ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

5200.10

4/28/04

SUBJECT: PROCEDURES FOR CONDUCTING INVESTIGATIONS OF VEHICLE/ PEDESTRIAN DEVIATIONS

1. Purpose. This order establishes procedures for and information on conducting investigations of vehicle/pedestrian deviations and on completing FAA Form 8020-25, Investigation of Vehicle or Pedestrian Deviation (V/PD) Report (Appendix A).

2. Distribution. This order is distributed to the division level in the Office of Airport Safety and Standards and the Office of Airport Planning and Programming; to the division level in the regional Flight Standards, Airway Facilities, and Air Traffic Divisions; to the branch level in the regional Airports Divisions; and a standard distribution to all Airport District Offices.

3. Background. Since the late 1980s, the FAA has been collecting information on vehicle/pedestrian deviations (V/PDs). However, prior to 1999, the information was collected only in a narrative format. This format made it very difficult to analyze these data for the purpose of identifying trends. In 1999, the agency issued FAA Form 8020-25, which allowed the information collected on a V/PD to be entered into a computer database. This revised format facilitated data analysis.

A review of V/PD investigations (FAA Form 8020-25 and supporting documents such as letters from the airport operator) revealed that, with few exceptions, the investigations were being conducted in a thorough manner. However, the review also revealed two critical deficiencies:

- Some data entries were incomplete, as some of the pertinent information collected during the investigation was not entered on the FAA Form 8020-25, and
- There was a lack of uniformity in entering the data.

These deficiencies increased the difficulty of analyzing the information in the database to identify trends and solutions to V/PDs. Therefore, the Airport Safety and Operations Division is issuing supplemental guidance to address these two areas.

4. Investigation of V/PDs.

NOTE: While the FAA Form 8020-25, Item 15, speaks to Inspector, investigations of V/PDs at Non-Part 139 certificated airports may be assigned to other regional Airports or ADO personnel.

a. General. Most investigations of V/PDs will not involve a site visit. The FAA person conducting the investigation depends upon receiving information from persons located at the airport. If the event involved a vehicle operator or pedestrian who did not comply with an

Air Traffic Control (ATC) instruction and there is an issue with the instructions or the transmissions, a copy of the ATC tape or a transcript of the event should be requested from the ATCT.

b. **Part 139 Certificated Airports**. Unless an Airport Certification Safety Inspector (ACSI) has a valid reason for not doing so, he/she should send the airport certificate holder/operator a letter of investigation (LOI), notifying it that an investigation of the V/PD is being conducted. In the LOI, the information necessary to complete FAA Form 8020-25 should be requested along with a date by which the information should be received by the ACSI. [See Appendix B for a sample Letter of Investigation for V/PDs.] Based on the information, which the ACSI receives in response to the LOI, the inspector should complete the Form 8020-25 and distribute it to the appropriate offices. If the information is not sufficient, the ACSI should contact the airport certificate holder/operator to obtain additional information. Also, based on the response to the LOI, the airport owner/operator may be found in violation of Part 139. If, after considering all the facts and circumstances, it may be appropriate for the ACSI to take enforcement action in accordance with policies in FAA Order 5280.5, Airport Certification Program Handbook, as well as policies in Order 2150.3, Compliance and Enforcement Handbook.

As part of the investigation, the investigator may make recommendations to the airport operator. These recommendations are included on the Form 8020-25, and are formally made in writing to the airport certificate holder/operator or other party with the authority to implement them. Follow-up is necessary to ensure that the airport certificate holder/operator has followed through on the recommendations. If V/PDs continue to occur on the airport and the airport certificate holder/operator has not taken any actions to alleviate or reduce the runway incursion problem, then it will be necessary for the FAA to initiate enforcement proceedings. The failure to take action is then cited as a possible violation of §139.329 (b), or §139.201(b) [§139.209(b) for airports holding a limited airport operating certificate.] of the current Part 139. Effective June 9, 2004, the failure to take action will then be cited as a possible violation of § 139.329 (b) or 139.201(a) under the revised Part 139.

c. **Non-certificated (General Aviation) Airports.** At non-certificated airports that have received Federal grants, the owner is obligated to comply with the Federal Grant Assurance 19, Operations and Maintenance. An airport owner's failure to comply with this obligation may result in the FAA withholding discretionary funds during the course of its investigation or as a result of the FAA's investigation (i.e., a finding that the airport is ineligible to receive Federal grants) until this matter is resolved. As part of the investigation, the investigator may make recommendations to the airport operator. These recommendations are included on the Form 8020-25, and are formally made in writing to the airport operator or other party with the authority to implement them. Follow-up is necessary to ensure that the airport certificate holder/operator has followed through on the recommendations. If V/PDs continue to occur on the airport and the airport certificate holder/operator has not taken any actions to alleviate or reduce the runway incursion problem, then it will be necessary for the FAA to initiate enforcement proceedings. FAA Regional personnel should treat each V/PD as an informal compliance action under Section 13.1 *Report of Violations,* Title 14 CFR 13, *Investigative and Enforcement Procedures.* FAA Headquarters will initiate a formal investigation under Title 14 CFR 16, *Rules of Practice for Federally-Assisted Airport Enforcement Proceedings*

upon the Region's determination that the failure to resolve V/PD violations cannot be resolved through the informal complaint process. To initiate a Notice of Investigation under Part 16, FAA Regional personnel must

- Identify a pattern of V/PD violations;
- Establish a written record of all attempts to get the airport owner to comply during the informal compliance action (i.e., all directives to the airport owner should be in writing along with the airport owner's response; and
- Show that the airport owner has failed to take appropriate action to comply with obligations under Federal Grant Assurance 19.

FAA Regional personnel should work with the Headquarters compliance officer to provide assistance and support in the preparation of the Notice of Investigation. The Notice of Investigation will require the airport owner to resolve this matter within 30 days or face the loss of Federal grants. This notice should request the information necessary to complete the FAA Form 8020-25. A sample checklist for conducting V/PD investigations at general aviation airports can be found in Appendix D.

d. <u>V/PDs Involving Aircraft Being Repositioned</u>. By Letter of Agreement with Flight Standards (Appendix C), Flight Standards has agreed to investigate all V/PDs that involve aircraft being taxied by mechanics or pilots for repositioning or maintenance purposes. The FAA Form 8020-24 and any information on the V/PD should be sent to the Regional Flight Standards office. If the aircraft is being towed and is involved in a V/PD, then FAA Airports has jurisdiction.

5. Instructions for Completing Form 8020-25.

General Comment: The information from the investigation is being entered into a computer database by a person who does not necessarily have an aviation background. Only the information that appears on the FAA Form 8020-25 is generally entered into the database.

INVESTIGATION OF VEHICLE OR PEDESTRIAN DEVIATION REPORT	**Incident Report Number**

The Airports Division Office will complete this form after receiving FAA Form 8020-24 vehicle or pedestrian deviation (V/PD) report from Air Traffic Control. Complete and distribute according to the instructions on page 2.

1. Date, Time, and Location of Deviation. A. Local Date / / B. Local Time C. Airport ID at Surface Incident Location	2. Type of Deviation *(Select one)*: A. ☐ Vehicle (excludes bicycles; includes aircraft being repositioned) B. ☐ Pedestrian (includes bicycles) 3. Airport Certificated Under Part 139 of FAA Regulations A. ☐ Yes, *Specify*: A1. ☐ Full or A2. ☐ Limited B. ☐ No

Incident Report Number.

This is the same number taken from the FAA Form 8020-24, Preliminary Vehicle or Pedestrian Deviation Report, which is normally completed by Air Traffic Control personnel.

Item 1, Date, Time, and Location of Deviation.

Self-Explanatory. Unless during the course of the investigation you find different information, this should be the same as that which appeared on the FAA Form 8020-24.

Item 2, Type of Deviation.

Self-Explanatory.

Item 3, Airport Certificated under 14 CFR Part 139.

Self-explanatory.

4. Deviator Was *(Mark one)*: A. ☐ Not Authorized to be on the Airfield *(Skip to Item 8)* B. ☐ Authorized to be on the Airfield, but not on the Movement Area C. ☐ Authorized to be on the Movement Area D. ☐ Unknown *(Skip to Line 10)*	5. Airport Offers Driver Training Program *(Mark one):* A. ☐ Yes B. ☐ No 1. Driver Completed Training Program ☐ Yes, *When* _____ 2. ☐ No 3. ☐ Unknown

Item 4, Deviator. The intent of this item is to determine if the vehicle or pedestrian was authorized to be on the airfield, i.e., inside the Air Operations Area. One of the choices, A, B, C, or D needs to be checked for each deviation. If A is checked, proceed to Item 8; if D is checked, proceed to Item 10.

Item 5, Airport Offers Driver Training Program.

Self-Explanatory. The "yes" option regarding the driver completing the training program should be checked only if the driver received the training prior to the deviation. If the driver received training after the incident, this should be noted in Item 13 and described in detail in Item 11.

Many times the driver has received training, but the information regarding the date of the training is omitted. More emphasis should be placed on obtaining the date of the training. Month and year information is the most desirable entry, but entering the year is acceptable if the month is not available. Also, keep in mind that many airport operators have 2 levels of training, one for movement area and one for non-movement area. One of the recommendations that may be in order is for the airport operator to ensure that some basic movement area information (signs, markings, and lights) is included in the non-movement area training.

6. Airport Training or Procedures Contributed to V/PD *(Mark all that apply)*: A. ☐ Driver Training Program B. ☐ Driver Familiarization C. ☐ Airport Operational Procedures	7. The Driver or Pedestrian Had Inadequate Knowledge or Experience with *(Mark all that apply)*: A. ☐ English Language B. ☐ Airport Layout C. ☐ Signs, Markings, Signals, or Lighting, *Specify*: _____ D. ☐ ATC Movement Area Procedures E. ☐ ATC Terminology or Phraseology F. ☐ Unknown G. ☐ Other, *Specify*: _____ H. ☐ None of the Above, Driver or Pedestrian Knowledge or Experience Not a Factor

General Note for Items 6, 7, 8, and 9: These items attempt to identify factors that caused the deviation. Any factor that is identified in these items should be further addressed in Item 11, Narrative.

Item 6, Airport Training or Procedures Contributed to V/PD.

The options listed in this item may be only indirect or contributing factors to the V/PD. This item should be left blank unless a direct link can be established during the investigation

Item 7, The Driver or Pedestrian Had Inadequate Knowledge or Experience With.

Self-Explanatory. See general note preceding Item 6 instructions.

8. Facilities, Construction, or Conditions that Contributed to V/PD *(Mark all that apply)*: A. ☐ Unlocked or Open Gates B. ☐ Inadequate Fence, *Specify*: _____ C. ☐ Signs, Markings, Signals, or Lighting, *Specify*: _____ D. ☐ Conditions Outside Movement Area, *Specify*: (e.g., weather, construction) _____ E. ☐ Movement Area Conditions, *Specify*: (e.g., weather, construction) _____ F. ☐ Unknown G. ☐ Other, *Specify*: _____ H. ☐ None of the Above, Facilities, Construction, or Conditions Not a Factor	9. Investigation Indicates Driver or Pedestrian *(Mark all that apply)*: A. ☐ Was Unable to Locate Route B. ☐ Was Disoriented or Lost C. ☐ Did Not Observe Markings, Signals, or Lighting D. ☐ Did Not Follow Movement Area Procedures E. ☐ Did Not Follow Route Assigned by ATC F. ☐ Did Not Follow Other ATC Instructions, *Specify*: _____ G. ☐ Took Inadvertent or Unplanned Actions H. ☐ Forgot to Request Clearance I. ☐ Believed He/She was Cleared J. ☐ Was Distracted, *Specify*: _____ K. ☐ Details not Known to the Inspector L. ☐ Other, *Specify*: _____ M. ☐ None of the Above

Item 8, Facilities, Construction, or Conditions that Contributed to the V/PD.

Self-Explanatory. See general note preceding Item 6 instructions.

Item 9, Investigation Indicates Driver or Pedestrian.

Self-Explanatory. See general note preceding Item 6 instructions.

10. Corrections and Additions to FAA Form 8020-24 *(Specify: item number and new information)*

Item 10, Corrections and Additions to FAA Form 8020-24.

During the course of the investigation, if it is discovered that some of the information that was submitted on the FAA Form 8020-24 is incorrect, then this item is used to make the corrections.

11. Description of V/PD and Comments with Recommendations, *if any*:

Item 11, Description of V/PD and Comments with Recommendations.

This section should be used to describe <u>what</u> happened and <u>why</u> it happened. Any measures that the airport operator plans to take to prevent a reoccurrence of a similar incident should also be identified and included in this item. The specific enforcement action(s) taken in the particular incident should be explained in greater detail than that provided for in Item 13. Item 13c of this document offers the opportunity to clarify what measures taken by the airport operator are to be considered enforcement action. Identify the party whom the airport operator is requiring to take action, such as the Fixed Base Operator.

This item may also be used to identify recommendations made by the person conducting the investigation. Recommendations of this nature should be included in this item only if they have been made formally (in writing) to the airport operator or other party with the authority to implement the recommendation.

General Comment for Item 11: Sometimes the information received from the airport operator can be used verbatim to complete portions of this item. In these cases, the information may be retyped into item 11 or incorporated by reference to an attachment. If the latter method is chosen, the attachment and the information to be included must be clearly identifiable and included with the copy of FAA Form 8020-25 that is sent to ATX. <u>It is important to remember that the person entering the data from the report does not necessarily have an aviation background.</u>

12. Attachment(s):	13. Action(s) Taken or Planned (mark all that apply)
A. ☐ FAA Form 8020-24 (required) B. ☐ Other(s), Specify _____	A. ☐ No Part 139 Violations B. ☐ Letter of Investigation, Specify Date_____ C. ☐ Enforcement Action by Airport Operator D. ☐ Procedural Changes E. ☐ Capital Development F. ☐ Other, Specify G. ☐ None

Item 12, Attachment(s).

Self-Explanatory.

Item 13, Action(s) Taken or Planned.

General Comment for Item 13: Item 13 entries should always be addressed in Item 11. In Item 11 identify the party who is taking the action, e.g., airport operator, tenant, construction contractor, etc. and describe the specifics of the action that was taken or is planned. For example, "The airport operator suspended deviator's privileges to operate a vehicle on the airport until s/he) successfully completes remedial driver training program."

The information being submitted under this item is often inconsistent from one investigation to the next. For this reason, each choice below must be reviewed for its applicability to the current investigation.

A. No Part 139 Violation—This choice is applicable only to airports that are certificated under 14 CFR Part 139. If this choice is checked, it means that the airport certification safety inspector has determined that the deviation is not a violation of the regulation.

B. Letter of Investigation—This term has specific meaning under the agency's regulatory enforcement program; therefore, this choice is applicable only to airports that are certificated under 14 CFR Part 139. ***When this choice is selected but choice A is not selected, it means that a Part 139 violation is being pursued. If, after receiving a reply to the Letter of Investigation, it is determined that there was not a Part 139 violation than choice A <u>must</u> also be selected.***

C. Enforcement Action by Airport Operator—This choice should be selected when the airport operator or its governing body, e.g., a city ordinance, has taken some punitive measure against the deviator. As used on this form the term ”enforcement “ is **not** limited to a violation of law, ordinance, or regulation. Examples of punitive measures would include arresting, fining, terminating employment, suspending driver privileges, etc. Requiring the deviator to be trained or retrained without any punitive measure would not constitute enforcement action. Similarly, counseling of the deviator by the airport operator does not constitute enforcement action. (These last two examples would be recorded under Item 13 F, Other.)

D. Procedural Changes—This choice should be selected when the airport operator, tenant, or the control tower has instituted or changed procedures to prevent a reoccurrence of a similar incident.

E. Capital Development—This choice should be selected where the airport operator has initiated or plans to undertake capital development that would prevent the reoccurrence of a similar incident (e.g., the erection of a fence, installation of signs, or construction of a perimeter road).

F. Other—

This choice should be selected

- when the airport operator has taken actions, such as counseling or training the deviator, or other actions such as revising lease /contract provisions or, perhaps, its airport certification manual.
- to indicate action taken by a third party, e.g., an airport tenant terminates the employee involved in the deviation.
- for federally obligated airports, when FAA has written a letter to the airport operator reminding it of its obligations under the Federal agreements.

G. None—If no action has been taken or is planned to be taken, this choice should be selected.

14. Investigating Airports Division Office: Routing Symbol _A_ ___ ___ - ___ ___ ___ ___	Report Distributed To: A. FAA Region: ___ ___ ___
15. Inspector Completing Form: A. Name _____ B. Signature _____ C. Date ___ ___ ___ ___ ___ ___ M M D D Y Y D. Phone No. ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___	Including Regional Division Offices: Airports, Air Traffic, and Flight Standards (only if 7A on Form 8020-24. is checked). Including: Airport Manager, ATO-102, AAS-300, ATX-400, and AAT-210. B. Other(s), *Specify* _____

Item 14, Investigating Airports Division Office.

Enter routing symbol of office that investigated the V/PD.

Item 15, Inspector Completing the Form.

Although this item is entitled "Inspector Completing the Form" the investigation may be assigned to someone who is not an inspector. This is especially true of V/PD's at Non-Part 139 airports. Enter name and telephone number of the person responsible for the investigation along with the date that the form was completed.

A common mistake is made with respect to inconsistent dates among the items. For example, if a letter of investigation is sent, the investigation should remain open and the form should not be completed until sufficient time has elapsed to receive a reply from the airport operator.

Item 16, Report Distributed To.

Self-Explanatory.

David L. Bennett
Director of Airport Safety and Standards

Appendix A

Form 8020-25, Investigation of Vehicle or Pedestrian Deviation Report

INVESTIGATION OF VEHICLE OR PEDESTRIAN DEVIATION REPORT	Incident Report Number
The Airports Division Office will complete this form after receiving FAA Form 8020-24 vehicle or pedestrian deviation (V/PD) report from Air Traffic Control. Complete and distribute according to the instructions on page 2.	
1. Date, Time, and Location of Deviation. A. Local Date / / B. Local Time C. Airport ID at Surface Incident Location ☐	2. Type of Deviation *(Select one)*: A. ☐ Vehicle (excludes bicycles; includes aircraft being repositioned) B. ☐ Pedestrian (includes bicycles) 3. Airport Certificated Under Part 139 of FAA Regulations A. ☐ Yes, *Specify*: A1. ☐ Full or A2. ☐ Limited B. ☐ No
4. Deviator Was *(Mark one)*: A. ☐ Not Authorized to be on the Airfield *(Skip to Item 8)* B. ☐ Authorized to be on the Airfield, but not on the Movement Area C. ☐ Authorized to be on the Movement Area D. ☐ Unknown *(Skip to Line 10)*	5. Airport Offers Driver Training Program *(Mark one)*: A. ☐ Yes B. ☐ No Driver Completed Training Program 1. ☐ Yes, *When* _____ 2. ☐ No 3. ☐ Unknown
6. Airport Training or Procedures Contributed to V/PD *(Mark all that apply)*: A. ☐ Driver Training Program B. ☐ Driver Familiarization C. ☐ Airport Operational Procedures	7. The Driver or Pedestrian Had Inadequate Knowledge or Experience with *(Mark all that apply)*: A. ☐ English Language B. ☐ Airport Layout C. ☐ Signs, Markings, Signals, or Lighting, *Specify*: _____ D. ☐ ATC Movement Area Procedures E. ☐ ATC Terminology or Phraseology F. ☐ Unknown G. ☐ Other, *Specify*: _____ H. ☐ None of the Above, Driver or Pedestrian Knowledge or Experience Not a Factor H. ☐ None of the Above, Driver or Pedestrian Knowledge or Experience Not a Factor
8. Facilities, Construction, or Conditions that Contributed to V/PD *(Mark all that apply)*: A. ☐ Unlocked or Open Gates B. ☐ Inadequate Fence, *Specify*: _____ C. ☐ Signs, Markings, Signals, or Lighting, *Specify*: _____ D. ☐ Conditions Outside Movement Area, *Specify*: (e.g., weather, construction) _____ E. ☐ Movement Area Conditions, *Specify*: (e.g., weather, construction) _____ F. ☐ Unknown G. ☐ Other, *Specify*: _____ H. ☐ None of the Above, Facilities, Construction, or Conditions Not a Factor	9. Investigation Indicates Driver or Pedestrian *(Mark all that apply)*: A. ☐ Was Unable to Locate Route B. ☐ Was Disoriented or Lost C. ☐ Did Not Observe Markings, Signals, or Lighting D. ☐ Did Not Follow Movement Area Procedures E. ☐ Did Not Follow Route Assigned by ATC F. ☐ Did Not Follow Other ATC Instructions, *Specify*: _____ G. ☐ Took Inadvertent or Unplanned Actions H. ☐ Forgot to Request Clearance I. ☐ Believed He/She Was Cleared J. ☐ Was Distracted, *Specify*: _____ K. ☐ Details not Known to the Inspector L. ☐ Other, *Specify*: _____ M. ☐ None of the Above

10. Corrections and Additions to FAA Form 8020-24 *(Specify: item number and new information)*

11. Description of V/PD and Comments with Recommendations, *if any*:

12. Attachment(s):

A. ☐ FAA Form 8020-24 (REQUIRED)

B. ☐ Other(s), *Specify*: _____

13. Action(s) Taken or Planned *(Mark all that apply):*

A. ☐ No Part 139 Violations
B. ☐ Letter of Investigation, *Specify Date:* _____
C. ☐ Enforcement Action by Airport Operator
D. ☐ Procedural Changes
E. ☐ Capital Development
F. ☐ Other, *Specify*:
G. ☐ None

14. Investigating Airports Division Office:
Routing Symbol - ☐ ☐ ☐

15. Inspector Completing Form:

A. Name

B. Signature _____

C. Date / /

D. Phone No. **(** **)** -

16. Report Distributed To:

A. FAA Region:

Including Regional Division Offices:
Airports, Air Traffic, and Flight Standards *(Only if 7A on Form 8020-24 is checked).*
Including:
Airport Manager, ATO-102, AAS-300, ATX-400, and AAT-210.

B. Other(s), *Specify:*_____

INSTRUCTIONS

Within 90 calendar days of the receipt of FAA Form 8020-24, "Preliminary Vehicle or Pedestrian Deviation Report," indicating the occurrence of a V/PD at an airport certificated under 14 CFR 139, FAA Form 8020-25 will be completed. The FAA Form 8020-25 must be assigned the same incident report number as the corresponding FAA Form 8020-24. Instructions on distribution of FAA Form 8020-25 are in FAA Order 8020.11A, "Aircraft Accident and Incident Notification, Investigation, and Reporting."

The inspector completing the FAA Form 8020-25 will attempt to ensure that all information reported on FAA Form 8020-24 is complete. If any information on FAA Form 8020-24 is incomplete or inaccurate, the inspector will provide additions or corrections to that information, if it becomes known, in Item 10.

Complete all items. If the categories given are inadequate, complete "Other, Specify." Sign and date the form (Item 15) before distribution.

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Appendix B

Letter of Investigation for V/PD Sample

CERTIFIED

Date

File Number:

Name
Airport Administrator
Airport
Airport Address
City, State Zip

Dear Mr.:

Airport Name
City, state
Letter of Investigation

This letter is in reference to a Vehicle/Pedestrian Deviation at your airport on (date). Information reported to our office indicates that a deicer truck operated on Runway 6 without ATCT authorization. This incident may be a violation of Title 14 CFR Part 139.

This letter is to inform you that this incident is under investigation by the Federal Aviation Administration. We offer you an opportunity to submit a written statement on this matter. If you desire to do this, the action should be accomplished within 10 days following receipt of this letter. Your statement should contain all pertinent facts and any extenuating or mitigating circumstances that you feel may have a bearing on this incident from an airport-related viewpoint. Specifically, we request that your statement include the following information:

1. A description of the circumstances that resulted in the vehicle deviation;

2. Whether the driver was authorized to operate a vehicle inside the AOA;

3. Whether the driver was authorized to operate a vehicle on the movement area;

4. Whether the airport authority or tenant provided ground vehicle training prior to the event;

5. The date the driver completed ground vehicle training (MO/YR);

6. whether the investigation found that airport ground vehicle procedures should be revised to prevent future vehicle deviations;

7. Whether the driver was familiar with the English language, the airport layout, airfield signs, marking, lighting, and ATC procedures;

8. Whether unlocked or open gates, inadequate fencing, signs, marking, lighting, weather, construction, or equipment failure contributed to the vehicle deviation;

9. Whether any actions have been taken or are planned by the airport authority and/or tenant to prevent a similar vehicle deviation;

6. Whether any enforcement actions were initiated against the driver by the airport authority and/or tenant employer.

If we do not hear from you within the specified time, our report on this matter will be processed for action without the benefit of your statement.

Sincerely,

Name
Airport Certification Safety Inspector

Appendix C

U.S. Department
of Transportation
Federal Aviation Administration

Memorandum

Subject: **INFORMATION:** Investigation of a Vehicle Pedestrian Deviation (VPD) caused by a Mechanic Maneuvering an Aircraft

Date: DEC 6, 2001

From: Director, Airport Safety and Standards, AAS-1
Director, Flight Standards Service, AFS-1

Reply to Attn. of:

To: Headquarters/Regional/Field Offices
AFS/ARP/AAS/AAT/ATS-Managers

This memorandum of understanding identifies responsibilities for investigating VPD's caused by mechanics taxiing aircraft on an airport movement area, to the Flight Standards Service. The Office of Airport Safety and Standards current guidance incorrectly identifies this responsibility to FAA Airports Inspectors. This document corrects this error until such time as The Office of Airport Safety and Standards and the Flight Standards Service guidance documents are revised to reflect this change.

Currently, a completed Form 8020-24 is forwarded by an Air Traffic facility to the Regional Airports Division responsible for the investigation. For those incidents that involve a mechanic, the Form 8020-24 will now be forwarded to the appropriate Flight Standards District Office for investigation.

OSB

David L. Bennett

OSB

James J. Ballough

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Appendix D

Sample Vehicle/Pedestrian Deviation Checklist for Investigations at General Aviation Airports

Call Airport Owner as soon as possible after notification of an incident. Notification will normally come from the Regional Office.

If a police or security report was prepared, ask for a copy?

Was the person/vehicle authorized to be on the movement area? If so, was it an employee of the airport owner/operator or tenant?

If it was an employee or tenant, was the person/vehicle authorized to be on the airport but not on the movement area? (i.e., ramp area only)

Does the airport offer any driver training? If so, do they conduct the training?

Who is required to receive training?

Did the vehicle have radio communications with the tower or Unicom and did the deviator use the radio?

If it was a vehicle, who is the owner of the vehicle?

If access was gained through a gate, was the gate open? If not, how was the gate opened permitting the unauthorized entrance?

Is there a complete perimeter fence?

Does the airport owner have procedures for issuing fines for unauthorized vehicles/persons?

In your opinion, does the airport need additional signs, marking or fencing?

What has airport management done or will do to prevent this type incident from happening again?