

Airports Division  
HONOLULU INTERNATIONAL AIRPORT  
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**Airport Operations Non-Movement Area  
Driver's Training Manual**



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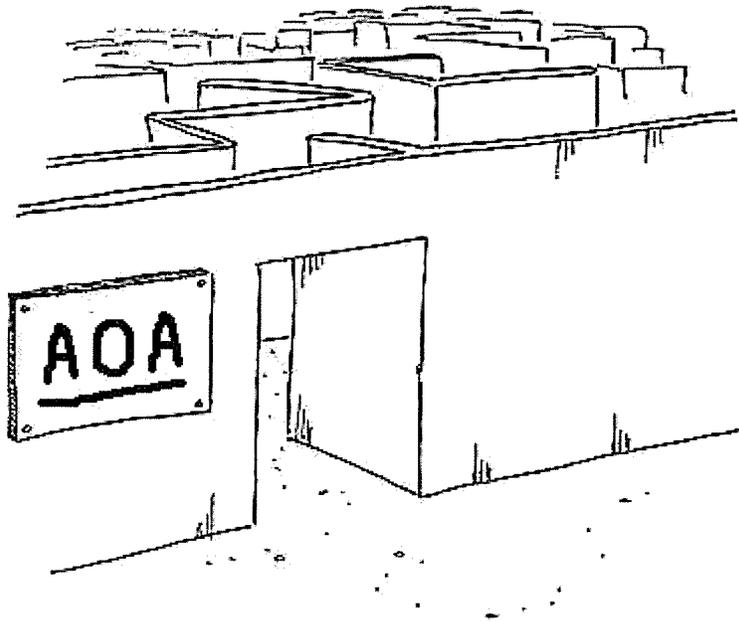
## Introduction

This Driver's Training Manual will help prepare you for driving in the Non-Movement Area of the Honolulu International Airport. It is extremely important that each individual who drives in the Air Operations Area, or AOA, knows, understands, and complies with the airfield markings, safety rules, and regulations. By being familiar with the regulations in the AOA we can ensure safe and orderly motor vehicle operations at the airport.

After reading the information provided to you in this informational manual you should be able to:

- Know commonly used terms in the Non-Movement Area
- Identify the Movement and Non-Movement Area boundary
- Know safety rules and regulations for the operator and vehicle
- Know important contact numbers

This manual is yours to keep so that you may use it as a reference for future questions.



## Definitions

- **Accident** – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
- **Aircraft** – A device that is used or intended to be used for flight in the air.
- **Aircraft Rescue & Firefighting (ARFF)** – Specialty equipment and personnel trained to respond to airport emergencies for airport rescue and firefighting.
- **Air Operations Area (AOA)** – The AOA consists of all restricted ground areas of the airport, including taxiways, runways, loading ramps, and parking areas. In other words, everything that is inside the perimeter fence. The AOA is divided into two distinct areas: the 'Movement' area and the 'Non-movement' area.
- **Airside** – Those areas of an airport that support aircraft activities.
- **Airport Traffic Control Tower (ATCT)** – A facility using air to ground communications, visual signaling and other devices to provide air traffic control services to aircraft operating in the vicinity of the airport as well as aircraft and vehicles operating in the movement area of the AOA.
- **Apron or Ramp** – Area designed for loading or unloading passengers and/or cargo, refueling, catering, parking or maintenance of aircraft. *Aircraft ALWAYS have the right-of-way when operating on the apron.*
- **Department-** State of Hawaii Department of Transportation.
- **Director-** The Director of the Department of Transportation or an authorized representative.
- **Federal Aviation Administration (FAA)** – The federal agency charged with the administration and oversight of the national airspace system, including, but not limited to, air traffic control.
- **Fixed Base Operator (FBO)** – The companies that conduct the servicing of general aviation within the airport restricted area.
- **Foreign Object Debris/ Damage (FOD)** – Any loose item (trash, metal, rocks, etc) lying on the ground having the potential to cause significant damage to property or injury to aircraft and personnel in the AOA.

- **General Aviation (GA)** – That portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- **Ground Vehicle** – All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.
- **HNL**- International Air Transport Association (IATA) airport code for Honolulu International Airport.
- **Incursion** – Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, intending to takeoff, landing, or intending to land.
- **Jet Blast** – The phenomenon of rapid air movement produced by the jet engines of aircraft, 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.
- **Movement Area** - The part of an airport for which air traffic control services are provided. Runways, taxiways, and helipads are considered to be in the movement area. It is marked by a single solid and a single dashed yellow line on the pavement. This is an example of a movement area boundary marking:



- **Non-Movement Areas** – The part of an airport for which air traffic control services are NOT required. Aprons and ramps are considered to be in the non-movement area.
- **Operator** – Any person who is in actual physical control of an aircraft or motor vehicle.
- **Owner** – A person who holds the legal title of an aircraft or motor vehicle.
- **Pedestrian** – Person on foot.
- **Restricted Areas**- Area of the airport posted to prohibit or limit entry or

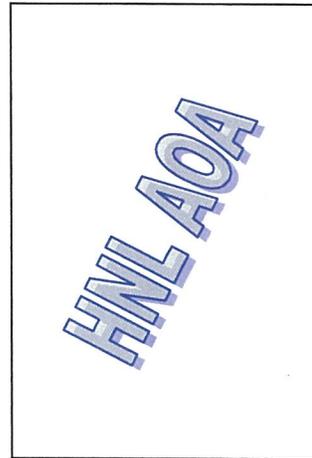
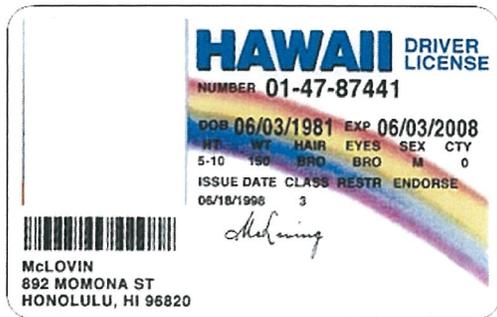
access by the general public, all areas other than public areas. The Airport may, upon the discretion of the TSA, limit or close access to portions of the airport and airport perimeter at any time when it has been determined that changes to heightened security warrants such actions.

- **Road Guard** – Airline personnel assigned to provide safe movement of an aircraft being pushed back from or taxiing into a designated gate.
- **Runway** - A defined rectangular surface on an airport prepared and suitable for the landing and takeoff of aircraft.
- **Secured Area**- A portion of the airport, specified in the Airport Security Program, where aircraft operators and foreign air carriers that have a security program on enplanement (boarding) and deplanement (off-loading) of passengers and sort and load of baggage, and any adjacent areas that are not separated by adequate security measures.
- **Security Identification Display Area (SIDA)** - An airport designated restricted area. Each person must wear an airport issued or airport approved identification medium on their outermost garment.
- **Slow Moving Vehicle**- All airport service vehicles and other self-propelled machinery, equipment or other vehicles designed to operate at twenty-five (25) miles per hour or less.
- **Taxilane** – A paved and single yellow line marked area used by aircraft for access between taxiways and aircraft parking positions. Taxilanes are part of the Non-Movement Area.
- **Taxiway** - A paved and single yellow line marked area established for taxiing of aircraft to and from the runways. Taxiways are part of the Movement Area.
- **Transportation Security Administration (TSA)** - An agency within the Department of Homeland Security established in 2001 to safeguard United States transportation systems and ensure safe air travel.
- **Vehicle**- All conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.
- **Vehicle Service Road**- A designated roadway for vehicles in a non-movement area.
- **Wake Turbulence** – A 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.

## Acquiring a Non-Movement Ramp License

Individuals applying for a Non-Movement Ramp License must hold a valid Honolulu International Airport AOA Badge and have a current driver's license issued by a recognized state or municipal agency that authorizes driving on public roadways.



Each applicant is required to take and successfully pass an initial written examination with a score of **eighty percent (80%) or better**. The questions for the exam will be compiled from information given in this Driver's Manual. Ramp License holders are also required to **re-take the exam after four (4) years from initial written examination, and thereafter each 8 years or when ramp license expires. In the event the ramp license is confiscated due to an infraction the individual will also need to re-take the written examination and approved by Airport Management.**

Driver's examinations are administered in the Fingerprint Office, located on the 2<sup>nd</sup> floor of the Main Terminal Administrative Building.

If an applicant fails the written exam, he/she may re-take the exam on the next business day.

*Note: Applicants needing access to the Movement Area will require additional training. Please contact the Ramp Supervisor at 808-836-6465 for more information.*

## **Non-Compliance**

Any person who does not comply with any of the provisions of this training manual, Rules and Regulations set forth in the Hawaii Administrative Rules, Title 19, or any lawful order issued pursuant thereto, will be subject to penalties. These penalties may include but are not limited to:

- warning,
- citation,
- re-take of Non-Movement Area Driving examination,
- suspension of Non-Movement Ramp License,
- revocation of Non- Movement Ramp License,
- penalties by Federal, State, or local authorities and/or
- denied use of the Airport by the Airport District Manager.

Based on an evaluation of the circumstances or the severity of the incident(s), the Airport District Manager reserves the rights to assess any penalties deemed appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to past driving history.

## Vehicle Operator Requirements

### 1. Ramp License

- The operator must have in his/her possession at all times while driving on the Non-Movement Area:
  - a valid AOA badge media,
  - a valid driver's license issued by a recognized state or municipal agency that authorizes driving on public roadways,
  - a valid Ramp License.
- An operator's ramp license shall be automatically suspended or revoked upon suspension or revocation of the person's state or municipal motor vehicle driver's license. (*LOSE DRIVER'S LICENSE = LOSE RAMP LICENSE*)
- A ramp license may be suspended or revoked for violation of the terms and conditions of the Hawaii Revised Statutes Title 19 for cause at anytime at the discretion of the Director.

### 2. Vehicles around moving Aircraft

- **THE OPERATOR OF TAXIING AIRCRAFT OR AIRCRAFT UNDER TOW SHALL HAVE THE RIGHT-OF-WAY OVER ALL OTHER VEHICULAR TRAFFIC. NO EXCEPTIONS!!!**
- A vehicle which is traveling on the ramp roadway in the same direction as an aircraft on an adjacent taxiway or taxilane shall not pass the aircraft.
- When an aircraft turns off the taxiway or taxilane onto the parking position lead in line, all vehicles approaching the same position shall come to a complete stop and give way to the aircraft, yielding with enough room so that no part of the aircraft passes over the vehicle.

### 3. Vehicles around parked Aircraft

- When an aircraft is parked in the operational area at a loading position, the space between the aircraft and the concourse or terminal building shall not be used as a vehicular or equipment route except by vehicles or equipment necessary for the servicing of that aircraft.
- No vehicle shall be driven under any portion of a parked aircraft except vehicles necessary for servicing that aircraft.

### 4. Parking

- No vehicle, baggage or freight carts, pallet or container trailers, turntable container trailers, or other equipment shall be parked, placed, or stored in areas not designated for parking, placement, or storage as prescribed by signs, ground markings, or other restrictions.
- No operator shall leave any vehicle unattended in either an operational or parked position at HNL except in an authorized parking area.
- No operator shall park a vehicle within fifteen (15) feet of a fire hydrant.
- No operator shall double park any vehicle on any roadway at HNL.

- No commercial vehicle or other vehicle for hire shall be operated, loaded, or unloaded except in an area specifically designated for such purposes by the Director.

#### 5. AOA Speed Limits

- Five (5) miles per hour in the vicinity of any parked aircraft fuselage.
- Ten (10) miles per hour adjacent to parked aircraft, in baggage concourse areas, and around terminal buildings.
- Twenty (20) miles per hour on any marked roadway on the apron or ramp.

#### 6. Slow moving vehicles

- Shall display a triangular slow moving vehicle emblem on the rear of the vehicle base at a height of not less than three (3) feet and no more than five (5) feet.
- Must be equipped with an overhead flashing amber light which is visible forward and aft of the vehicle.
- Shall move off the marked ramp roadway in the non-movement area if the vehicle or piece of equipment shall unduly impede on the flow of traffic. The slow moving vehicle shall move off the marked roadway to the right, stop, and allow the faster moving traffic to pass before returning to the roadway.
- Shall not use public roadways between official sunset and sunrise unless otherwise permitted by law.
- Must drive on the right-hand lane, or as close as practicable to right-hand curb or edge of the roadway when on a roadway that is open to public travel. One exception is for a distance not to exceed one thousand (1000) feet when preparing for a left turn at an intersection or into a private road or driveway.

#### 7. Baggage Carts, Wagons, and other Containers

- No baggage cart train shall exceed **six (6) carts in length**. Carts shall be maintained to track properly without "fishtailing." Carts with rotating beds shall be secure in the normal traveling position before being towed.
- All vehicles and baggage carts shall be kept clear of the baggage handling areas and roadways and in assigned areas.
- Carts, wagons, or other containers shall be parked or stored with brakes set (or wheels chocked) and tow bars placed in an upright position.
- No baggage cart, container cart, or cart train shall be operated on airport roadways or other airport areas unless the cart or cart train is properly loaded and secured in such a manner calculated to prevent any of the load from dropping, shifting, spilling, or otherwise escaping there from.
- No baggage container, container cart, or cart train shall be operated on airport roadways or other airport areas when the luggage, baggage, box or other article thereon is not entirely within the body of the cart or cart train;

provided, however, that prohibition shall not apply if a net is used to prevent such load from dropping unto the roadway or from shifting in any manner.

#### 8. Marked/ Ramp Roadways and Perimeter Roads

- All vehicles shall remain within, and not deviate from, any marked ramp roadway. (Exception: emergency vehicles responding to an actual emergency and slow moving vehicles- see "*Slow Moving Vehicles*" Section)
- Yield to road guards. When there is a road guard blocking the road, come to a complete stop in the marked roadway and wait until the area is clear and the guard indicates that it is safe to proceed.
- No vehicle shall overtake or pass another *moving* vehicle in a marked roadway on the operational area.
- A driver approaching a *stopped* vehicle in their same lane shall come to a complete stop behind that vehicle, check for moving aircraft and approaching vehicles, then proceed carefully around the stopped vehicle, keeping within the marked roadway.
- All vehicles are permitted to drive from one position to the other without using the ramp roadway if servicing two or more aircraft parked in adjacent parking positions.
- All vehicles shall use perimeter roads where accessible.

#### 9. Stationary Vehicles

- No person shall cause or allow any engine of a motor vehicle to remain in operation while the vehicle is stationary at a loading zone, parking or servicing area, route terminal, or other off street areas.
  - Exception #1: During operation of ready mix trucks, cranes, hoists, and certain bulk carriers or other auxiliary equipment built onto the vehicle or equipment that require power takeoff from the engine, provided that there is no visible discharge of smoke purposes as originally designed and intended. This exception does not apply to operation of air conditioning equipment or systems.
  - Exception #2: During adjustment or repairing of the engine at a designated place.

#### 10. Fuel Spills

- All vehicle operations within one hundred (100) feet of a fuel spill shall come to an immediate halt. No vehicle, except emergency response vehicles, shall be allowed to operate within one hundred (100) feet of a fuel spill.
- No vehicle of any type shall drive through fuel spills.

#### 11. Cycle and Scooter Units

- Motorcycles, bicycles, tri-wheeled cycle units, and two wheeled motor scooters shall be operated only in areas authorized and designated by the Director.

## 12. Fuel Servicing Vehicles

- Shall park at least fifty (50) feet from any airport terminal building, aircraft cargo building, aircraft hangar, or other structures housing the public which has windows or doors in the exposed walls.
- Must not park within ten (10) feet of other vehicles.

## **Motor Vehicle Requirements**

### 1. AOA Access Permit

- No motor vehicle, including aircraft servicing vehicles used exclusively within HNL, may be operated in the operational area unless it has an Air Operations Area (AOA) access permit used by HNL.
- An operational area vehicle permit may be revoked for violation of the terms and conditions of the Hawaii Revised Statutes Title 19.

### 2. Vehicle Identification

- Any vehicle authorized to enter the operational area shall be identified by distinctive colors or markings and have displayed on each side of the vehicle identification of the organization owning and/or operating the vehicle.

### 3. Vehicle Requirements

- All vehicles used or operated in the operational area shall have reflectors or lights on the front, rear, and both sides. When used between sunset and sunrise, self-propelled motorized vehicles so equipped shall operate with headlights and taillights turned on.
- All fuel trucks shall be equipped with a fire extinguisher.
- No vehicle shall be operated on the airport roadways or other airport areas unless the vehicle is constructed, covered or loaded to prevent any of its load, other than clear water, from dropping, shifting, leaking, spilling, or otherwise escaping there from.

### 4. Vehicle Escort Procedures

All vehicles (including but not limited to slow moving, high profile, or vehicles with trailers) that do not display a valid HNL issued Vehicle Ramp Decal, shall be escorted by an individual issued and displaying the appropriate HNL issued ID media authorizing unescorted access in the HNL AOA and Secured Area/SIDA.

The individual providing the vehicle escort must have the following:

- a valid State Drivers License
- a valid HNL Airport-issued Motor Vehicle Operator's Permit
- a vehicle displaying a valid HNL issued Vehicle Ramp Decal
- the vehicle must have a current safety check decal

Any qualified individual may escort a maximum of six (6) vehicles. Escorts are responsible for all persons under their control while they are in the AOA and Secured Area/SIDA. Individuals and vehicles under direct escort must not be left unattended.

Individuals in vehicles entering through the manned access control points are procedurally signed in and out with the Airport Security gate guard. The escort will provide the name and organization of individual(s) being escorted and their destination. All individuals will sign out at the same access gate at which they signed in to insure that all escorted persons have departed. If a group remains together with the same escort for the entire time, only the escort need to sign in and sign out indicating the total number of escorted individuals.

#### 5. Vehicle Safety Inspection

- No motor vehicle, except aircraft servicing and other motor vehicles used exclusively within HNL, shall be operated in or on HNL unless the vehicle is currently licensed by the appropriate governmental agency and has the required evidence of a current vehicle safety inspection.
- Aircraft servicing and other motor vehicles (including trailers) used exclusively within HNL and not currently licensed by the appropriate governmental agency shall be registered with the Department and subject to a Department vehicle safety inspection, and shall at all times display a current safety sticker issued by the Department.

#### 6. Vehicle Insurance

- No person shall operate a motor vehicle in the operational area of HNL unless the owner of the vehicle has the required types of insurance with adequate coverage limits as determined by the Director; the following types of insurance shall be required:
  - Comprehensive automobile liability: to provide coverage against all claims arising out of the person's operation of vehicles in the operational area that results in bodily injury to persons or damage to property; and
  - Comprehensive general liability: to provide coverage against claims arising out of the person's activities in the operational area that result in bodily injury to persons or damage to property.
- The vehicle owner shall provide the Department:
  - A certificate of insurance naming the vehicle owner as the insured and the Department as additional insured (coverage afforded the Department as additional insured shall apply as primary and not excess to any insurance issued in the name of the Department)
  - A thirty day advance written notice of material changes in coverage, including cancellation

## 7. Removal of Vehicles

- The Director may detain, tow, move, or cause to be moved any vehicle at any time at HNL which is disabled, abandoned, illegally or improperly parked, and when in the opinion of the Director, the position or location of the vehicle creates a nuisance or a hazard; provided that any detention, towing, or moving done or caused to be done, of any vehicle legally parked, shall be at the expense of the Department.

## **Driving on the AOA Best Practices**

- The most important rule: AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!
- Be aware of your surroundings.
- Yield to emergency vehicles responding to an incident in the AOA.
- Always have in your possession your Driver's License, Ramp License, and AOA badge.
- Report all accidents. No accident is too small to report.
- Do not speed.
- Do not operate a vehicle while under the influence of drugs or alcohol that impairs or may impair one's ability to operate a motor vehicle.
- No smoking anywhere in the operational area.
- Stay within the Non-Movement Area boundary.
- Use the marked roadways.
- Do not operate a vehicle in a reckless or careless manner.
- Ensure all gates (vehicle and pedestrian) are closed completely before driving away from them.
- Beware of jet blast and prop wash. Watch for flashing beacons on aircraft to indicate the engine is running or about to start.
- Do not create any FOD. Pick up or report any FOD.

## Important Contact Numbers

### Emergencies

PAX 711

808-836-6670

### Non-Emergency

Ramp Control 808-836-6603

Airport Duty Manager 808-836-6434

Airport Operations Manager 808-836-6428

Pass & ID Office 808-836-6427



## ***Honolulu International Airport***

Honolulu, Hawaii

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