



Overview

The video, “Driving on the Airport Operations Area,” and the study guide are essential elements in improving communications and operations when driving on any airport operations area. While this training is geared toward tower-controlled airports, any person driving on airport premises can benefit from its content. The focus of these training materials is to enhance the safety of vehicle operations on the airfield.

The video and study guide provide a general overview of what to expect when you are authorized by airport management to operate a vehicle on airport premises. It stresses the importance of understanding the meanings of signs, markings, and lights as well as the layout of the airport where the vehicle operator works. Safe operating procedures are specified for those driving on movement areas and/or non-movement areas.

As the facilitator for the presentation of this program, it is your responsibility to convey local policies and procedures to the participants. While general regulations and recommendations are identified, the video reminds viewers to check with their airport management for specific rules and guidelines. Therefore, the facilitator should first view the video and read the study guide to identify specific information or procedures at your local airport that:

- need to be conveyed or emphasized,
- differ from material presented in the video or study guide, or
- are not covered in the video or study guide.

Implementing the Training

Successful training is dependent upon active, engaged participation with discussion among the facilitator and participants. It's important to have the audience do something other than merely sit and listen—they must participate. First, make sure everyone has a copy of the study guide—it can be downloaded from the web site listed at the end of this handout. Then, before viewing the video, engage the audience's interest by allowing them to relate some personal experiences. Here are some suggested questions to help initiate audience participation and discussion:

- Who has experience in driving on an airport operations area?
- Has anyone here had any type of driver safety course for driving on the airport premises?
- Has anyone in the audience witnessed a runway incursion or been involved in an airport incident or accident?
- What special issues or concerns need to be addressed from your perspective?

These questions will also help you establish the frame-of-reference of your audience.

Next, you may want to give the audience a few concepts to be aware of while viewing the video. For example:

- How does the speed limit recommended in the video compare with the speed limit or limits at your airport?

FACILITATOR'S GUIDE – "Driving on the Airport Operations Area"

- What are some ways to identify your location on a movement area if you become lost or disoriented?
- In what ways could adverse weather conditions change vehicle operating procedures?
- What are some of the dangers in operating a vehicle near a parked or taxiing aircraft?

A follow-up on these or other questions after viewing the video will give the facilitator the opportunity to highlight specific operating procedures at the local airport. Be prepared to answer questions and provide detailed information regarding speed limits, taxiway/runway designations, signs/markings/lights, and any other information that is specific to your airport.

Be sure to set a time limit on discussions, as they can sometimes become quite lengthy.

Facilitating Techniques

There are several approaches you can use to lead a group through discussion. You may alter your technique based on group size and your own personal preferences. The goal is to help the viewer/participant become more aware of safety concerns as it relates to their airport operations area. Encourage individuals to relate their personal experiences with information portrayed in the video.

After watching the video, you may want to reiterate some key points addressed in the program—the need for proper radio communications and phraseology, adhering strictly to specific guidelines, and understanding lights/signs/markings. Urge participants to think about the responsibilities associated with driving on the airport grounds. Neither the video nor the study guide addresses the consequences of a driver not following established procedures. The discussion provides an excellent opportunity for the facilitator to explain the measures that the airport operator will take for non-compliance with these procedures.

During the wrap-up, identify additional resources for further information. If applicable, give local points of contact. Also, refer the participants to page 2 of the Study Guide for information resources.

<http://www.faa.gov/runwaysafety/>

Conducting this seminar will take about 2 hours. The following schedule and checklist show how you might prepare for the training and organize your time to ensure that all the required material is presented within 2 hours:

| Activity | Time Allowed |
|----------------------------|--------------|
| Introduction | 5 minutes |
| Discussion | 15 minutes |
| Sharing of Stories | 15 minutes |
| Show video | 30 minutes |
| Break | 15 minutes |
| Discussion about videotape | 15 minutes |
| Wrap-up—further questions | 15 minutes |

| Checklist for Training |
|--|
| <input type="checkbox"/> Study the facilitator guide and study guide |
| <input type="checkbox"/> Review the video before presenting |
| <input type="checkbox"/> Arrive early at the site |
| <input type="checkbox"/> Check the seating arrangements |
| <input type="checkbox"/> Check the functioning of the equipment |
| <input type="checkbox"/> Enough materials for everyone? |
| <input type="checkbox"/> Start on time; stay on schedule |