U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
William J. Hughes Technical Center Policy

ORDER
CT 3900.23C

Effective Date
01/25/2012

SUBJ: FAA William J. Hughes Technical Center Traffic and Parking Regulations

1. Purpose of This Order. 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 FAA William J. Hughes Technical Center.

2. Audience. This order applies to all organizations located at the William J. Hughes Technical Center, including permit and lease holders, as well as all contractors and tenants.

3. Where Can I Find This Order? This order is available electronically at https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. Order CT 3900.23B, William J. Hughes Technical Center Traffic and Parking Regulation, dated September 8, 2004, is canceled.

5. 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. The samples of the forms are included as Appendix A and B, respectively.

c. All vehicles, bicycles and pedestrians, while on Technical Center property, must comply with New Jersey State Motor Vehicle traffic laws.

6. 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.

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.

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

7. Vehicle Registration. Registration of vehicles, including issuance of alpha/numerical vehicle identification parking decals, will be accomplished in accordance with the following procedures:

a. Non-Decaled Vehicles. Drivers of vehicles that do not possess a permanent Technical Center Parking Decal must obtain CT Form 1600-14.2, Temporary Parking Placard, from the Security Operations Center (SOC) Building 320. The sample of this form is included as Appendix C.

b. To obtain a permanent Technical Center Parking Decal, 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 decals (blue-Federal and green-Contractor), and Airport Operations Area (AOA) access red decals. This form is available from the Technical Center Intranet site and the SOC, Building 320. A separate application must be completed for each vehicle registered. Applications must be completed in accordance with instructions on the form, and only three vehicles per employee may be registered.

c. All requests for AOA access must also be approved by the Technical Center Operations Center after completion of Security Identification Display Area (SIDA) training. 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 manager, tenant manager, or Contracting Officer's Technical Representative (COTR) in Items 9, 9b and 9c of CT Form 1600-12.

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

e. 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 Facility Security Coordinator, ANG-E333.

8. Issuance and Control of Decals and Temporary Parking Permits.

a. FAA decals will be issued on a permanent basis to Technical Center personnel desiring to operate passenger vehicles listed in paragraph 7a.

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 at the SOC, not to exceed five working days. All short-term requests for access to the AOA must be approved by Technical Center Operations Center.

c. New Jersey Air National Guard (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 and returning it to the security contractor at the SOC. 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.

9. 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 Technical 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.

10. 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.

11. 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 parking placard issued by the Facility Operations Branch, ANG-E33. All persons holding any of the above plates or placards may park in handicap parking spaces.

(2) Temporary Handicap Employee Parking.

(a) Employees requiring a temporary handicap-parking permit may submit their request in writing through their immediate supervisor to the Facility Operations Branch, ANG-E33. 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 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 specified 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 or assignment of reserved parking spaces will be at the discretion of the Technical Center Director. All other available parking spaces will be utilized for general parking.

(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.

(c) A designated handicap parking space will be considered for individuals who can show that they are, and will be, medically certified or directly observed to be limited in their abilities. Employees requiring a designated space may submit their request in writing through their immediate supervisor to the Facility Operations Branch, ANG-E33. This request must include a signed memo or letter from a physician to certify the handicap condition. This handicap certification must state specifically that the individual is permanently or temporarily disabled for a specified period of time. Proper medical documentation is required on an annual basis for those individual's maintaining a designated handicapped parking space.

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

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

12. 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 notify the Safety Office within 24 hours** and complete a FAA Mishap Report, FAA Form 3900-6, and file it with the Safety Office.

13. Disposition of Tickets Issued by the Security Contractor. Tickets will be issued by the security contractor and processed as follows:

a. Violations by Federal Employees: The security contractor's office will send the manager, for distribution to the appropriate supervisor/employee, 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 the Human Resources Personnel Manual, Volume 4, Employee Relations ER 4.1, Standards of Conduct 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.

14. 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:

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

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

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

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

15. 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.

16. Distribution. This order is distributed electronically to all William J. Hughes Technical Center federal, tenant, and contractor employees.

Wilson N. Felder
Director, William J. Hughes Technical Center

Appendix A – Official Parking Application Form
CT Form 1600-12

PARKING APPLICATION

PRIVACY ACT DISCLOSURE

1. Collection of personal data from persons seeking parking privileges in Technical Center parking lots is authorized by P.L. 89-670, Department of Transportation Act, October 15, 1966.

2. Submission of this form is voluntary; however, individuals who do not submit the form, or do not provide all of the requested data will not be considered for issuance of a parking permit. The data will be used to issue permits and manage parking facilities.

INSTRUCTIONS

APPLICATION MUST BE TYPED. HANDSCRIBED AND INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

DRIVERS LICENSE, PROOF OF INSURANCE & REGISTRATION ARE REQUIRED WITH SUBMISSION

ITEMS 1 and 2	LEAVE BLANK. Data will be inserted by the security contractor.
ITEMS 3 Thru 8	Information is required for all NEW or Revised applications.
ITEMS 3, 6A, and 8	Information is required to report a LOST decal or WITHDRAW existing privileges.
ITEM 9	NEW/REVISED: Division/staff level (or equivalent) approval is required.
	HANDICAPPED: Certifying Official Designated by order CT 4665.1, Handicap Parking.
	CONTRACTORS: COTR's approval required.
ITEM 9A	LEAVE BLANK. Date will be inserted by the certifying official authorizing temporary handicap parking.

DETACH THIS PORTION PRIOR TO SUBMISSION

1. DECAL NO.	2. DATE ISSUED	3. APPLICATION TYPE ☐ NEW ☐ WITHDRAWAL ☐ REVISION ☐ LOST PERMIT	4. LOCATION DESIRED ☐ TECH. BLDG. ☐ BLDG. 301 ☐ OTHER (Specify)
5. PRIORITY GROUP ☐ NON AOA (BLUE) ☐ PHYSICAL HANDICAP ☐ CARPOOL ☐ INDIVIDUAL ☐ CYCLE ☐ AOA (RED)		6. Year____ Make____ Model____ Color____ License Plate #____ State____ Driver Lic. #____ State____ Insurance Co.____	
6A. APPLICANT'S NAME AND RESIDENCE ADDRESS (1) ____ (Last, First, MI) (2) ____ (Number and Street of Box Number) (3) ____ (City, State, Zip Code)		6B. APPLICANT'S BUSINESS ADDRESS (Work Location) (1) ____ (Dept., Admin.) (2) ____ (Number and Street) (3) ____ (City, State, Zip Code)	7. Office Tel. # 7A. Rtg. Sym.
8. APPLICANT: I certify thall all statements are true to the best of my knowledge.		9. CERTIFYING OFFICIAL'S NAME AND TITLE	9A. Expiration Date
8A. SIGNATURE OF APPLICANT 8B. DATE		9B. SIGNATURE (Certifying Official)	9C. DATE

CT FORM 1600-12 (09-98) Previous edition obsolete

Appendix B – Vehicle Decal & Regulation Acceptance Receipt Form
CT Form 1600-12.1

Vehicle Decal & Regulation Acceptance Receipt

Decal# _____ **Name:** _____ (PRINT)

License Plate # _____ **Tel. Ext.** _____ **Organization:** _____

I hereby understand and agree that acceptance of this decal, as indicated by my signature below, constitutes my consent to the following terms and conditions:

1. While I am operating a vehicle on Center-owned or Center-leased Property,

I WILL:

(a) **Comply with all instructions and directions of security officers and military police.**
(b) **Obey traffic regulations and other directions contained in Order CT 3900.23, Motor Vehicle & Pedestrian Traffic Regulations and Control.**
(c) **Maintain a valid insurance policy on the above designated vehicle in an amount at least equal to the minimum legal coverage applicable in the state in which it is registered.**

2. While I am operating a vehicle on Center-owned or Center-leased property,

I WILL NOT:

(a) **Park in spaces designated for Government or service vehicles, motorcycles, or handicap persons unless I comply with the terms and conditions for that space.**
(b) **Utilize more than one parking space, park in fire lanes or hydrant zones, driveways, grassed areas, NO PARKING, or RESTRICTED areas.**

_____ **(Signature)** _____ **(Date)**

CT Form 1600-12.1 (2-00) Supersedes Previous Editions

Appendix C – Temporary Parking Placard
CT Form 1600-14.2

PARKING PERMIT

☐ GENERAL PARKING

☐ LOADING DOCK AREAS

☐ HANDICAP PARKING (Temporary)

☐ AOA

☐ CONTRACTOR

☐ OTHER (Specify) _____

PERMIT NO: _____ VEH. LIC. NO. _____

ORGANIZATION: _____ EXP. DATE: _____

CT Form 1600-14.2 (2-86) Supersedes Previous Edition