

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**CHARLES AIR FORCE BASE  
PAMPHLET 24-301**

**1 DECEMBER 1998**



**Transportation**

**FLIGHTLINE DRIVER TRAINING COURSE  
FOR VCO/VCNCOS & FLIGHTLINE  
INSTRUCTORS**

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This pamphlet provides general guidance, objectives, and step by step procedures for training flightline driving instructors (trainers) and trainees. It also includes a flightline driving multiple choice test and answer sheet. The course is designed to supplement the information and requirements contained in CAFBI 24-301, Airfield Drivers Training and Operating Procedures. All paragraph references are to CAFBI 24-301. Flightline driving trainers may find using the numbered objectives while conducting the orientation/check ride helpful.

**1.** The Charleston AFB Flightline Driver's Training Course is provided to assist VCO/VCNCOs in training unit personnel to operate motor vehicles on the flightline. Airfield Management is responsible for the base flightline driver's training program. VCO/VCNCOs are responsible for the individual unit training program. The unit VCO/VCNCO, will ensure all personnel assigned to their unit that drive on the flightline are properly trained and certified. Personnel in the unit must be informed of program requirements and changes in the flightline driving rules and regulations.

**2. Airfield Management will train all VCO/VCNCOs.** VCO/VCNCOs as required at the unit level will train additional flightline driving trainers. Further, any individual designated by their commander to be a flightline driving trainer must have a current letter of appointment on file with Airfield Management. VCO/VCNCO flightline driving training shall be conducted on an as required basis. Contact Airfield Management at 3-2993/2994 to schedule training.

**3.** Flightline driver trainee(s) will not operate a vehicle within 50 feet of an aircraft. This does not apply to OJT operators for fire vehicles, operators of vehicles towing aircraft, loading/unloading material-handling equipment (MHE), and aircraft servicing vehicles. In all cases, OJT vehicle operators must be qualified to operate the vehicle and be certified via training accomplished by a designated flightline driving instructor.

**4.** For further information, please contact NCOIC, Airfield Management at extension 3-2993/2994.

**Table 1. Training Checklist.**

Once an individual has been identified as having a requirement to operate a vehicle on the flightline, VCO/VCNCOs are to complete the following steps:
<b>STEP 1</b> – Ensure the operator has a valid civilian drivers license, and/or a valid AF Form 2293, <b>US Government Motor Vehicle Operators Identification Card</b> (required only for operating special use vehicles).
<b>STEP 2</b> – Provide trainee with a Flightline Certification Letter (provided by Airfield Management). Document results of color vision testing. If test results are not on the license individual must prove to the certifier they can distinguish between red, green, white, and yellow. If this task cannot be satisfied and the VCO/VCNCO requires further assistance, send the individual to the Base Hospital Optometry Clinic for color vision testing. Individuals unable to pass the color vision test are not eligible for authorization to drive on ATC controlled movement areas (Runways and Taxiways Alpha, Charlie, Echo, Fox trot, Golf, Juliet, and International (ramp/taxiways)).
<b>NOTE: Do not send trainees who are aircrew members to hospital for color vision verification. Aircrew members have already met this requirement. Write in, “AIRCREW MEMBER” on the color vision test line.</b>
<b>STEP 3</b> – Assign a flightline driving instructor (trainer) to provide trainee with day and night flightline orientation rides. (Orientation rides will be accomplished until the trainer is comfortable with the trainee’s ability to operate a vehicle on the flightline alone.
<b>NOTE: Ensure trainee understands standard flightline traffic procedures prior to operating any vehicle on the flightline.</b>
<b>STEP 4</b> – Conduct classroom and practical training IAW CAFBI 24-301, and this training guide:
1. Ensure the trainee/operator has read and understands his/her responsibilities.
2. Ensure trainee accomplishes all flightline training objectives during day/night familiarization & training rides.
3. Address specific areas associated with the duties the trainee will perform and other unit flightline concerns
4. Review CAFBI 24-301, and the training outlines with the trainee.
<b>STEP 5</b> – Conduct practical testing. Trainee should be able to operate vehicle safely in the flightline environment and state step by step procedures for actions to take prior to commencing the specific act.
<b>STEP 6</b> – Administer written test. Once the VCO/VCNCO is satisfied that the operator is fully competent in all aspects of flightline driving, the individual should take the flightline driving test. Passing the Charleston Flightline Driving Training Course Test developed by 437 OSS/OSA is a requirement that will not be substituted.
<b>STEP 7</b> – Complete the OSA Form Letter (Flightline Driving Training Certification Letter). This form letter must be signed by the Unit Commander or designated representative, VCO/VCNCO and initialed by the trainer, and trainee (operator). A completed Flightline Training Certification Letter indicates the trainee has accomplished training. By initialing the appropriate items, both trainer and trainee declare training has been accomplished. Ensure all required statements are completed and signed. Annotate the test score in appropriate block of the form letter.

<b>STEP 8</b> – Upon completion of all requirements, the applicant will hand-carry the completed OSA Form Letter, and the completed AF Form 483, Certificate of Competency to Airfield Management, Bldg 169 for certification.
<b>STEP 9</b> – Maintain the OSA Form Letter, on file at the unit level.
<b>STEP 10</b> – Advise applicant the over-stamped AF Form 483 will be carried with him/her at all times when operating a vehicle on the Charleston AFB flightline.
<b>STEP 11</b> – Schedule annual refresher training. Document training on the back of AF Form 483.

**Table 2. FOD Prevention.**

<b>1. OBJECTIVE # 1:</b> Know the proper procedure for the identification and removal of FOD from the airfield.
<b>2. TRAINING:</b> Training will be conducted whenever entering the airfield.
<b>3. GENERAL:</b> To reduce the potential of FOD to aircraft and support equipment, vehicles will remain on paved surfaces to the maximum extent possible (except grass maintenance vehicles). Vehicles that must operate on unpaved areas will enter and depart surfaces at a 90 degree angle and at the slowest possible speed.
3.1. Do not drive off of paved surfaces unless required.
3.2. Upon return to paved surfaces:
3.2.1. Ensure all cargo and vehicle accessories are securely attached.
3.2.2. Check tires, remove any rocks/stones lodged in tires.
3.2.3. Drive at least 100 yards on the edge surface to dislodge any remaining FOD.

**NOTE: FOD ingestion can damage aircraft engines or damage tires.**

**Table 3. Flightline Speed Limits.**

<b>1. OBJECTIVE # 2:</b> Know the speed limits on the flightline. Trainees should know speed limits for all types of vehicles and the speed limit for all locations on the flightline.	
<b>2. TRAINING:</b> Knowledge of this objective should be gained through teaching lecture and by studying CAFBI 24-301.	
<b>3. GENERAL:</b> The following speed limits apply to the Charleston AFB flightline.	
3.1. Parking ramps:	15 mph
3.2. Within 50 feet of aircraft:	5 mph
3.3. Vehicles Towing Aircraft:	5 mph
3.4. During periods of reduced visibility:	10 mph
3.5. Special purpose vehicles:	10 mph
3.6. Runways and Taxiways:	35 mph

**NOTE: Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.**

**Table 4. Flightline Traffic Flow.**

<b>1. OBJECTIVE # 3:</b> Know the general vehicle traffic flow on the Charleston AFB Flightline.
<b>2. TRAINING:</b> Training will be conducted during day and night.
<b>3. GENERAL:</b> Knowledge of the aircraft parking areas, taxiways, movement area, and traffic flow in general is essential for safety and expediency.
3.1. The following personnel vehicles have the right of way at all times:
3.1.1. Aircraft under own power or being towed.
3.1.2. Emergency response vehicles with red, blue, or yellow lights flashing.
3.1.3. Airfield maintenance equipment, i.e., airfield sweeper.
<b>NOTE:</b> All vehicles will use flightline access lanes to the maximum extent possible.
3.2. Identify the general parking areas and taxiways.
3.2.1. Transient parking area
3.2.2. C-17/C-141 parking locations
3.2.3. Hot Cargo Loading Areas
3.3. Identify the locations of the following within the control movement areas.
3.3.1. Runway 15/33 and 03/21
3.3.2. Runway Hold Lines
3.3.3. Instrument Hold Lines
3.3.4. All taxiways and the Helipad
3.4. Traffic flow
3.4.1. Right-hand driving on access road and to the right of taxiway centerlines.
3.4.2. When within close proximity (less than 50 ft) of aircraft, keep driver's side of vehicle towards the aircraft.
3.4.3. Vehicle Stop Pavement Marking (white bar painted on pavement)

**Table 5. Restricted Area.**

<b>1. OBJECTIVE # 4:</b> Know THE LOCATION OF ALL ENTRY CONTROL POINTS (ECP) to the flightline restricted area.
<b>2. TRAINING:</b> Training will be conducted during day and night.
<b>3. GENERAL:</b> Entry into the restricted area is limited to authorized personnel holding AF Form 1199(C) or accompanied/escorted by a person holding an AF Form 1199(C). Based upon mission requirements, ECPs may be moved for operational necessity. ECPs shall be pointed out during day/night orientation ride.
3.1. Identify restricted area markings.
3.1.1. Painted red lines and restricted area signs.
3.1.2. Elevated ropes on stanchions and restricted area signs.

3.2. Identify ECPs.
3.2.1. Painted white lines.

**Table 6. Parking and Chocking Procedures.**

<b>1. OBJECTIVE # 5:</b> Know the parking procedures on the flightline.
<b>2. TRAINING:</b> Knowledge for this objective may be found in CAFBI 24-301.
<b>3. GENERAL:</b> Trainees should know all safety rules and adhere to the following directives.
3.1. No vehicle will be parked closer than 10 feet to any aircraft except for servicing, loading, and unloading.
3.2. Vehicles parked on ramp will have the key in the ignition and in the off position, parking brake set, transmission in low, reverse, or park.
3.3. All vehicles/wheeled equipment (except bicycles) will use chocks whenever operating/parking within 10 feet of aircraft. Chocks will be pre-positioned to stop vehicle/wheeled equipment from rolling into aircraft. Always use a spotter when backing.
3.4. Chocks will be placed in front and behind the rear/drive wheel of vehicles (or wheeled equipment) without an operable park brake, when parked within 25 feet of aircraft.
3.5. Vehicles should be parked so departure is made without backing.
3.6. Vehicles will not be parked pointing toward aircraft.
3.7. Vehicles parked on the flightline between sunset and sunrise must have their emergency flashers on.
3.8. In the event a vehicle should become disabled, move vehicle out of aircraft movement area, leave exterior flashing lights on, and remain with vehicle. Notify Vehicle Maintenance and or Base Operations as soon as possible.
3.9. Passenger transporting vehicles shall stop at the aircraft with the drivers side next to aircraft, be well clear of the wing and tail sections when loading and unloading.
3.10. Never drive under any part of an aircraft.

**Table 7. Approaching Operating Aircraft Day/Night.**

<b>1. OBJECTIVE # 6:</b> Know instinctively how <b>NOT</b> to interfere with aircraft operations.
<b>2. TRAINING:</b> Training will be conducted during the day/night orientation ride.
<b>3. GENERAL:</b> It is critical to all vehicle operators to know how to interact with moving/operating aircraft. Operators failing to comply risk jeopardizing the flying mission and safety.
3.1. Vehicles will not stop in front of, or drive into the path of aircraft under tow or taxiing.
3.1.1. Vehicles will clear the taxiway and come to a complete stop until the aircraft passes.
3.1.2. Ensure proper wing tip clearance: no closer than 25 feet.
3.2. Vehicles will not pass around or in front of an aircraft that is taxiing.

3.3. If unable to vacate, when an aircraft enters a taxiway, pull off the taxiway on your right-hand side (25 feet or greater) until the aircraft passes. Perform a FOD check before proceeding back onto the main portion of the taxiway.
3.4. Night driving will be conducted in the same manner as above. When facing an aircraft during darkness, turn off headlights and leave parking lights on.
3.5. Vehicles behind running aircraft shall remain 200 feet behind aircraft, vehicles in front will not be closer than 25 feet in front of aircraft.
3.6. No vehicles will drive between an aircraft and a "FOLLOW ME" vehicle.

**Table 8. Special Driving Procedures.**

<b>1. OBJECTIVE # 7:</b> To understand procedures for the continuation of normal operations during unique situations that may effect the airfield.
<b>2. TRAINING:</b> Training will be conducted during day/night orientation ride.
<b>3. GENERAL:</b> During situations in which the normal operations are altered or changed on the airfield, the driver should ensure he/she is kept up to date on all airfield changes. Basic driving procedures do not change. Special areas of concern are driving during periods of increased security postures, exercises, aircraft operations, and periods of low visibility. <b>SAFETY WILL NOT BE COMPROMISED.</b>
3.1. Exercises: All non-essential vehicles will clear the runways and connecting taxiways.
3.2. Periods or poor visibility:
3.2.1. Reduce speed to 10 mph maximum.
3.2.2. Operate mission essential vehicles only on the flightline.
3.3. Hazards:
3.3.1. Transient aircraft taxi routes – Transient (fighter and smaller) aircraft may not be as easily seen as larger aircraft.
3.3.2. Helicopter landing area – When a helicopter is in operation, anticipate it possibly hovering forward towards the main ramp parking area – be ready to yield!

**Table 9. Access/Restrictions for Privately Owned Vehicles (POV).**

<b>1. OBJECTIVE # 8:</b> Know the operational constraints to POVs/Contractors on the airfield.
<b>2. TRAINING:</b> Training will be conducted during the day/night orientation ride and by studying CAFBI 24-301.
<b>3. GENERAL:</b> Privately owned vehicles are only allowed on the flightline with approval from the 437 OG/CC. Approved vehicles will be issued a flightline decal. Permanent decals will be hung from the rearview mirror. Temporary decals will be displayed on the front cab of the vehicle in front of the driver's seating area.
3.1. Contractors will follow the same rules as military flightline drivers.
3.1.1. POVs are authorized on the flightline to proceed directly to and from permanent duty location.
3.1.2. During periods of increased security or exercises, POVs may be denied access to the airfield, or directed to stay in certain areas. When directed, POVs will be removed from the flightline.

3.2. Motorcycles, motor scooters, and motor bikes are prohibited.

**Table 10. Movement Area.**

<p><b>1. OBJECTIVE #9:</b> Know the procedures for entering the Movement Area.</p>
<p><b>2. TRAINING:</b> Knowledge of this objective should be fully understood prior to entering the movement area. Trainee should study CAFBI 24-301 and a teaching lecture must be provided.</p>
<p><b>3. GENERAL:</b> No vehicle will proceed into or access the movement area unless specifically cleared to do so by the Control Tower. Continuous and direct radio contact with the Control Tower is mandatory within the movement area.</p>
<p>3.1. Runway crossing for convenience or to save time is prohibited.</p>
<p>3.2. The vehicle operator will make a full stop at the runway/instrument holdline and then initiate request to the Control Tower.</p>
<p>3.3. A clearance from the Control Tower is not a 100% positive guarantee of safe clearance. Always look for possible aircraft movement and emergency response vehicles prior to proceeding.</p>
<p>3.4. The following vehicles are permitted to cross the runway for mission requirements with approval from the control tower:</p>
<p>3.4.1. Fire Department</p>
<p>3.4.2. Security Forces</p>
<p>3.4.3. Ambulance</p>
<p>3.4.4. Airfield Lighting</p>
<p>3.4.5. Barrier Maintenance</p>
<p>3.4.6. Pavement Repair Crews</p>
<p>3.4.7. Airfield Management</p>
<p>3.5. Radio communications requirement with the Control Tower:</p>
<p>EXAMPLE:</p>
<p>&lt;BLUE ONE&gt; “Tower, Blue One on taxiway E, request permission onto runway 15 for inspection”</p>
<p>&lt;TOWER&gt; “Blue One, Tower, hold short of runway 15.</p>
<p>&lt;BLUE ONE&gt; “Tower, Blue One holding short of runway 15 at this time”</p>
<p>3.6. Pedestrian traffic in aircraft movement areas is permitted when specifically required in performance of any assigned duty. Radio contact required with Control Tower within the Movement Area.</p>
<p>3.7. State your call sign, location, request and duration (if applicable).</p>
<p>3.8. Request call sign and tower instructions back.</p>

**Table 11. Annual Flightline Driving Refresher Training Guidelines.**

1. VCO/VCNCOs should take the following actions when conducting annual refresher flightline driving training in addition to concerns unique to your unit:
1.1. Emphasize the following:
1.1.1. Runway crossing procedures
1.1.2. Airfield rules and regulations pertaining to vehicle operations.
1.1.3. Airfield layout including designation of runways and taxiways.
1.1.4. Boundaries of aircraft movement areas and controlled areas.
1.1.5. Meaning of color of airfield signs, markings, and lights.
1.1.6. Location of critical areas.
1.1.7. Proper terminology (including phonetic alphabet) and procedures for radio communications.
1.1.8. Dangers associated with jet blast.
1.1.9. Established routes of emergency response vehicles.
2. Document annual refresher training on back of AF Form 483, Certificate of Competency.
2.1. If/when space is no longer available to make entries on back of AF Form 483, the VCO/VCNCOs will:
2.1.1. Destroy old AF Form 483.
2.1.2. Issue another AF Form 483 to the member.
2.1.3. Have the operator hand carry the Certificate of Competency to Airfield Management to receive the over stamp.
2.2. Only authorized VCO/VCNCOs and designated flightline trainers will conduct and document flightline driving refresher training.

**Table 12. Flightline Driving Violations and Remedial Training.**

1. When an accident or flightline driving incident occurs the operator and the unit VCO should ensure that all appropriate actions have been taken to resolve the situation.
1.1. Immediately notify the Airfield Manager to determine further requirements. Do this in addition to other notification criteria which may be required, i.e. Security Forces, Transportation, etc. The Airfield Manager, and/or Security Forces, depending on the situation will determine if the vehicle(s) and its owner will be allowed to move or stay in place.
1.2. The vehicle operator will report immediately to Airfield Management. If possible the VCO/VCNCO and the operator's immediate supervisor will attend this interview. Written statements from all involved parties will be obtained. Based upon the findings, the Airfield Manager or designated representative will take whatever appropriate action deemed necessary. The Airfield Manager has the authority to suspend or decertify flightline driving privileges.
1.3. If suspended, the VCO will immediately enter the individual into remedial training. The operator's AF Form 483, Certificate of Competency will be surrendered to the Airfield Manager. Airfield Management personnel will confiscate Competency Cards on the spot.

1.3.1. First violation, two week suspension.
1.3.2. Second violation, six month suspension.
1.3.3. Third violation member's flightline driving privileges will be permanently revoked
1.4. Remedial training will include the entire training program with special emphasis in the areas in which a violation occurred.
1.5. Upon completion of remedial training, the VCO will have trainee hand-carry a newly accomplished Flightline Certification letter, attached to the original, to the Airfield Manager.
1.6. After remedial training a final flightline driving test will be issued by the Airfield Manager. The trainee must pass with a score of 90% or above. Failure will require an immediate review of VCO's unit flightline driving training program and an interview with the trainee's flightline driving instructor prior to any further training of the individual. The Airfield Manager will make the final determination to reinstate or deny flightline driving privileges.
2. POC is Airfield Manager/Airfield Superintendent: 3-3028/2994

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**ATC**—Air Traffic Control

**CAFB**—Charleston Air Force Base Instruction

**ECP**—Entry Control Point

**FOD**—Foreign Object Disposal

**IAW**—In Accordance With

**NCOIC**—Non Commissioned Officer In Charge

**OJT**—On-The-Job Training

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Non Commissioned Officer