

# DAYTONA BEACH INTERNATIONAL AIRPORT



## Airport Ground Vehicle Operation's (AGVO) and Driving Program Rules and Regulations



Movement Area



Non-Movement Area

**DAYTONA BEACH INTERNATIONAL AIRPORT  
GROUND VEHICLE OPERATIONS AND DRIVING PROGRAM  
RULES AND REGULATIONS**

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**SECTION 1. AUTHORITY, APPLICABILITY AND UPDATES**

**A. Authority for Implementation of Rules and Regulations**

The Daytona Beach International Airport referred to herein as the “Airport” is owned and operated by the County of Volusia, which has appointed an Airport Director with the authority to establish rules, policies, procedures and/or regulations for the safe and efficient operation and management of the Airport. The Rules and Regulations described in this document are an extension of the Airport’s FAA Approved Airport Certification Manual (ACM) required under CFR Title 14 Part 139 and establish the necessary required minimum safety standards for the safe operation of vehicles with the Airport’s; Air Operations Area (AOA).

**B. Applicability**

The Rules and Regulations described herein apply to all persons, entities and/or users who have an operational or business need to access and operate any motorized vehicles, conveyance or self-propelled equipment within any portion of the Airport’s AOA. These Rules and Regulations apply to all personnel, tenants, sub-tenants, leaseholders, users and associated facilities located within the Airport defined AOA. Leaseholders whose leasehold areas provide direct access to the AOA are responsible for controlling access to the AOA through their leasehold areas and solely responsible for the activities, actions and/or operations of all vehicles, personnel and/or equipment provided access to the AOA by the leaseholder. It is the responsibility of leaseholder to ensure proper dissemination of, accessibility to, and compliance with these Rules and Regulations by their respective employees, guest, sub-tenants and/or contracted personnel.

The Rules and Regulations contained herein may be amended, changed and/or modified without prior notice by the Airport as necessary to comply with regulatory requirements, changes in operating conditions and/or as necessary to meet applicable safety requirements.

The regulatory requirements and guidance which govern the rules and regulations established within this program are as follows:

- Code of Federal Regulation (CFR) Title 14 Part 139 – Certification of Airports
- Code of Federal Regulation (CFR) Title 49 Part 1542 – Airport Security
- Advisory Circular 150/5210-20 Series- Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports
- Advisory Circular AC 150/5210-5 Series - Painting, Marking, and Lighting of Vehicles Used on an Airport
- Daytona Beach International Airport’s; Airport Certification Manual (ACM)
- Daytona Beach International Airport’s; Airport Security Plan (ASP)

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**C. Updates & Changes**

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**Rule Changes**

**Personnel Requesting Initial Driver Training After January 1<sup>st</sup> 2021:**

Effective January 1<sup>st</sup>, 2021 all persons requesting authorization to operate vehicle, conveyance and/or self-propelled equipment within the Airport's AOA must have a valid airport issued badge; have successfully completed the Airport's driver training program or be under escort by a properly badged person operating a properly marked and lighted vehicle.

**Personnel with Airport Driver Permission Prior to December 31<sup>st</sup> 2020:**

Unbadged personnel who successfully received and completed airport driver training between January 1<sup>st</sup>, 2020 and December 31<sup>st</sup> 2020; must obtain an airport issued badge by the renewal date of their airport driver training. Drivers who do not obtain an airport badge by the expiration date of their driver training will have their airport driving privileges terminated on the renewal date of their driver training in 2021. A temporary grace period/extension may be given to drivers unable to obtain an airport badge between January and March on 2021 not to exceed 90 days. No extensions will be granted after March 31<sup>st</sup> 2021.

By January 1<sup>st</sup> 2022 all airport drivers shall be required to have an airport issued badge to legally operate any vehicle, conveyance and/or self-propelled equipment within the Airport's AOA.

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**SECTION 2. SAFETY**

**A. Airport Safety**

This policy establishes a predictable order to vehicle movements in congested areas and helps to ensure vehicles are visible to aircraft and other vehicles while operating within the AOA. Each year accidents, incidents and runway incursions occur involving aircraft, pedestrians, ground vehicle drivers, and personnel taxiing or towing aircraft at airports. These accidents and incidents can lead to property damage, injuries, and even death. Many of these events result from inadequate security, inadequate training, a failure to maintain visual aids, or a lack of such aids. Ground vehicle operation plans and training promote the safety of airport users by helping identify authorized areas of vehicle operation, outlining vehicle identification systems, addressing vehicle and operator requirements, and coordinating construction, maintenance, and emergency activities.

**Runway Incursion** - The FAA defines Runway Incursion (RI) 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 takeoff of aircraft”

Runway incursions are primarily caused by error in one or more of the following areas:

- i. Pilot/ground vehicle/controller communications
- ii. Airport familiarity
- iii. Loss of situational awareness

An example of an incursion is a vehicle at an airport, with an operating Air Traffic Control Tower (ATC), straying onto a runway in front of an aircraft causing the pilot to take action to avoid collision.

**Surface Incident** - The FAA defines Surface Incidents as unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

The FAA considers both Runway Incursions and Surface Incidents as Vehicle or Pedestrian Deviation’s (V/PD’s). The FAA defines a VP/D as pedestrians, vehicles or other objects interfering with aircraft operations by entering or moving on the runway movement area without authorization from air traffic control.

All VP/D’s are directly investigated by the FAA Airport Safety Office and Airport to determine the cause of the safety violation and if any actions can be taken to prevent or mitigate reoccurrences. Pending the results of the results of the investigation and severity of the violation actions can range from simple updates to driver training policy too physical geometry changes of the airfield being made to prevent reoccurrences.

The FAA and Airport take VP/D’s very seriously and as such expect all drivers who will be operating within the AOA to use extreme caution and follow all rules, regulations and policies while operating within the AOA.

**NOTE:** This runway incursion type includes airline mechanics taxiing aircraft for maintenance or gate re-positioning.

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**SECTION 3. SECURITY**

The Airport strongly encourages all tenants and fixed based operators to keep vehicular and pedestrian activity within the AOA to the minimum number necessary for daily operations. Vehicles within the AOA should be limited to those vehicles necessary to support the operation of aircraft services, cargo and passenger services, emergency services, and/or maintenance of the airport.

- i. Any vehicle using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open.
- ii. The Airport requires vehicles which routinely or regularly access the AOA to be marked and/or lighted in accordance with the requirements describe within these rules and regulations.
- iii. All vehicle operators must be properly badged by the Airport and display the badge on the outer most garment above the waist while operating a vehicle and/or equipment within the AOA.
- iv. All vehicle operators must have the proper airport vehicle operator insignia on their badge while operating within the AOA.
- v. All vehicles, aircraft and/or equipment must remain under the positive control of the operator or vehicle escort while operating within the AOA.
- vi. Escorting an unbadged “driver” and/or improperly marked and lighted vehicle cannot be conducted as a passenger from within the same vehicle. Escorts must be provided from a separate vehicle which is properly marked and lighted in accordance with rules and regulations contained herein.

**A. Limiting Vehicle Access**

Vehicles accessing the AOA for convenience purposes such as employee parking, visitor parking, or activities not essential for the daily operation of airport activities are strongly discouraged from being granted access to the AOA unless under escort by a properly badged employee operating a properly permitted, marked and lighted vehicle. Vehicles should use public roads and/or parking areas outside the AOA whenever possible.

**B. Authorized Vehicles**

All airport tenant, sub-tenant, employee, visitor or guest vehicles not used for or classified as an airport/aircraft servicing or support vehicle, requiring regular access to the AOA must be properly permitted, marked and/or lighted in accordance with the requirements contained herein.

All airport tenant, sub-tenant, employee, visitor and/or guest vehicles, which are not used for or classified as an airport/aircraft servicing or support vehicle are restricted to operating on the leaseholder leased areas only.

Airport tenant, sub-tenant, employee, visitor and/or guest vehicles that are not properly permitted, marked and lighted are prohibited from traversing and/or operating on any portion of the PSR unless under direct escort by a properly airport badged person operating a properly permitted, marked and lighted vehicle.

The vehicle operator’s sponsoring organization and/or the organization which provided AOA access to the vehicle shall be responsible for ensuring all vehicles, operators and/or equipment are operated in a safe manner and adhere to all airport safety and security requirements while operating within the AOA.

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The vehicle operator's sponsoring organization shall be held liable for any actions, damages, accidents, injuries and/or fines caused by the operator due to negligence or unauthorized activities. The sponsoring organization shall be held liable as described in their lease agreement, the Airport's ACM and/or ASP, local ordinances and/or the Airport's Rules and Regulations.

**C. Vehicle Requirements**

The Airport has established the following requirements to provide for the safe and effective control and/or operation of vehicles and equipment within the AOA.

No vehicle shall be authorized to operate within the AOA which is not properly registered with a State or Government authorized motor vehicle authority; or is not categorized as an authorized airport service vehicle as defined herein.

All vehicles and/or equipment operated within the AOA must be insured and/or covered under the operator's or leaseholder's liability insurance.

Equipment and/or trailers being towed or operated during low visibility conditions or during hours of darkness must be properly lighted and/or have retroreflective markings on all sides, front and rear while within the AOA.

All vehicles and/or self-propelled equipment must be maintained in good working mechanical condition and provide unobstructed forward and side vision from the operators position.

All vehicles and/or self-propelled equipment must be equipped with operable headlamps and brake lights or be under escort by a properly marked and lighted vehicle while operating within the AOA.

The following wheeled vehicles or modes of conveyance (motorized and non-motorized) **are prohibited** within the AOA:

- Motorcycles, auto cycles, mopeds, scooters or similar conveyances (regardless of number of wheels).
- Bicycles, tricycles, pocket bikes, skateboards, rollerblades or similar conveyances.
- Self-driving or autonomous vehicles (except with airport director's written consent).

**D. Vehicle Permitting**

All airport tenant, sub-tenant, employee, visitor or guest vehicles not used for or classified as an airport/aircraft servicing or support vehicle, requiring regular access to the AOA must be properly permitted by the Airport. All unpermitted vehicles will be removed from within the AOA at the owner's expense.

Airport vehicle permits shall be affixed to the vehicle's windscreen in the lower left corner of the windscreen from the operator's perspective in accordance with the Airport's Security Program requirements. Vehicles without windscreens shall affix the permit to the vehicles body near the operator's position in such a manner to be easily seen and clearly identifiable from the exterior of the vehicle.

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All tenant rental vehicles or vehicles which do not require reoccurring access to the AOA that are located within the AOA on a temporary basis (not to exceed 5 business days) shall be identified by placing a “hang-tag”/placard on the rear view mirror or dash board of the vehicle. Hangtags/placards shall contain the following information:

- i. The name of the organization which provided access to the vehicle.
- ii. The name of the individual who inspected the vehicle prior to entering the AOA.
- iii. The date the vehicle was inspected prior to being granted access to the AOA.
- iv. A diagram and instructions providing the operator with clear instruction regarding there authorized driving area and directions to the nearest AOA access / exit gate.
- v. The vehicle license plate number.

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**SECTION 4. TYPES OF VEHICLES AND VEHICLE OPERATING AREAS**

**A. Types of Vehicles**

The Airport applies the following standards for classifying and defining the various types of vehicles and/or equipment typically encountered within the airport environment.

**Vehicle**

All conveyances or self-propelled equipment, except aircraft, used on the ground to transport persons, cargo, equipment or those required to perform maintenance, construction, service, and security duties.

**Aircraft**

When not intended for flight or under the control of a licensed pilot an aircraft is considered a vehicle. Any personnel, except for licensed pilots, who intend to taxi and/or tow an aircraft within the AOA must receive vehicle driver training.

**Airport Emergency Vehicles**

Vehicles that are authorized in the AOA for emergency purposes e.g., ambulances, aircraft rescue and firefighting (ARFF) vehicles and emergency response vehicles.

**Airport Security Vehicles**

Vehicles that are authorized in the AOA for security purposes, as needed e.g. Airport Security, Local, State and Federal law enforcement vehicles.

**Airport Operations Vehicles**

Vehicles routinely used by airport operations personnel for airport inspection and duties associated with airfield operations within the AOA (e.g. airfield condition reporting and incident command).

**Airfield Service Vehicles**

Vehicles that are routinely used within the AOA for airfield service, maintenance or construction (e.g. mowers, maintenance trucks, tractors).

**Aircraft Support Vehicles**

Vehicles that are routinely used within the AOA to support aircraft operations. These vehicles are typically owned by airlines, vendors, or contractors and are not eligible for Federal funding (e.g. aircraft pushback tractors, baggage/cargo tractors or trucks, air conditioning and aviation fuel trucks).

**Other Vehicles**

Vehicles which may be authorized within the AOA but are not typically used for the servicing or support of aircraft and/or airfield activities. These vehicles are typically owned by airlines, vendors, or contractors and are not eligible for Federal funding. Other vehicles include:

- Construction Vehicles
- Self-propelled Equipment
- Personal Conveyances (PC) / Personally Owned Vehicles (POV)
- Golf Carts
- Side-by-Side Vehicles (SSV) / Utility Terrain Vehicles (UTV)

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**B. Airport Driving and Operational Areas**

The Airport applies the following standards for classifying and defining the various surfaces and operating areas typically encountered within the airport environment.

**Air Operations Area (AOA)**

The Air Operations Area (AOA) includes paved and/or unpaved areas of the airport used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runways, taxiways, aprons, ramps, hangars and service roads. These areas are commonly referred to or associated with any area(s) located within the airport's perimeter fence line.

**Non-Movement Areas**

The non-movement area is defined as ramps, aprons or areas not controlled by ATC which allow aircraft and/or authorized vehicles to move or taxi without clearance or communications with the control tower.

**Movement Area**

The movement area consist of runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft exclusive of loading ramps and parking areas. Operators must obtain clearance to enter the movement area from ATC prior to entering the movement area.

**Safety Areas**

Safety areas include imaginary surfaces extending outward from runway and taxiway centerlines which are cleared of all obstructions, obstacles or hazards to reduce the risk of damage to aircraft in the event of an excursion, overshoot or undershoot of the runway or taxiway.

**Ramps and Aprons**

Ramps and aprons are areas of the airport intended to accommodate aircraft for the purposes of parking, loading and unloading of cargo and passengers, refueling operations and/or maintenance. At most airport's ramps and aprons are typically located outside of designated movement.

**Protected Areas**

Protected areas are surfaces intended for the landing or takeoff of aircraft and include areas inside the runway hold position markings on paved taxiways or bridges and the designated runway safety areas.

**Vehicle Service Roads**

Vehicle service roads are designated roadways intended for vehicle use only and are typically located in non-movement areas to allow vehicles to move around the airport without entering into movement areas.

**Aircraft Hangars**

The primary purpose of aircraft hangars is for the storage and/or maintenance of aircraft and associated aviation related activities. Aircraft hangars may also contain offices and adjacent hangar space for the storing of aircraft. Hangars are typically designated as part of the airports AOA to provide direct access from the hangar location to the airport's ramps, taxiways and runways.

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**SECTION 5. VEHICLE DRIVER TRAINING**

**A. Training Requirements**

Vehicle operators on airports face unique driving conditions and situations that are not normally encountered on public streets or highways. All personnel with vehicular access to movement areas, safety areas and non-movement areas must obtain the appropriate level of knowledge and required skills to operate vehicles and/or equipment safely within the airport environment. The Airport's Ground Vehicle Operations (AGVO) Program is designed to provide vehicle operators with the necessary knowledge and skills to operate safely within the AOA.

Only properly badged airport personnel, tenants, sub-tenants, users and/or contractors with a reoccurring operational or business need to operate vehicles and/or equipment within the AOA are permitted to receive airport vehicle driver training. All other personnel and/or vehicles who need to access the airport's AOA must be under the direct escort of a properly badged person operating a properly marked and lighted vehicle with the appropriate airport vehicle operator privileges.

The Airport requires all personnel who have an operational or business need to operate vehicles and/or self-propelled equipment within the AOA to complete the required airfield driver training and be in possession of the following items:

- i. Must possess and be in possession of a valid airport issued badge.
- ii. Must possess and be in possession of a valid State or Government issued driver's license.
- iii. Must successfully complete the applicable airport driving program.
- iv. Must have a business or operational need to operate vehicles and/or equipment within the AOA.

Upon completion of the appropriate airport driving program, the appropriate driving designation will be added to the driver's airport-issued identification badge.

All airport authorized vehicle operators must complete initial and/or recurrent vehicle operator training a minimum of once every twelve (12) consecutive calendar months.

Airport driver training is only valid for 12 consecutive calendar months and shall not exceed the expiration date printed on the drivers airport issued badge.

All applicants must complete the Airport's applicable airport driver training program before receiving authorization to access the movement or non-movement areas.

All drivers must be licensed through an appropriate state-licensing agency and the driver must be authorized to operate the class of vehicle they will be driving by an appropriate state-licensing agency and/or by the driver's employer through a company training/certification program.

All applicants are required to successfully complete the applicable driver training program administered by an airport designated driver trainer. Applicants must pass the written test with a grade of at least 90 percent or better to receive the airport driver endorsement. Applicants who do not pass the written test may retake the test anytime within a 30 day period.

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**1) Non-Movement Area Driver Training Requirements**

- a. Review the Airport's Driving Rules & Regulations.
- b. Submit an airport driver application.
- c. Create an account on the current training platform to complete any required driver training videos and quizzes.
- d. Complete a day and night airfield orientation drive with a certified driving instructor.
- e. Review and submit map of the authorized driving areas.
- f. Obtain airport badge with applicable driver endorsement.

**Note:** *Non-movement area driver training must be completed within 30 days of submission of application.*

**2) Movement Area Driver Training Requirements**

- a. Review the Airport's Driving Rules & Regulations.
- b. Submit an airport driver application.
- c. Create an account on the current training platform to complete any required driver training videos and quizzes.
- d. Complete a day and night airfield orientation and certification drives with a certified driver training instructor.
- e. Obtain airport badge with applicable driver endorsement.

**Note:** *Movement area driver training must be completed within 90 days of submission of application.*

**B. Mechanics, Maintenance Personnel and Students Taxiing and/or Towing Aircraft**

When an aircraft is not intended for flight, anyone (except certified pilots) taxiing or towing an aircraft must receive airport vehicle driver training to access the movement and safety areas of the airport. This requirement extends to aircraft mechanics, maintenance personnel and student pilots not under the direct supervision of a certified flight instructor.

For taxiing and/or towing an aircraft, the owner/operator must ensure the person moving or maneuvering the aircraft is trained by the owner or aircraft operator to start, run, taxi, or tow that particular type of aircraft. When towing an aircraft with a "Towbarless tractor," to guard against tow bar breaks or failure, there should be a trained person in the cockpit that can stop the aircraft.

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**SECTION 6. AIRPORT VEHICLE OPERATING REQUIREMENTS**

**A. Driving Rules**

The Rules and Regulations described herein apply to all persons, entities and/or users who have an operational or business need to access and operate any motorized vehicles, conveyance or self-propelled equipment within any portion of the Airport's AOA. These Rules and Regulations apply to all personnel, tenants, sub-tenants, leaseholders, users and associated facilities located within the Airport defined AOA.

All personnel who are not properly badged by the airport; have not received airport driver training, or are not based out of the airport are prohibited from operating vehicles and/or self-propelled equipment within the AOA unless under direct escort by a properly badged and qualified person while inside the AOA.

**All drivers will adhere to the following rules:**

- a. *All Aircraft always have the right-of-way unless the operator is instructed otherwise from ATCT or ramp control personnel.*
- b. *Emergency vehicles always have right-of-way to non-emergency vehicles.*
- c. Driving in close proximity to buildings or aircraft is prohibited except when necessary for aircraft servicing and operational activities.
- d. Vehicle operators shall use extreme caution while operating around running and parked aircraft.
- e. Vehicle operators shall use extreme caution when driving behind aircraft while engines are running or the beacon located on the belly of the aircraft is activated.
- f. Vehicle operators will adhere to jet blast and prop wash safety zone requirements for aircraft while engines are running or the beacon located on the belly of the aircraft is activated
- g. Vehicle operators shall make positive eye contact with pilots and establish clear hand signal communications prior to driving in front of operating aircraft.
- h. Tenant and guest vehicles traversing aprons shall use designated vehicle service roads and lanes when able.
- i. Overloading vehicles or carrying passengers and/or equipment exceeding the vehicles designed occupancy and/or weight capacity is prohibited.
- j. Riding on the exterior or running boards of a vehicle is prohibited within the AOA.
- k. Personnel standing in the cargo bed of pick-up trucks and/or flatbed vehicles while the vehicle is moving is prohibited within the AOA.
- l. No vehicles shall operate with occupant body parts protruding from vehicles except for vehicles designed to be operated in such use.
- m. All pilots, vehicle operators and/or personnel taxiing or towing an aircraft must be equipped with an operable two-way air-ground radio and in communication with the ATCT prior to entering the designated movement area

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- n. All vehicle operators shall only operate vehicles in good mechanical operating condition.
- o. No person may operate a vehicle or other equipment within the AOA while under the influence of alcohol, prescription drug or any other substance which is labeled as or known to impair an operator's ability to operate vehicles, equipment and/or machinery.
- p. All vehicle operators must be able to read, comprehend and clearly communicate in the common English language.
- q. Vehicle operator's use of cell phones, cameras, laptops, tablets and other similar mobile devices is prohibited within the AOA while the vehicle is in motion.
- r. Vehicle operators shall abide by all posted speed limits and not exceed safe vehicle operating speeds of 5 mph while operating on ramps or aprons.
- s. Vehicle operators shall follow all posted speed limit signs on Perimeter Service Roads not to exceed 15 miles per hour.
- t. No vehicle may pass another vehicle on the service roads except in designated areas.
- u. Passing of taxiing aircraft on aprons or taxiways is prohibited.
- v. Leaving running vehicles unattended within the AOA is prohibited.
- w. Driving or parking under aircraft except for when servicing aircraft is prohibited.
- x. Driving or parking under jet bridges is prohibited.
- y. When backing a vehicle; a vehicle guide person shall be required to assist with backing the vehicle whenever the view of the area behind the vehicle obstructed.
- z. All vehicles and/or equipment not in use shall be parked in areas which do not impede the movement of aircraft.
- aa. No person may park a vehicle within any aircraft parking area, safety area, movement area, or in a manner that obstructs or interferes with operations of aircraft.
- bb. No person may park, or leave unattended vehicles or equipment which block or interfere with a leaseholders or owners ability to access, use or move facilities, equipment, aircraft and/or vehicles located on their leasehold area without consent of the leaseholder.
- cc. No person may park or leave unattended vehicles or equipment which blocks or interferes with any facilities emergency doors, exits and/or AOA gates.
- dd. No person may park a vehicle or equipment within 100 feet of a fire hydrant or in a manner that interferes with emergency vehicles from accessing the fire hydrant.

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**B. Low Visibility (Nighttime and Inclement Weather Driving Conditions).**

Poor weather conditions (dense fog, heavy rain, mist, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries at all times.

**C. Exemptions**

Vehicles which cannot meet one or more of the requirements for the marking and lighting of vehicles described herein are not authorized to operate within the AOA unescorted.

Operators with vehicles which cannot meet any of the requirements herein may request a letter of exemption from the Airport to operate the vehicle within the AOA. Letters of exemption shall describe the nature of the exemption being requested and/or the operating limitations of the vehicle in non-compliance.

Letters of exemption shall be reviewed and granted on an individual basis by the Airport.

Approved letters of exemption shall be kept on file with the Airport with an additional copy being maintained on file as an addendum to the leaseholders lease agreement.

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**SECTION 7. VEHICLES, MARKING AND LIGHTING REQUIREMENT**

**A. Vehicle Marking and Lighting Requirements**

The Airport requires all vehicles which operate within the AOA to be properly marked and lighted in accordance with FAA standards for the marking and lighting of vehicles described in Advisory Circular AC 150/5210-5 Series for the Painting, Marking, and Lighting of Vehicles Used on an Airport. The requirements contained herein are the only methods acceptable to the Airport for the marking and lighting of vehicles.

**B. Vehicle Painting Requirements**

Airport vehicle paint and markings are a safety of flight requirement. The approved colors/markings herein assure conspicuity of vehicles operating within the AOA from both the ground and air. Vehicles that will be operating within the Airports designated movement area must be painted as described below. Airport owned vehicles which will be operating within the movement area of the airport must be listed in the Airport's Letter of Agreement with the local Air Traffic Control Tower which lists vehicles authorized to operate within the designated movement and protected areas of the Airport. All other vehicles must be under escort when entering or operating within the movement area.

**Aircraft Rescue and Fire Fighting Vehicles**

Emergency rescue and fire fighting vehicles are painted Yellowish-green in accordance with AC 150/5210-5 - Painting, Marking, and Lighting of Vehicles Used on an Airport.

**NOTE:** A yellowish-green color provides optimum visibility during all light levels encountered during a 24-hour day and under variations of light that result from weather and seasonal changes.

**Law Enforcement Vehicles**

Shall comply with specific Federal, State or Local standards for the marking and lighting of law enforcement vehicles.

**Airport Operations, Security and Maintenance Vehicles**

Airport operations and maintenance vehicles are painted in conspicuous colors (White, Orange or chrome yellow) as designated by the airport operator to be highly visible during low visibility conditions.

**Airfield Service Vehicles**

Orange is the vehicle color standard for airfield service vehicles (mowers and tractors). When vehicles are equipped with bumper bars 8 inches (200 mm) or more in depth, the bars shall be painted in alternate stripes 4 inches (100 mm) in width of alternating white or yellow and black inclined 45° to the vertical.

**Aircraft Support Vehicles**

Any color or combination of colors other than yellowish-green or chrome yellow. The bumper bar paint scheme of alternating white, yellow or orange and black stripe is recommended. Retroreflective tape covering more than 25 percent of the vehicle's vertical surfaces may be used as a temporary measure to meet this standard prior to scheduled vehicle painting.

**Other Vehicles**

Any color or combination of colors other than other than yellowish-green or chrome yellow.

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**C. Vehicle Marking Requirements**

The Airport requires all vehicles which operate within the AOA to be properly marked in accordance with FAA standards for the marking and lighting of vehicles as described in Advisory Circular AC 150/5210-5 Series for the Painting, Marking, and Lighting of Vehicles Used on an Airport.

**ARFF Vehicles**

Emergency rescue and fire fighting vehicles are marked in accordance with AC 150/5210-5 Series Painting, Marking, and Lighting of Vehicles Used on an Airport with the letters "ARFF," "Fire," or "Rescue".

**Law Enforcement Vehicles**

Shall comply with specific federal, state or local standards for the marking and lighting of law enforcement vehicles. Law enforcement vehicles entering the movement area must display the following while operating within the movement area.

- a. Logo or symbol located on each side of the vehicle a minimum of 16 inches (410 mm) in height and conspicuously located
- b. Identification number on the roof (the hood should be used if the vehicle has no roof). Roof numbers will be a minimum of 24 inches (610 mm) in height and affixed with their bases toward the front of the vehicle. The identification numbers should provide sharp color contrast to the vehicle color.

**Airport Operations, Airport Security, Airfield Service and Aircraft Support Vehicles**

Airport Operations, Airport Security, Airfield Service and Aircraft Support vehicles are marked as designated by the airport operator. Vehicles shall be marked as follows:

- a. Display an identification number on each side and on the roof (the hood should be used if the vehicle has no roof).
- b. Side numbers will be a minimum of 16 inches (410 mm) in height and conspicuously located.
- c. Roof numbers will be a minimum of 24 inches (610 mm) in height and affixed with their bases toward the front of the vehicle. The identification numbers should provide sharp color contrast to the vehicle color.
- d. In addition to the identification numbers, airport operator-owned vehicles must display either the name of the airport and/or the airport insignia.

**All Other Vehicles**

Vehicles other than those owned and operated by the Airport that routinely traverse any portion of the AOA which are not escorted by a properly marked and lighted vehicle will display a company name or logo on each side of the vehicle.

- a. Logos will be affixed to each side of the vehicle in a conspicuous area to allow for easy identification by ATC and Airport personnel.
- b. Logos shall be a minimum of 16 inches (410mm) in height.
- c. Lettering or numbers shall be minimum of two inches in height by one inch wide and be of a color which provides a sharp contrast to the vehicle color.

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- d. Vehicles operating in low visibility conditions or at night shall have logos, numbering and/or lettering that is retroreflective to allow for easy identification in low visibility conditions.

**D. Vehicle Lighting Requirements**

The Airport requires all vehicles which operate within the AOA to be properly lighted in accordance with FAA standards for the marking and lighting of vehicles as described in Advisory Circular AC 150/5210-5 Series for the Painting, Marking, and Lighting of Vehicles Used on an Airport.

**Airfield Service, Aircraft Support, and Airport Operations Vehicles.**

- a. The standard for identification lighting is a yellow flashing light that is mounted on the uppermost part of the vehicle structure.
- b. The light must be visible from any direction, day and night, including from the air.
- c. Color specifications for different vehicle types are contained herein.
- d. Towbarless Tow Vehicles (TLTV). An LED light bar placed above the operator's cab may be used in place of the rotating yellow flashing light. In addition, a yellow flashing light (of any type) must be installed on the upper left-rear and right-rear corners of the TLTV, and must be activated when an aircraft is in tow. The size of the rear flashing lights must be large enough to be clearly visible by ATC but not so large as to interfere with the visibility of the operator or towing operations of the TLTV.

**Airport Emergency, Security, and Other Vehicles**, which are not properly lit must be escorted by a properly lighted vehicle.

**Characteristics of Flashing Lights:**

- a. Ambulance lights must meet the specifications in the most current version of Federal Specification KKK-A-1822, and ARFF vehicles must meet NFPA, state, and local requirements.
- b. Lights must have peak intensity within the range of 40 to 400 candelas (effective) from 0° (horizontal) up to 10° above the horizontal and for 360° horizontally. The upper limit of 400 candelas (effective) is necessary to avoid damage to night vision.
- c. From 10° to 15° above the horizontal plane, the light output must be 1/10th of peak intensity or between 4 and 40 candelas (effective).
- d. Lights must flash at 75 ± 15 flashes per minute.

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**SECTION 8. EMERGENCY OPERATIONS AND OTHER NON-ROUTINE OPERATIONS**

**A. ATC Light Gun Signal**

Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway or taxiway as quickly and safely as possible and contact the ATC by other means, such as a cellular telephone and advise ATC of the situation. If this is not practical, the driver, after vacating the runway or taxiway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

Light gun signals, and their meaning, are as follows:

<b>Steady Green</b>	OK to cross the runway or taxiway.
<b>Steady Red</b>	STOP!
<b>Flashing Red</b>	Move off the runway or taxiway.
<b>Flashing White</b>	Go back to where you started.
<b>Alternating Red and Green</b>	Use extreme caution.

**B. Vehicular Accidents**

Operators of vehicles involved in an accident on the airport which results in injury to a person or damage to an aircraft, airport property or another vehicle shall:

- a. Immediately stop and remain at the scene of the accident.
- b. Contact 911 or Airport Rescue and Fire Fighting (386) 239-6444 immediately if anyone is injured or hazardous materials are released.
- c. Render reasonable assistance, if capable, to any person injured in the accident.
- d. Notify the Airport of the accident before leaving the scene.

Operators involved in an accident shall be required to provide the following information to responding Airport personnel:

- Name
- Address
- Contact Phone Number
- Sponsoring Organization (if applicable)
- Airport Badge and/or Driver's License
- Information/Statement needed to complete airport incident report.

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**SECTION 9. ENFORCEMENT, VIOLATIONS AND NON-COMPLIANCE**

**A. Enforcement Procedures**

The FAA Airports Office is responsible for Vehicle / Pedestrian deviations violations and/or pedestrian, where applicable, for any potential violations of all vehicle/pedestrian deviations. However, the FAA Flight Standards District Office is responsible for investigating and enforcing any potential violations of a mechanic taxiing an aircraft.

**NOTE:** Any individual involved in a RI or V/PD shall receive at a minimum remedial airfield driver training given by the Airport.

**B. Violation of Rules—Penalties and Suspension of Driving Privileges.**

The Director of Aviation or designee oversees the enforcement and corrective action for any non-compliance issues of all personnel with access to the AOA or movement areas. The Director of Aviation or designee (Director of Airport Operations) will evaluate the nature and severity of each infraction to determine the primary cause of the infraction and the appropriate corrective action to be taken. Consequences for infractions are listed below.

**1<sup>st</sup> Offense** - A written warning is issued to the violator and sponsoring organization.

**2<sup>nd</sup> Offense** - Violator's driving privileges are suspended until completion of remedial Airfield Vehicle Ground Operator training is successfully completed.

**3<sup>rd</sup> Offense** - Violator's airport driving privileges are revoked indefinitely or until the violator receives written approval from the Director of Aviation for reinstatement of driving privileges.

**4<sup>th</sup> Offense** - The violator is charged with criminal trespassing and all airfield access privileges are revoked.

The Director of Aviation reserves the right to amend the consequence for non-compliance at any time without prior notice to the violator or violators sponsoring organization. The Director of Aviation may increase the severity or level of the offense up to and including revocation of airport access privileges, levying of civil fines or penalties and criminal trespassing charges being filed when considering all factors contributing to the offense.

The Airport will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violations(s).

The Airport shall require all individuals involved in a runway incursion or other vehicle surface incident to complete remedial airfield driver training at a minimum.

Should any section, subsection, subdivision, paragraph, sentence, clause or phrase of the Rules and Regulation contained herein; or any part contained herein is for any reason determined to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity of effectiveness of the remaining portions of the Rules and Regulations contained herein.

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**SECTION 10. DEFINITIONS**

The following terms are defined as indicated in this section for the purpose of this Airport Driving and Taxiing/Towing Aircraft Rules and Regulations, and subsequent Ground Vehicle Operation Training Manuals.

**Accident**– A collision or contact between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

**Air Carrier Apron**– A apron or ramp used for the loading, unloading, parking and/or servicing of commercial service air-carrier aircraft.

**Air Operations Area (AOA)** – All airport areas where aircraft can operate, either under their own power or while in tow. The AOA includes runways, taxiways, apron areas, and all unpaved surfaces within the airport’s perimeter fence.

**Airport Traffic Control Tower (ATCT)**– A facility located within the AOA which provides services; provided by air traffic controllers who direct aircraft on the ground and through controlled airspace and can provide advisory services to aircraft in non-controlled airspace.

**Aircraft**–For this document, the terms aircraft and airplane are synonymous, referring to all types of fixed-wing airplanes, including gliders, powered lift (tilt-rotors) and helicopters.

**Airport**– The area of land located within the perimeter fence line that is used or intended to be used for the taxing, parking, landing and takeoff of aircraft, to include its buildings and facilities, if any.

**Common Traffic Advisory Frequency (CTAF)** – A radio frequency designed for the purpose of carrying out airport advisory practices for aircraft operating to or from an airport without an operating ATC or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)

**Fixed-Based Operator (FBO)** – A entity, company or organization engaged in the business of providing basic services to general aviation aircraft and pilots to include the sale and dispensing of fuel, line services, aircraft parking, tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

**Flight Service Station (FSS)** – Flight Service communicates directly with pilots for pilot briefings, flight plans, inflight advisory services, search and rescue initiation, aircraft emergencies, and Notices to Airmen (NOTAMs).

**Foreign Object Debris (FOD)** – “FOD” any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.

**General Aviation (GA)** – The portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

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**Ground Vehicle** – General Aviation (GA) is defined by the International Civil Aviation Organization (ICAO) as "all civil aviation operations other than scheduled air carrier services and non-scheduled air transport operations for revenue or hire". The category also is sometimes called general aviation and aerial work (GA/AW).

**ILS Critical Area** – A critical area is a specific ground area near a radiating localizer or glide slope antenna array, which must be protected from aircraft and vehicle parking and the unlimited movement of surface and air traffic, to ensure the continuous integrity of the signal received by the user aircraft.

**Jet Blast** – The phenomenon of rapid air movement produced by the jet engines of aircraft while operating, particularly on or before takeoff.

**Law Enforcement Officer (LEO)** – any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

**Light Gun**—a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

**Mobile Fuler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at an airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

**Movement Area**—the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas.

**MULTICOM**—a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private aircraft.

**Non-movement Areas**—the area, other than that described as the movement area, used for the loading, unloading, parking of aircraft. This may include the apron areas and on-airport fuel farms.

**Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.

**Owner**—a person who holds the legal title of an aircraft or a motor vehicle.

**Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.

**Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

**Runway Incursion**—any occurrence at an aerodrome 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 in Use or Active Runway**—any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.

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**Runway Safety Area**—a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes (Typically 250 feet off the runway centerline and 1,000 feet off each end or as required) in the event of an excursion, overshoot, or undershoot from the runway. Note: Guidance for RSA is located in AC 150/5300-13A, *Airport Design*.

**Surface Incident**- Unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

**Surface Movement Guidance and Control System (SMGCS)**—a system of guidance, control, and regulation of all aircraft, ground vehicles, and personnel of the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.

**Taxiways**—those parts of the movement and safety areas designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

**Tie Down Area**—an area used for securing aircraft to the ground.

**Uncontrolled Airport**—an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

**UNICOM**—a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

**Vehicle or Pedestrian Deviation (V/PD)**—any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control (includes surface incidents involving aircraft operated by non-pilots, such as anyone).

**Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.

**Very High Frequency Omnidirectional Range (VOR)**—a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.

**Wake Turbulence**—phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.