

TRAVISAFBI13-213

BY ORDER OF THE COMMANDER TRAVIS AIR FORCE BASE

TRAVIS AIR FORCE BASE INSTRUCTION 13-213

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Nuclear, Space, Missile, Command, and Control

AIRFIELD DRIVING

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This instruction establishes procedures to be used for airfield driving at Travis Air Force Base (TAFB). It implements AFD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. The Airfield Driving Instruction (ADI) is published in accordance with Air Force Instruction (AFI) 13-213, *Airfield Driving*. The purpose of this document is to provide instructions for operating a motor vehicle on TAFB Airfield and for obtaining airfield driving authorization. This instruction implements requirements contained in AFI 13-213, *Airfield Driving*, AFMAN 24-306 and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and applies to all operators of motor vehicles on TAFB airfield. It includes policy and procedures regarding airfield vehicle operations, initial and refresher airfield driver's training requirements, driving violations, vehicle break down procedures, Unit Airfield Driving Program Manager (ADPM) responsibilities and lesson plans, airfield diagram, sample letters and more. This instruction establishes airfield driving procedures, training and certification requirements for all motor vehicle drivers with access to TAFB airfield. It applies to all assigned, attached, or associate units (to include contractors) of TAFB and units or individuals of units deployed to TAFB.

Software License Manager (BSLM), Unit Software License Managers (USLMs), Client Support Technicians (CSTs)/Functional Service Administrators (FSAs), and individual users.

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CHAPTER 3

OPERATING PROCEDURES AND STANDARDS

3.1. General.

3.1.1. The following standards will be observed at all times when vehicles are operating on the airfield. Care, attention, and strict adherence to these procedures will prevent accidental damage to aircraft and injury to personnel. The Airfield Manager (AFM) is the designated authority for the interpretation of airfield driving standards and rules. It is expressly forbidden for any vehicle to use the airfield area as a shortcut to any point on or off the airfield that is accessible by roads outside the airfield environment. All airfield drivers are required to know the location and meaning of Controlled Movement Area (CMA) and their associated markings and signs, whether or not the driver will be operating in the CMA.

3.1.2. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle driver possessing a valid AF Form 483 prior to entry to the airfield.

3.1.2.1. An individual may act as an escort for two or more vehicles who are together on or within 250 feet of each other. The escort vehicle is responsible for the group and will relay Tower control instructions/communication for the group.

3.1.3. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483.

3.2. Controlled Movement Area (CMA) Operations.

[REDACTED]

3.2.2. No aircraft, vehicles or pedestrians may enter the CMA without specific approval from ATC. **Note:** Everyone must read back all ATC instructions verbatim. All vehicles will stop at the VFR hold line and request permission to enter the CMA. **Note:** Permission may not be requested or granted from any other source. A three-way relayed message to the control tower is prohibited.

3.2.3. All aircraft, vehicles and pedestrians operating in the CMA will monitor and maintain two-way communication with the control tower. **Note:** Only the driver of the vehicle is authorized to talk to the control tower for access to the CMA. It is forbidden for any other person in the vehicle to request this access.

3.2.4. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle. A hand-held radio should be used as a backup or when communication is required

outside the vehicle. Note: Conduct an operational test of the radio used to communicate with the ATC before entering the CMA.

3.2.4.1. Any vehicle requiring operations within the CMA that is not capable of two-way radio contact with control tower must be escorted by a properly equipped vehicle. **Note:** Airfield Management will not provide escorts.

3.2.5. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.

3.2.6. Vehicles and pedestrians operating in the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, Ops 1, TA 1, etc.) approved by Airfield Management, 60 OSS/OSAA, to ensure no duplication.

| CALLSIGN | ORGANIZATION |
|---|---|
| Tower/Ground | Tower |
| Ops 1 | OG/CC |
| Ops 2 | OSS/CC |
| Ops 3 | OSS/DO |
| Ops 4 | AOF/CC |
| Airfield 1 | Airfield Manager |
| Airfield 2 | Deputy, Airfield Manager |
| Airfield 3/4 | AMOPS/NAMO |
| Airfield Lighting | Exterior Electric |
| Wildlife 1 | BASH Team |
| Power Pro | Power Production |
| Sweeper | Airfield Sweeper |
| Mower (PRIDE) | Contracted grass cutters |
| Chief 1 and 2 | Fire Chief and Deputy |
| Crash | Fire/Crash Vehicles |
| Follow-Me | Transient Alert |
| VQ3 | Navy TACAMO |
| METNAV 1-9 | ATCALS Maintenance |
| NVD-1 | Night Vision Operator for the 21 AS or 301 AS |
| Hospital | Medic 1-7 |
| Note: This list contains only those ground vehicle operators who have mission essential requirements to drive on the airfield within the CMA and communicate with the control tower on | |

a regular basis. It does not include operators who occasionally communicate with tower.

3.2.7. Vehicles/personnel authorized to operate in the CMA will continuously observe the control tower for light gun signals in the event radio contact is lost. If the tower controller flashes the white runway edge lights on and off or signals with a flashing red light gun signal, exit the runway immediately. **Note:** AFVA 11-240, 13-222 and Airfield diagram are mandatory items for airfield vehicles. **Note:** These decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for reference. The AFVA(s) serve as a quick reference guide to identify airport signs and markings. AFVA can be obtained at Airfield Management, electronically on the 60 OSS/OSAA SharePoint page, and on the e-Publishing website at: www.e-publishing.af.mil for downloading or ordering.

3.2.8. Vehicles/personnel must always acknowledge communications with the tower controller by reading back all information so the tower controller knows the message was received and understood.

3.2.8.1. **Exception:** Vehicle operators may reply -Loud and Clear in response to an ATC request for radio transmission quality or clarity.

3.2.9. The vehicle operator must always give aircraft and tower controller transmission priority unless an emergency exists.

3.2.10. Immediately report improper radio terminology to Airfield Management (60 OSS/OSAA).

3.2.11. Vehicles operating in the CMA must use high beams, rotating beacon lights and/or emergency flashers.

3.2.12. Vehicles crossing the runway will be limited to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.3. Airfield Access Points/Foreign Object Damage (FOD) Checks.

3.3.1. Access points to the airfield are: Building P-1 parking lot, Base Operations/Tower parking lot, Maintenance and AGE Parking lots, Hangar row and APS Warehouse area. **Refer to Attachment 7.**

3.3.2. FOD checks are not required unless you leave the paved surface.

3.3.2.1. At a minimum, if a FOD check is needed, it will consist of the following:

3.3.2.1.1. Inspection of vehicle tires. Remove foreign materials (e.g.; rocks, gravel, etc.) as applicable.

3.3.2.1.2. A visual check to ensure all external vehicle components is secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.

3.3.2.1.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts.

3.3.3. Driving off paved surfaces is prohibited, except in an emergency situation or if duty-related. The driver of a vehicle entering a paved surface from an unpaved surface shall check the vehicle tires for FOD before proceeding onto the paved surface. Any FOD removed from tires will be kept inside the vehicle or placed in the FOD container until it can be disposed of off the airfield area.

3.3.4. Vehicle operators, when performing FOD checks on vehicle tires and the driver's seat is vacant, turn off the ignition, and close the door to perform the FOD check on the tires.

3.3.4.1. AGE-towing vehicles may be placed in neutral and left running while the operator completes hookup and delivery operations IAW AFMAN 24-306. This facilitates movement of the vehicle by hand to align pintle and tongue during hookup operation and move the vehicle upon detaching the tow tongue from the pintle hook during delivery operations of heavy pieces of AGE. This also reduces wear of the tow vehicle starter. Operators must shut off vehicle, set the parking brake, and place the vehicle in park or reverse if they do not drive off with the AGE equipment following hookup or delivery.

3.3.5. Emergency response vehicles responding to an emergency or alert condition are exempt from FOD checks.

3.4. Vehicle Parking and Operations near Aircraft.

3.4.2. All unattended vehicles will be parked so they do not interfere with the aircraft being towed or taxied. The parking brake on all parked vehicles will be set. Ignition will be turned off, keys will be left in the ignition and the gear lever put in reverse for vehicles with manual transmissions or in the -parkll position for vehicles with automatic transmissions. Vehicles with a parking brake will have it engaged and vehicles without a parking brake system will have wheel chocks placed in front of and behind one of the rear wheels. For tandem wheel vehicles place a chock between the dual tandem axle. IAW TO 00-25-172, fuel, oil, and water servicing vehicles must be chocked when the driver's seat is vacated. The only vehicles exempt from these requirements are emergency vehicles responding to an emergency. No vehicle will be left unattended within 200 feet of the taxiway centerline.

3.4.3. Park so that the direction of travel, either forward or backward, will not be toward any part of the aircraft.

3.4.4. The driver's side of the vehicle will be on the aircraft side.

3.4.5. All wheeled AGE and maintenance equipment will have the brake engaged. If not equipped with brakes then the equipment will be chocked.

3.5. Speed Limits.

3.5.1. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic and weather conditions.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.5.3.7. Follow-me vehicles may be operated in excess of 15 MPH only to accommodate the optimum safe taxiing speed of aircraft and when safety is not compromised. **Note:** Tugs will not be used as follow-me vehicles at any time.

[REDACTED]

[REDACTED]

3.5.3.9. Aircraft towing speed is 5 MPH.

3.5.3.10. Support equipment will be towed in accordance with visible decals as marked on unit. Max tow speed is stenciled or posted on the units tow bar or frame assembly. (See T.O. 35-1-3 **Chapter 4** for proper towing speed marking and locations).

3.5.3.10.1. Towing speed is 5 MPH for non-powered aircraft maintenance stands and 10 MPH for powered AGE equipment if not stenciled with proper tow speed. **Note:** Do not tow more than two units of any type in tandem.

3.5.3.10.2. See AFI 91-203 **paragraph 6.4.** for additional information on AGE equipment not otherwise marked for towing speed.

3.5.3.11. During blackout operations (NVD operations) the speed limit is 10 MPH.

3.6. Towing Operations.

3.6.1. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle hook. Drivers must set the parking brake, place the vehicle in park or reverse and shut off the vehicle if the AGE equipment is not to be towed immediately following hook-up.

3.6.2. Do not use ropes, chains, cables or other flexible means to tow ground servicing equipment.

3.6.3. Safety or cotter pins will be used to secure pintle hooks and trailer hitches.

3.6.4. No more than four, type B1, B4, B5 and similar small stands may be towed as follows: two sets of two in tandem on a double hitch or two in tandem on a single hitch. Type B3, J7, and similar large stands will be towed singly on a center mounted hitch. Four-wheeled units will not be towed behind two-wheeled units. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

3.7. Airfield Emergencies.

3.7.1. Ground vehicles not in direct support of the emergency will remain clear of runways, taxiways and airfield access points until the emergency is terminated.

3.7.1.1. Initial runway IFE/GE responders will be limited to Fire Department, Ambulance, and Airfield Management personnel. Security Forces and Crash Recovery will be considered secondary responders and will hold short of the CMA unless otherwise requested by the responding Fire Chief or incident/on-scene commander.

3.7.2. Vehicles responding to an emergency on the runway must **NEVER** assume they have blanket permission to enter the runway after an emergency aircraft lands. All vehicles **MUST** call tower and receive permission to enter the runway **PRIOR** to accessing it.

3.7.3. During emergency conditions, the control tower will advise aircraft to hold their positions so they will not interfere with responding emergency vehicles. At the tower's discretion, aircraft may be moved to a more suitable parking spot or holding area that is clear of ground vehicles.

3.8. Reduced Visibility.

3.8.1. When visibility is less than 300 feet, refueling and explosive-loaded vehicles will not operate on the airfield unless directed by the wing commander.

3.8.2. When visibility is less than 100 feet, airfield vehicles (except emergency response) will not operate on the airfield. Flashing/hazard lights will be utilized on all vehicles operating on the airfield.

3.8.3. When visibility is less than 50 feet, walking guides equipped with a flashing or luminescent wand will be used during emergency movement of alert vehicles. Alert vehicles will utilize flasher/hazard lights.

3.8.4. When the ceiling is reported as less than 800 feet, and the visibility is reported as less than 2 miles, instrument hold line procedures will be in effect. All vehicles will be required to stop and hold at all -INSTL marking/signs.

3.9. Night Operations.

3.9.1. Flashing/hazard lights will be utilized during night time operation on the airfield. This includes all aprons, taxiways, hangars, and access roads.

3.9.2. Do not drive in an area that the taxiway and/or runway lights are turned off. When the runway/taxiway lights are turned off at night and you will be accessing an area that the lights are turned off at night, contact tower to request the taxiway and/or runway lights to be turned on.

3.10. Airfield Lighting.

3.10.1. Travis AFB airfield is illuminated by a variety of lights (apron lighting, taxiway, runway, etc). Two lights you will encounter while driving at night on the CMA are taxiway lights and High Intensity Runway Lights (HIRL). Taxiway lights are used to outline the edges of taxiways during reduced periods of darkness and/or restricted visibility. They emit a blue color. HIRL's are used to outline the edges of the runways. HIRL's emit a white light and are evenly spaced the full length of the runway. The following are examples of taxiway and runway lights airfield drivers will see while operating on Travis AFB CMA:

3.10.1.1