

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CT 3900.23B

September 8, 2004

Subj: William J. Hughes Technical Center Traffic Regulations and Control

1. **PURPOSE.** This order restates existing policy and provides instructions relating to the regulations and control of motor vehicle and pedestrian traffic within the boundaries of the Center.
2. **DISTRIBUTION.** This order is distributed to all Center employees including tenants and contractors.
3. **CANCELLATION.** Order CT 3900.23A, Motor Vehicle and Pedestrian Traffic Regulations and Control, dated 8/19/97, is canceled.
4. **REQUIREMENTS.**
 - a. The operator must possess a proof of a current state driver's license, vehicle registration and insurance. The operator must accept full responsibility for operation of the vehicle while on property of the William J. Hughes Technical Center.
 - b. Upon submission of properly completed and signed CT Form 1600-12, Official Parking Application, and CT Form 1600-12.1, Vehicle Decal & Regulation Acceptance Receipt, a vehicle decal will be issued to permit admission to the Technical Center through designated entrances. A sample of the forms is included as appendix 1 and 3.
 - c. All vehicles and bicycles, to be operated on the Technical Center as well as all pedestrians, must comply with New Jersey State Motor Vehicle traffic laws.
5. **VEHICLES PERMITTED.** Vehicles are categorized as follows:
 - a. Privately owned vehicles, not exceeding one ton carrying capacity and 80" in overall width, owned and/or operated by Technical Center personnel. Private vehicles that do not meet the requirements specified (e.g. recreational vehicles) may be admitted for a period not to exceed 16 hours upon special request. The security contractor will ensure that the size and weight of such vehicles are compatible with the roadways and parking areas they will utilize. These vehicles will be directed to an appropriate parking area by the security contractor after CT Form 1600-14.2, (appendix 2), has been issued.

b. Operators of commercial vehicles having official business at the Technical Center shall ensure that the size and weight of such vehicles are compatible with the roadways and parking areas they will utilize. CT Form 1600-14.2, appendix 2, will be issued for each vehicle entering the Technical Center. Delivery vehicles are required to obtain a visitor's pass; however, they do not require a parking permit.

c. All Vehicles entering or exiting the Technical Center are subject to search.

6. **VEHICLE REGISTRATION.** Registration of vehicles, including issuance of alpha/numerical vehicle identification decals, will be accomplished in accordance with the following procedures:

a. Vehicles not bearing the appropriate vehicle decal. Drivers of vehicles must obtain CT Form: 1600-14.2.

b. CT Form 1600-12, must be used for application and registration. This form is designed to accommodate requests for all types of vehicular authorization/registration; e.g., general-purpose blue decals, Airport Operations Area (AOA) access red decals, and physical handicap identifications. This form is available from the Security Operations Center, Building 320.

c. To obtain the Red AOA access decal, the applicant must have a job-related need to operate a privately owned vehicle within this restricted area. The need for access to the AOA must be a routine one, not one that is infrequent or irregular. Such need must be certified by the division/staff manager, tenant manager, or contractor in Items 9, 9b and 9c of CT Form 1600-12. All requests for AOA access must also be approved by FAA Operations.

d. A separate application must be completed for each vehicle to be registered. Applications must be completed in accordance with instructions on the form.

e. The driver must complete the Technical Center's vehicle registration form within 5 working days and then submit the completed form to the division, staff, tenant, or contractor office for the authorizing official's signature.

f. All signed applications shall be forwarded to the security contractor for processing. The security contractor will place the decal number in Item 1 of the application and issue the decal.

g. Decal recipients are responsible for affixing the decal to the vehicles inside rear view mirror, per accompanying instructions. Requests for deviation from the prescribed placement or method of attachment of the decal must be made in writing to the security contractor.

7. ISSUANCE AND CONTROL OF DECALS AND TEMPORARY PARKING PERMITS.

a. FAA decals will be issued on a permanent basis to Center personnel desiring to operate passenger vehicles listed in paragraph 5a.

b. CT Form 1600-14.2 will be issued to personnel stationed at the Technical Center on a specified short-term basis. This permit may be obtained from the security contractor, normally not to exceed five working days. All short-term requests for access to the AOA must be approved by FAA Operations.

c. NJANG and other governmental decals in legible condition are acceptable for the appropriate designated areas.

d. When a vehicle is sold or otherwise disposed, the employee is responsible for removing the decal on the vehicle and notifying Security that the vehicle will no longer be used by the employee on Technical Center property. A replacement decal will not be issued, nor will CT Form 3370-2, Certificate of Clearance, be certified by the security contractor until this procedure has been accomplished.

8. **TRAFFIC REGULATIONS.**

a. Speed. Vehicles shall not be operated at a rate of speed greater than that which will permit the vehicle to be brought to a safe stop in time to prevent a collision with personnel, objects, or vehicles on the roadways. Full consideration must be given to road conditions such as rain, snow, or ice. On Technical Center property, no vehicle shall exceed the following limits:

(1) 35 miles per hour on roads and streets unless otherwise posted.

(2) 10 miles per hour on aprons and in the vicinity of hangars.

(3) 5 miles per hour in parking lot.

b. Turns. U-turns are prohibited on all Center streets and roads.

c. Fire/Crash/Security Emergencies. In the event of an alarm, or upon the approach of an emergency vehicle evidencing a visual and/or audible signal, all vehicles, except those responding to the emergency, shall immediately drive to a position as near as possible and parallel to the right-hand edge or curb of the roadway, clear of all intersections, and shall stop and remain in that position until the authorized emergency vehicle has passed.

d. Driving Under the Influence of Alcohol or Drugs. When an employee is suspected of driving on the Technical Center while under the influence of alcohol or drugs, the security contractor will prohibit the operator from driving, and ensure vehicle is left in a safe location off the roadway. If the operator fails to cease driving, he or she is subject to disciplinary action and will be turned over to local authorities for enforcement action.

e. Right-of-way to Pedestrians. All vehicles shall give right-of way to pedestrians crossing at intersections and using designated pedestrian crossing zones.

f. Discharging or Taking On Persons. Vehicle operators shall not stop vehicles on the roadway for the purpose of discharging or taking on passengers other than at the curb or side of the road, or knowingly permit a person to alight from or enter the vehicle while it is in motion.

9. **PEDESTRIANS.** Pedestrians share a responsibility with vehicle operators and should exercise mature judgment of roadway, weather conditions, and type of equipment being operated prior to crossing Technical Center streets.

10. **PARKING.**

a. General.

(1) All unattended parked passenger vehicles must have the ignition off and the keys removed.

(2) Parking is not permitted within 15 feet of fire hydrants.

(3) Vehicles shall refrain from parking in fire lanes, walkways, grassed areas, building exits and entrances, or any other area that has not been specifically constructed for the purpose of vehicle parking.

(4) Caution should be used when parking in areas where individual spaces are designated by painted lines to ensure that the vehicle does not encroach on, the adjacent spaces.

(5) When loading or unloading of equipment necessitates parking in front of a building, care will be taken to ensure that the vehicle is parked on the paved portion of the road and not the grassed area.

b. FAA Order 1600.69B "FAA Facility Security Management Program". This Order prohibits the use of FAA parking areas/grounds to store or reside in any personally owned vehicles: e.g., recreational vehicles, boats, campers, etc. Personnel may park these vehicles on FAA property only if they are using the vehicle as the day's commuting vehicle to and from work such as Class "A" or Class "C" motor home.

c. Designated Areas:

(1) Handicap Parking. Handicap parking privileges are authorized if the employee possesses an official, valid state handicap license plate or placard, or a disabled veteran's license plate or placard, or an authorized temporary handicap placard issued by the Office of Civil Rights. All persons holding any of the above plates or placards may park in handicap parking spaces.

(2) Temporary Handicapped Employee Parking.

(a) Employees requiring a temporary handicap-parking permit may submit their request in person or in writing through their immediate supervisor to the Civil Rights Staff, ACT-9. Requests must be documented and include the employee's vehicle license plate and

decal number. Temporary parking permits will be granted to individuals who can show that they are, and will be, medically certified or directly observed to be limited in their ability to walk for a specific period of time. Individuals must present a signed memo or letter from a physician to certify the handicap condition. This handicap certification must state specifically that the individual will be temporarily disabled for a certain period of time. Approved temporary handicap permits will be authorized for the period of time noted in the physician's statement. Otherwise, permits will not exceed 30 calendar days. However, in emergency situations supervisors can validate temporary disabilities until such time that the employee provides proper handicap certification from a physician, which must be provided no later than three days from the initial request.

(b) Employees requiring subsequent extensions should make their request at least 5 working days before the expiration of the temporary parking permit. The employee must submit a memo or letter from a physician to certify the continued existence of the handicap condition along with a certification that the condition warrants handicap parking privileges for a certain number of days each time a request is made. Approved temporary handicap permits will be authorized for the period of time noted in the physician's statement. Otherwise, extension of permits will not exceed 30 calendar days. The temporary placards are not to be altered, duplicated or transferred to another individual.

(3) Designated Handicap Parking Spaces/Reserved Parking.

(a) Designated handicap parking will no longer be provided except as provided in this section in paragraph (d).

(b) Any parking spaces, which are currently designated to a specific individual or vehicle, shall remain until the designated parking spot is no longer needed. When requested, individuals must furnish satisfactory medical documentation that the need continues to exist.

(c) Proper medical documentation is required on an annual basis for those individual's maintaining a named handicapped parking spot.

(d) Determination of assignment of reserved parking spaces will be at the discretion of the William J. Hughes Technical Center Director.

(4) Reserved parking spaces for visitors, service, and Government vehicles are appropriately identified to coincide with the requirement.

(5) Reserved parking spaces for motorcycles are allocated for year-round parking. Each year, during the period between March 1 and October 31, the parking areas designated for motorcycles will be reserved for that purpose only. Between November 1 and February 28, those parking areas can be utilized as passenger car parking on a no priority basis. Caution is advised as the painted line dimensions are inconsistent with passenger car areas.

(6) Determination of assignment of reserved parking spaces, other than handicapped parking, will be at the discretion of the Director, ACT-1. All other available parking spaces will be utilized for general parking.

(7) The commander, New Jersey National Guard (NJANG), may designate reserved parking spaces in all areas assigned for NJANG use in the NJANG area.

(8) Parking of oversized vehicles will be restricted to the following overflow parking lot: Technical Building Parking Lot F, north section.

11. **ACCIDENTS.**

a. Any person involved in an accident must immediately report the accident to the security contractor and will remain at the scene of the accident until the arrival of the appropriate law enforcement officer. (Security contractor personnel notify and take action to obtain services of the appropriate law enforcement agency).

b. The security contractor will conduct a preliminary accident investigation and submit a report to the appropriate authority.

c. The operator of the vehicles must complete a FAA Mishap Report, FAA Form 3900-6, and file it with the Safety Office.

12. **DISPOSITION OF TICKETS ISSUED BY THE SECURITY CONTRACTOR.** Tickets will be issued by security contractor and processed as follows:

a. Violations by Federal Employees: The security contractor's office will send to the division manager, for distribution to the appropriate supervisor, any statements of fact deemed necessary by the security contractor, and information as to how many traffic offenses the employee has incurred in the past 12 months. In accordance with Order 3750.4, Conduct and Discipline Handbook, the supervisor will decide what action, if any, should be taken.

b. Tickets issued to military personnel will be forwarded to the commanding officer.

c. Tickets issued to contractor personnel will be forwarded to the Contracting Officer's Technical Representative (COTR) for referral action. When requested, the security contractor will provide additional information regarding the incident. The supervisor or contract COTR will notify the security COTR of the resulting resolution. All violations will be removed from the violations record 1 year after issuance.

13. **TOWING OF VEHICLES FROM THE TECHNICAL CENTER.** Non-Government towing or vehicle transportation equipment will not be allowed access to the Center without prior approval from the security contractor. Employees, tenants, or contractors requiring removal of a vehicle, which has a decal or temporary Parking Permit, are required to notify the security contractor of the requirement along with the following:

d. Name and address of the company designated to remove the vehicle.

e. Description, decal number, and owner of the vehicle to be moved.

f. Approximate time (within 1 hour) that the removal will take place.

g. Assurance that the owner or his/her designee will be at the pick-up site at the time of removal.

13. **OTHER OBLIGATIONS INCURRED.** The extension of Technical Center driving privileges to vehicle operators as prescribed herein does not relieve the operator of responsibilities, penalties, or other obligations, which may accrue or be incurred by the operator's exercise of these privileges. Neither does it imply acceptance by the Government of any responsibilities or other obligations occasioned by the operator of vehicle in the use or abuse of these privileges.

/s/

Anne Harlan
Director, FAA William J. Hughes Technical Center