



TENANT DIRECTIVE

Tenant Directive No.: BWI 202.1

Distribution List: B & C

Effective Date: April 28, 2021

Original Date: September 1, 1996

Revised: April 28, 2021

Approved by: 
Director, Office of Airport Operations

Date: 4/28/21

BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT AIRFIELD OPERATOR'S PERMIT PROGRAM

Purpose

The purpose of this Directive is to:

Establish procedures for obtaining a BWI Marshall Airport Airfield Operator's Permit and the enforcement of the rules and regulations pertaining to the Airfield Operator's Permit.

Reference(s)

- A. Code of Maryland Regulations (COMAR) 11.03.01.04Q, Control of Vehicular Traffic on the Air Operations Area, Airfield Operator's Permit.
- B. Code of Federal Regulations 14 (CFR) Part 139.329, Pedestrians and Ground Vehicles
- C. BWI Marshall Airport Ground Vehicle Operations Training Manual, as amended.

Scope

This Tenant Directive is applicable to all BWI Marshall Airport tenants and employees who operate a motor vehicle, loading bridge, planemate, or any other motorized equipment on the Air Operations Area (AOA).

This Tenant Directive supersedes BWI Tenant Directive 202.1, dated September 1, 1996.

Definitions

See page 5

Responsible Party:

Director, Office of Airport Operations
410-859-7024

DIRECTIVE

I. Directive Statement

- A. An Airfield Operator's Permit is required for **ALL** individuals who operate a motor vehicle, a loading bridge, a planemate, or any other motorized equipment on the AOA.
- B. As required by the Federal Aviation Administration (FAA), the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) has a three-tier system for its Airfield Operator's Permit as follows:

1. **Tier 1** is designated for those individuals requiring **access to only non-movement areas of the AOA**. An Airfield Operator's Permit designated as Tier 1 will have a V/P or V/P/L on the individual's identification badge. Examples of Tier 1 drivers include employees of the MDOT MAA, airlines, and other tenant employees.
2. **Tier 2** is designated for those individuals requiring **access to non-movement areas and limited access to movement areas of the AOA**. An Airfield Operator's Permit designated as Tier 2 will have a V/P/T on the individual's identification badge. Examples of Tier 2 drivers include Airport maintenance employees, airline ramp service personnel, fixed-base operator (FBO) service personnel, and contractors.

NOTE: Aircraft tug and tow operations require BOTH the tug driver and brake rider to have movement area access authorization ("T" on identification badge).

3. **Tier 3** is designated for those individuals requiring **unrestricted access to all areas of the AOA, including movement and non-movement areas**. An Airfield Operator's Permit designated as Tier 3 will have a V/P/R on the individual's identification badge. Examples of Tier 3 drivers include Airport Operations employees, FAA Technical Operations employees, and select contractors.

NOTE: Runway access will be granted to essential personnel only. Additional training will be provided on a case-by-case basis and will be documented.

- C. The Airfield Operator's Permit will be noted on the bottom of the individual's identification badge as follows:

V - Indicates authorization to operate a motor vehicle in the non-movement area portion of the AOA. Denoted by the letter V along the bottom edge of the identification badge.

L - Indicates authorization to operate a terminal gate-to-aircraft loading bridge. Denoted by the letter L along the bottom edge of the identification badge.

- P - Indicates authorization to use one or more of the BWI Marshall Airport perimeter power gates. Denoted by the letter P along the bottom edge of the identification badge.
- R - Indicates authorization to operate a motor vehicle in the movement area to include **open or active** runways and taxiways with proper FAA tower clearance without an escort. Denoted by the letter R along the bottom edge of the identification badge.
- T - Indicates authorization to operate a motor vehicle in the movement area to include taxiways and **closed** runways only with proper FAA tower clearance. Individuals assigned this designation will **not be authorized to cross open or active runways without an escort**. Denoted by the letter T along the bottom edge of the identification badge.
- D. An applicant for an Airfield Operator's Permit of any tier must possess a valid state motor vehicle operator's license. Applicants must also successfully complete the following:
1. **Tier 1** - Non-movement Area Airfield Operator's Permit written examination with a **minimum score of 80 percent**. The applicant must also complete recurrent non-movement area training on a bi-annual basis.
 2. **Tier 2** - The Non-movement Area Airfield Operator's Permit written examination with a minimum score of 80 percent and the Movement Area Airfield Operator's Permit written examination with a minimum score of 90 percent. The applicant must also complete recurrent movement area training on an annual basis.
 3. **Tier 3** - The Non-movement Area Airfield Operator's Permit written examination with a minimum score of 80 percent, the Movement Area Airfield Operator's Permit written examination with a minimum score of 90 percent, and a daytime and nighttime Movement Area Practical Driving Test.
 - a. Daytime and Nighttime Practical Driving Test: The applicant must also take a written test and a practical driving test during daylight and nighttime hours with an Airport Operations supervisor. A minimum score of 90 percent is required on the written test. The written test also contains core questions of which have no numerical value but are pass/fail. A fail on any of the core questions ends the test and results in a denial of the permit. The practical driving test will demonstrate the ability to move around the Airport with knowledge, technique, and in a safe manner.
 - b. The applicant must also complete recurrent movement area training on an annual basis.

- E. Airport tenants requiring vehicle access to the movement areas must comply with the following:
1. Meet the provisions of paragraph I.D above and paragraph I.F below.
 2. Submit to the Director, Airport Operations or his/her designated representative a letter justifying the need to operate vehicles or equipment in the movement area.
 - a. The justification letter must be submitted by a manager or supervisor on company letterhead and include the name(s) of the individual(s) who are requesting movement area access.
 - b. The justification letter must specify the type ("R" or "T") of movement area access needed for the individual(s), the reason for access, and the frequency of access (i.e. number of times per month).
 3. May not designate more than 25 percent of its employees who have driving privileges for movement area access unless otherwise authorized by the Director, Airport Operations or his/her designated representative.
 4. Individuals seeking movement area access must attend a classroom course conducted by a Movement Area Instructor from the Airport Operations Center and pass a written examination.
 5. Successful candidates who score a 90 percent or better on the movement area written examination will be given credentials to operate on taxiways or CLOSED runways only ("T" on identification badge).
 6. Applicants that have been approved for Runway access will then be required to submit to a daytime and nighttime movement area practical driving test and written test with a qualified Movement Area Instructor from Airport Operations. Successful candidates who pass the driving exam will be given credentials to operate on open and active runways ("R" on identification badge). If the applicant fails to perform the necessary requirements during the written test or driving test, he/she will be denied runway access.
 7. Only those individuals who meet all the requirements of Paragraph I.E will be authorized to operate vehicles in the movement area.
- F. Movement area access renewal and recurrent training requirements:
1. Individuals must complete recurrent movement area training **annually** at the time of the individual's identification badge renewal to maintain access to movement areas. These individuals will receive specific instructions during their classroom training about how to ensure proper compliance and understand the difference between identification badge renewal requirements and movement area renewal requirements as they are different. FAA regulations require all movement area

Airfield Operator's Permits expire on the last day of the 12th consecutive calendar month from the individual's previous initial or recurrent training.

2. Individuals requesting to renew their movement area access must:

Take and pass the Interactive Employee Training (IET) movement area test prior to the expiration date of their movement area training.

- G. The BWI Marshall Airport Badging and Fingerprinting Application (form MAA-240); MAA Request for Access or Endorsement(s) (form MAA-079), and MAA Loading Bridge Training Record (form MAA-106) are applicable to this Directive and may be obtained online.

II. Definitions

- A. Air Operations Area means the movement area and non-movement area as defined by this Tenant Directive. (See subparagraphs H and I of this section II).
- B. Airfield Operator's Permit means a license issued by the Maryland Aviation Administration for operating motor vehicles, loading bridges, or planemates on the AOA.
- C. Apron/Ramp Area means paved areas other than taxiways or runways utilized for parking or servicing of aircraft, i.e., gate areas, cargo ramps, etc. The terminal ramp area lies between the Terminal Building and the ramp outer vehicle roadway.
- D. BWI Marshall Airport License Review Board means a panel consisting of a minimum of three persons designated by the Airport Director that conducts hearings and renders decisions regarding individuals who have received a Notice of Violation of the BWI Marshall Airport Airfield Operator's Permit program.
- E. Identification Badge means an official identity card or badge used for the purpose of entering the air operations area and other restricted areas of the Airport, issued and approved by the Administration for Airport employees.
- F. Loading Bridge means a device used to enplane and deplane passengers from the aircraft door to the Terminal.
- G. Motor Vehicle means a device in, upon, or by which a person or property may be propelled, moved, or drawn upon land. This includes aircraft being under tow or taxi without the intent of flight.
- H. Movement Area means the runways, taxiways, and other areas of the Airport that are used for taxiing, takeoff, and landing of aircraft, wherein movement of aircraft is under the control of the FAA.

- I. Non-Movement Area means taxilanes, loading ramps, apron, parking, cargo areas, and vehicle service roads within the AOA used for servicing aircraft and movement of vehicles exclusive of the movement area.
- J. Notice of Violation means a citation for violation of BWI Marshall Airport rules and regulations (see Attachment No. 1).

III. Procedures

- A. The following matrix contains the procedural steps which an applicant for an Airfield Operator's Permit must follow:

NOTATION

Applicant Requirements	Vehicle (V)	Loading Bridge (L)	Taxiway Clearance (T)	Runway Clearance (R)
Possess BWI Airfield Operator's Permit	Yes	Yes	Yes	Yes
Possess valid state motor vehicle operator's license	Yes	Yes	Yes	Yes
Complete two copies of Loading Bridge Training Record (form MAA-106)	No	Yes	No	No
Complete BWI Marshall Airport Badging & Fingerprinting Application (form MAA-240) and if required the Request for Access or Endorsement(s) (MAA-079)	Yes	Yes	Yes	Yes
Pass written examination	Yes, 80%	No	Yes, 90%	Yes, 90%
View an Airfield Driver Safety video	Yes	No	Yes	Yes
Successfully complete Movement Area training	No	No	Yes	Yes
Driving Test	No	No	No	Yes

- B. As indicated in III.A above, an applicant for an "L" notation must complete the applicable training and submit a Loading Bridge Training Record (form MAA-106). Two copies of form MAA-106 will be completed for the applicant by his/her employer regarding training for each loading bridge the individual is required to operate. Such training will take place prior to issuance of an "L" notation on the individual's Airfield Operator's Permit. One copy of form MAA-106 will be retained for company files by the applicant's employer; the second copy will be filed with the applicant's records maintained in the BWI Marshall Airport Security Center.

- C. Rules applicable to individuals with an Airfield Operator's Permit are cited in the referenced Code of Maryland Regulations (COMAR) and may be obtained from the Airport Operations Center or online.
- D. Enforcement:
1. Citations and verbal warnings for violations of BWI Marshall Airport's rules and regulations concerning airfield vehicular operations may be issued by the Maryland Transportation Authority Police and BWI Marshall Airport Operations personnel. A copy of the citation will be given to the individual charged with a violation, with a duplicate provided for the licensee's supervisor.
 2. The MDOT MAA is authorized by COMAR to issue warning letters, conduct conferences, conduct hearings, issue and modify orders of suspension and revocation of an Airfield Operator's Permit, and implement a point system for violation of BWI Marshall Airport rules and regulations. Such a point system is in effect at BWI Marshall Airport (see Attachment No. 2).
 - a. When a licensee has accumulated 5 points:
 - (1) The Director of Airport Operations, or his designee, shall issue a notice requiring the individual to meet with the Manager of Airport Operations, or his designee, to review the individual's driving record. The notice shall also advise of the individual's right to request a hearing.
 - (2) The individual will be required to retake the Airfield Operator's Permit examination; the licensee must pass the examination with a minimum score of 80 percent.
 - b. When a licensee has accumulated 8 points:
 - (1) The Director of Airport Operations shall issue a notice of suspension of the individual's Airfield Operator's Permit. The notice shall state the duration of suspension and advise of the individual's right to request a hearing.
 - (2) The duration for the initial suspension shall be for a period of not less than 3 days but not more than 30 days. The duration for any subsequent suspension shall be for a period of not less than 15 days but not more than 90 days.
 - (3) Upon receipt of a request for hearing, the Director of Airport Operations shall stay the suspension pending the outcome of the hearing, unless substantial and immediate harm could result if the Airfield Operator's Permit was continued in effect pending the hearing.
 - (4) The licensee's driving privileges will be forfeited for the duration of the suspension; however, the individual's identification badge will still be

active allowing him/her access to the airfield for other non-airfield driving work duties. It will be up to the individual's company to ensure that the employee does not operate a motorized vehicle on the airfield during the suspension period.

- (5) The individual will also be required to retake the Airfield Operator's Permit examination; the licensee must pass the examination with a minimum score of 80 percent.

c. When a licensee has accumulated 12 points:

- (1) The Director of Airport Operations shall issue a notice of revocation of the individual's Airfield Operator's Permit. The notice shall advise of the individual's right to request a hearing.
- (2) Upon receipt of a request for hearing, the Director of Airport Operations shall stay the revocation pending the outcome of the hearing, unless substantial and immediate harm could result if the Airfield Operator's Permit was continued in effect pending the hearing.
- (3) The licensee will be required to report to the BWI Marshall Airport Badging office immediately to have the V/P and or V/P/L designation removed from their identification badge.

d. When an individual is found to be operating a motor vehicle/ loading bridge within the AOA without a V/P and or V/P/L designation on their identification badge:

- (1) The individual will be issued a 5-point violation for "Operating without a Permit."
- (2) The Director of Airport Operations, or his designee, shall issue a notice requiring the individual to meet with the Manager of Airport Operations, or his designee. The notice shall also advise of the individual's right to request a hearing.
- (3) The individual will be required to surrender their identification badge until a License Review Board hearing is requested.

E. BWI Marshall Airport License Review Board

1. The BWI Marshall Airport License Review Board shall conduct hearings and render decisions upon the request of an individual, concerning contested citations, point assessments, suspensions, or revocations.

2. The Board shall consist of a minimum of three persons possessing valid Airfield Operator's Permits designated by the Director of Airport Operations. The licensee has the option and right to have a manager, supervisor, or witness present.
3. Hearings shall be conducted, and decisions rendered in accordance with the Administrative Procedure Act, State Government Article Sections 10-201 through 10-217, Annotated Code of Maryland.
4. The Board may uphold, modify or void citations issued, suspensions, revocations, or points assessed for violations of BWI Marshall Airport rules and regulations.
5. An individual may appeal a final decision of the Board. If the individual resides or has a principal business in Maryland, the appeal shall be made to the circuit court for the county in which the individual resides; otherwise, an appeal shall be made to the Circuit Court for Anne Arundel County.

ADDITIONAL AUTHORIZED DOCUMENTS

- Attachment 1: Notice of Violation
- Attachment 2: Assessment of Points for Violation
- Attachment 3: BWI Vehicle Service Roads with Speed Limits Diagram

ADDITIONAL INFORMATION

Contact Information

Director, Office of Airport Operations
410-859-7024

Manager, Airport Operations
410-859-7194

Attachment 1

Date		Time	Accident		Flamp Condition / Weather	
			Yes	No		
Exact Location						
You are charged with the following violation(s) of the Code of Maryland Regulations						
<input type="checkbox"/>	FAILURE TO OBEY SIGNS		11.03.01.04B(1)		COMAR	POINTS
<input type="checkbox"/>	FAILURE TO FOLLOW ATC INSTRUCTIONS		11.03.01.04B			1
<input type="checkbox"/>	WITHIN 20' OF AIRCRAFT		11.03.01.04C(1)			1
<input type="checkbox"/>	LEAVING ROADWAY		11.03.01.04D(1)			1
<input type="checkbox"/>	FAILURE TO STOP AT TUNNEL		11.03.01.04D(2)			1
<input type="checkbox"/>	SPEEDING _____ / _____		11.03.01.04E			3
<input type="checkbox"/>	CARELESS DRIVING		11.03.01.04F			4
<input type="checkbox"/>	VEHICLE LIGHTS		11.03.01.04G(2)			1
<input type="checkbox"/>	VEHICLE WINDOWS		11.03.01.04G(4)			1
<input type="checkbox"/>	ILLEGAL PARKING ON RAMP		11.03.01.04L(1)			1
<input type="checkbox"/>	LEAVE SCENE OF ACCIDENT - PERSONAL INJURY		11.03.01.04M(1)			12
<input type="checkbox"/>	LEAVE SCENE OF ACCIDENT - PERSONAL DAMAGE		11.03.01.04M(2)			6
<input type="checkbox"/>	OPERATING WITHOUT PERMIT		11.03.01.04Q(1)			5
<input type="checkbox"/>	OTHER _____					
Specific Violation						
I hereby acknowledge receipt of this citation and understand that my signature does not constitute an admission of guilt. I further understand that failure to acknowledge receipt of this citation by my signature may result in the immediate suspension of my BWI Airfield Operator's Permit pending a hearing before a License Review Board.						
IMPORTANT NOTICE LOCATED ON REVERSE SIDE						
Issued by _____				Violator's Signature _____		
MAA-157		ISSUING AGENCY COPY			R-09/18	

Attachment 1

NOTICE OF POINT ACCUMULATION

This Notice of Violation with points will be assessed against the Airfield operator's permit of the individual named on the reverse in accordance with the Code of Maryland Regulations (COMAR) governing vehicle operations on the Air Operations Area (AOA).

Upon the accumulation of 5 points, the operator will be required to meet with the Airport Director to review the operator's driving record.

Upon the accumulation of 8 points, the operator's Airfield Operator's Permit will be suspended.

Upon the accumulation of 12, points the operator's Airfield Operator's Permit will be revoked.

To contest this notice, the operator may request a hearing before the License Review Board. Such a request must be submitted in writing within 15 days of the receipt of this notice to the Airport Operations Center as follows:

email: chairman_LRB@bwiairport.com

Airport Operations Center
ATTN: License Review Board Chairman
P.O. Box 8766
BWI Airport MD 21240

By authority of BWI Airport Director

Reference COMAR 11.03.01.04Q

Attachment 2

**ASSESSMENT OF POINTS FOR VIOLATION
OF THE BWI MARSHALL AIRPORT RULES AND REGULATIONS**

<u>VIOLATION</u>	<u>POINTS ASSESSED</u>
Illegal Parking on Ramp	1
Failure to Obey Signs	1
Within 20' of Aircraft	1
Leaving Roadway	1
Failure to Stop at Tunnel	1
Vehicle Lights	1
Vehicle Windows	1
Speeding	3
Careless Driving	4
Operating Without a Permit	5
Failure to Follow ATC Instructions	8
Leaving the scene of accident	
Personal damage	8
Personal injury	12
Operating after suspension or revocation	12

Note: When multiple charges are based offenses alleged to have been committed at the same time or arising out of circumstances simultaneous in time and place, points shall be assessed against the person only on the charge which has the highest point assessment and shall not be assessed with respect to the remainder of such multiple charges.

Attachment 3

