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**Safety**

**FLIGHTLINE VEHICLE CONTROL**

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This instruction outlines procedures and guidance associated with flightline driving for helicopter operations in and around the Francis E. Warren AFB airfield. It applies to all 90th Space Wing and subordinate units assigned, attached, or supported by the 90th Space Wing, Francis E. Warren AFB. It implements Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25, *Operation of Motor Vehicles on Air Force Flight Lines*, and Air Force Instruction (AFI) 13-213, *Airfield Management*, Chapter 4, *Flight Driver's Familiarization Training*, but is not all-inclusive. Reference to AFJMAN 24-306, Chapter 25 should be made. Maintain and dispose of records created as a result of prescribed processes IAW AFMAN 37-139, *Records Disposition Schedule*, (will become AFMAN 32-332, Vol 4). Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only Information. Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information.

**SUMMARY OF REVISIONS**

A bar (|) indicates a revision from the previous edition.

**1. General Procedures.** The helicopter operations area in the vicinity of building 1250 and Short Take-off and Landing area (STOL) is officially designated Francis E. Warren Air Force Base's flightline (See **Figure 1**). The operation of motor vehicles on the flightline is necessary for normal operations and maintenance and requires flightline driving certification. In addition to certification, all drivers must have a legitimate reason to operate in the flightline area. Vehicle operators must coordinate with 37 HF Operations Duty Officer (ODO) prior to commencing operations in these areas. A clear and present danger exists to both helicopters and ground personnel when vehicles are operating on the flightline. Carelessness and/or disregard for safety rules by flightline drivers will not be tolerated. **FLIGHT SAFETY WILL NOT BE COMPROMISED FOR VEHICLE TRAFFIC CONVENIENCE.**

1.1. **Responsibility.** 90 SW/SEF has overall responsibility for the flightline driving program. Each unit's Vehicle Control Officer (VCO)/Vehicle Control Non-Commissioned Officer (VCNCO) and alternate are responsible for training individuals within their unit, maintaining a current list of all trained personnel, and forwarding a current list to 90 SW/SEF. 90 SW/SEF will provide a basic flightline driving training program lesson plan for all units. Unit VCO/VCNCOs will be responsible for adding unit specific material to complete the unit lesson plan with 90 SW/SEF coordination. Current unit VCO/VCNCOs will train newly appointed VCO/VCNCOs. If no one is available at individual units, 90 SW/SEF will provide appropriate training to unit VCO/VCNCOs.

1.2. **Enforcement.** Flightline driving violations will be reported to 90 SW/SEF. If necessary, Security Forces will assist with identification. Flightline driving privileges will be revoked for a minimum of 14 days for a flightline driving violation. 90 SW/SEF in conjunction with unit VCOs will suspend flightline driving privileges based on the infraction. Unit VCO/VCNCOs and 90 SW/SEF will be responsible for retrieving the violator's flightline competency card. The individual's commander will be notified before corrective actions are taken. Retraining by unit VCO/VCNCO and approval from 90 SW/SEF is required for reinstatement of flightline driving privileges.

1.3. **Authorization.** Motor vehicle traffic on the flightline is restricted to Government Owned Vehicles (GOV) on official business, and vendor or contractor vehicles authorized in writing by 90 SW/SEF. Under no circumstance will any portion of the flightline be used as a short cut to another part of base.

#### 1.4. **Flightline Vehicle Control.**

1.4.1. Squadron commanders assigning personnel to operate motor vehicles on the flightline must comply with the following:

1.4.1.1. Ensure only the minimum number of personnel necessary for mission accomplishments are authorized to operate a vehicle on the flightline.

1.4.1.2. Ensure the immediate supervisors personally ascertain that their operators are physically, mentally, and emotionally capable of performing assigned driving tasks.

1.4.1.3. Ensure drivers possess a valid state driver's license and do not have a questionable driving record.

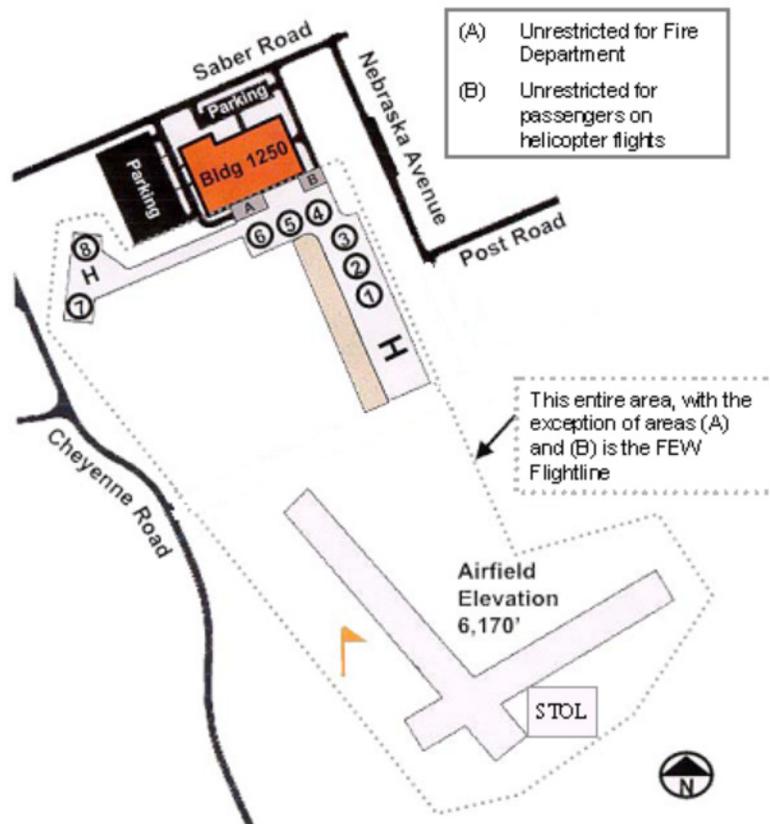
#### 1.5. **Prerequisites for Flightline Driving.**

1.5.1. All drivers must possess a valid state driver's license and complete flightline drivers training at Francis E. Warren AFB before operating on the flightline. Drivers must also possess a valid AF Form 483, *Certificate of Competency*, signed and certified by their unit VCO/VCNCO or 90 SW/SEF. While operating on the flightline, drivers must have their driver's license and AF Form 483 on their person. Personnel operating GOVs will be licensed in accordance with AFI 24-301, *Vehicle Operations*. *EXCEPTION:* Higher headquarters' visitors and inspectors do not need local training, provided they are flightline certified at their home station. However, these individuals must receive a local flightline area briefing from the sponsoring unit VCO, VCNCO, or 90 SW/SEF.

1.5.2. POV operations are prohibited except in area B as depicted in [Figure 1](#).

1.5.3. Sponsoring agencies will provide a flightline qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized to drive on the flightline.

Figure 1. Francis E. Warren AFB Flightline Area Map.



## 1.6. Flightline Driving Training.

1.6.1. The unit VCO or VCNCO will ensure all authorized personnel are trained in all aspects of flightline driving. Training will consist of annual academic training and a subsequent one-time exam. A minimum score of 80 percent is required to pass the exam. When a satisfactory test score is received, the unit VCO or VCNCO will send a copy of the AF Form 483, and approval letter signed by the unit commander, to 90 SW/SEF.

1.6.2. Minimum academic training requirements:

- 1.6.2.1. Foreign Object Damage (FOD).
- 1.6.2.2. Speed Limits.
- 1.6.2.3. How to approach a helicopter, day or night, and during exercises or emergencies.
- 1.6.2.4. Vehicle parking on the flightline.
- 1.6.2.5. Chocking requirements.
- 1.6.2.6. Helipad locations, operating areas and cautions.
- 1.6.2.7. Night and inclement weather driving conditions.
- 1.6.2.8. Operator care requirements.

### 1.7. Administrative Procedures.

1.7.1. All squadrons that use the flightline will have VCO/VCNCOs designated in writing by the squadron commander and will forward a copy of the memorandum to 90 SW/SEF.

1.7.2. Units will maintain a master listing of their personnel who are authorized to drive on the flightline and will forward a copy to 90 SW/SEF. In addition, if changes are made, an updated listing will be forwarded to 90 SW/SEF by the 15th of the first month of each new quarter. Otherwise, updates will be sent each year following the unit's annual flightline training.

1.7.3. 90 SW/SEF will provide a basic flightline driving training program academic lesson plan for all units. Unit VCO/VCNCOs will be responsible for adding unit specific material to complete the unit lesson plan. 90 SW/SEF must approve all additions to lesson plans prior to use.

1.7.4. Unit flightline driver training programs will be inspected on an annual basis by 90 SW/SEF. In addition, 90 SW/SEF will administer periodic flightline operator spot checks for appropriate training documentation and authorization. These spot checks will be incorporated into the flight safety Spot Inspection Program. 90 SW/SEF will immediately report any negative inspection results to unit VCO/VCNCOs.

1.7.5. Unit VCOs or VCNCOs will conduct and document annual refresher training for all qualified drivers.

1.7.6. VCOs and VCNCOs must meet the requirements of paragraph 1.5.1. and be familiar with AFI 24-301, *Vehicle Operations*, and AFJMAN 24-306 Chapter 25, *Operation of Motor Vehicles on Air Force Flight Lines*.

### 1.8. Operating Standards.

#### 1.8.1. Speed Limits.

1.8.1.1. General Purpose Vehicles (e.g., GOVs) - 15 MPH.

1.8.1.2. Special Purpose Vehicles (e.g., ambulances) - 10 MPH.

1.8.1.3. All vehicles are restricted to 5 MPH in the vicinity of helicopter operations.

##### 1.8.1.3.1. Exceptions:

1.8.1.3.1.1. Emergency first response vehicles involved with an aircraft or ground emergency within the flightline may exceed the speed limit using caution and good judgment.

1.8.1.3.1.2. Snow removal equipment may be driven at the recommended speeds to accomplish snow and ice removal.

#### 1.8.2. Traffic Flow Procedures. Routes and procedures drivers will use are as follows:

1.8.2.1. Use of, or travel through, the flightline requires prior clearance from the 37 HF Duty Officer IAW AFI 31-101, *Air Force Installation Security Program*. The 37 HF Duty Officer may be contacted via land-line, ext. 2001 or by radio, FM Channel 4 on the Francis E. Warren Missile Net.

##### 1.8.2.1.1. Exceptions:

1.8.2.1.1.1. Fuel trucks receiving notification from helicopter maintenance for refuel-

ing constitutes clearance.

1.8.2.1.1.2. Vehicles responding to helicopter ground or flight emergencies do not require prior permission provided drivers use caution and good judgment. Responding emergency vehicles may use the most expeditious route to the mishap site.

1.8.2.1.1.3. Helicopter maintenance can operate unrestricted on the helicopter parking and movement area.

1.8.2.2. Any vehicle on the flightline must yield to hovering or flying helicopters within the immediate vicinity.

1.8.2.3. Prior to traveling on the flightline, drivers will stop and clear the area of any helicopter traffic.

1.8.2.4. Snow removal. CES personnel will contact the 37 HF Duty Officer (ext. 2001) for coordination. If the helicopter operations desk is closed, snow removal personnel have control of the flightline.

1.8.2.5. It is desired, but not required, for vehicles operating on the flightline to have two-way radio communication with helicopter operations. Drivers can contact helicopter operations via telephone (ext. 2001) or radio for coordination. Portable radios can be borrowed from the helicopter operations desk. Helicopter operations monitors FM Channel 4 on the Francis E. Warren Missile Net.

1.8.2.6. Approaching Helicopters. All vehicles will approach a parked helicopter with the driver's side of the vehicle towards the front of the helicopter. Except for servicing operations, no vehicle will stand, park or be driven closer than 25 feet to the front and side of a helicopter. Stay at least 50 feet outside the rotor disk if the helicopter is operating. NEVER approach a helicopter from the rear when it is operating.

1.8.2.7. Parked Helicopters. Vehicles will not be backed toward a helicopter unless a spotter is posted to prevent the vehicle from backing into the helicopter. Comply with additional requirements listed in paragraph [1.8.3.2.4](#).

1.8.2.8. Emergency or Exercise Operations. During a helicopter accident or incident, emergency or exercise situation, all vehicles not directly involved with the situation will immediately leave the flightline as soon as possible. Vehicles will stop and give the right-of-way to emergency vehicles when seen or heard.

### 1.8.3. Vehicle Operator Procedures.

1.8.3.1. Vehicle Lights. Drivers will not approach the front of a hovering helicopter at night. If it is unavoidable, position the vehicle in a location so it is well clear of the helicopter's intended hover taxi route and turn off the vehicle's headlights until the aircraft has passed. Headlights pointed directly at the helicopter will severely impair the aircrew's night vision. Parking lights will be left on to show the position of the vehicle.

1.8.3.2. Vehicle Parking (in other than designated parking areas). When parking any wheeled equipment or vehicle on the flightline and leaving the driver's seat unattended, the following applies:

1.8.3.2.1. Engine will be turned off.

1.8.3.2.2. Select reverse (standard shift) or park (automatic shift).

1.8.3.2.3. Hand brake or parking brake will be set.

1.8.3.2.4. Chocks will be used to secure all vehicles and wheeled equipment that do not have an integral braking system. If the hand brake is not used due to inclement weather, or is inoperative, chocks will be used. CHOCKS and PARKING BRAKE will be used for all aircraft fueling vehicles. Additionally, any vehicle that is being backed towards an aircraft will have chocks positioned to act as a stop block to maintain proper separation in case of brake failure.

1.8.3.3. Parking lights will remain turned on when vehicles are parked on the flightline during the hours of darkness or inclement weather.

1.8.3.4. Vehicles will be left unlocked with keys in the ignition. If the vehicle must be locked, keys must be turned in to the 37 HF Duty Officer. **NOTE:** Emergency or aircraft servicing vehicles may be left unattended with engines running (for required power equipment), but the operator must select park or neutral, set hand brake, and chock the rear wheels.

1.8.3.5. Helicopter Refueling and Servicing. Follow published T.O. guidance for helicopter refueling.

1.8.3.6. Helicopter Towing Operations. The tow vehicle will be operated by an authorized and qualified driver. Helicopters will not be towed at more than 5 mph. Wing walkers will be used when required.

**1.9. Foreign Object Damage (FOD) Prevention.** Vehicles on the flightline are a major source of foreign objects that damage helicopter rotor blades and can be ingested into jet engines with disastrous results. Before operating a vehicle near the helicopter parking ramp or either helipad, the operator will ensure that all equipment carried on their vehicle is properly stowed and secured and that the vehicles are inspected for objects that could damage aircraft. All airfield maintenance vehicles such as snow plows, brooms, and vacuum sweepers will be visually checked on a periodic basis and prior to leaving the work area, for missing parts that may have been lost on the flightline. The vehicle operator will either retrace the route searching for the lost part or immediately report the incident to the 37 HF Operations Desk or Flight Safety so they can actively search for the potential FOD.

#### **1.10. Flightline Management.**

1.10.1. General. Helicopter operations are the only authorized flying allowed at Francis E. Warren Air Force Base. Helicopter operations are authorized in those areas outlined in **Figure 1**. Operations in other areas not outlined in this instruction or in **Figure 1**. are authorized with the permission of the 37 HF/CC or DO and 90 SW/SEF.

1.10.2. Flightline Information.

1.10.2.1. VFR Helipad Coordinates: N 41° 08.35' W 104° 52.24'.

1.10.2.2. Helipad Surface Composition: Concrete, Asphalt, Stone.

1.10.2.3. STOL/Slide Area Surface Composition: Grass, Rolled dirt.

1.10.3. Exercises.

1.10.3.1. The Exercise Evaluation Team (EET) chief will ensure 90 SW/SEF and the 37 HF/CC or designated representative are briefed at least 24 hours prior to any exercise that will

affect any portion of the Francis E. Warren flightline. This applies to all higher headquarters inspectors whose activities will affect the flightline. 90 CES is responsible for briefing all incoming inspectors on these procedures.

1.10.3.2. All closures of the helipads or weather operations facilities will be simulated unless otherwise directed by EET member personnel or other command authority.

**1.11. Flightline Construction.**

1.11.1. All airfield construction must be coordinated with 90 SW/SEF at ext. 3875. The Civil Engineering section involved will provide the location, start date, duration, and estimated completion time. Coordination may be made by any of the following:

1.11.1.1. 90 CES Superintendent of Heavy Repairs.

1.11.1.2. 90 CES Horizontal Construction.

1.11.1.3. Civil Engineering foreman appropriate for type of airfield work planned.

1.11.1.4. 37 HF Flight Safety.

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