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Space, Missile, Command, and Control

FLIGHTLINE DRIVING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 OSS/DOFJ (Mr. Robert L. Kroft)

Certified by: 3 OG/CC (Col William A. Curry, Jr.)

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*, and prescribes policies, responsibilities, and procedures for qualification and certification of flightline driving, and the control of motor vehicle traffic on the flightline. It applies to all personnel conducting ground vehicular traffic operations on the airfield at Elmendorf AFB. It implements AFI 13-213, *Airfield Management*; AFMAN 24-306 Chapter 25, *Manual for the Wheeled Vehicle Driver*; AFOSH Standard 127-100, *Aircraft Flightline Ground Operations and Activities*; WI 13-203, *Airfield and Air Traffic Control Procedures*; WI 21-104, *Foreign Object Damage Prevention Program*; and FAAO 7110.65, *Air Traffic Control*. The contents of this instruction apply to all military and civilian personnel who operate government and civilian vehicles on the flightline. This publication does not apply to US Air Force Reserve or Air National Guard units and members.

Section A—Policies/Responsibilities

1. General:

1.1. The goal of the flightline driving program is to create a safe flightline environment. Safe operation of motor vehicles on the flightline is absolutely essential to normal aircraft operations and maintenance. Motor vehicles present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste, and a disregard for established safety standards are the primary sources of aircraft-vehicle collisions and/or incidents and personnel injury with motor vehicles on the flightline.

1.2. The standards set in this instruction are to control all motor vehicles on the flightline. Only trained personnel will be assigned duties including driving on the flightline. Personnel assigned driving duties will be knowledgeable of and comply with this instruction.

2. Unit Commanders:

2.1. Ensure assigned/attached personnel that drive on the flightline possess an AF Form 483, *Certificate of Competency*, valid for Elmendorf AFB and comply with this instruction.

- 2.2. Establish, through the vehicle control officer/vehicle control noncommissioned officer (VCO/VCNCO), a comprehensive training program designed to meet the needs of their organization and in accordance with applicable directives.
- 2.3. Appoint VCO/VCNCOs in writing.
- 2.4. Limit the number of personnel authorized to drive on the flightline/runway.
- 2.5. Annually review the unit's flightline driving program.
- 2.6. Take appropriate action when notified of a flightline violation.

3. VCO/VCNCO:

- 3.1. Be certified for flightline driving and runway crossing.
- 3.2. Runway crossing is only required if unit personnel require access to cross or operate on a runway in the performance of official duties.
- 3.3. Attend all VCO/VCNCO flightline drivers meetings conducted by Airfield Management.
- 3.4. Coordinate with Airfield Management and Wing Safety to ensure a proper flightline driving program is conducted and on any VCO/VCNCO meetings requiring their presence.
- 3.5. Ensure the unit commander is notified when violations occur.
- 3.6. Develop and conduct a flightline driver's training program.
- 3.7. Develop and administer a flightline/runway pre-examination for assigned personnel. Annotate completion on AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License* (see attachment 1).
- 3.8. Ensure trainees have a valid state driver's license and are qualified to operate applicable vehicles.
- 3.9. Ensure trainees have passed a color vision test or have waiver approval from Airfield Management.
- 3.10. Appoint authorized unit trainers and certifiers in writing.
- 3.11. Ensure temporary duty (TDY) personnel being sponsored by their unit possess a valid flightline AF Form 483 from their home station and brief on local flightline driving procedures, to include a flightline orientation.

NOTE:

TDY personnel must be escorted by base assigned and certified personnel for all runway crossings.

- 3.12. Destroy AF Forms 483 for all personnel that permanently change station (PCS), permanently change assignment (PCA), or separate.
- 3.13. Coordinate PCA's by destroying AF Forms 483 and forwarding AF Forms 171 to the gaining squadrons VCO/VCNCO.
- 3.14. Ensure a current VCO/VCNCO appointment letter is on file at Airfield Management.
- 3.15. Update the list of personnel with AF Forms 483, as required, and provide Airfield Management a copy quarterly.

- 3.16. Conduct and document a self assessment of the units driving program at least annually, or when a change of VCO/VCNCO occurs.
- 3.17. Maintain the following documentation:
 - 3.17.1. VCO/VCNCO appointment letter.
 - 3.17.2. List of trainers and certifiers.
 - 3.17.3. List of all personnel with AF Forms 483 to include the squadron certificate number, date of expiration, and current authorizations (F = Flightline, R = Runway).
 - 3.17.4. AF Forms 171 with Elmendorf information (see attachment 2) for all personnel issued an AF Form 483.
 - 3.17.5. Unit self assessment and inspection results.
 - 3.17.6. Training plan.
 - 3.17.7. Flightline/runway pre-examinations.
 - 3.17.8. AFOSH STD127-100; AFMAN 24-306; , WIs 13-203 and 21-104; this instruction, and any applicable policy letters.

4. Chief, Airfield Management:

- 4.1. Provide quality assurance over local flightline driver training programs and procedures.
- 4.2. Assist unit VCO/VCNCO with their flightline driving program.
- 4.3. Provide units a local familiarization program.
- 4.4. Develop and administer flightline/runway final examinations for all personnel.
- 4.5. Enforce provisions outlined in applicable instructions, manuals, and policy letters regarding vehicle operations on the flightline.
- 4.6. Suspend or revoke flightline/runway driving privileges, as necessary.
- 4.7. Attend base/squadron VCO/VCNCO meetings and provide guidance on:
 - 4.7.1. Incident/accidents that occurred on the flightline.
 - 4.7.2. Runway intrusions.
 - 4.7.3. Safety violations.
 - 4.7.4. Changes to driving procedures.
 - 4.7.5. Airfield construction projects.
 - 4.7.6. Prevention of foreign object damage (FOD) on the flightline.
 - 4.7.7. Trend data on violations and testing pass/failure rates.
- 4.8. Brief airfield driving trend data at quarterly air operations board (AOB).
- 4.9. Brief the Operations Group Commander (OG/CC) on all runway intrusions.
- 4.10. Coordinate waiver requests on individuals that fail to meet color vision requirements.

4.11. Issue Wing Form 15, *Elmendorf Air Force Base Privately Owned Vehicle (POV) Flightline Authorization*.

5. The 3rd Medical Group:

- 5.1. Verifies an individuals color vision by reviewing medical records or conducting a color vision test to ensure the individual can distinguish between red, green, white, yellow, and blue.
- 5.2. Annotates status of color vision or test results on the AF Form 171.

6. Wing Safety:

- 6.1. Coordinate with Airfield Management and VCO/VCNCO to ensure a proper flightline driving program is being conducted.
- 6.2. Conduct and document an annual review of the Flightline Drivers Familiarization Program.
- 6.3. Investigate all AF Form 457, *USAF Hazard Report*, and AF Form 651, *Hazardous Air Traffic Report*, submitted by Airfield Management or Air Traffic Control.
- 6.4. Inform Airfield Operations Flight Commander of any AF Form 457 or AF Form 651 that pertain to the airfield.
- 6.5. Conduct and document periodic spot inspections of flightline driving operations.
- 6.6. Attend VCO/VCNCO meetings and briefings, as required.

7. Security Police:

- 7.1. Enforce this instruction by apprehending violators and issuing a citation or notifying Base Operations.
- 7.2. The 3 SFS/SFAR will forward a copy of citations issued by security police personnel to Airfield Management.

8. Air Traffic Control:

- 8.1. Control vehicles/personnel operating in aircraft movement areas in accordance with FAAO 7110.65, WI 13-203, and this instruction.
- 8.2. Immediately report violations of this instruction to Airfield Management.
- 8.3. File an AF Form 457 or AF Form 651, as required, and forward a copy to Airfield Management.
- 8.4. When unable to establish communications with personnel on the runway:
 - 8.4.1. Raise and lower the intensity of the runway edge lights. This signal directs personnel to immediately exit the runway and establish communications with the tower.
 - 8.4.2. Immediately notify Airfield Management of the situation.
- 8.5. Conduct an orientation of the ground control position and air traffic radio procedures for personnel requiring runway crossing authorization.
- 8.6. Document orientation on the individuals AF Form 171.

Section B—Qualifications For Flightline Motor Vehicle Operations

9. Air Force and Civilian Employee Personnel:

- 9.1. A valid State drivers license.
- 9.2. Personnel that have their base driving privileges suspended require the wing commanders authorization to reinstate their flightline driving privileges and only to perform critical mission essential duties.
- 9.3. Pass a color vision screening that determines if an individual can distinguish between red, green, white, yellow, and blue.
 - 9.3.1. Individuals that fail must obtain wavier approval from Airfield Management.
 - 9.3.2. Waivers can only be approved for flightline privileges. A waiver cannot be approved for runway crossing.
 - 9.3.3. Requesting unit commander will send a waiver request letter to Airfield Management.
 - 9.3.4. Airfield Management will schedule a practical driving evaluation through the VCO/VCNCO and record the results on the letter.
- 9.4. Base assigned personnel must possess and carry a valid AF Form 483 from Elmendorf AFB.
- 9.5. TDY personnel must possess and carry a valid AF Form 483 from their home station.

10. Other Military Personnel:

- 10.1. Must have a current flightline drivers license from their home station.
- 10.2. Must receive a briefing and local orientation from a sponsoring unit prior to driving on the flightline.
- 10.3. Must comply with this instruction.

11. Contractors and Vendors:

- 11.1. Contract must state that they will comply with this instruction.
- 11.2. Must have exact routes to and from work areas established in their contracts and approved by Airfield Management.
- 11.3. Airfield Management must brief contractors on flightline vehicle operations.
- 11.4. Submit, in writing, to Airfield Management requests for a Wing Form 15 for all vehicles requiring flightline access.
- 11.5. Contractor vehicle operators who violate the flightline driving rules could be banned from operating on the flightline. Replacement drivers would be the contractor's responsibility.

12. The Wing Form 15:

- 12.1. Required for all privately owned or rented vehicles operated on the flightline.
- 12.2. Airfield Management will submit a letter designating the yearly color and authorized approving signatures to the security police, annually.

- 12.3. Requests for passes will be submitted in writing to Airfield Management.
- 12.4. Only those vehicles deemed mission essential by the applicable commander will be given a pass.
- 12.5. Passes are processed and completed by Airfield Management.
- 12.6. Issued passes must be displayed on the dashboard of vehicles while operating on the flightline.
- 12.7. Passes must be returned to Airfield Management upon expiration, or when no longer required for destruction.

Section C—Training

13. Unit Commanders:

- 13.1. Ensure all unit personnel understand that the flightline is a hazardous environment and safety is paramount.
- 13.2. Ensure their units' flightline training program is adequate for meeting the needs of the mission.
- 13.3. Carefully select VCO/VCNCOs and ensure compliance with this instruction and applicable directives.
- 13.4. Enforce this instruction, applicable directives, and document corrective actions, as necessary.

14. VCO/VCNCO:

- 14.1. Plan and schedule training as required.
- 14.2. Carefully select and appoint personnel to be used as trainers and certifiers.
- 14.3. Provide personnel with references and materials necessary to complete training.
- 14.4. Conduct evaluations on trainee's to ensure training was in accordance with prescribed procedures.
- 14.5. Administer flightline/runway pre-examinations to assigned personnel requiring flightline driving privileges.
- 14.6. Confirm certification of all required tasks and proper training documentation prior to scheduling individuals for final examinations.
- 14.7. Ensure remedial training is conducted on personnel who fail a test or receive a citation.
- 14.8. Conduct annual refresher training for all assigned personnel.
- 14.9. Document training on AF Form 171 and reverse side of AF Form 483.

15. Chief, Airfield Management:

- 15.1. Conduct staff assistance visits annually or as requested by commanders.
- 15.2. Document and send a copy to the VCO/VCNCO through the commander.
- 15.3. Coordinate flightline driving training programs with VCO/VCNCOs.
- 15.4. Conduct training in accordance with this instruction for assigned personnel.

- 15.5. Administer flightline/runway final examinations.
- 15.6. Process “no show” letters for testing to applicable squadrons First Sergeant (CCF) and VCO/VNCNO.
- 15.7. Coordinate requests for color vision waivers.
- 15.8. Annotate approval on the AF Form 171.

16. Unit Trainers:

- 16.1. Be highly qualified and knowledgeable in all aspects of airfield procedures and unit operations.
- 16.2. Conduct training as directed by the unit commander through the VCO/VNCNO.
- 16.3. Ensure trainees are fully qualified prior to requesting pre-examination from VCO/VNCNO.
- 16.4. Remain qualified on tasks for which they train others on.
- 16.5. Currently be assigned duties involving driving on the flightline.

17. Trainees:

- 17.1. Provide feedback to VCO/VNCNO on training received.
- 17.2. Comply with the requirements in the instruction prior to driving on the flightline.

18. Flightline Drivers Training:

- 18.1. The unit commander, through the VCO/VNCNO, is responsible for their overall training program. All individuals, including TDY personnel being hosted by a squadron, assigned duties requiring driving on the flightline must receive training.
- 18.2. The VCO/VNCNO or designated trainer, will give each individual a minimum of one day time and one night time flightline familiarization ride. From June to August, the night time familiarization ride may be accomplished as soon as possible.
- 18.3. Flightline drivers will then demonstrate flightline driving proficiency to the unit VCO/VNCNO, or designated certifier, via a practical checkride.
- 18.4. Drivers requiring runway crossing will receive a tour of the tower prior to final examinations. This tour is done on a walk in basis.
- 18.5. All trainee’s will receive academic instruction and pass a squadron level pre-test.
- 18.6. Document completed training and certification on AF Form 171 in accordance with attachment 1.
- 18.7. Flightline drivers will receive annual refresher training. Document on AF Form 171 and the reverse side of the AF Form 483.

Section D—Flightline Testing

19. Examination Development:

- 19.1. Airfield Management will develop flightline driving and runway crossing final examinations.

19.2. Resources used for developing test questions include WIs 13-203 and 21-104; AFMAN 24-306, Chapter 25; AFOSH 127-100, Chapter 6; Flight Line Vehicle Operations, and any applicable letter of procedures.

19.3. Unit pre-tests must not mirror the actual competency examinations.

20. Final Examination Procedures:

20.1. VCO/VCNCOs will schedule trainees for flightline/runway final examinations and certification with Airfield Management. Examinations will be conducted on Tuesdays from 0800 to 1000 and Thursdays from 1400 to 1600 in the Airfield Management Conference Room.

20.2. Examinations will not be conducted during wing exercises. Special requests or requirements may be coordinated with Airfield Management. Deviations will be handled on a case by case basis.

20.3. Airfield Management will forward a letter on all “no shows” to the appropriate squadron CCF and VCO/VCNCO.

20.4. Trainees will hand carry a completed AF Form 483 and AF Form 171 (see attachment 1) to Airfield Management on the day and time scheduled for examinations.

20.5. Airfield Management will document test results on the AF Form 171 and complete the AF Form 483.

20.6. Certification for flightline driving will be validated by the completed AF Form 171, appropriate stamps for “Flightline” and/or “Runway Crossing” on the AF Form 483, and Airfield Management’s signature on the AF Form 483.

20.7. The trainee shall return the completed AF Form 171 to the unit VCO/VCNCO for filing.

21. Pass/Fail Procedures:

21.1. There will be separate flightline driving and runway crossing examinations.

21.1.1. Flightline. Minimum passing score is 80 percent with an on-the-spot correction to 100 percent.

21.1.2. Runway Crossing. Minimum passing score is 100 percent for the runway examination.

21.2. Trainees who fail one or both examinations must:

21.2.1. First Time Failures. Will receive additional training by their VCO/VCNCO. This training will be documented on the AF Form 171.

21.2.2. Drivers can be rescheduled for testing upon completion of additional training but no earlier than 7 days from the failure.

21.2.3. Second Time Failures. Will receive additional training by their VCO/VCNCO and require a letter of justification from the unit commander stating the trainee is safe for flightline operations.

21.2.4. All additional training will be documented on the commanders letter. The letter must be attached to the members AF Form 171 and be hand carried to Airfield Management for testing.

21.2.5. Drivers can be rescheduled for testing upon completion of additional training and the commanders endorsement letter but no earlier than 15 days from the failure.

22. Renewing/Disposition of AF Form 483:

- 22.1. AF Forms 483 issued for Elmendorf are valid for 4 years.
- 22.2. VCO/VCNCOs will provide complete retraining for personnel renewing their AF Form 483.
- 22.3. Members who PCS, PCA, or separate must turn their AF Form 483 into their unit VCO/VCNCO. The VCO/VCNCO will destroy the AF Form 483 and update their personnel list.
- 22.4. AF Forms 171 may be given to the individual.
- 22.5. Members that lose their AF Form 483 will complete a new card with their old squadron number on it. The driver will hand carry the new AF Form 483 and original AF Form 171 to Airfield Management. Airfield Management will verify data on AF Form 171 and endorse the new AF Form 483.

Section E—Flightline Operations

23. Definitions:

- 23.1. Flightline .** All runways, taxiways, and aprons where aircraft may be encountered.
- 23.2. Airfield.** All areas, to include; facilities, pavements, and grounds, prepared to support aircraft operations.
- 23.3. Controlled Movement Area's:**
 - 23.3.1. Runways and overruns to include an area no less than 100 feet extending outward from each side of the edge of runways and overruns and instrument landing system (ILS) critical areas.
 - 23.3.2. ILS critical areas are on Taxiway "M," west of the Instrument Hold Line (located on Taxiway "M," 1,567 feet from the approach end Runway 5), continuing west up to the approach end of Runway 05, which includes all of Taxiway A-North and Taxiway A-South from the Instrument Hold Line to Runway 05.

NOTE:

Controlled Movement Areas require Tower approval for all vehicle and pedestrian movement.

- 23.4. Flightline Authorized Drivers.** Personnel who have undergone flightline drivers training, certified on AF Form 171, issued an AF Form 483, and must have access to the flightline for mission essential tasks.
- 23.5. Flightline Entry Points.** Points that may be used to enter the flightline.
- 23.6. Emergency Vehicle.** Vehicles that are responding to an emergency and have flashing red or blue lights.
- 23.7. Stopped Vehicle.** Not moving, with the operator in full control of the vehicle.
- 23.8. Parked Vehicle.** Vehicle stopped, without an operator at the controls.
- 23.9. Movable Obstacles.** Moving and parked vehicles, construction equipment, fire extinguishers, aircraft chocks, maintenance stands, etc. that pose a hazard to aircraft.
- 23.10. Vicinity of an Aircraft.** Within 25 feet of an aircraft.
- 23.11. Circle of Safety.** Within 10 feet of an aircraft.

24. Airfield Lighting and Markings:

24.1. Runway Hold Position Marking. Two sets of two parallel yellow stripes that extend across the entire width of the taxiway. The set closest to the runway is dashed and the other is solid.

24.2. Instrument Hold Position Marking. Two solid yellow parallel stripes with double vertical stripes that extend across the entire width of the taxiway. The word "INST" is painted on the runway side of the lines to be read when facing the runway.

24.3. Runway Holding Position Signs. Signs placed at the runway holding positions to indicate the runway holding position and designation.

24.4. Amber Globes. Currently amber globes on taxiway lighting fixtures are used throughout the airfield to highlight runway holding positions and identify hardstands on the north side of airfield.

24.5. Runway Lights. White high intensity lights located on the edges of the runway.

24.6. Taxiway Lights. Blue lights used to outline taxiways.

24.7. Runway Crossing Lights. Traffic lights operated by the control tower to visually clear vehicles across a runway without utilizing two-way radio communications.

24.8. Yellow Dashed Lines on Ramps/Hardstands (Taxilane Markings). Denotes the minimum distance criteria that vehicles and equipment can be positioned to facilitate the safe passage of towed or taxiing aircraft on adjacent taxiways.

25. Obstacle Criteria:

25.1. An obstacle is anything that poses a threat to aircraft movements, for example; fire bottles, maintenance stands, vehicles, and so forth.

25.2. Obstacles must remain at least 200 feet from taxiway centerlines and at least 125 feet from the edge of ramps or hardstands when not directly supporting aircraft.

25.3. Equipment may be pre-staged no earlier than 1 hour prior to the arrival of the aircraft.

25.4. During winter operations, fire bottles and chocks will be placed on top of fuel pit covers to mark their locations for snow removal equipment.

26. Authorized Vehicles:

26.1. Government vehicles in the performance of official duties.

26.2. Privately owned vehicles of personnel assigned to 11th Air Force or 3rd Wing and in possession of a Wing Form 15.

26.3. Rentals being used by deployed personnel in the performance of official duties and in possession of a Wing Form 15.

26.4. Contractor vehicles in possession of a Wing Form 15 and in the performance of their contracted duties.

26.5. Contractor vehicles operating on the flightline will comply with the provisions of this instruction, terms of their contract, and conditions negotiated at the pre-construction conference.

26.6. Bicycles may be used on the parking aprons in the performance of assigned duty provided the operator has an AF Form 483.

26.6.1. Operators must wear a reflective vest or belt at all times.

26.6.2. Tricycles must be chocked when parked.

26.7. Motorcycles and Snowmobiles are prohibited on the flightline.

27. Use of Chains and Studs:

27.1. Commanders may authorize the use of tire chains during winter operations.

27.1.1. Chains will only be used when the flightline is covered with ice or snow and required to accomplish the mission.

27.1.2. Chains must be checked before and after each operation to ensure serviceability.

27.1.3. If a broken chain is discovered and links are missing, the unit will initiate a search for the missing links.

27.1.4. If they are not found, a magnetic sweeper will be requested through Airfield Management.

27.2. Only the 11th Air Force Commander and 3rd Wing Commander vehicles are authorized to drive on the airfield with studded tires.

28. Vehicle Lighting:

28.1. A yellow beacon or four way flashers will be used at all times while operating on the flightline.

28.2. A red or blue beacon will be used by emergency response vehicles responding to an emergency.

28.3. Headlights will be used during hours of darkness and restricted visibility (for example; snowing, fog, rain, and so forth).

28.3.1. Headlights will be turned off when shining towards a moving aircraft. Parking lights will be left on so the vehicles position will be known. This is done to preserve the aircrews night vision, while at the same time, allowing them to observe your position. Headlights will be turned on prior to putting the vehicle in motion.

28.3.2. Vehicles equipped with day time running lights will position the vehicle so with lights do not shine towards a moving aircraft.

29. Vehicle Traffic:

29.1. When operating on the airfield, operators will follow the basic "rules of the road."

29.2. All vehicles will stop prior to entering the flightline, regardless of where they enter, or crossing a taxiway and determine visually that the way is clear before proceeding.

29.3. Foreign object (FO) Checks will be conducted in accordance with WI 21-104.

29.4. With the exception of "Follow Me" vehicles, vehicles will not be driven into the path of taxiing aircraft.

29.5. Vehicles will not be driven between a taxiing aircraft and its "Follow Me" guide.

- 29.6. All vehicles operating on taxiways and aprons will give way to taxiing aircraft.
- 29.7. Vehicles will exit taxiways by the shortest route. Only as a last resort will the vehicle be driven off of prepared surfaces to ensure adequate clearance for the aircraft. Vehicles that leave paved surfaces must complete a FO check when reentering the pavement.
- 29.8. When driving on taxiways, drive on the extreme right hand side of the taxiway by the double yellow lines. At no time will vehicles drive along the shoulders.
- 29.9. When driving on the runways, drive on the extreme right hand side of the runway by the white line.
- 29.10. All vehicles must approach parked aircraft with the driver's side of the vehicle toward the aircraft.
- 29.11. Vehicles will not be operated within 25 feet to the front or 200 feet to the rear of any aircraft with engines operating or being started, except as prescribed in the applicable aircraft instructions.
- 29.12. Do not operate vehicles within 300 feet to the rear of C-5, C-17, B-747, KC-10, or KC-135 aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings.
- 29.13. Do not drive between parked fighter aircraft, unless there is a vacant parking space between them.
- 29.14. Vehicles will be driven on taxi lines when transiting the vacant parking spot.
- 29.15. Emergency response vehicles, Airfield Management, Civil Engineering, Supervisor of Flying, Flight Safety, and Bird Aircraft Strike Hazard (BASH) Teams are exempt from normal traffic flow patterns in the performance of official duties.

30. Right of Way Priorities:

- 30.1. Aircraft.
- 30.2. Emergency response vehicles responding to an emergency.

NOTE:

No vehicles will proceed in front of an emergency response vehicle responding to an emergency.

- 30.3. Snow removal equipment engaged in snow removal operations.
- 30.4. All other authorized vehicles.

31. Speed Limits:

- 31.1. The flightline speed limit is 15 MPH.
- 31.2. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing conditions.
- 31.3. The speed limit is 5 MPH within 25 feet of an aircraft.
- 31.4. Aircraft, equipment, and Trailer Towing:
 - 31.4.1. Towing speed is 5 MPH for all aircraft and two or more maintenance stands.

31.4.2. Towing speed for one maintenance stand is 10 MPH.

31.4.3. The maximum towing speed for AGE is 15 MPH.

32. Speed Limit Exceptions:

32.1. Emergency response vehicles responding to an emergency.

32.2. Airfield Management and Snow Removal personnel in the performance of their official duties.

32.3. Barrier Maintenance personnel responding to a barrier engagement.

32.4. Vehicles responding to an actual "Red Ball." The 3 WG/MOC **MUST IMMEDIATELY** notify Airfield Management of vehicle call sign and route of travel.

32.5. Bird dispersal teams responding to a dispersal.

32.6. Transient Alert when positioning for a "Follow Me" operation.

33. Vehicle Parking:

33.1. Aerospace ground equipment (AGE)-towing vehicles may be placed in neutral and left running while the driver completes hookup operations.

33.2. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if they do not drive off with the AGE equipment immediately following hookup.

33.3. Aircraft-servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left running and unattended while performing official duties.

33.4. No other vehicle will be left running and unattended while on the flightline.

33.5. Vehicles will not be parked within 25 feet of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing.

33.6. A spotter will be posted when a vehicle is backed towards an aircraft and pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

33.7. All parked vehicles will be parked so they will not interfere with aircraft being towed or taxied.

33.8. Parking is only authorized on aprons. Vehicles will not be parked on runways or taxiways.

33.9. Park vehicles with the drivers' side toward the aircraft. Never park a vehicle pointed towards an aircraft.

33.10. Vehicles parked at the side of an aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

33.11. Vehicles should not be unnecessarily parked in front of aircraft with directional firing munitions when power is applied to the aircraft.

33.12. Parked vehicles will be left with the keys in the ignition and the gear lever placed in reverse, park, or neutral in accordance with the applicable vehicle operating procedures.

33.13. All parked vehicles will have brakes set or will have chocks placed both in front of and behind one of the rear wheels.

33.13.1. One chock may be used between the tandem wheels of a dual axle vehicle.

33.13.2. The only vehicles exempt from brake and chocking requirements are alert and emergency response vehicles responding to an alert or emergency.

34. Circle of Safety. A circular area extending 10 feet beyond the wingtips, nose, and tail of an aircraft.

34.1. Vehicles are prohibited within this area except when the vehicle is used to service an aircraft.

34.2. Never drive a vehicle under any part of an aircraft, except as authorized for operations such as loading or unloading, servicing, or towing.

34.3. When operating within the circle of safety, use spotters to guide the vehicle's approach to the aircraft. Place pre-positioned wheel chocks between the aircraft and approaching vehicle to keep from striking the aircraft.

35. Runway Crossing Procedures:

NOTE:

TDY and contractor personnel must be escorted by authorized base assigned personnel.

35.1. Maintain two-way radio communications and gain approval from the control tower using procedures outlined in this instruction (see attachment 2) on the Tower Net prior to crossing any runway. **EXCEPTION:** When crossing at the vehicle runway crossing light locations and tower activates the GREEN light.

35.2. Convoy escorts are responsible for obtaining crossing approval for vehicles in their convoy (for example; Ops 1 plus 4 request to cross Runway 05 at Taxiway Delta).

35.3. Runway crossings are limited to vehicles not designed for road use and vehicles towing equipment that can not safely use perimeter road.

35.4. Runway crossings must be mission essential and not for convenience; such as, to save time or traveling distance. Commanders will establish procedures for distinguishing mission essential within their unit.

36. Vehicle Crossing Lights:

36.1. Light locations:

36.1.1. Approached end of Runway 33 on ammo route.

36.1.2. Intersection of Taxiway "M" and Runway 33.

36.1.3. Intersection of Taxiway "B" and Runway 05.

36.2. Light Procedures:

36.2.1. RED LIGHT. Means STOP and HOLD SHORT OF RUNWAY.

36.2.2. GREEN LIGHT. Proceed directly across the runway after visually verifying the way is clear.

36.2.3. Come to a complete stop behind the hold short line and wait at least two minutes for a green light. If a green light is not activated and there are no aircraft waiting to takeoff or within 5

miles of the airfield, call the control tower using the phraseology and procedures in Section G and attachment 2, this instruction.

36.2.4. After receiving a green light, look both directions for aircraft, snow plows, vehicles, and so forth, then proceed directly across the runway using extreme caution. Do not report holding short of the runway after you have cleared when using the lights.

36.2.5. If there are multiple vehicles waiting at a light, all vehicles may proceed when the light turns green.

36.2.6. Vehicles approaching an intersection when the light is green must come to a complete stop and verify that the light stays green before proceeding. If the driver has any questions about proceeding, they will hold short and wait for the light to cycle red, then back to green before proceeding.

NOTE:

During periods of reduced visibility, the vehicle crossing lights will not be activated. Vehicle operators will be required to establish two-way communications and gain approval from the control tower prior to crossing any runway.

37. Operations on Runways and/or Overruns:

37.1. Only agencies that have official duties that require them to operate on the runway or overruns are authorized.

37.2. Other agencies may receive approval on runways during emergency situations. Drivers must be runway qualified and will only enter the runway after tower approval is received.

38. Convoy and Escort Responsibilities:

38.1. Brief driver's on route, speed, and so forth.

38.2. Convoy's or escorts will not exceed five vehicles at one time. Fire Department vehicles are exempt.

38.3. Maintain convoy in a close formation and gain runway crossing approval for all vehicles in their convoy.

39. Vehicle Breakdowns:

39.1. A vehicle that has a malfunction which prevents operation under its own power must make every attempt not to block a runway or taxiway.

39.2. The driver will leave exterior flashing lights on.

39.3. The driver will immediately notify the Tower and Airfield Management on the Tower Net.

39.4. Vehicles that do not have the Tower Net will have their functional control relay the information to Airfield Management.

39.5. Drivers without a radio will stay with the vehicle and attempt to get the attention of any taxiing aircraft in order to make the vehicle position known.

39.6. Drivers will remain with the vehicle until the situation is resolved.

Section F—Flightline Violation Procedures

40. Definitions For The Wing Form 29, Elmendorf AFB Flightline Citation. This form will be issued by 3 OSS/ DOFJ. The pink copy will be given to individual for signature of commander and returned to Base Operations within 7 days:

40.1. Warning . Wing Form 29 issued for minor violations.

40.1.1. A management tool used to remind personnel of policies and validate a units training program.

40.1.2. “WARNING” will be written in the remarks section of the Wing Form 29.

40.2. Citation. Wing Form 29 issued for violations.

40.3. Runway Intrusions. Wing Form 29 issued for unauthorized entry into the Controlled Movement Area.

41. Enforcement:

41.1. Drivers that receive three citations within a 12-month period will lose their driving privileges.

41.2. Drivers that commit a runway intrusion will lose their driving privileges for 60 days.

41.3. Drivers that loose their privileges must be completely retrained and recertified.

41.4. Drivers that receive a citation for an incident involving aircraft safety issues will have their driving privileges suspended for a minimum of 7 days.

41.5. Airfield Management, Safety, and Security Police personnel (regardless of rank) have the authority to issue warnings, citations, or if warranted, confiscate an individual’s AF Form 483 pending an investigation.

42. Incident Investigations:

42.1. Drivers that receive a citations for an incident involving aircraft safety issues will automatically have their driving privileges suspended pending an investigation of the incident.

42.2. The Chief, Airfield Management will conduct investigations by gathering data from all involved agencies.

42.3. Chief, Airfield Management is the determining authority for enforcement.

42.4. Enforcement actions can be appealed to the 3 OSS/CC.

43. Wing Form 29 Processing:

43.1. Warnings:

43.1.1. Drivers that receive a warning will turn in the pink copy to their VCO/VCNCO.

43.1.2. VCO/VCNCO will maintain the pink copy within the unit.

43.1.3. VCO/VCNCO should use warning trend data to validate the units training program.

43.2. Citations:

- 43.2.1. Drivers that receive a citation will turn in the pink copy to their VCO/VCNCO for processing.
- 43.2.2. Drivers are encouraged to submit a statement describing the incident when turning in the pink copy.
- 43.2.3. VCO/VCNCO will process the pink suspense copy within the unit.
- 43.2.4. The citation requires the unit commanders endorsement.
- 43.2.5. Actions taken are at the discretion of the unit commander.
- 43.2.6. Supervisors that wish to contest a citation will do so through their VCO/VCNCO.
- 43.2.7. The endorsed pink copy must be returned to Airfield Management within 10 days.
- 43.2.8. Suspense copies not returned to Airfield Management will result in a letter to the unit commander and VCO/VCNCO to ensure they are aware of the citation.
- 43.3. All citations are valid for 12-months from the date of issue.
- 43.4. Citations will be maintained by Airfield Management for the last 12 months, plus the previous calendar year.
- 43.5. Flightline violations are briefed quarterly to the OG/CC at the AOB.

Section G—Airfield Communication Procedures

44. Controlled Movement Area. Requires personnel to establish and maintain two-way radio communications with the Tower, unless utilizing the runway crossing light procedures.

45. Control Tower Communications Restriction. Communications with vehicle/ground personnel will **NOT** take place when aircraft are within 5 miles of the airfield or ready for departure.

- 45.1. Vehicle operators shall look both ways for aircraft landing/departing/taxiing prior to calling the tower.
- 45.2. Agencies that are exempt; Fire Department, Airfield Management, Barrier Maintenance, Supervisor of Flying, BASH Teams, Transient Alert, and Warrior or Denali Commander call signs.
- 45.3. Any agency that has emergency traffic may immediately call the tower. The transmission will include “Emergency”, for example; “Ground, Ops 1, Emergency.”

46. Runway Designators. Only Runway 05 and Runway 33 designators will be used for communications with the tower.

47. Vehicle Communication Procedures:

- 47.1. See attachment 5 for authorized transmission phraseology. To help eliminate miscommunications and possibly compromising safety, **it’s imperative phraseology be adhered to.**
- 47.2. The **only** word that authorizes a vehicle to operate near, enter, or cross any runway is **“PROCEED.”** The word **“PROCEED”** may be accompanied with other words or phrases. To avoid any confusion about the exact intentions of a vehicle operator, the control tower will avoid using the phrase **“PROCEED AS REQUESTED.”**

47.3. “HOLD” will indicate disapproval of an operator’s request. **“HOLD”** may be accompanied with other words or phrases; however, if this word is used, the vehicle operators will **NOT ENTER** the runway.

47.4. All vehicle operators will ensure their **exact call sign** is used by the tower controller. Hearing the correct location of your vehicle but the wrong call sign does not give approval for your request. For example, if your vehicle’s call sign is TRANSPORT 20 and you are requesting to cross Runway 05 at Taxiway Bravo and the controller gives approval for TRANSPORT 21 to proceed across Runway 05 at Taxiway Bravo, you would not have approval to cross until the controller stated the correct call sign (even if it appears obvious that you are the only vehicle at that location).

47.5. Vehicle operators will repeat all instructions verbatim prior to moving the vehicle. Due to the complexity of the airfield, other instructions may be given, so it’s important that vehicle operators listen carefully and repeat the instructions as they understand them. When calling clear of the movement area, the vehicle operator will ensure a response indicating the tower understands he/she is no longer on/near the movement area is received.

NOTE:

The control tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and wait at least one full minute before calling again.

47.6. If other vehicles will accompany the vehicle requesting to cross a runway, the vehicle operator must say the word, “plus” and the number that will accompany, for example; “OPS 1 plus 2.”

48. Forms Prescribed. WG Form 15 and WG Form 29.

WILLIAM J. LAKE, Colonel, USAF
Commander

Attachment 1

AF FORM 171 COMPLETION INSTRUCTIONS

The AF Form 171 must be completed in accordance with the blocks on the form and the additional requirements added (overprinted) in the blocks identified below.

VCO/VCNCO may pick up a copy of the AF Form 171 overprint at Airfield Management.

Section I - Trainee Information: Additional Overprint Information Required.

Add to Block 16:

Color vision test pass / fail

Completed:

Add to Block 17:

Vision Test

Administrator

Add to Block 18:

Squadron

483 Number

Add to Block 19:

Day & Night Orientation Completed: _____/_____ Trainee Init. ____/____ Trainer Init.

Practical Driving Evaluation Completed: _____ Trainee Init. ____ Certifier Init. _____

Academic Trng & Pre-Test Evaluation Completed: ____/____ Trainee Init. ____/____ Trainer Init. ____/____

Tower Orientation Completed: ____ Trainee Init. ____ Tower Init. ____ (Runway Crossing Only)

Flightline Driving Test Date: _____ PASS / FAIL Score: _____ Base Operations Init. _____

Runway Crossing Test Date: _____ PASS / FAIL Score: _____ Base Operations Init. _____

Addition Training Complete: _____ Trainee Init. _____ VCO/VCNCO Init. _____

Retest Date: _____ Flightline / Runway PASS / FAIL Score: _____ Base Operations Init. _____

Annual Refresher Trng completed: _____/_____/_____ Trainee: _____/_____/_____ VCO _____/_____/_____

Attachment 2
PHRASEOLOGY

Initial Callup:

The vehicle operator will state:

“Ground (Vehicle callsign).”

The control tower will state:

“(Vehicle callsign), Ground.”

Crossing or Entering a Runway:

The vehicle operator will state one of the following:

“Ground, (Vehicle callsign), request to cross/enter Runway 05 or 33 at Taxiway (taxiway designator).”

“Ground, (Vehicle callsign), request to enter all Runways at Taxiway (taxiway designator).”

The control tower will then state one of the following:

“(Vehicle callsign), proceed across Runway 05 or 33 at Taxiway (taxiway designator).”

“(Vehicle callsign), proceed on Runway 05, hold short of Runway 33.”

“(Vehicle callsign), proceed on Runway 33, hold short of Runway 05.”

“(Vehicle callsign), proceed on all runways.”

“(Vehicle callsign), hold short of all runways.”

Exiting the Runways:

The control tower will state:

“(Vehicle callsign), exit Runway 05 or 33 or all runways.”

The vehicle operator will then acknowledge receipt of this transmission by stating:

“(Vehicle callsign), exiting Runway 05 or 33 or all runways.”

The vehicle will state after exiting a runway or completing a crossing:

“Ground, (Vehicle callsign) is holding short of runway 05 or 33 or all runways.”

The control tower will respond with:

“(Vehicle callsign), hold short of Runway 05 or 33 or all runways.”

Entering The Movement Area:

The vehicle operator will state:

“Ground, (Vehicle callsign), request to enter the movement area at Taxiway (taxiway designator).”

The control tower will state:

“(Vehicle callsign), proceed into the movement area, hold short of Runway 05.”

Exiting the Movement Area:

The control tower will state:

“(Vehicle callsign), exit the movement area.”

The vehicle operator will then acknowledge receipt of this transmission by stating:

“(Vehicle callsign), exiting the movement area.”

The vehicle will state after exiting the movement area:

“Ground, (Vehicle callsign) is holding short of the movement area.”

The control tower will respond with:

“(Vehicle callsign), hold short of the movement area or all runways.”