



TENANT DIRECTIVE

BWI: 200.2
DATE: August 7, 2017
DISTRIBUTION: B & C

TITLE: AIRFIELD VEHICLE REGISTRATION PROGRAM

I. REFERENCES

- 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.
- D. This Directive supersedes BWI Tenant Directive 200.2, dated June 14, 1990.

II. 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, Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport.
- B. Airfield registration (valid for up to 24 months) shall be issued to Airport tenants whose operations are formalized with the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) and to non-tenant agencies that provide regular and frequent service to an Airport tenant agency or MDOT MAA.

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III. 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 MDOT MAA Contract Manager will inform the BWI Marshall Airport Operations Center the tenant has complied with the evidence of insurance provision of the tenant's contract with MDOT MAA.
 - b. **Non-tenant agencies not operating under a contract with MDOT MAA:** Submit request in writing through the appropriate Airport tenant or MDOT MAA Contractor and MDOT 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 MDOT MAA using the BWI Marshall Airport Vehicle Inspection Checklist (form MAA-134). Failed items must be corrected before vehicles will be registered.
 - a. Vehicles may also be inspected at MDOT 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.

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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, the vehicle's permanent Airfield registration decal shall be removed and the vehicle will be required to pass a complete safety inspection before the vehicle can be re-registered.

E. Identification Markings

1. Unless specifically exempted by MDOT MAA, any vehicle issued an Airfield registration decal, which operates 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.

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- 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. Escort of Unregistered Vehicles

Operation of an unregistered vehicle on the Airfield is prohibited unless such vehicle is escorted as follows:

1. Escort may be provided by any vehicle with an Airfield registration decal provided the operator of the escorting vehicle:
 - a. Remains with the unregistered vehicle at all times; and
 - b. Escorts the unregistered vehicle from the Airfield upon completion of business by the person using the unregistered vehicle on the Airfield.
 - c. Unless approved by the MDOT 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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John A. Stewart
Director
Office of Airport Operations

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