



# TENANT DIRECTIVE

**Tenant Directive No.: BWI 200.2**  
Distribution List: B & C  
Effective Date: October 13, 2023

Original Date: August 7, 2017  
Revised: October 13, 2023

Approved by: *Suzanne W. Rohrk*  
Director, Office of Airport Operations

Date: 10/13/23

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## AIRFIELD VEHICLE REGISTRATION PROGRAM

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### Purpose

The purpose of this Directive is to establish the rules and provide guidance on Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport's Airfield Registration Program.

### Reference(s)

- A. Code of Maryland Regulations 11.03.01.04, Control of Vehicular Traffic on the Air Operations Area
- B. BWI Tenant Directive 202.1, Airfield Operator's Permit Program
- C. BWI Tenant Directive 301.1, Employee Identification Program

### Scope

This Tenant Directive is applicable to all Airport tenants, contractors, and employees who operate motor vehicles on the Air Operations Area.

This Tenant Directive supersedes Tenant Directive 200.2 dated August 7, 2017.

### Definitions

N/A

### Responsible Party:

Director, Office of Airport Operations  
410-859-7024

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## DIRECTIVE

### I. Directive Statement

- A. The only motor vehicle operations permitted on the Air Operations Area (known hereafter as Airfield) are those expressly authorized by the Director, Airport Operations, BWI Marshall Airport. Air carrier and tenant owned vehicles operating exclusively on the Airfield will not require an airfield decal. These vehicles will need to be properly maintained and safe to operate on the Airfield. Motorized vehicles transitioning on and off the Airfield will be required to have an airfield decal.

### II. Procedures

#### A. Obtaining Airfield Registration

1. Requests for Airfield registration must be submitted using one of the following:
  - a. **Tenant agencies:** Contact the BWI Marshall Airport Operations Center to arrange vehicle registration, inspection, and decal issuance. The appropriate Maryland Aviation Administration (MAA) Contract Manager will inform the BWI Marshall Airport Operations Center that the tenant has complied with the evidence of insurance provision of the tenant's contract with MAA.
  - b. **Non-tenant agencies not operating under a contract with MAA:** Submit request in writing through the appropriate Airport tenant or MAA Contractor and MAA Contract Manager to the Director, Airport Operations, BWI Marshall Airport. The request must specify the type, frequency, and expected duration of the services to be provided, specific access (by gate or door) required, specific locations to be accessed (for example, aircraft ramp areas, taxiways or runways), and evidence of insurance as set forth in Paragraph B below.
2. **Safety Inspection:** After approval of request and prior to receiving Airfield registration, each vehicle shall be required to pass a safety inspection conducted by MAA using the BWI Marshall Airport Vehicle Inspection Checklist (form MAA-134). Failed items must be corrected before vehicles will be registered.

Vehicles may also be inspected at MAA Vehicle Maintenance (Building 121) on Mondays, Wednesdays, and Fridays between the hours of 8:00 a.m. and 11:00 a.m.

3. **Airfield Registration:** Vehicles satisfactorily completing the safety inspection will be registered by the BWI Marshall Airport Operations Center, which will assign numbered decals to the vehicle. These decals will be affixed to the left front windshield and right rear bumper of the vehicle. Some variation will be allowed for specialized airport equipment.

## B. Insurance Requirements

Proof of insurance in the following amounts is required to operate a vehicle on the Airfield:

Automobile Liability:	Non-Movement Area - \$5,000,000 each accident
	Movement Area - \$10,000,000 each accident

## C. Vehicle Operator Requirements

All vehicle operators will be required to obtain a BWI Airfield Operator's Permit as prescribed in BWI Tenant Directive 202.1 and a BWI Employee Identification Badge as prescribed in BWI Tenant Directive 301.1.

## D. Safety Inspection Spot-Checks

1. All vehicles authorized to operate on the Airfield shall be subject to random safety inspection spot checks by BWI Marshall Airport Operations Center and Maryland Transportation Authority Police personnel. Operators of vehicles found deficient during these spot checks shall be advised of the vehicular deficiency and may be subject to an Airfield Citation and points assessed against his/her Airfield Operator's Permit.
2. An operator of a deficient vehicle that remains in service shall be subject to an Airfield Citation and points assessed against his/her Airfield Operator's Permit. In addition, those vehicles required to have a permanent Airfield registration shall have the decal removed and the vehicle will be required to pass a complete safety inspection before the vehicle can be re-registered. Vehicles not required to have an airfield decal shall have the vehicle taken out of service until repaired and re-inspected.

## E. Identification Markings

1. Unless specifically exempted by MAA, any vehicle operating on the Airfield, shall have clear identifying markings as described in Code of Maryland Regulations 11.03.01.04 P.
2. Each agency operating vehicles on the Airfield shall use company markings and a means of identification approved by the BWI Marshall Airport Operations Center.
  - a. Identification markings shall be plainly visible and displayed on both the left and right sides of the vehicle. Acceptable markings include permanently affixed decals, painted markings, and magnetic signs. Handmade signs are prohibited.



- b. Identification markings shall be visible from a distance of 50 feet. The name of the agency shall be spelled out in letters no less than three inches in height.

#### F. Escorting of Non-tenant Unregistered Vehicles

Operation of a non-tenant unregistered vehicle on the Airfield is prohibited unless such vehicle is escorted as follows:

1. Escort may be provided by any tenant vehicle with or without an airfield registration decal provided the operator of the escorting vehicle:
  - a. Employee conducting the escort must be properly badged at BWI Marshall Airport and possesses the required Escort Authority identifier on the badge.
  - b. Remains with the non-tenant unregistered vehicle at all times.
  - c. Escorts the non-tenant unregistered vehicle off the Airfield upon completion of business.
  - d. Unless approved by the MAA Office of Airport Security, no more than three escorted vehicles are permitted. If more than three vehicles are being escorted, you must have one escort in the front and one in the back of the escorted vehicles.

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### ADDITIONAL AUTHORIZED DOCUMENTS

Attachment: Airfield Vehicle Inspection Form (MAA-134)

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### ADDITIONAL INFORMATION

#### Contact Information

Director, Office of Airport Operations  
410-859-7024

Manager, Airport Operations  
410-859-7194



**ATTACHMENT: Airfield Vehicle Inspection Form**

**BALTIMORE WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT  
AIRFIELD VEHICLE INSPECTION FORM**

VEHICLE OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_ VEHICLE TYPE: \_\_\_\_\_

STATE/TAG #: \_\_\_\_\_ COMPANY ID #: \_\_\_\_\_

VEHICLE OWNED BY TENANT     VEHICLE OWNED BY SUBCONTRACTOR (CHECK ONE)

**I CERTIFY THAT THIS VEHICLE IS NECESSARY TO BE DRIVEN ON THE BWI AIRFIELD  
IN ORDER TO CONDUCT OFFICIAL BUSINESS**

TENANT NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

**BWI TENANT** AUTHORIZED SIGNER NAME (PRINT) \_\_\_\_\_ **BWI TENANT** AUTHORIZED SIGNER (SIGNATURE) \_\_\_\_\_

	PASS	FAIL
HEADLIGHTS – parking and high/low beams		
TAIL LIGHTS		
TURN SIGNALS – if applicable		
FLASHING / NON-FLASHING IDENTIFICATION LIGHTS		
BRAKES AND BRAKE LIGHTS – check for proper operation		
EMERGENCY BRAKE – check for proper operation		
REAR VIEW MIRROR – rear view at least 200 feet		
WINDOWS – cracked, blisters, discoloration, obstruction to vision other than decals required by law		
WINDSHIELD WIPERS – proper operation and condition		
COMPANY LOGO / IDENTIFICATION MARKINGS		
FUEL GAUGE – check for proper operation		
DOORS – check to ensure each door is functional		
TOW HITCH – if applicable		
TIRES – check condition		
ENGINE AND DRIVE TRAIN – no leaks		
STEERING LINKAGE		
HEATER / DEFROSTER		

Any items noted above as unsatisfactory must be corrected and verified by a re-inspection before the vehicle will be registered and authorized to operate in the Airport Operations Area.

<b>TO BE COMPLETED BY AIRPORT OPERATIONS:</b>	
PROOF OF INSURANCE: <input type="checkbox"/>	AIRFIELD VEHICLE DECAL # _____
BWI ID BADGE #: _____	CONTACT PHONE NUMBER: _____
AMO INITIALS: _____	