



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ORDER
NG 3900.23D**

NextGen Organization Policy

Effective Date:
09/20/19

SUBJ: 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 William J. Hughes Technical Center.
- 2. Audience.** This order applies to any and all FAA employees, contractors, tenants, visitors, other government employees and military personnel assigned to facilities that are owned, leased or controlled by the FAA.
- 3. Where to Find This Order?** You can find this order on the FAA.GOV website under the “Regulations & Policies” tab and select “[Orders & Notices](#)” or on the MyFAA Employee website. Use “Tools & Resources” tab and select “[Orders & Notices](#)” order NG 3900.23D.
- 4. This Order Cancels:** Order CT 3900.23C, William J. Hughes Technical Center Traffic and Parking Regulation, dated January 25, 2012.
- 5. Requirements.**
 - a.** The operator must possess 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.** When completing an Access Key Credentialing System (AKCS) request, all vehicle information must be provided in the “Vehicle” tab for all vehicles that will be routinely driven on Technical Center property.
 - 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 daily commute only.
 - 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. The Technical Center has the authority, per FAA Order 1600.69 "FAA Facility Security Management Program" to conduct searches of any vehicle upon entering or exiting the property.

7. Airport Operations Area (AOA) Access. All requests for AOA access must be approved by the 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 Representative (COR) in Items 9, 9b and 9c of CT Form 1600-12.

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:

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

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

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, will immediately drive to a position as near as possible and parallel to the right-hand edge or curb of the roadway; will remain clear of all intersections; and will stop and remain in that position until the authorized emergency vehicle has passed.

d. Driving Under the Influence of Alcohol or Drugs. When anyone 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 exit 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 1600.69 "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. These vehicles must be parked in Parking Lot G.

c. Designated Areas:

- (1) Handicap Parking. Handicap parking is authorized if the employee possesses an official, Wheelchair License Symbol plate, Persons with a Disability placard (which must be displayed inside the vehicle), or a Disabled Veteran's license symbol plate or placard. All persons holding any of the above plates or placards will be authorized to park their vehicle in a wheelchair symbol parking space. The Technical Center will no longer recognize FAA issued temporary handicap parking placards.
- (2) Designated Handicap Parking. The Technical Center will no longer issue personalized (by name) Designated Handicap Parking Spaces. All current personalized designated spaces will remain in place, with the removal of name, until the FAA no longer employs that person or the designated space is no longer needed for that parking area. At which time the handicap space will be open to all personnel who qualify. The Technical Center will abide by current state and Federal Disability Parking Regulations. For more information about obtaining "Wheelchair License Symbol plates and Persons with a Disability placard in New Jersey", go to <http://www.state.nj.us/mvc/vehicles/disability.htm>. If an employee needs a reasonable accommodation, they can visit the FAA's office of Civil Rights web page to learn more.
- (3) Reserved temporary parking spaces. Reserved temporary parking spaces for special events and VIP visitors require Chief of Staff's approval.

(4) 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.

(5) Government vehicle parking spaces are identified through signage at the front of the parking space. These spaces are for government vehicle parking only.

(6) Parking of oversized vehicles will be restricted to the following overflow parking lot: Technical Building Parking Lot G.

11. Accidents.

a. Any person involved in an accident must immediately report the accident to security at 609-485-5246 and then will remain at the scene of the accident until the arrival of the appropriate law enforcement officer. (Security will notify and take action to obtain services of the appropriate law enforcement agency).

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

c. The operator of the vehicles involved in the accident **must notify the Safety Office within 24 hours** and complete a FAA Mishap Report, FAA Form 3900-6, which can be found at https://employees.faa.gov/tools_resources/forms/ and file it with the Safety Office.

12. Disposition of tickets issued by the security office. Tickets will be issued by the security office and processed as follows:

a. Violations by Federal Employees: The security office will send a memo to the Manager for distribution to the appropriate supervisor of the employee along with any supporting documentation of the violation. Managers will take action in accordance with established Human Resource Policy Manual (HRPM) and Human Resources Operating Instructions (HROI) Tables of Penalties.

(1) FAA Table of Disciplinary Offense and Penalties which provides guidance to supervisors on how to address violations to traffic order NG 3900.23D. In particular item number 56 and 58.

(2) As a reference, below are the two offenses that specifically address traffic violations

(a) “(56)” Failure to observe precautions for personal safety, such as failure to use safety equipment, failure to use available safety equipment, failure to use available safety restraints when operating a motor vehicle on Government business, or ignoring signs, posted rules, fire alarms or written or verbal safety instructions or regulations.

(b) “(58)” Violation of traffic regulations while driving a Government vehicle or a vehicle rented or leased for official Government purposes; violation of traffic regulations while operating any vehicle on Government property.

Managers will notify the security office of the resulting resolution.


- 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 Representative (COR) for referral action. When requested, the security office will provide additional information regarding the incident. The supervisor or contract COR will notify the security office of the resulting resolution.

13. Towing of vehicles from the Technical Center. Non-Government towing or vehicle transportation equipment will not be allowed access to the Technical Center without prior approval from the security manager. Employees, tenants, or contractors requiring removal of a vehicle 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, license plate, 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.

14. 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.

15. Distribution. This order is available electronically as described in paragraph 3.



Shelley J. Yak
Director, FAA William J. Hughes Technical Center