucket-type vehicle with scissor or bucket extended.

## 11. PASSENGERS

- 11.1. Transporting passengers in any vehicle unless the vehicle is equipped with a seat intended for use by each passenger other than the driver  
(One passenger per seat, No seat - No ride rule)
- 11.2. Permitting passengers to ride on exterior of vehicle
- 11.3. Transporting passengers who are not seated on lowest level inside bed of vehicle
- 11.4. Riding in baggage cart/trailer/vehicle being towed

## 12. PARKING

- 12.1. Improper Parking  
(e.g. parked on curb, sidewalks or other pedestrian walkway)
- 12.2. Parking in unauthorized area  
(e.g. parked in painted restricted areas, posted No Parking or Reserved Parking areas)
- 12.3. Parking in emergency lane
- 12.4. Blocking fire hydrant  
(Parked within 10 ft of fire hydrant)
- 12.5. Blocking emergency ingress/egress lanes
- 12.6. Blocking emergency access gates
- 12.7. Parking in roadway
- 12.8. Parking in loading/unloading zone while not actively loading/unloading
- 12.9. Parking under passenger loading bridge (jetway)
- 12.10. Parking in aircraft taxi lane

13. SMOKING ON AOA

*13.1. Smoking on the AOA outside of Designated Smoking Area*

*13.2. Smoking on the AOA inside a vehicle*

14. AIRCRAFT FUELING OPERATIONS

- 14.1. Fueling or de-fueling aircraft inside a hangar, an enclosed area or within 50 ft of any building
- 14.2. Conducting aircraft fueling or de-fueling operations without properly bonding the aircraft and fueling truck/cart
- 14.3. Conducting aircraft fueling or de-fueling operations with a fueling truck/cart that has an expired Fueling Inspection Decal, or without proper training
- 14.4. Leaving an aircraft fueling truck/cart unattended while connected to both the in ground hydrant and the aircraft fueling point
- 14.5. Bypassing or disabling any safety device on any aircraft fueling system or its components
- 14.6. Parking or storing a fueling truck/cart within 50 ft of any building or within 10 ft of any other vehicle
- 14.7. Failing to give immediate notification to GOAA Communication Center for any fuel spill

15. GENERAL SAFETY RULES

- 15.1. *Threatening or endangering any person on the AOA*
- 15.2. *Failing to comply with any safety-related or security-related instruction from any GOAA Security or Airfield Operations representative or other authorized person*
- 15.3. Using gas torches, electric welders, or devices causing open flames without advance approval from GOAA
- 15.4. Discharging or disposing of any material, liquid or chemical on the ground or within any water drainage system
- 15.5. Performing aircraft engine runs above idle power in an area not designated as a run-up area
- 15.6. Using a pedal-cycle or a motorcycle on the AOA
- 15.7. Littering / Creating FOD hazard on or near aircraft ramps or taxi lanes
- 15.8. Failing to pick up FOD on aircraft parking positions or taxi lanes

16. CONSTRUCTION ON THE AOA

- 16.1. Failing to maintain construction barricades  
(e.g. missing flags, red lights, reflective tape or sandbags)
- 16.2. Parking construction equipment outside of designated parking areas
- 16.3. Improperly marking or lighting construction areas
- 16.4. Using non-approved barricades  
(e.g. no reflective tape, no red lights, no flags)
- 16.5. Improperly setting-up barricades  
(e.g. in violation of construction standards, no emergency entrance)

16. CONSTRUCTION ON THE AOA (cont'd)

- 16.6. Leaving trenches or manhole covers open outside of active construction activities
- 16.7. Failing to keep construction areas free of any FOD hazard

17. MAINTENANCE OF VEHICLES AND GROUND SERVICE EQUIPMENT

- 17.1. Repairing, dismantling, cleaning, or servicing any vehicle or equipment in any area other than the tenant's approved maintenance leasehold area, except for minor repairs necessary to restore a temporarily disabled vehicle.
- 17.2. Performing maintenance of any vehicle or equipment at an Airside Gate position or adjacent ramp area.

## Group Two: Movement Area Safety Rules and Violations

All of the following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation

Note: The Movement Area includes ALL runways, taxiways and their adjacent Safety Areas

***Red*** indicates that the violator's MCO Badge will be confiscated at the time the Safety Violation is issued.

### 18. AIR TRAFFIC CONTROL

***18.1. Failing to comply with or deviation from Air Traffic Control instructions***

***18.2. Failing to comply with Air Traffic Control radio communication requirements***

### 19. RECKLESS DRIVING

***19.1. Unauthorized entry into the Movement Area (a/k/a an incursion)***

***19.2. Operating a vehicle within ILS Critical Areas under Instrument Metrological Conditions***

***19.3. Operating a vehicle on the Movement Area under Instrument Metrological Conditions***

### 20. ADDITIONAL RULES FOR THE MOVEMENT AREA

***20.1. Failing to comply with GOAA Operational Policy and Procedure Section 730.02***

***20.2. Unauthorized opening / closure of Runway or Taxiway***

***20.3. Committing any offense listed above under Group One: Non Movement Area Safety Rules and Violations***

***(Note: Any such conduct in the Movement Area results in the confiscation of the violator's MCO Badge)***

## Penalties for Safety Violations

Safety Violations are issued by the GOAA Department of Airfield Operations in response to noncompliance with any AOA Safety Rules, regulations, policies or procedures. Safety Violations are maintained on the violator's record with the GOAA Department of Airfield Operations.

### Non Movement Area Safety Violations

#### 1<sup>st</sup> Safety Violation within the six (6) months prior to the date of that violation:

- If the violator's MCO Badge is not confiscated, then the violator is required to re-take the Non Movement Area Driver CBT Course (NMAD Course) and pass the test within two (2) weeks or the violator's MCO Badge will be confiscated and AOA access will be suspended until the violator re-takes the NMAD Course and passes the test.
- If the violator's MCO Badge is confiscated, then the violator's AOA access is also suspended, and the MCO Badge and AOA access will not be reinstated until the violator re-takes the NMAD Course and passes the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

#### 2<sup>nd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least seven (7) calendar days.
- The violator's MCO Badge and AOA access will not be reinstated prior to the violator re-taking the NMAD Course and passing the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.

2<sup>nd</sup> Safety Violation within the six (6) months prior to the date of that violation: (cont'd)

- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

3<sup>rd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least fourteen (14) calendar days.
- The violator's MCO Badge and AOA access will not be reinstated prior to the violator re-taking the NMAD Course and passing the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO ID Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

The Goldenrod (gold) copy of the issued Safety Violation should be submitted to the Non Movement Area Driver CBT Course Administrator to ensure receiving credit for course attendance.

## Movement Area Safety Violations

Penalties for Safety Violations in the Movement Area are contained in GOAA Operational Policy and Procedure Section 730.02.

The Goldenrod (gold) copy of the issued Safety Violation should be submitted to the Movement Area Driver CBT Course Administrator to ensure receiving credit for course attendance.

**OBJECTIVE** To meet Federal Aviation Regulation (FAR) 139.329 requirement to limit access to the Movement Area and the Safety Area to vehicles and persons necessary for airport operations, and promote safe operations on the AOA, Movement Area and Safety Area.

**DEFINITIONS** **Movement Area:** Runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

**Safety Area:** Runway or taxiway and surrounding surfaces that is prepared or suitable for reducing risk of damage to aircraft in the event of certain situations.

**Air Operations Area (AOA):** Any area on the airfield that an aircraft can operate. The AOA includes, but is not limited to, the Movement Area and the Safety Area.

The AOA, Movement Area, and Safety Area also include other areas described or specified in the applicable regulations, policies and airport security program.

**ACCOUNTABILITY** Any person who needs access to the Movement Area or the Safety Area must request the Movement Area Driver Endorsement. All such persons must complete the Movement Area Driver Endorsement Authorization Form and gain approval from the Director of Airfield Operations or designee.

All individuals who access or operate on the Movement Area or the Safety Area must comply with this policy.

**METHOD**

1. All persons, whether in a vehicle and/or as a pedestrian, requiring access to the Movement Area or the Safety Area must obtain permission from Airfield Operations prior to operating on the Movement Area or the Safety Area. Airfield Operations can be contacted at (407) 825-2036 or on the "A/S Ops" Talk Group on the GOAA Company Radio system.

2. All construction and/or maintenance activity that will be conducted on the Movement Area or the Safety Area should be coordinated at the weekly Airfield Coordination Meeting.

This does not supersede the requirement to contact Airfield Operations prior to entering and/or working on the Movement Area or the Safety Area.

3. CLEARANCE FOR ACCESS AND MOVEMENT ONTO AND AROUND THE MOVEMENT AREA OR THE SAFETY AREA MUST BE VIA RADIO COMMUNICATIONS WITH THE FAA TOWER OR GROUND CONTROL.

This *does not* supersede the requirement to contact Airfield Operations prior to entering and/or working on the Movement Area or the Safety Area.

**VEHICLE  
REQUIREMENTS**

Vehicles that operate on the Movement Area or the Safety Area must be equipped as follows:

1. Must have an air-ground radio or be escorted by a vehicle that has an air-ground radio. Any other method needs to be approved by Airfield Operations.
2. Must be equipped with a rotating or flashing beacon and have it operating while on the Movement Area or the Safety Area.
3. Must have company logos, AOA decal or have a federal, state, or local government license plate.

**TRAINING  
AND TESTING**

Upon approval of the Movement Area Driver Endorsement Form, persons must attend the Movement Area Driver Training (MADT) class and pass the written test.

Upon successful completion of the MADT class, the Movement Area Driver Endorsement will be added to the person's Orlando International Airport Access Control Identification Media ("MCO Badge") by Access Control.

**VIOLATIONS**

Any person who violates the procedures for accessing or operating in the Movement Area or the Safety Area will be issued a Safety Violation. Those procedures are described or specified in applicable regulations and policies, and in information provided to those with access to those areas. Penalties for safety violations are as follows:

1<sup>st</sup> Safety Violation within the ten (10) years prior to the date of that violation:

- a. MCO Badge confiscated for at least 7 calendar days.
- b. At least a 7 calendar-day suspension of access to the AOA.
- c. MCO Badge and AOA access will not be reinstated prior to the person repeating the MADT class and passing the written test.
- d. Letter to person's employer regarding a, b and c above.
- e. Any deviation regarding a, b, c, and d above must be documented and approved by the Director of Airfield Operations, in his or her sole discretion.
- f. The person's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airfield Operations and approved by the Executive Director, in his or her sole discretion.

2<sup>nd</sup> Safety Violation within the ten (10) years prior to the date of that violation:

- a. MCO Badge confiscated for at least 14 calendar days.
- b. At least a 14 calendar-day suspension of access to the AOA.
- c. MCO Badge and AOA access will not be reinstated prior to the person repeating the MADT class and passing the written test.
- d. Letter to person's employer regarding a, b and c above.
- e. Any deviation regarding a, b, c, and d above must be documented and approved by the Director of Airfield Operations, in his or her sole discretion.
- f. The person's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airfield Operations and approved by the Executive Director, in his or her sole discretion.

3<sup>rd</sup> Safety Violation within the ten (10) years prior to the date of that violation:

- a. Permanent revocation of MCO Badge and access to the AOA.
- b. Any deviation regarding a above must be recommended by the Director of Airfield Operations and approved by the Executive Director, in his or her sole discretion.

**FORMS**

Movement Area Driver Endorsement Authorization, 730.02.1

This Policy became effective April 21, 2008.

**APPROVAL AND  
UPDATE HISTORY**

**Last Approval**

Authority Board: August 20, 2008  
Executive Director: August 6, 2008

**Supersedes**

All Previous



**GREATER ORLANDO AVIATION AUTHORITY**

**MOVEMENT AREA DRIVER ENDORSEMENT APPLICATION**

**\*\* Applications that are not legible will not be approved. \*\***

**TO BE COMPLETED BY APPLICANT:**

**PRINT NAME:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**FIRST TIME** (Applicant needs to be registered online to attend instructor-led MADT Class)

**RENEWAL** (Applicant needs to complete Computer-based training course at Access Control)

*You must be able to answer "YES" to all of the following questions to be considered for approval to access and operate on the Movement Area.*

**Do you have a valid driver's license?**       **YES**       **NO**

**State:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Restrictions:** \_\_\_\_\_

**Can you distinguish between the colors of red, green, blue, and yellow**

**YES**       **NO**

**Can you distinguish between stationary and moving objects from a distance?**

**YES**       **NO**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**\*\* MUST COMPLETE QUESTIONNAIRE ON PAGE 2\*\***

Federal Aviation Regulation 139.329 requires airport operators to limit access to the Movement Areas to those necessary for airport operations. Please complete the following questionnaire to assist Airfield Operations with evaluating your request to determine if it meets FAR 139 criteria.

FAA regulations requires Movement Area Drivers to demonstrate a proficient knowledge of the English language.



**GREATER ORLANDO AVIATION AUTHORITY**

**MOVEMENT AREA DRIVER ENDORSEMENT APPLICATION**

**TO BE COMPLETED BY EMPLOYER:**

**Please explain why applicant needs to have access to the Movement Area:**

\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION PROJECTS ON THE MOVEMENT AREA**

**PROJECT # :** \_\_\_\_\_

**GOAA REP.:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**PRINT SUPERVISOR NAME:** \_\_\_\_\_

**CONTACT INFORMATION: PHONE:** \_\_\_\_\_

**E-MAIL (approval notification will be sent to this e-mail):** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Return this application to Airfield Operations:  
Office: 8749 Casa Verde Road (Mon - Fri 7:30 a.m. - 4:00 p.m.)  
Fax: (407) 825 - 3813  
E-mail: ASSP-Registration@goaa.org*

\*\*\*\*\* **GOAA USE ONLY** \*\*\*\*\*

**Movement Area Driver Endorsement: Approved \_\_\_\_\_ Denied \_\_\_\_\_**

\_\_\_\_\_  
**PRINT NAME (Manager of Airfield Operations or designee)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



# GREATER ORLANDO AVIATION AUTHORITY

## Employee Acknowledgement of Operational Policy and Procedures for Vehicle Operations on the Movement/Safety Area

By signing below, I acknowledge that I understand the Greater Orlando Aviation Authority's Operational Policy & Procedures for accessing and operating on the Movement Area, which is outlined in the Movement Area Driver Training Class.

I acknowledge that I will comply with Authority's Access/Operations on the Movement/Safety Area policy and understand that I could be subject to disciplinary action and/or legal action, and will be subject to confiscation, suspension, or revocation of my Orlando International Airport Access Identification Media (MCO Badge), for any violation of these procedures for accessing and operating on the Movement Area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print your name)

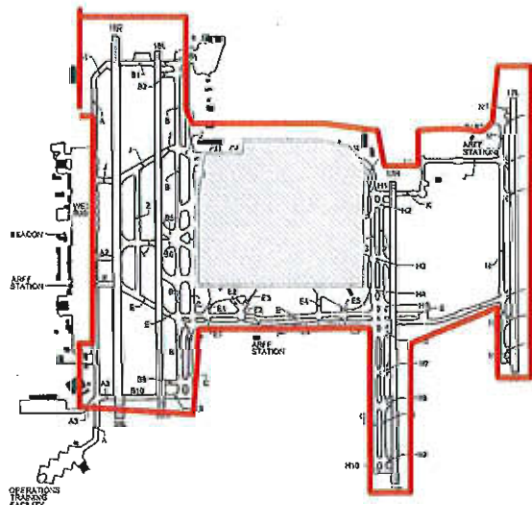
\*\*\*\*\* GOAA USE ONLY \*\*\*\*\*

Movement Area Driver Training (MADT) Test: Pass \_\_\_\_\_ Failed \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME (MADT Instructor)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**MOVEMENT AREA:**  
Runways, Taxiways, & Safety Areas



## Air Operations Area (AOA)

The *Air Operations Area (AOA)* is any area on the airfield that an aircraft can operate. This includes all the runways, taxiways, and aircraft ramps.

The AOA is divided into two (2) designated areas; the **Non-Movement Area** and the **Movement Area**.

## Non-Movement Area

The **Non-Movement Area** are those areas on the AOA that **ARE NOT** controlled by the Air Traffic Control Tower (ATCT).

The **Non-Movement Area** includes all the AOA aircraft ramps (the four Airside ramps, northeast cargo ramp, Cessna Citation ramp, west ramp, FedEx ramp, Alert Site, JetBlue ramp and Comair Ramp).

## Movement Area

The **Movement Area** are those areas on the AOA that **ARE** under the control of the Air Traffic Control Tower (ATCT) and require their authorization or "Clearance" to enter and operate.

The **Movement Area** includes all runways, taxiways, and Safety Areas. Safety Areas include the areas adjacent to runways and taxiways.

## Incursions

An **Incursion** is the unauthorized entry onto the **Movement Area** or impeding an aircraft during taxi or push-back.

*If you commit an incursion, then your MCO Badge will be suspended or revoked immediately.*

*If you commit a runway incursion, then you may be subject to an \$11,000 penalty from the FAA.*

Incursions can be caused by:

- Driving onto the **Movement Area** without the proper authorization or "clearance" from the ATCT.
- Being distracted while driving (e.g. talking/texting on cell phone or radio and not paying attention to where you are driving).
- Interfering with an aircraft operation (i.e. failing to yield to an aircraft);

Best way to prevent an incursion: **STAY OFF THE MOVEMENT AREA!!**

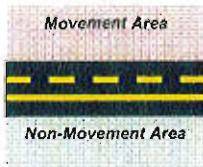
**SIX (6)** visual aids that indicate where the **Movement Area** begins:



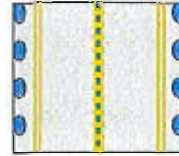
**DO NOT ENTER SIGNS:** Located at the entrance to the taxiways from the aircraft ramps



**CALL-UP BOX:** Located at the entrance to the taxiways



**NON-MOVEMENT AREA BOUNDARY MARKING:** Painted across the entire width of the entrance to the taxiway. **DO NOT CROSS SOLID YELLOW LINE!**



**TAXIWAYS HAVE BLUE EDGE LIGHTS ON BOTH SIDES OF THE PAVEMENT:** Ramps only have blue edge lights on one side of the pavement.

**TAXIWAYS HAVE GREEN CENTERLINE LIGHTS:** Green centerline lights begin just beyond the Non-Movement Area Boundary Marking.



**TAXIWAY INFORMATION SIGNS:** Located at the entrance to the taxiways.

## Indications that an Aircraft is Ready to Push-back

- Rotating Beacon is on. This is usually a red flashing or rotating light located on top and bottom of the aircraft.
- Jetway pulled away from the aircraft and all doors are closed.
- Wing-walkers positioned on each wing tip. They ensure proper wing-tip clearances during push-back.
- Hoses and cords disconnected from the aircraft.
- Push-Back Tug is connected to the aircraft.
- Wheel chocks have been removed.

## AOA Vehicle Operator Endorsement (Ⓜ)

In order to drive on the AOA, all vehicle operators must have in their possession a valid driver license and a valid MCO Badge with the AOA Vehicle Operator Endorsement (Ⓜ).

The AOA Vehicle Operator Endorsement expires every two (2) years. Drivers need to re-take the Non-Movement Area Driver CBT Course to renew their AOA driver privileges.

The AOA Vehicle Operator Endorsement allows you to drive on the airport's service roads, tug roads, baggage make-up areas, and the **Non-Movement Area** (aircraft ramps).

## AOA Movement Area Endorsement (Ⓝ)

In order to drive on the **Movement Area** all vehicle operators must have:

- A valid driver license
- A valid MCO Badge with the AOA Movement Area Endorsement (Ⓝ)
- Authorization from GOAA Airfield Operations
- Authorization or "Clearance" from ATCT

**BEFORE** entering the **Movement Area**.

The AOA Movement Area Endorsement expires every year. Drivers need to re-take the Movement Area Driver CBT Course each year to renew their **Movement Area** driver privileges.

The AOA Movement Area Endorsement allows you to drive on the airport's **Movement Area** including runways, taxiways, and Safety Areas.

## Rules for Driving on the AOA (not all inclusive)

- **RULE #1 when driving on the AOA: AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!!**
- No more than **four (4)** carts or pallets may be towed behind vehicles when operating on the AOA.
- Always ensure load has been properly secured before towing.
- Always ensure you have the proper height clearances before you drive under breezeways, AGT tracks, overpasses, or in the baggage make-up areas.

- **USE EXTREME CAUTION** when driving under jetways: you risk damaging aircraft and injuring passengers.
- Anyone involved in or observing an accident involving an aircraft, property damage, injury, or death, **MUST** report it **IMMEDIATELY** by calling **911**.
- Never drive between an aircraft that is deplaning passengers to the ramp and the terminal.
- **Beware of Jet Blast. NEVER drive behind an aircraft with operating engines!!**
- No smoking on the AOA unless in a marked Designated Smoking Area. No smoking inside any vehicle being operated on the AOA.

### Speed Limits

Be sure to follow the posted speed limits.

**30 or 35 MPH:** on Service Roads only (as posted)

**20 MPH:** on all Aircraft Ramps or when towing on any service roads

**5 MPH:** in close proximity to a parked aircraft, in the baggage make-up areas, or in fire lanes.

### Foreign Object Debris (FOD)

Foreign Object Debris is any nuts, bolts, trash or loose items on the AOA that can damage an aircraft.

It is the **responsibility and obligation of everyone** who travels on the AOA to remove any FOD they may encounter and place in FOD buckets located at every Aircraft Parking Gate.

### Hazardous Materials (HAZMAT) Spills

All HAZMAT spills (i.e. fuel, oil, hydraulic fluids, lavatory content, etc) must be reported **IMMEDIATELY** by calling **911**.

Advise the 911 Operator on the type and approximate amount of materials spilled, and the location of the spill.

Once you have reported the spill, you must begin clean-up efforts immediately.

Prevent persons and vehicles from walking or driving through the spill until Emergency Response Vehicles arrive.

### Penalties for Safety Violations

Safety Violations are issued by the GOAA Department of Airfield Operations in response to noncompliance with any AOA Safety Rules, regulations, policies or procedures. Safety Violations are maintained on the violator's record with the GOAA Department of Airfield Operations.

### Non Movement Area Safety Violations

1<sup>st</sup> Safety Violation within the six (6) months prior to the date of that violation:

- If the violator's MCO Badge is not confiscated, then the violator is required to re-take the Non Movement Area Driver CBT Course (NMAD Course) and pass the test within two (2) weeks or the violator's MCO Badge will be confiscated and AOA access will be suspended until the violator re-takes the NMAD Course and passes the test.
- If the violator's MCO Badge is confiscated, then the violator's AOA access is also suspended, and the MCO Badge and AOA access will not be reinstated until the violator re-takes the NMAD Course and passes the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

2<sup>nd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least seven (7) calendar days.

- The violator's MCO Badge and AOA access will not be reinstated prior to the violator re-taking the NMAD Course and passing the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

3<sup>rd</sup> Safety Violation within the six (6) months prior to the date of that violation:

- The violator's MCO Badge is confiscated and AOA access is suspended for at least fourteen (14) calendar days.
- The violator's MCO Badge and AOA access will not be reinstated prior to the violator re-taking the NMAD Course and passing the test.
- Any deviation regarding any of the above must be documented and approved by the Director of Airport Operations, or designee, in his or her sole discretion.
- The violator's MCO Badge and/or AOA access may be permanently revoked, as recommended by the Director of Airport Operations, or designee, and approved by the Executive Director, in his or her sole discretion.

The Gold copy of the issued Safety Violation should be submitted to the Non Movement Area Driver CBT Course Administrator to ensure receiving credit for course attendance

### Movement Area Safety Violations

Penalties for Safety Violations in the Movement Area are contained in GOAA Operational Policy and Procedure Section 730.02.

The Gold copy of the issued Safety Violation should be submitted to the Movement Area Driver CBT Course Administrator to ensure receiving credit for course attendance

### Important GOAA Phone Numbers

When reporting **EMERGENCIES**, the number to dial is: **911** from any airport or cellular phone. When dialing any of the following numbers from an internal airport telephone, the last four digits are all that are necessary.

**Airport Communications Center: (407) 825 - 2065**

For all **Non-Emergency** calls, the Airport Communications Center is capable of dispatching Airfield Operations, Landside Operations, Airport Security, Airport Rescue and Firefighters, and the Orlando Police Department as needed.

**Airfield Operations: (407) 825 - 2036**

For airfield condition reports, or authorization to access the Movement Area. For assistance or concerns regarding the airfield, electronic gate or fencing problems, bird or animal problems, or questions about operations on the AOA.

**Landside Operations: (407) 825 - 2666**

For questions regarding the Main Terminal operations, airport roadways, parking or tenant problems.

**Airport Security: (407) 825 - 2199**

For questions about security-related incidents or problems, or interpretation of Airport Security Regulations.

**Access Control: (407) 825 - 2062**

For questions about the MCO Badge application or process or vehicle AOA decals.

**Maintenance Dispatch: (407) 825-4000**

For all building or facility issues.