



Space, Missile, Command and Control

FLIGHT LINE DRIVER TRAINING AND VEHICLE CONTROL

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This instruction outlines responsibilities and procedures for controlling ground vehicles operating in the flight line environment. It sets forth requirements for training and authorization based on need, necessary knowledge, safety and other considerations. All personnel operating a vehicle on the flight line must be familiar with this instruction, local flight line procedures (as outlined in Attachment 1) and possess an AF Form 483, Certificate of Competency, authorizing flight line driving. It applies to all organizations having a need to drive on the Maxwell AFB flight line.

SUMMARY OF REVISIONS

This instruction is substantially revised and must be completely reviewed.

Chapter 1—Terms Explained

Table with 2 columns: Term and Paragraph. Includes Flight Line Environment (1.1), Radio Controlled Movement Area (1.2), Instrument Hold Lines (1.3), AF Form 1199, USAF Restricted Area Badge (1.4), AF Form 483, Certificate of Competency (1.5), Privately Owned Vehicle (POV) Pass (1.6), and Vehicle Control Officer (VCO) or Noncommissioned Officer (VCNCO) (1.7).

Chapter 2—Unit Conducted Training

Table with 2 columns: Training Unit and Paragraph. Includes Base Lesson Plan (2.1), Unit Lesson Plan (2.2), Training Review (2.3), and Certification (2.4).

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Chapter 1

TERMS EXPLAINED

1.1. Flight Line Environment. Includes the runway, assault strip, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways inside the foreign object damage (FOD) checkpoints and flight line entrances.

1.2. Radio Controlled Movement Area. The radio controlled movement area at Maxwell is described as the runway, taxiways, Assault Strip, Overruns and all areas within 100 feet from the edge of the runway, Assault Strip and Overruns. (**EXCEPTION:** Taxiway A south of the engine run up pad to the North Ramp.) This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the radio controlled movement area.

1.3. Instrument Hold Lines. Maxwell flight line has instrumentation that affects drivers/driving on the flight line at the entrance to the runway on taxiway echo. (See para 7.3.2 and Attachment 5)

1.4. AF Form 1199, USAF Restricted Area Badge. All persons entering the flight line restricted area must have and display a current badge with appropriate area annotated. This laminated identification (ID) card is issued by the 42d Security Forces Squadron (SFS).

1.5. AF Form 483, Certificate of Competency. Issued by the 42d Operations Support Squadron (OSS) Chief, Airfield Management (CAM) or Assistant Chief, Airfield Management (ACAM). It will be stamped "MAFB FLIGHT LINE AUTHORIZED" and will be validated with the signature of the Airfield Manager or the designated representative.

1.6. Privately Owned Vehicle (POV) Pass. The MAFB Form 36, **Temporary Flight Line Permit.** This pass authorizes non-military vehicles to be temporarily operated on the flight line; is issued and controlled by Airfield Management. A flight line pass will be issued to operate in the flight line environment for vehicles approved by the unit's commander or director in writing and authorized by Airfield Management. The pass will be displayed on the dashboard, driver's side of the vehicle. Passes are issued annually effective 1 July and are returned to Airfield Management when no longer required.

1.7. Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO). The civilian or military individual selected by the Commander or Director to administer the organization's vehicle program, to include operation of vehicles on the flight line and the associated training required. More than one VCO/VCNCO can be appointed. The VCO/VCNCO is trained and certified by the Airfield Manager or designated representative.

Chapter 2

UNIT CONDUCTED TRAINING

2.1. Base Lesson Plan. A flight line driver training lesson plan outline will be provided by the Airfield Manager to include general rules, procedures and operations applicable to Maxwell AFB. Special areas of interest that may pertain to the specific unit may be added by the unit VCO or VCNCO. Attachment 1 of this instruction is a lesson plan outline. Other sources of information are AFI 24-301, *Vehicle Operations*, AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25, AFI 31-204, *Motor Vehicle Traffic Supervision*, MAFBI 11-101, *Airfield Operations*, AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities*, Chapter 6, and other airfield attachments in this instruction.

2.2. Unit Lesson Plan. The VCO and VCNCO are required to develop training that applies to the specific unit and mission. The VCO, VCNCO, CAM or designated representative may conduct an oral examination, a driving check ride or a combination of both.

2.3. Training Review. The CAM or designated representative will conduct periodic spot checks as required but at least quarterly. Adverse trends will be monitored and briefed at the quarterly Airfield Operations Board (AOB).

2.4. Certification. All personnel driving on the flight line must have completed the training and obtained an AF Form 483. They must be physically qualified to perform driving duties to include the ability to recognize red/green/yellow/white/blue colors.

Chapter 3

RESPONSIBILITIES

3.1. Host Wing Commander/Support Group Commander.

- 3.1.1. Designates personnel and agencies to support the Wing Flight Line Driving Program.
- 3.1.2. Upon suspension or revocation of base driving privileges, the support group commander may authorize reinstatement of flight line driving privileges to perform critical mission essential duties.

3.2. Unit Commanders or Directors.

- 3.2.1. Screen and carefully select VCO and VCNCOs according to AFI 24-301. Provide an appointment letter with current VCOs and VCNCOs to 42 OSS/OSAA, ATTN: Chief, Airfield Management, 220 West Ash Street (Building 844), Maxwell AFB AL 36112-6608. Update letters on VCO or VCNCOs as required, but at least annually.
- 3.2.2. Limit the number of personnel authorized to drive on the flight line to the absolute minimum necessary to accomplish the mission
- 3.2.3. Through their VCO or VCNCOs, conduct training for all personnel who must drive on the flight line and certify the personnel are qualified.
- 3.2.4. Ensure proper administration of the unit's flight line driver training program.
- 3.2.5. Suspend an individual's flight line driving privileges and order retraining when appropriate.
- 3.2.6. Upon suspension or revocation of a unit member's civilian driver's license, by civil authorities, suspend/revoke the member's flight line driving authorization and notify the unit VCO/VCNCOs and CAM.
- 3.2.7. Re-certify individual to drive on the flight line if required.

3.3. Chief, Airfield Management (CAM).

- 3.3.1. Develops the Wing Flight Line Driver's Training Program. Provides program contents to the units assigned VCO/VCNCOs. See AFI 13-213, Chapter 4, for complete definition.
- 3.3.2. Writes and maintains the Maxwell AFB flight line driving test. Provides copies to unit VCO and VCNCOs.
- 3.3.3. Provides initial certification to all wing VCO and VCNCOs; re-certify annually.
- 3.3.4. Suspends or revokes flight line driving privileges as necessary.

- 3.3.5. Maintains a file of all runway incursion violations. Provides a briefing to the wing Air Operations Board on violations that occurred each calendar quarter.
- 3.3.6. Trains and certifies individuals not assigned to a wing unit such as contractors working on the airfield.
- 3.3.7. Ensures the quality of each unit's flight line driver training program and procedures periodically. Provides assistance as necessary.
- 3.3.8. Notifies Unit VCO/VCNCOs of any changes to flight line operations by sending a change to the unit's flight line driving read file.

3.4. Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officer (VCNCO).

- 3.4.1. Must be trained and certified by the CAM or designated representative.
- 3.4.2. Develops a unit specific flight line training program as necessary
- 3.4.3. Conducts, monitors and administers the unit flight line driver's training programs according to AFI 13-213, Chapter 4, and this instruction. Provides control tower light gun signal recognition training, classroom training, practical flight line driving procedures (both day and night), a flight line driving test (check ride) and a flight line driving test (written).
- 3.4.4. Ensures the trainee has a valid state driver's license.
- 3.4.5. Ensures the trainee is qualified to drive the appropriate type of vehicle.
- 3.4.6. Maintains all personnel lists, records and associated forms; keep all publications, forms and records associated with the units flight line driving program current.
- 3.4.7. Suspends or revokes driving privileges, when necessary, of those drivers in the unit that violates proper procedures.
- 3.4.8. Notifies unit commander and the CAM in writing after revoking an individual's flight line driving privileges. Assists in the investigation and prepares runway incursion violation letters for unit commander's signature. Forwards letters to 42 OSS/OSAA, ATTN: Chief, Airfield Management, 220 West Ash Street (Building 844), Maxwell AFB AL 36112-6608. Ensures these individuals are re-trained and re-certified after incident, if required to continue driving on the flight line.
- 3.4.9. Notifies the CAM at least 30 days prior to the replacement of unit VCO/VCNCO.
- 3.4.10. Ensures personnel receive color vision testing according to this instruction.
- 3.4.11. Provides the CAM (address listed in 3.4.8.) with an updated list of flight line drivers semi-annually, no later than 10 January and 10 July.
- 3.4.12. Ensures all personnel receive annual flight line driver refresher training by maintaining a unit flight line driving read file. Annual refresher training is accomplished when the flight line

driver watches the flight line video and reads the unit read file for changes to flight line operations not previously viewed. Additions to the unit read file come from the CAM. Annotate completion of refresher training and date on the back side of each individual's AF Form 483 and on the back of the individuals MAFB Form 115, **Flight line Driver Training and Certification Request**.

3.5. Security Forces Squadron (42 SFS).

3.5.1. Enforces all traffic rules and directives on the flight line, ensures unauthorized vehicles are prohibited from operating on the flight line, and informs Airfield Management of violations.

3.5.2. Provides the CAM (42 OSS/OSAA) with copies of all flight line incident reports for trend analysis.

3.6. Base Contracting (42 CONS) and Civil Engineering (42 CE). Base Contracting and Civil Engineering notifies the CAM (3-7407) of all pre-construction meetings. The CAM must authorize contractor personnel to operate vehicles on or near the airfield.

3.7. Flight Line Drivers/Personnel.

3.7.1. Ensure rules and safety practices are obeyed; promptly report any airfield violations to the proper level of authority.

3.7.2. Ensure vehicle operator compliance at all Foreign Object Damage (FOD) checkpoints (Attachment 3). (Check tires, secure loose items and properly dispose of FOD.)

3.7.3. Be alert for FOD in the flight line environment and always pick up FOD. If unable, due to quantity or type, report it to Base Operations/Airfield Management (3-6961/6962).

3.8. Compliance. This instruction applies to all military, contractor and civilian employees, reservists, and Individual Mobilization Augmentees (IMAs) assigned or TDY to Maxwell Air Force Base. The host unit administers flight line driver training to TDY personnel that need to drive on the flight line, or coordinates the training through the CAM. Airfield Management personnel are authorized to enforce proper flight line driving procedures and inspect the certification of any flight line driver.

3.9. Noncompliance. Deviations from this instruction may be authorized under emergency or special circumstances, but require prior approval from the CAM or designated representative.

3.10. Violations. A deviation that does not meet the criteria of paragraph 3.9 is considered a violation and will be reported to the appropriate organizational commander and CAM for disposition.

3.11. Revisions. Revisions to this instruction are made as required. Submit recommendations for changes to this instruction, in writing, to Chief, Airfield Management (42 OSS/OSAA) (address listed in paragraph 3.4.8).

3.12. Quality Assurance. This instruction is reviewed annually every July by the CAM.

Chapter 4

PROCEDURES FOR OBTAINING AF FORM 483

4.1. Certification Procedures. Each unit commander, having a need for personnel to drive on the flight line, appoints a VCO and/or VCNCO. The appointed individuals report to Airfield Management to receive proper training and pick up orientation, training and testing material for the flight line driving program. The VCO/VCNCOs are trained and certified by Airfield Management.

4.2. Completing MAFB Form 115. To obtain AF Form 483 all personnel will complete Maxwell AFB Form 115; instructions listed below. All items on this form must be completed before receiving authorization to drive on the flight line (AF Form 483).

4.2.1. Items 1 thru 4. Self explanatory.

4.2.2. Item 5a and 5b. Review FOD prevention video and Maxwell flight line driving videos. (approx 20 minutes). If unit does not have the tools to review these training products, they can be reviewed at Base Operations, building 844.

4.2.3. Item 5c. Review and be familiar with this instruction. This instruction is our local flight line vehicle control instruction.

4.2.4. Items 5d and 5e. Ability to distinguish between Red/Green/White/Yellow/Blue Colors and light gun signal recognition test. Verification of color vision can be made by review of medical records or practical test on the flight line. If an individual can not distinguish between colors he or she is referred to the 42d Medical Group for color vision testing (D15 or PIP test). A civilian dispensary may be used for DOD or contract employees to conduct any physical testing that may be required. If individual does not pass color vision testing, a limited access permit may be issued, but will not include or involve access to movement area. (See AFI 13-213, paragraph 4.3.2.5).

4.2.5. Item 5f. Flight Line Driving Web Based Training (WBT). Complete the WBT and print the test results. Passing score is 80 percent. A printed copy of your passing test results must be submitted to the CAM or designated representative before receiving authorization to drive on the flight line.

4.2.6. Item 5g. Flight line driver training (classroom). All items on attachment 1 will be trained by unit VCO/VCNCO or approved trainer.

4.2.7. Items 5h and 5i. Day and night flight line orientation training. This is conducted in a vehicle by VCO/VCNCO or approved trainer and will be separate orientation rides. All areas of the airfield will be covered. Airfield Management can assist in orientation rides as needed. Call Airfield Management, flight data section, (3-6961 or 3-6962) before going out on the airfield to ensure the orientation does not conflict with high activity levels on the flight line.

4.2.8. Item 5j. Flight line driver test (practical). The trainee will drive and be observed in the vehicle by the VCO/VCNCO or approved trainer. All areas of the airfield will be covered. Call

Airfield Management, flight data section, (3-6961 or 3-6962) before going out on the airfield to ensure the driving test does not conflict with high activity levels on the flight line.

4.2.9. Items 5k, 5l, and 5m. Unique unit training. These areas may be filled in by the unit VCO/VCNCO as necessary.

4.2.10. Item 6a and 6b (when required). Written local driving test. Print name of VCO/VCNCO or approved trainer that administered the written, closed book test, the date and the score. Passing score is 80 percent corrected to 100 percent. Failure will require additional study and testing. The score is documented on MAFB Form 115. The VCO or VCNCO will ensure accomplishment of flight line driver training.

4.2.11. Item 7a and 7b. Self explanatory.

4.2.12. Item 8a and 8b. Self explanatory.

4.2.13. Item 9a and 9b. Unit commander's signature. After the individual successfully completes the unit's training, the VCO/VCNCO will ensure the unit commander signs the MAFB Form 115, indicating completion of all requirements. The unit commander may delegate this responsibility to the VCO/VCNCO.

4.2.14. Item 10. The remaining items on the form are to be completed by the CAM or designated representative.

4.3. Remaining Certification Requirements.

4.3.1. Items needed for certification from Airfield Management. The individual will take their completed MAFB Form 115 and WBT printout to 42 OSS/OSAA to be verified and obtain AF Form 483. The certificate number will be recorded by 42 OSS/OSAA.

4.3.2. After completing the above, the individual will return the paperwork to the unit VCO or VCNCO where it is retained until the individual is reassigned. The individual will keep their AF Form 483 on their person any time they are on the flight line. **NOTE:** Reissue – A lost or destroyed card requires an individual to be trained and tested unless the unit VCO or VCNCO can show the necessary training documentation.

4.4. TDY Personnel. TDY Personnel licensed to drive on home station flight lines may drive at Maxwell AFB after receiving an indoctrination and general airfield safety briefing by the sponsoring unit VCO/VCNCO to include any unit specific briefing. Personnel not licensed at home station will not drive on Maxwell AFB flight line without completing the local training program.

4.4.1. As a minimum, TDY personnel will be given an airfield diagram and briefed on flight line entry points, flight line vehicle traffic flow, flight line radio controlled movement area, local restrictions, unique operations and situations, and unique unit requirements. They will also be given a flight line orientation ride.

4.5. Contractors. Contractors working on the airfield will sign a “Statement of Understanding” after receiving a contractor safety briefing from the Airfield Manager or designated representative.

4.6. Annual Refresher Training. Annual Refresher Training is documented on page 2 of MAFB Form 115 and is to be completed annually by the VCO/VCNCO by each anniversary of original issue date for four years. Individuals must be retrained after five years. Annual refresher training is accomplished when the flight line driver watches the flight line video and reads the unit read file for changes to flight line operations not previously viewed. Additions to the unit read file come from the CAM. Annotate completion of refresher training and date on the back of each individual’s AF Form 483 and on the back of the individual’s MAFB Form 115.

Chapter 5

VEHICLES AUTHORIZED IN THE FLIGHT LINE ENVIRONMENT

5.1. Applicability. Any vehicle being operated on the Maxwell AFB flight line must be in direct mission support. The flight line will not be used for convenience to move from one part of the base to another.

5.2. Government Vehicles. All flight mission support, GSA vehicles and special purpose vehicles are authorized for flight line operations. These are easily recognizable as government vehicles and are not required to display a flight line pass.

5.3. Procedures for Issuing and Maintaining POV/Non-Government Passes. Airfield Management is the sole agency for issuing POV passes to drive on the airfield.

5.3.1. POV operation on the flight line is discouraged due to security, safety, FOD and government liability. POVs will be kept to an absolute minimum. POV access to the flight line requires a flight line pass from the CAM or designated representative and must be fully justified annually. Airfield Management will maintain a POV Control Log containing the pass number, user name, expiration date and vehicle description to include the make, model, color and license number.

5.3.2. The POV pass will be placed on the driver's side dashboard of the vehicle. The authorized driving areas will be documented on the back of the pass on the airfield diagram. A window flag will also be issued and placed in the driver's side front window.

5.3.3. Contractors. POVs working construction projects on the airfield will be authorized access ONLY by the CAM or designated representative. The CAM will brief contractors on vehicle control and safety requirements and acceptable routing prior to driving on the airfield at the pre-construction meeting. All contractors will sign a "Statement of Understanding" after receiving their briefing. POV passes will be returned as part of the final inspection process of the contract.

5.3.4. Commanders and Key Supervisors. Unit commanders will certify, by letter to the Airfield Manager, there is a valid need to respond to the flight line in a POV for mission related reasons. A POV pass is specifically issued to an individual and is to be used for only that individual's specific vehicle and license plate number. The pass will be returned to Airfield Management for disposition when the individual no longer requires flight line access or when the individual's specific vehicle or license plate number changes.

5.3.5. Deployed, Transient or TDY Personnel. Use of POVs and rental vehicles on the flight line for deployed unit missions, inspection teams, etc., may be authorized by the CAM or designated representative on a case-by-case basis. When operating a vehicle in the movement area (see Attachment 2), radio communication with the control tower is required. All passes will be returned to Airfield Management for disposition at the completion of the stay.

Chapter 6

UNAUTHORIZED ENTRY AND REPORTING PROCEDURES

6.1. Controlled Movement Area (CMA) Violation. An airfield infraction caused by aircraft, vehicles or pedestrians entering the CMA without appropriate control tower approval. This definition includes runway intrusions and infractions caused by communication errors.

6.2. Runway Intrusion. A controlled movement area violation that is a result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians or communication errors.

6.3. Reporting Procedures. Report all incidents or accidents involving aircraft or vehicles on the airfield immediately to Airfield Management. Violations will be reported on AF Form 651, **Hazardous Air Traffic Report**, or AF Form 457, **USAF Hazard Report**, as per AFI 91-202, and submitted to the CAM and Base Safety office for further action and resolution.

6.3.1. For runway intrusions that had an adverse impact of flight operations, (arrivals, departures, etc.) units will submit an AF Form 651 to Wing Safety.

6.3.2. For runway intrusions and other CMA violations that did not impact aircraft operations, units can submit an AF Form 457 to Wing Safety to document unsafe procedures, practices or conditions.

6.3.3. All CMA violations, including HATRS, regardless of impact on flight safety, must be documented in Air Operation Board (AOB) minutes. The CAM will be provided a copy of all filed reports and maintain them for at least one year. Units must provide specific information (who, how, when, where, etc.) to ensure accurate trend analysis at the Air Force level. **NOTE:** CAM will forward CMA violation information to AOF/CC for inclusion in AOB minutes.

6.4. Flight Line License Suspension/Surrender/Revocation Procedures.

6.4.1. General. Gross or repeated violations of safety or of flight line driving rules or an overall demonstrated lack of ability on the part of the license holder will result in suspension of privileges, surrender of the certificate. **NOTE:** All suspended/surrendered/revoked licenses require written correspondence from the individual's supervisor to be reissued.

6.4.2. Suspension. Any supervisor in the driver's chain of command may suspend a driver's certification pending further training. All suspensions will be reported to the VCO/VCNCO and CAM. **NOTE:** Failure to complete annual refresher training or AF Form 483 not dated and signed is cause for competency card suspension.

6.4.3. Surrender. All flight line license holders will surrender certificates upon demand of the unit's VCO/VCNCO, Unit Commander or by the CAM or designated representative. The license holder will notify his or her VCO/VCNCO that someone other than the VCO/VCNCO has demanded the surrender of his or her AF Form 483. All surrendered certificates will be forwarded to the CAM. **NOTE:** All license holders are required to surrender certificates upon

PCS, separation, retirement or when the need to drive on the Maxwell AFB flight line no longer exists.

6.4.4. Revocation. The AF Form 483 may be revoked by the license holder's VCO, VCNCO, Unit commander or the CAM or the representative. Once revoked, another license will not be issued, without the approval of the Airfield Manager. All revoked certificates will be forwarded to the CAM.

6.5. Reissuing AF Form 483. The AF Form 483 will only be re-issued after receiving a written request from the individual's supervisor and individual has re-accomplished initial training.

Chapter 7

FLIGHT LINE OPERATING PROCEDURES AND ENFORCEMENT

7.1. Radio Controlled Movement Area. All personnel driving in the flight line environment and having obtained AF Form 483 in accordance with this instruction will comply with the procedures, directions and limitations described in AFJMAN 24-306, Chapter 25, and AFOSHSTD 91-100, Chapter 6.

7.2. Specific Local Instructions.

7.2.1. Radio Controlled Movement Area. Maxwell AFB control tower controls all ground traffic in the radio controlled movement area. (See paragraph 1.2 and Attachment 2), which includes the runway, Assault Strip, taxiways and overruns and all areas within 100 feet of the edge of the runway, Assault Strip, taxiways and overruns. Vehicles in this area must be in two-way radio contact with the control tower or will have an escort with this capability for the entire time they are on the airfield. Personnel acting as escort must be certified to drive on the flight line and be fully aware of associated responsibilities. **NOTE:** Before crossing the runway and assault strip hold lines for any reason, permission must be obtained from Maxwell control tower. When necessary, a radio may be checked out from Base Operations (42 OSS/OSAA) dispatch section for temporary use or an escort may be provided. **NOTE:** When communicating with the tower never use the word “clear” or “cleared” with any radio transmissions.

7.2.2. If radio contact is lost or suspected to be lost while operating on the runway, the tower should be monitored for light gun signals while the driver immediately exits the runway at the nearest exit. Repeated changes of intensity of runway lights indicate a need for tower to communicate with the driver by either radio or light gun signals. If radio failure is known or suspected, proceed to Base Operations and brief them on the incident. Flight line vehicles will display visual aid PN 3613101, *Tower Signals for Control of Airdrome Traffic*. Contact Airfield Management for assistance in locating this visual aid.

7.2.3. Repeated flashing (on and off) of taxiway lights indicate a need for tower to communicate with the driver by either radio or light gun signals.

7.2.4. Work within the Radio Controlled Movement Area. Any work to be accomplished within the radio controlled area must be approved by Base Operations or the CAM. (See Attachment 2)

7.2.5. Taxiing/Towed Aircraft. Drivers will give way to taxiing or towed aircraft. Do not overtake and/or pass a taxiing aircraft. The responsibility to avoid aircraft rests with vehicle operators. Vehicle operators will not “cut corners” or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from behind or in front within 100 feet will stop until the aircraft passes. If the aircraft has a large wingspan, the driver quickly moves out of the way of the aircraft and to every extent possible turn off the shoulder onto a hard surface.

7.2.6. FOD Control. Due to the possibility of FOD, all vehicle operators will stop and inspect their vehicle at all FOD check points prior to entering the airfield. Do not drive vehicles onto the airfield immediately after driving on an unpaved area. If the vehicle has been driven off a paved surface while on the airfield, before coming back on the paved surface, stop and clean

tires of any rocks or soil. Operators will make sure all equipment carried on vehicles is stowed properly and secured. **NOTE:** Distinguished Visitor (DV) personnel are exempt from FOD checking requirements around building 844 when greeting DVs.

7.3. Airfield Signs and Markings.

7.3.1. VFR Runway Hold Lines (Attachment 5) are at least 100 feet from the edge of the runway. They are yellow and consist of four parallel stripes that extend across the entire width of the taxiway. The two stripes closest to the runway are dashed and the other two are solid. You must STOP and obtain permission from Maxwell Ground before crossing this hold line.

7.3.2. Instrument Hold Lines (Attachment 5) are placed farther from the runway than VFR runway hold lines. They consist of two solid yellow parallel stripes with double vertical yellow stripes spaced 2 feet apart. The letters designating the instrument holding position INST are painted on the runway side of the line. You can read the letters as you face the runway. These lines are used in conjunction with the instrument runway when the INST is active. This is to protect the instrument critical area so an aircraft's instrument reception is not disrupted while in flight. These hold lines will be used at night and during inclement weather (weather falls below a ceiling of 1,000 feet above ground level (AGL) and/or a visibility of three statute mile) and at any other time the control tower deems necessary. Under no circumstances will a vehicle cross the instrument hold line when the "INST" sign is turned on without permission from the control tower. Maxwell flight line has instrumentation that affects drivers or driving on the flight line at the entrance to the runway on taxiway echo. (See attachment 5)

7.4. Enforcement. The CAM, Commanders, Supervisors and Safety Officers will enforce this publication. Any person violating procedures should be reported to Airfield Management and Security Forces. If at all possible, obtain vehicle registration/plate number and/or driver information, time, place and violation witnessed.

Chapter 8

FORMS PRESCRIBED

8.1. Maxwell AFB Form 115, Flight Line Driver Training and Certification.

8.2. Maxwell AFB Form 36, Temporary Flight Line Permit.

FRANCES C. MARTIN, Colonel, USAF
Commander, 42d Air Base Wing

Attachment 1**FLIGHT LINE DRIVER TRAINING LESSON PLAN OUTLINE**

A1.1. Administration.

A1.1.1. Review paperwork (prepare MAFB Form 115, have individual read AFJMAN 24-306, Chapter 25, AFOSHSTD 91-100, Chapter 6, this instruction and applicable unit material).

A1.1.2. Ensure the individual has a valid state drivers license and necessary unique vehicle training (AF Form 171).

A1.2. Flight line entry points (Attachment 3).

A1.2.1. Most commonly used entrances and exits.

A1.2.2. Line badge requirements and use (if applicable to your unit).

A1.2.3. Flight line security procedures and individual's responsibilities.

A1.3. Flight line vehicle traffic flow (Attachments 6 and 7).

A1.3.1. Painted roadways on ramps, stop points and flow in non-painted areas.

A1.3.2. Normal vehicle flow patterns.

A1.4. Speed limits.

A1.5. Airfield signs and markings (Attachment 5).

A1.6. Vehicle parking and chocking (Attachment 9).

A1.7. Control tower light gun signal recognition and procedures.

A1.8. Vehicle/radio procedures for operating in radio controlled movement area (attachment 2).
NOTE: Radio procedure training should stress avoiding use of the phrase "clear" or "cleared."

A1.8.1. Coordination and radio procedures.

A1.8.2. Runway, assault strip and taxiway markings and signs.

A1.9. Maxwell AFB restrictions.

A1.10. Operation in vicinity of aircraft.

A1.11. FOD control and prevention.

A1.12. Unique operations and situations.

A1.13. Night and inclement weather driving conditions (“INST” stop at instrument hold lines).

A1.14. Unique unit operations and situations.

A1.15. Runway intrusion prevention. Types of violations and reporting procedures.

A1.16. Distance criteria for mobile obstacles.

A1.17. Driving Orientation – Day and Night.

A1.18. Training Evaluation.

A1.18.1. Driving test.

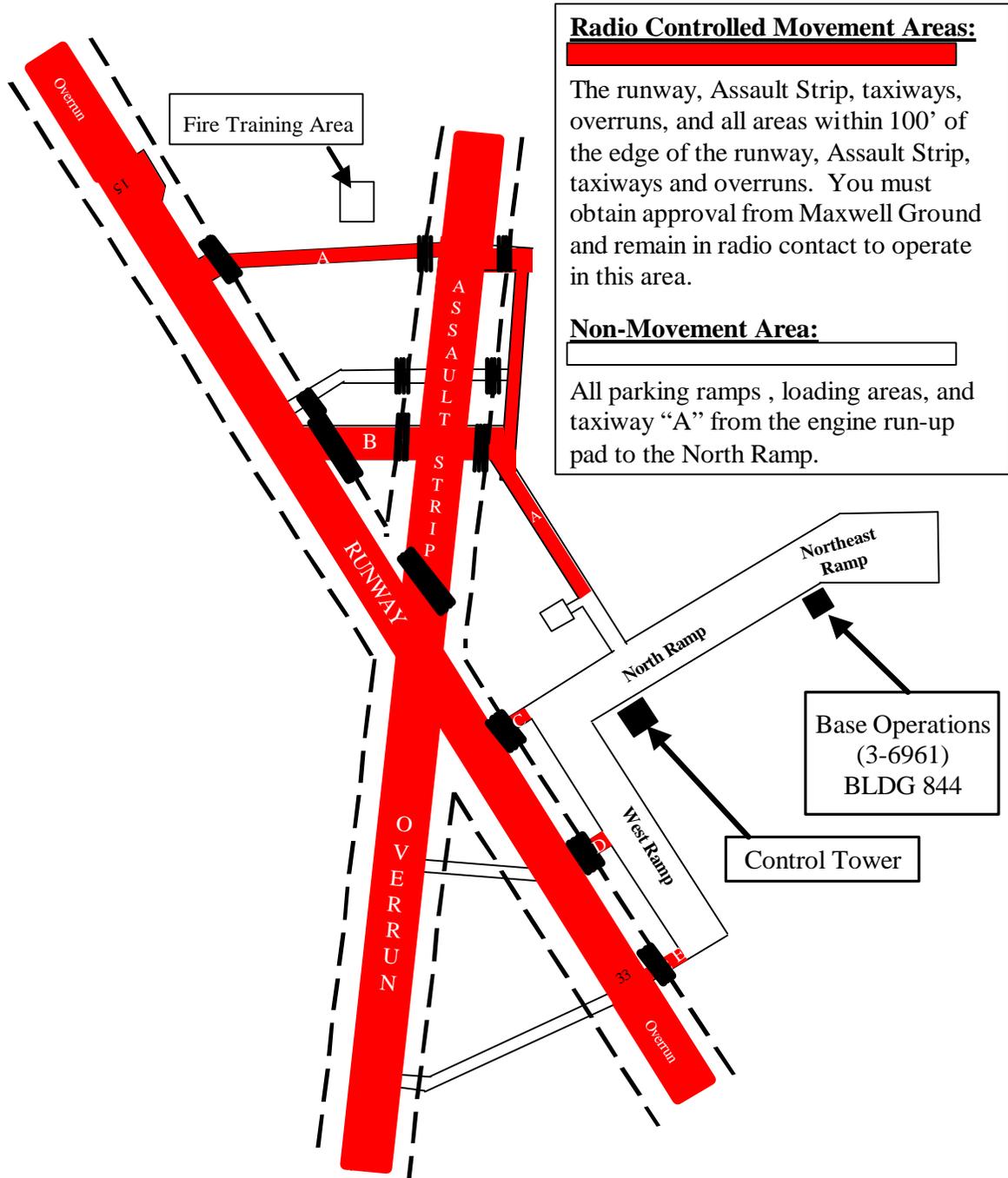
A1.18.2. Light gun recognition test. (Color blindness test when necessary).

A1.18.3. WBT End of Course test.

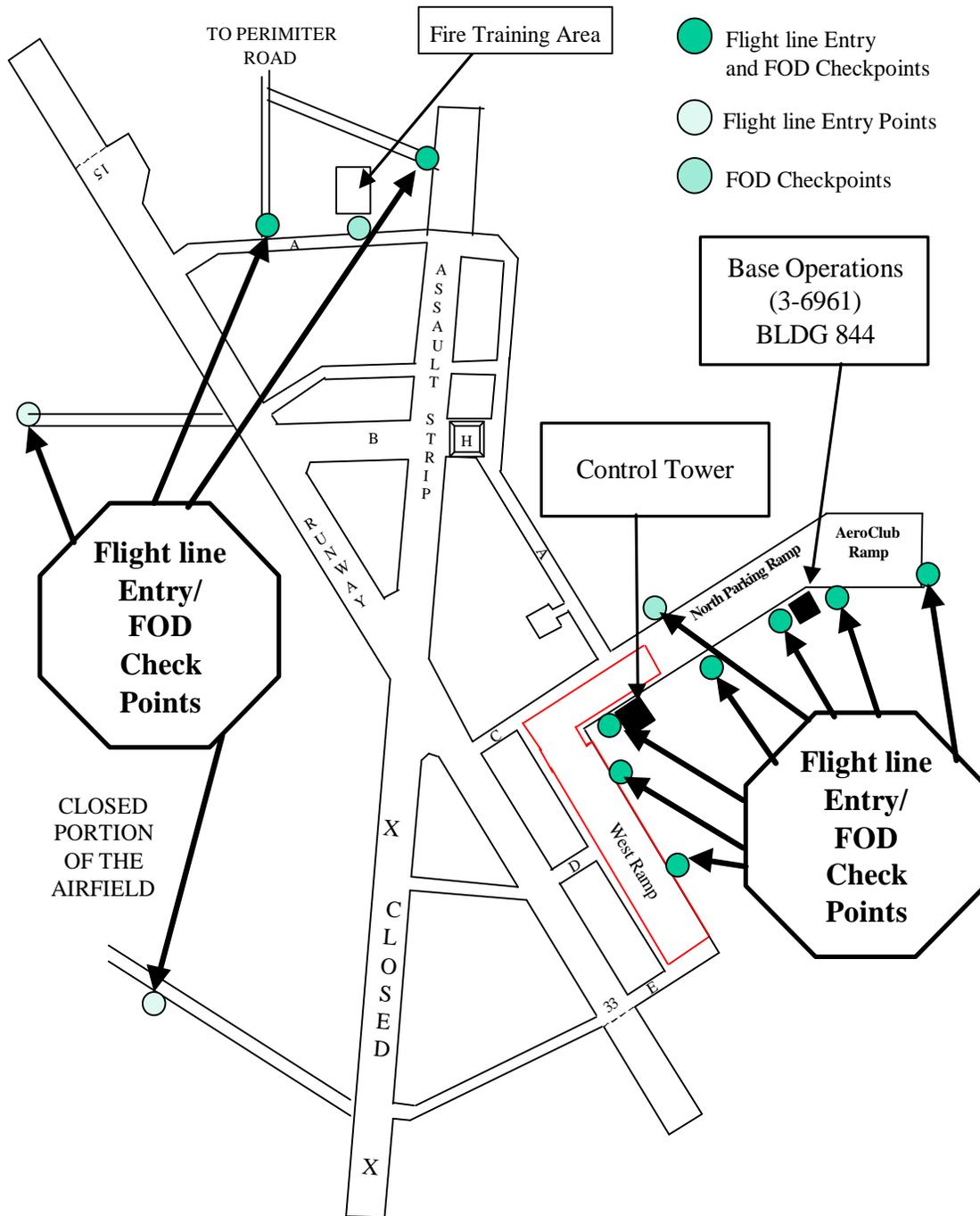
A1.18.4. Multiple choice (local area) test administered by VCO/VCNCO or approved trainer.

A1.18.5. Oral examination (if desired).

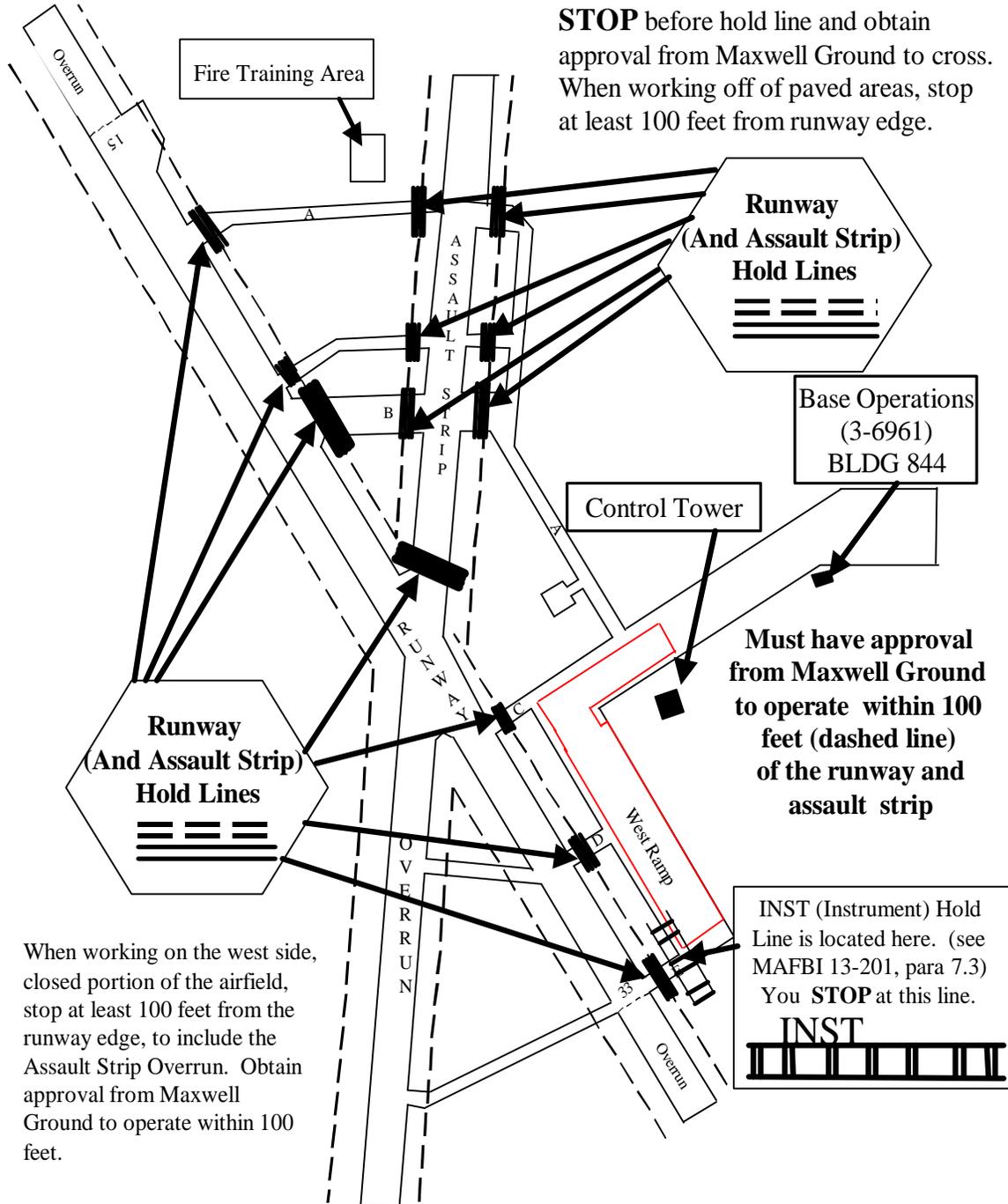
**Attachment 2
Maxwell AFB Radio Controlled Movement Areas**



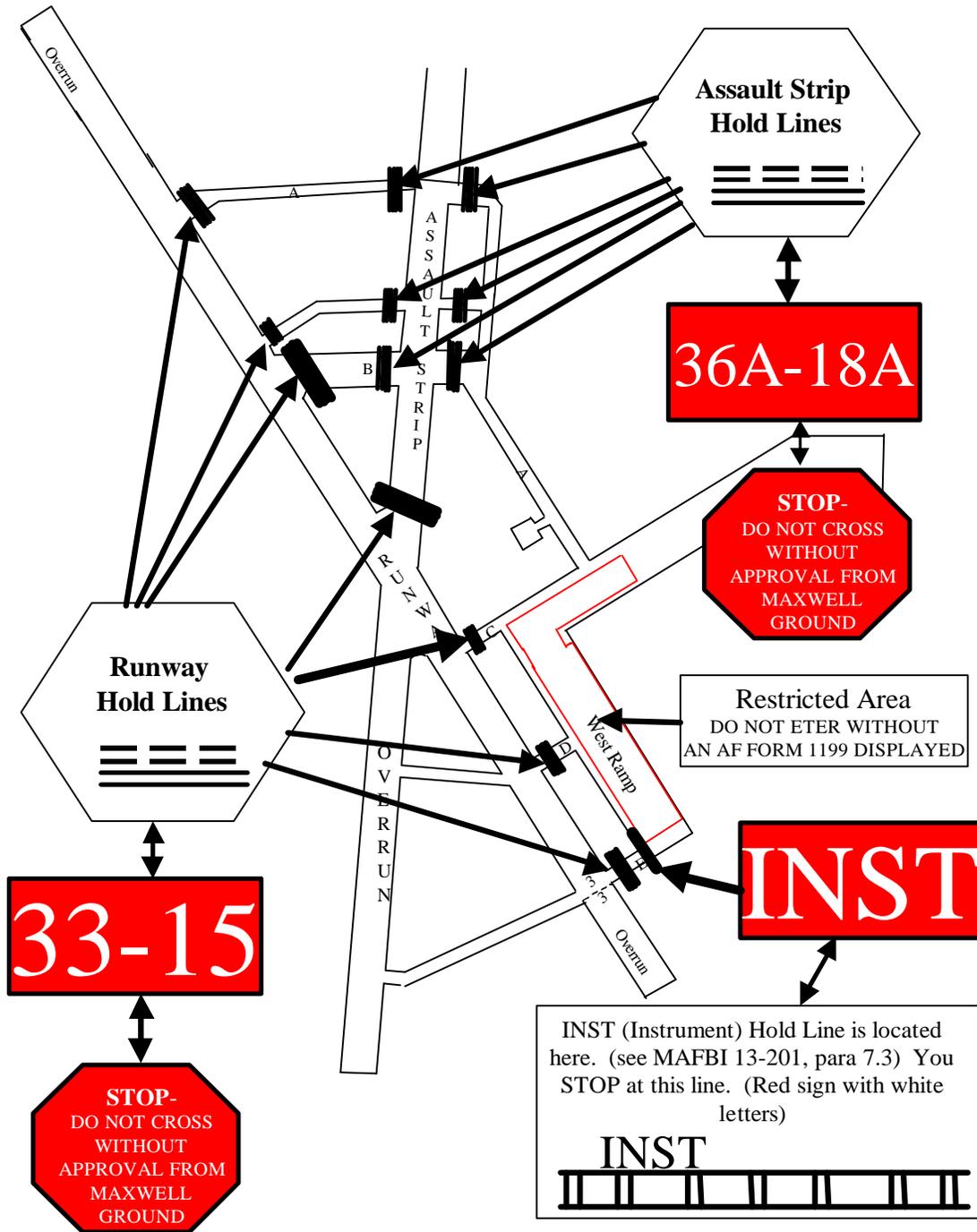
Attachment 3 Maxwell AFB Flight Line Entry and FOD Check Points



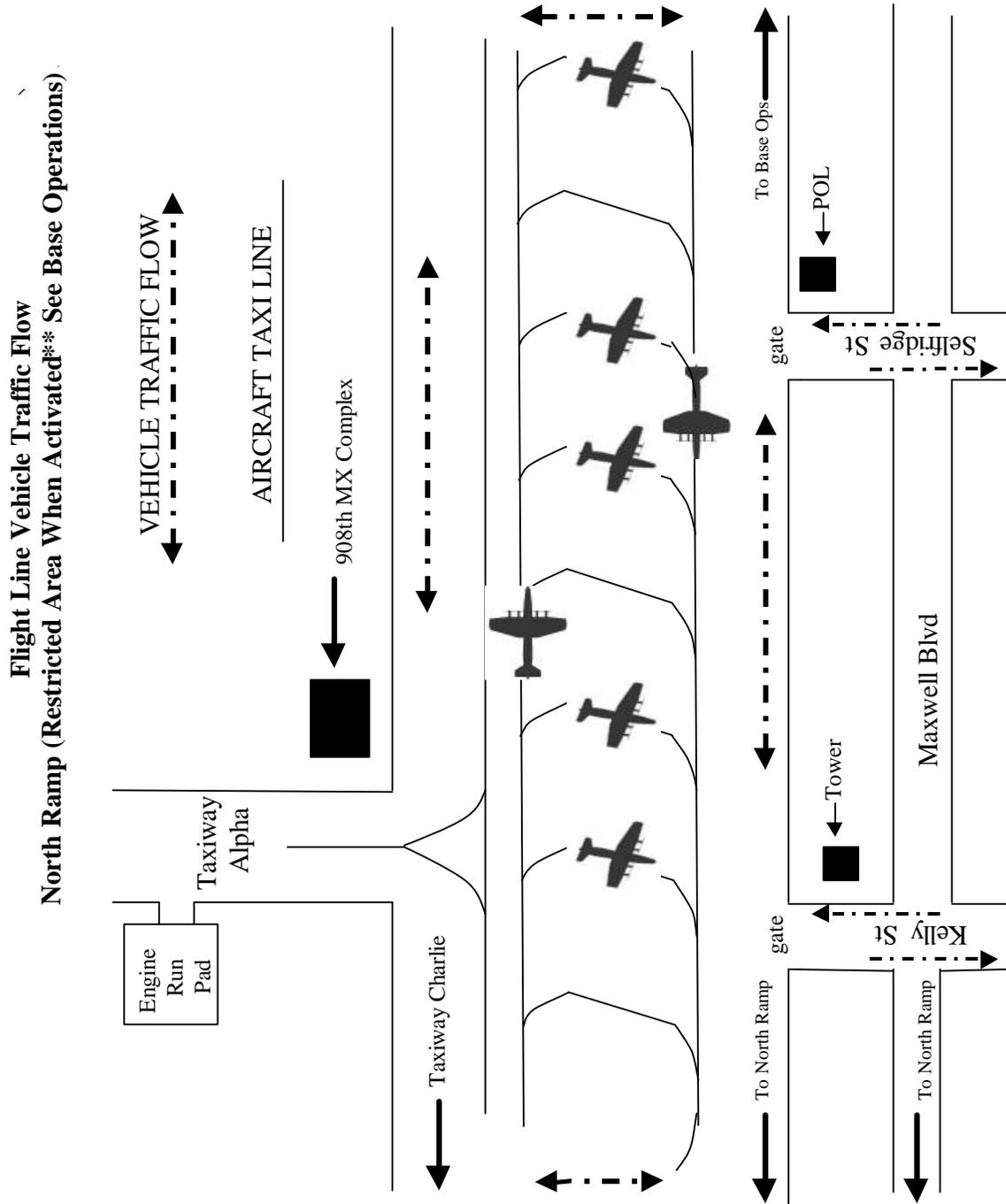
Attachment 4 Maxwell AFB Runway (and Assault Strip) Hold Lines



Attachment 5
Maxwell AFB Airfield Signs and Markings

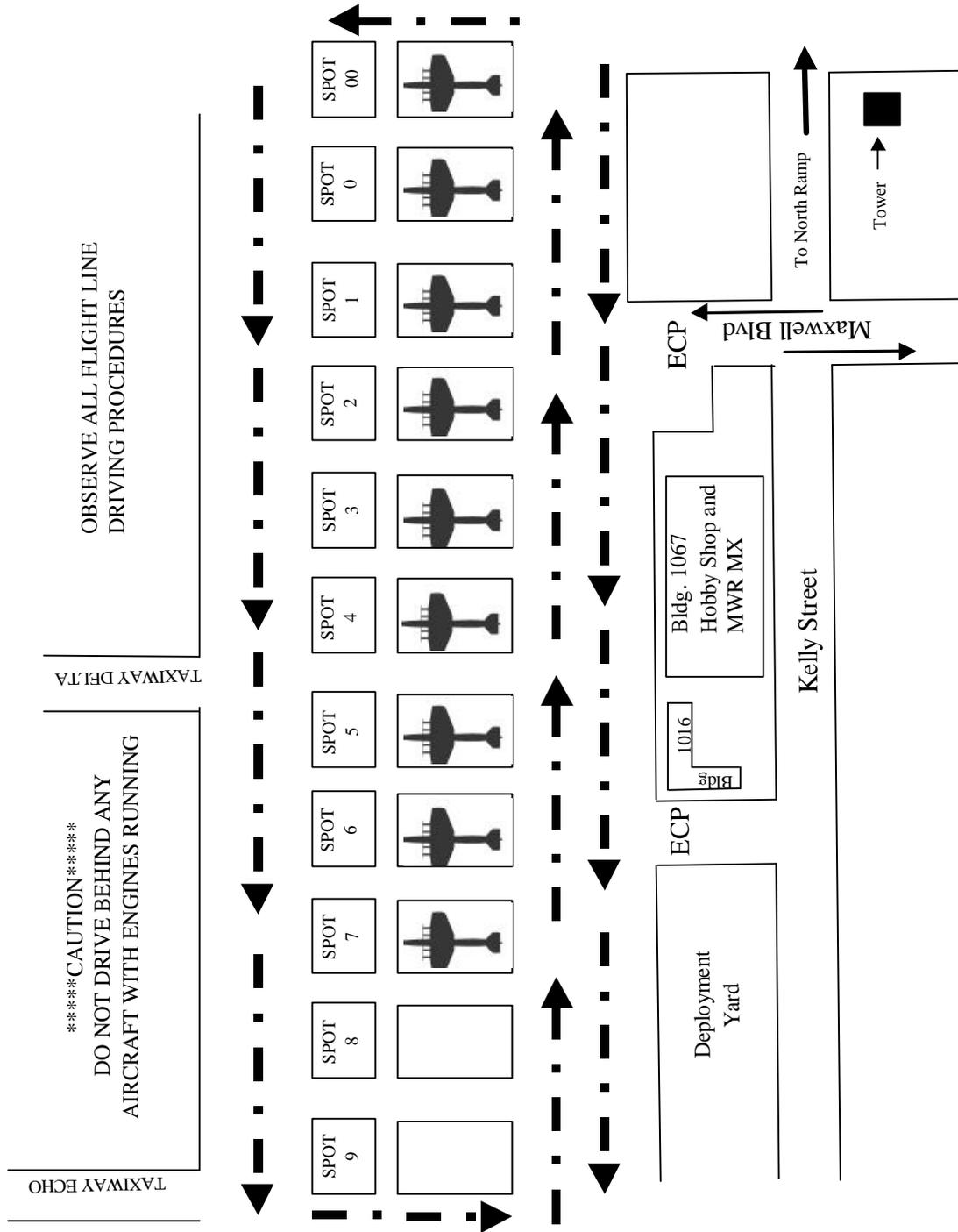


Attachment 6
Flight Line Vehicle Traffic Flow
North Ramp (Restricted Area When Activated ** See Base Operations)



Attachment 7 Flight Line Vehicle Traffic Flow West Ramp (Restricted Area)

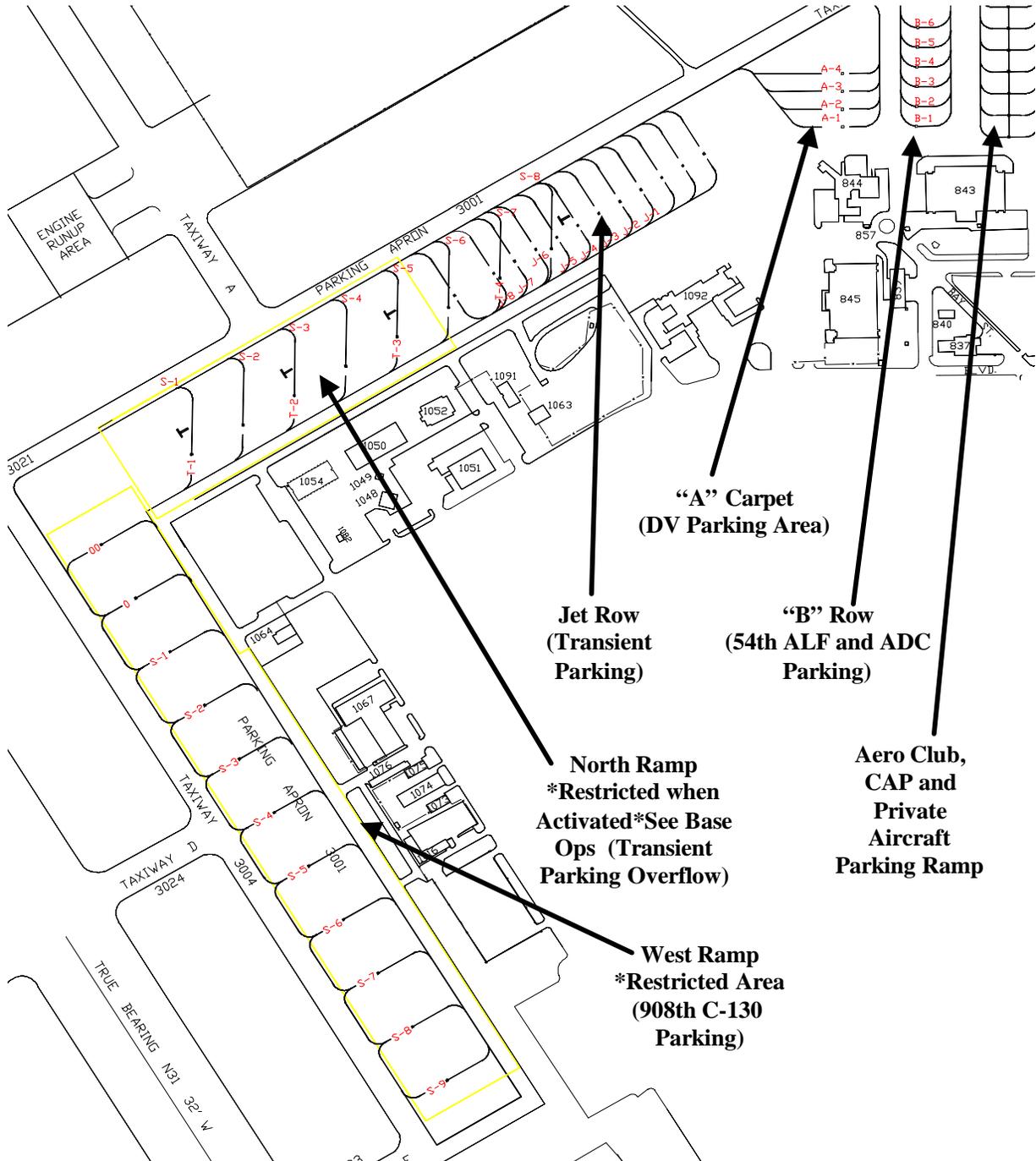
Flight Line Vehicle Traffic Flow West Ramp (Restricted Area)



OBSERVE ALL FLIGHT LINE
DRIVING PROCEDURES

*****CAUTION*****
DO NOT DRIVE BEHIND ANY
AIRCRAFT WITH ENGINES RUNNING

**Attachment 8
Airfield Parking Areas**



**"A" Carpet
(DV Parking Area)**

**Jet Row
(Transient
Parking)**

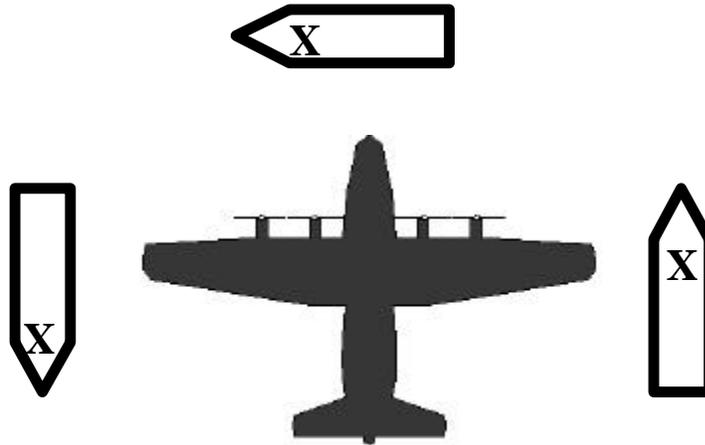
**"B" Row
(54th ALF and ADC
Parking)**

**North Ramp
*Restricted when
Activated*See Base
Ops (Transient
Parking Overflow)**

**Aero Club,
CAP and
Private
Aircraft
Parking Ramp**

**West Ramp
*Restricted Area
(908th C-130
Parking)**

Attachment 9
APPROACHING AN AIRCRAFT IN A VEHICLE
AND
PROPER POSITIONING OF A VEHICLE SPOTTER



All Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft
X = Front of Vehicle

