This publication is directed primarily towards airport management to be disseminated to all levels of personnel working at your airfield. It does not matter how large or how small your airfield or how tight your budget may be, this information must be made available to your people by whatever means. Vanquishing the V/PD can be accomplished through a solid partnership between the FAA and airport management. The responsibility of making sure that the proper safeguards are in place; however, lies squarely on the shoulders of the airport management. Please use this information and all that follows as a guide by which to produce a safer environment at your airfield.

A good driver training program goes much deeper than a quick review of the airport rules and regulations prior to the issuance of an access control card. A good driver training program consists of a tiered curriculum designed to facilitate safe operations in the movement area and a process by which those operating in the non-movement area can identify their boundaries and avoid straying into the movement area. Additionally, a good driver training program should include annual and recurrent training.


The Advisory Circular Includes: A generic ground vehicle access program training curriculum and a sample ground vehicle operations training manual.
While developing your ground vehicle training program special emphasis should be placed on a few, select topics:

- The identification and understanding of runway holding position markings and non-movement area boundary markings.
- The importance of establishing Air Traffic Control Tower (ATCT) communications.
- Understanding that an ATCT clearance onto a runway is specific and not implied.
- Situational awareness.
- Emphasizing a zero tolerance approach to surface incidents and runway incursions through a weighted set of consequences. In other words, the more serious the infraction, the more serious the consequence.

Additional training should include vehicle and pedestrian control and supervision:

- Proper pedestrian and vehicle escorting procedures by those who provide access.
- The fixed base operators’ role in vehicle and pedestrian control.
- Vehicle operator and pedestrian recognition and avoidance of the movement area.
- Tenant self-policing.

Recognizing and addressing the unique issues at your airport is the key to a thorough driver training program:

- Tailor your driver training program to reflect the design of your airport.
- Educate tenants on airfield “hot spots”.
- Review past V/PDs and runway incursions at your airport and strive to correct the root causes.
- Change procedures if they are not working.
- Discuss “lessons learned” from past mistakes.
- Discuss the human factors issues of operating on the airfield (complacency, confusion, situational awareness, hearing, understanding and following clearances, etc.).

One Golden Rule that is a must for every driver training program is “When in doubt, don’t go out”. In other words, if you are not sure of your clearance, do not move until it is clear.

A solid driver training program is the foundation by which safe operations are taught in and out of the movement area.

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