Driver Training Manual for Ground Vehicle Operators

Des Moines Airport Authority

5800 Fleur Drive Des Moines, IA 50321

Airport Operations Center: (515) 256-5000

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INTRODUCTION

Whether you are a new employee with no experience working in aviation or a seasoned veteran, the Des Moines Airport is truly a unique place that provides invaluable services to millions of Iowans.

Because the Des Moines International Airport is distinct and configured unlike any other airport in the world, this driver's guide consisting of site-specific information about the operational environment, has been developed in order to provide basic orientation. It is intended to complement the necessary practical "hands on" training provide by your employer. This guide has been designed to provide the fundamental information about the various signs, lighting, markings, and communication procedures needed to safely drive at the airport.

Because the day-to-day working environment is ever changing, it is extremely important that you take the time to individually educate yourself on safety specifics, regardless or your experience level or background. It is your responsibility to know, understand and follow the guidelines and requirements outlined in this manual when driving on the AOA.

Driving on the AOA at DSM is a privilege, not a right. It is the responsibility of all employees, contractors, and vendors who are issued driving privileges to understand and follow the procedures discussed in this manual.

The *most important attribute* of a qualified airport driver is **situational awareness** based upon a solid understanding of the rules. All State and City laws which apply to the operations of vehicles on the roads and streets in Iowa are applicable to vehicles operating in the AOA.

Runway Safety

Runway incursions are a serious safety hazard and have been a subject of ongoing concern for the aviation community. The Des Moines Airport Authority (DMAA) takes runway safety seriously and strives to achieve excellence in educating and training, with the ultimate goal of having zero runway incursions.

The FAA's Office of Runway Safety defines runway incursions as "any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft." Simply put, an incursion is any time that an aircraft, vehicle, or person enters a surface of the movement area without permission from ATC or operates on a surface in an improper or unsafe manner.

All vehicle operators must remain vigilant and be cognizant of the potential factors that increase the risk of becoming a statistic. Maintaining situational awareness will help to ensure operational errors that may lead to runway incursions are avoided.

GENERAL

TRAINING PROCESS

To obtain an AOA Driver's Credential on a SIDA badge, all applicants must complete the Airport's Ground Vehicle Driver Training Course and demonstrate a clear understanding of the presented curriculum. The program material includes this manual, as well as other various printed and electronic training aids. After completing the required training program, all applicants must complete and pass a written exam. Finally, those individuals attempting to obtain movement area access must pass an AOA Driver's Check Ride, requiring the applicant to exhibit to the driving instructor the ability to operate a vehicle safely on the airport's movement area.

Prerequisites

In order to obtain an AOA Driver's Credential, individuals must possess a valid United States driver's license and a DSM SIDA Badge, both in good standing.

Credential Issuance, Expiration, and Renewal

Once an applicant has successfully completed all stages of the DMAA Ground Vehicle Operations Training Program, the AOA Driver's Credential will be issued by the Airport Badging Office.

Annual recurrent training is required for all movement area drivers in order to maintain driving privileges on the AOA. In the event a driver fails to complete annual recurrent driver training, the AOA Driver's SIDA badge will be deactivated and all driving privileges revoked by the Authority until all required training has been completed.

Operational Changes

Information on changes to airport conditions, markings, signage, lighting, or pavement surfaces will be disseminated to all personnel with an AOA Driver's Credential by Airport Operations as they occur.

NONCOMPLIANCE

Corrective action will be taken by the Authority in the event an authorized permit holder fails to comply with the written rules and regulations regarding the operation of ground vehicles within the AOA.

Unless the Executive Director determines otherwise based on the circumstances of the incident, the consequences for violating these rules and regulations are as follows:

1. The **first violation** will result in the suspension of driving privileges on the airfield for

7 days. Driver's must retake the Movement Area Driver training and must also receive remedial training from the Airport Operations Department. This training must be documented and signed-off as successfully completed by the Airport Operations Department before driving privileges are reinstated.

2. A **second violation** will result in the suspension of driving privileges on the airfield for 14 days. Driver's must retake the Movement Area Driver training and must also receive remedial training from the Airport Operations Department. This training must be documented and signed-off as successfully completed by the Airport Operations Department before driving privileges are reinstated.

3. A third violation will result in **permanent revocation** of airport driving privileges

Fines

The Executive Director may levy fines of up to $500 per occurrence against any individual found to have violated Airport Rules and Regulations.

The FAA may levy fines of up to $50,000 against any individual that is found to be the cause of a runway incursion.

VEHICLE REQUIREMENTS

All vehicle accessing the AOA must meet the following requirements:

- Vehicles must be identified with the company name or company logo.
- Vehicles must display a DMAA Vehicle Permit.
- Vehicles may only carry as many passengers as the vehicle has installed seatbelts.

A vehicle inspection must be completed prior to operating in the AOA to ensure that the following standards, at a minimum, are met:

- Service brakes and emergency brake must function properly
- Tires must have appropriate tread depth
- Headlights, tail & brake lights- must be on during low visibility conditions & at night
- Clean, usable mirrors
- Sufficient fuel level
- Working gauges and indicators
- Engine must be in good operating condition
- No oil, fuel, hydraulic or other leaks
- Debris in the backs of pick-up trucks must be secured or removed to avoid creating FOD.
- Must meet all the vehicle inspection requirements of the organization by which they are owned or operated
- Fuel service vehicles must meet the standards set forth in NFPA 407.

In addition, if the vehicle will operate in the movement area, it must be equipped with the following:

- A fully functional, two-way ATC radio or be escorted by an authorized escort who is in constant contact with ATC via radio.
- An operational yellow/amber rotating or pulsing beacon visible from 360 degrees
- Appropriate vehicle markings
- A current copy of the Airport Diagram must be readily available to the driver

Proper two-way radio equipment with Ground Control Frequency 121.90 MHz is required of all vehicles authorized to operate on the movement area. Ground Control Frequency must always be monitored while the vehicle is within the movement area or safety areas.

ACCESS CONTROL AND AIRPORT SECURITY

The ability to maintain an effective level of security depends heavily on the people that work and operate inside the airport's perimeter fence. Anyone granted a SIDA badge becomes part of the overall security effort. For this reason, it is important that all vehicle operators with access to the airfield understand that they play an integral role in the overall security of the airport.

Only those vehicles that are necessary for the continued operation of the airport or for the support of airport related activities may be operated inside the airport's perimeter fence. Personal vehicles are never permitted to operate inside the perimeter fence except for those vehicles that are approved to access the private hangars of the General Aviation Ramps.

Driving Authorization Media

Any person operating a vehicle on the AOA must receive approval from DMAA, possess a current and valid state issued Driver's License, and successfully complete the appropriate driver training. All drivers must display their DMAA issued Security Identification Display Area (SIDA) Badge, with the appropriate "N" (non-movement only) or "M" (movement & non-movement areas) designating their driving authorization level.

Vehicle and Pedestrian Gate Access Control

It is your responsibility as a vehicle operator or pedestrian to secure a gate or door after passing through it. Remember that it is your responsibility to ensure that nobody follows you through a gate. You must position your vehicle so that it blocks the gate until the gate has fully secured.

If you happen to find an unsecured gate, hole in the fence, open door, or other un-attended/unsecured point of access to the airfield, it is your responsibility to maintain a direct line of sight with the area at all times, and to report it. Notification must be provided to the **Airport Operations Center** at **(515) 256-5000**. Under no circumstances should you leave the area unattended until an airport representative or LEO has arrived to relieve you.

AIRPORT SAFETY

Driving anywhere on the airfield is a job-related privilege that must be taken very seriously. Safely operating a vehicle on any of the airport surfaces requires concentration and vigilance. Moving aircraft, high noise levels, bad weather conditions and crowded ramp areas are just a few of the factors that you may face when operating a vehicle at DSM. *Extreme caution must be exercised at all times.*

Foreign Objects Debris / Damage (FOD)

Foreign Object Debris or **FOD** is includes *any object that does not belong on the airfield and can damage aircraft*.

In other words, any object whether it is a nail, rock, or even a plastic bottle that is on the ramp or airfield is FOD. These objects are dangerous to aircraft not only because they can cause vast amounts of monetary damage, but because in the wrong location, FOD can cause aircraft accidents and loss of life.

FOD can damage aircraft in many ways. Fuselage & wing skin puncture, ruptured tires, broken windows, cracked propellers, gouged turbine blades to name a few. Jet engines are incredibly powerful and can suck up FOD causing significant damage

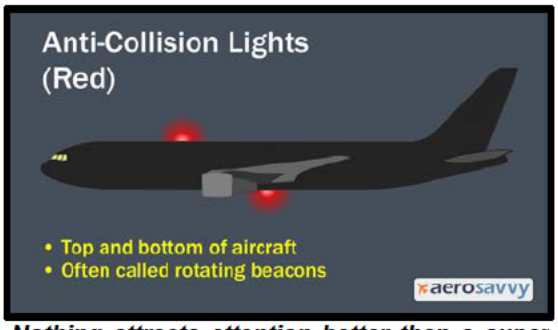
Whether you are on a non-movement or movement area, FOD reduction is the responsibility of everyone. If you see something pick it up and dispose of it before it becomes a hazard to aircraft. Anything found on the non-movement area can easily make its way to a taxiway or runway.

If you see something while in the AOA, pick it immediately and dispose of it in a proper trash receptacle. If you see something blow into the movement area, DO NOT GO INTO THE MOVEMENT AREA to retrieve the item. Contact **Airport Operations Center** at **(515) 256-5000** and an Operations Supervisor will go into the movement area and pick it up.

You can also reduce the possibility of FOD by keeping your vehicle clear of debris both inside and out. If you drive a pickup truck, ensure that all materials contained in the bed are secured and cannot blow out. If you are working with tools, check and re-check the area to make sure you did not accidentally leave any on the ground where it can cause damage.

Aircraft Familiarization

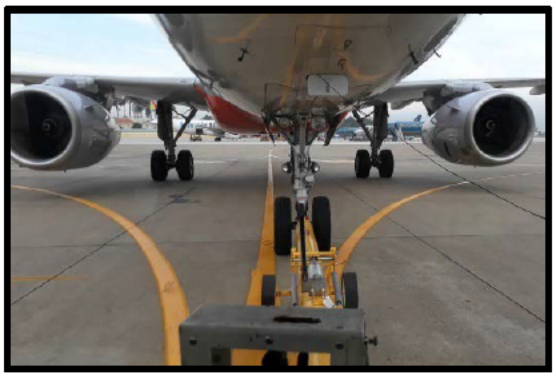
Red anti-collision lights, often referred to as "rotating beacons," are located on the top and bottom of aircraft and can be seen from any angle. When ground personnel see the red lights flashing, they know the area is unsafe. Walking near an operating jet engine or turboprop is dangerous.



Nothing attracts attention better than a super bright, red flashing light. A red anti-collision light on the ground means danger!

Red anti-collision lights are turned on just before push-back from the gate and engine start. They are turned off after engines are shut down at the gate.

Drivers should look for the red anti-collision lights before driving behind an aircraft, especially aircraft parked at the terminal gates. If the lights are on, the aircraft is about to move.

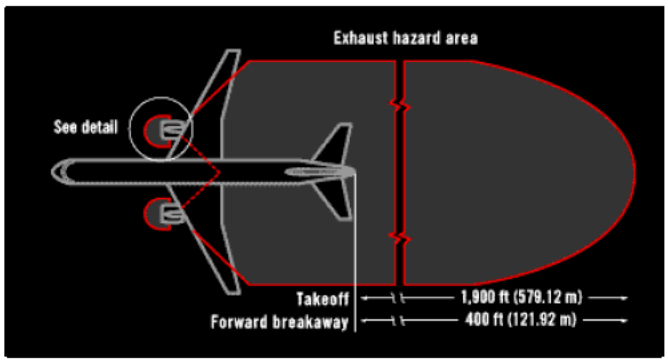


Yield to ALL aircraft on the terminal apron Do not drive behind an aircraft with anti-collision lights on. Tug drivers have limited visibility around the aircraft and may not see your vehicle. Additionally, aircraft being towed have limited maneuverability and it is difficult to stop quickly. Drivers should stop and give-way to the aircraft. Watch for the wing-walkers to signal to the vehicle indicating that it is safe to proceed behind the aircraft.

Any reports from pilots and ground crew about drivers cutting off aircraft during push back or taxi will be investigated fully. Be patient, otherwise it could cost you your driving privileges.

Jet Blast

Jet blast or prop wash is a serious concern to pedestrians and ground vehicles. Objects and debris can be picked up and flown into vehicles or pedestrians causing damage or injury. Always be aware of where aircraft are and where their engines are pointing. Never drive behind an aircraft when the engines are running. The pilot may increase thrust at any time, without warning.



Emergency Vehicles

All drivers on the airport must yield to marked emergency vehicles responding to an emergency, just as you would while driving on public streets. Emergency vehicle operators must exercise extreme caution for unexpected movements of other vehicles, pedestrians, and aircraft.

It should be noted that even in an emergency, taxiing aircraft may not give way to emergency vehicles unless specifically instructed to do so by ATC. Emergency vehicle operators must also make certain to have proper runway clearances prior to proceeding past the mandatory hold position marking and signage.

Medical Emergencies

If there are injuries as a result of an accident that need medical attention, call the **Airport Operations Center** at **(515) 256-5000** immediately to request medical attention. The DSM Aircraft Rescue Fire Fighting (ARFF) Department is stationed on the airfield and will provide a timely response to the emergency. Requests can also be made via radio to the ATC Tower or to your company.

Accident Reporting

Report all accidents involving motor vehicles, as well as damage to airport property immediately to DMAA **Airport Operations Center** at **(515) 256-5000**. This notification should be separate from any police report and must include at a minimum: your name, employer, date and time of the incident or accident and the circumstances surrounding the event.

Airport property includes airfield lighting, signs, fixtures, turf areas, buildings, jet bridges, fencing, ground power units, etc. Vehicle

Automatic Roll-Up Doors

The airport utilizes high-speed automatic roll up doors for safety and convenience at the bag make-up and baggage claim areas. The doors detect when a vehicle is approaching and roll up to allow entry and exit. Drivers must slow down when approaching the doors to allow enough time to fully open. If a vehicle approaches too quickly the driver will not have time to stop should the door not open as quickly as the driver anticipates, or if conditions such as ice or snow are present.

When an accident or collision with one of these doors occurs, report it to **Airport Operations Center at (515) 256-5000** immediately. If negligence is proven to be a factor, SIDA badge revocation will occur which will restrict the driver from working on airport property. If the accident goes unreported, the DMAA can revoke SIDA privileges permanently. Use caution and common sense when entering and exiting from these areas.

Main Terminal Ramp Caution Areas

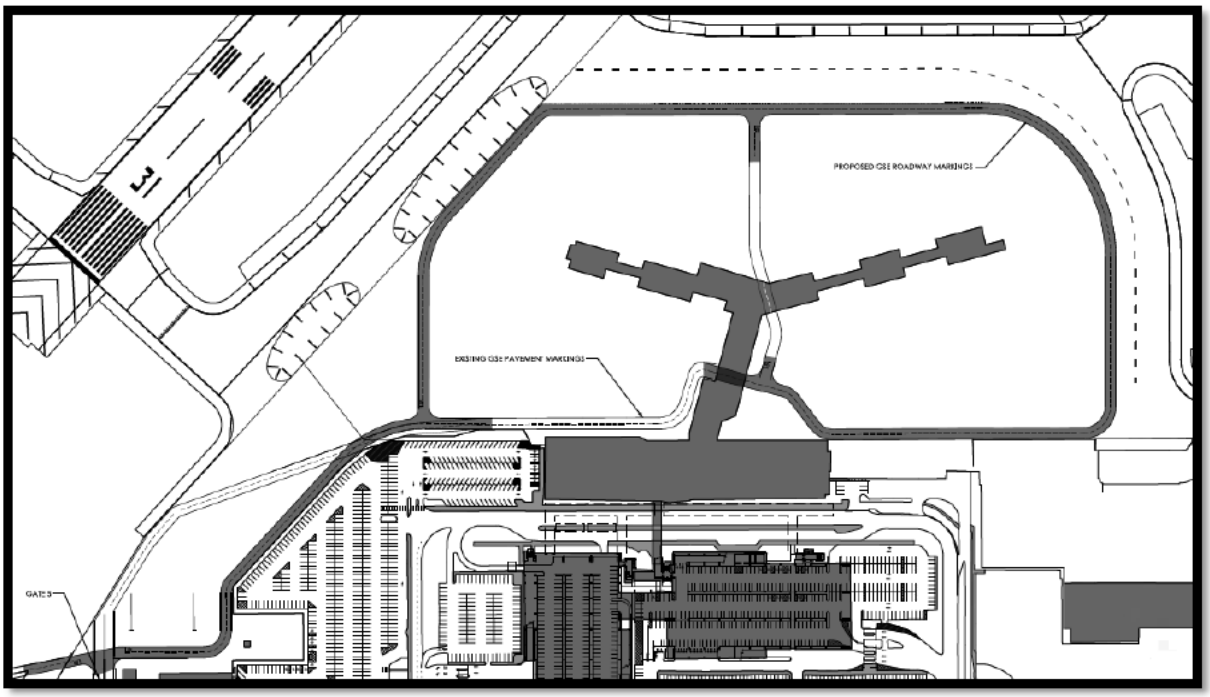
The baggage claim garage doors are hidden from view by the green trash compactors. Slow down in this area as baggage carts may exit the building without warning.

STEM Overpasses – These are passages that go underneath the concourse. These areas are highly traveled by vehicles and pedestrians. Slow down while driving through and use the proper lanes. There are many blind spots. The exits of these overpasses intersect with high-use, aircraft gates.

Vehicle Lanes

A designated vehicle lane has been established on the Terminal Apron to control the flow of traffic. Any person driving a vehicle within the AOA shall use Vehicle Lanes when available and to the extent possible.

When a vehicle's destination is located off the Vehicle Lane, the driver of the vehicle shall use the Vehicle Lane, as long as reasonable. All drivers of vehicles shall enter the Vehicle Lane at a 90-degree angle, at the closest point that it can be done safely. No driver shall stop or park any vehicle on the Vehicle Lane except to yield to an aircraft or to prevent harm to persons or property



Airport Perimeter Roads

The South Perimeter Road connects the South Cargo ramp to the East Cargo ramp. All airport drivers may access this road. CAUTION: heavy fuel truck traffic is present on this road frequently. Slow down and give space to the fuel tucks. Fully loaded fuel trucks have large stopping distances and are difficult to maneuver.

Additional perimeter roads have been established by the airport for security inspections, and maintenance activities. When marked as “Authorized Vehicles Only”, only authorized DMAA or FAA maintenance vehicles may use the perimeter road. These perimeter roads are unpaved. Unauthorized vehicles should exit through a vehicle gate and use a landside road to access other portions of the airport.

INCURSIONS

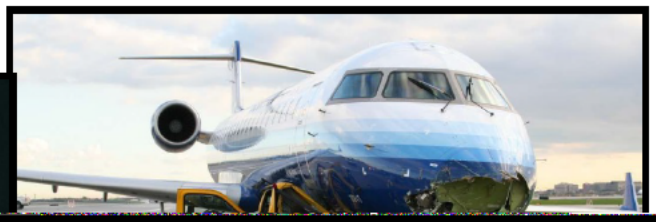
An incursion is, any occurrence involving the incorrect presence of an aircraft, vehicle or person on a movement area designated for the landing and takeoff of aircraft. *Simply put, an incursion is any time that an aircraft, vehicle, or person enters a runway or taxiway without permission from ATC or operates in an improper or unsafe manner.*

Unauthorized entry onto a movement area is dangerous and can result in distracted ATC operators, and catastrophic aircraft accidents.

Having situational awareness is key in preventing incurions from happening. The driver and passengers should be aware of their surroundings to predict wat future actions. To enchance situational awareness drivers should follow these best practices:

- Any distracting material i.e. cell phones, reading materials, radios (other than ATC), passengers talking, etc. must be eliminated or kept to a minimum.
- Always be aware of your surroundings; be aware of other traffic is operating.
- Know the airfield, the lights, signs, markings and airport layout
- when ATC gives instructions know where you are and where you are going.
- Obey ATC instructions, simply driving where you want to go is a violation.
- If in doubt, ask! Do not proceed unless your understanding of the instruction is clear.
- Always read back hold short instructions and obey those instructions without exception.

AFTERMATH OF INCURSIONS



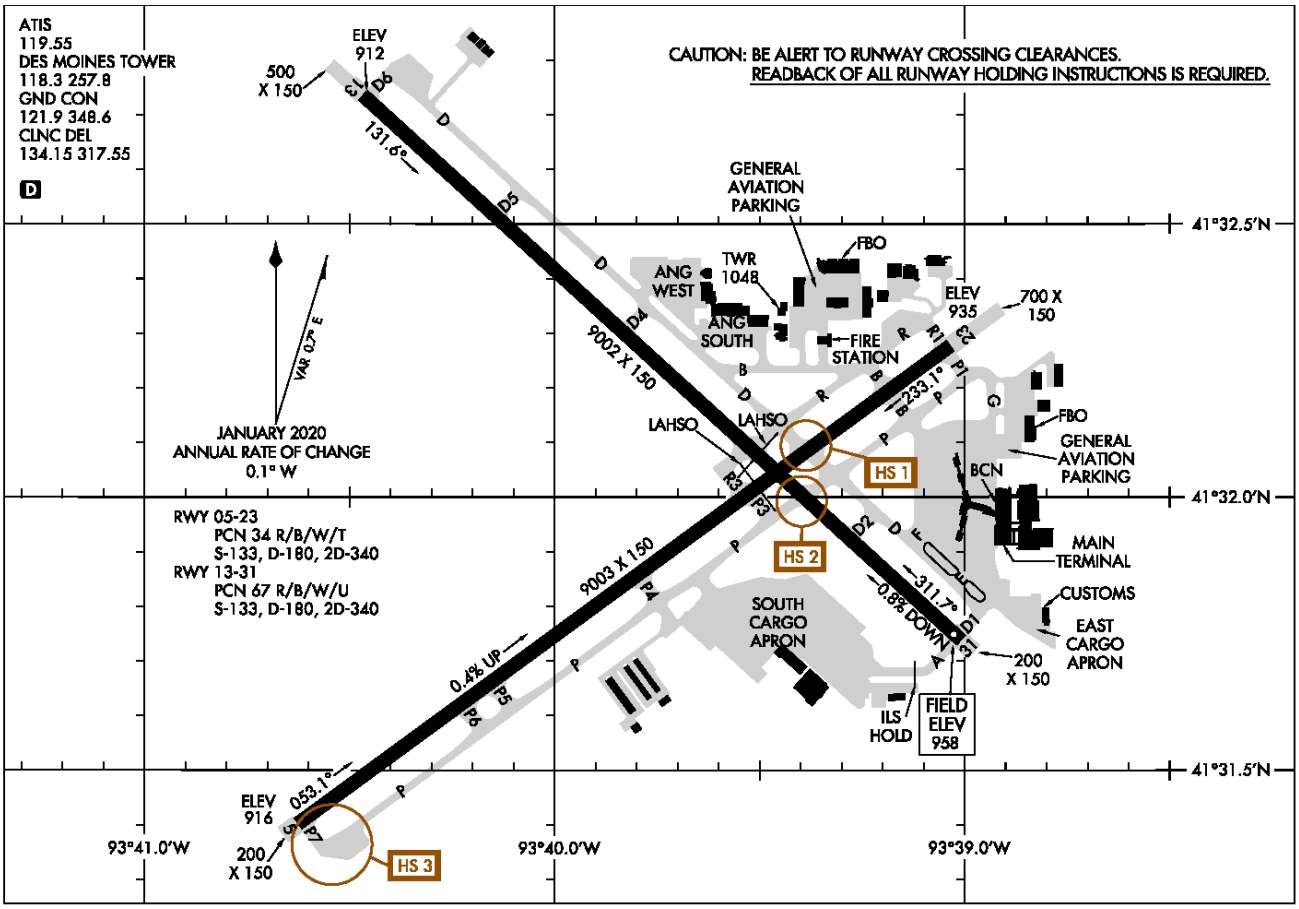
The operation of a vehicle in the Runway Safety Area (RSA) is generally restricted to vehicles that must be in the RSA either to maintain the safety area itself or to gain access to equipment fixed within the RSA due to function (i.e. runway lights, signage, navigation equipment, etc.). Vehicles cannot be in a Safety Area during aircraft operations. Vehicles should only access a runway safety area when it has been closed to aircraft.

It is imperative that all vehicle drivers with access to the movement area be aware of the physical boundary limits of the Runway Safety Area. Hold-short Signs and Markings are located at the edge of the Runway Safety Area and are a good visual indicator of the runway safety area boundary.

All personnel needing to access the RSA must coordinate with Airport Operations. Drivers of vehicles working in the RSA close to the runway, such as those involved in mowing operations, must be particularly cautious and listen carefully to radio instructions from the ATCT.

AIRPORT DIAGRAM

ATC will assume you are familiar with all runways, taxiways, and ramps at the Airport and may reference any area in an instruction. Ensure you are familiar with the airport by regularly reviewing the airport diagram. You should always have an airport diagram in the vehicle with you.



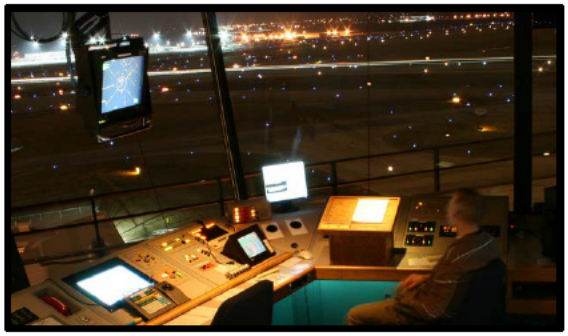
Hot Spots

A hot spot is defined as, "a location on an airport movement area with a history of, or potential risk of collision or runway incursion, and where heightened attention by […] drivers is necessary." Proper planning helps avoid confusion by eliminating last-minute questions and building familiarity with known problem areas.

The FAA designated hot spots at DSM are shown outlined in brown on the airfield diagram below.

- HS 1/2: Use caution and comply with the signs and markings when driving near this complex intersection.
- HS 3: ATC has limited visibility at the intersection of TWY P7 and RWY 5.

AIRPORT COMMUNICATIONS



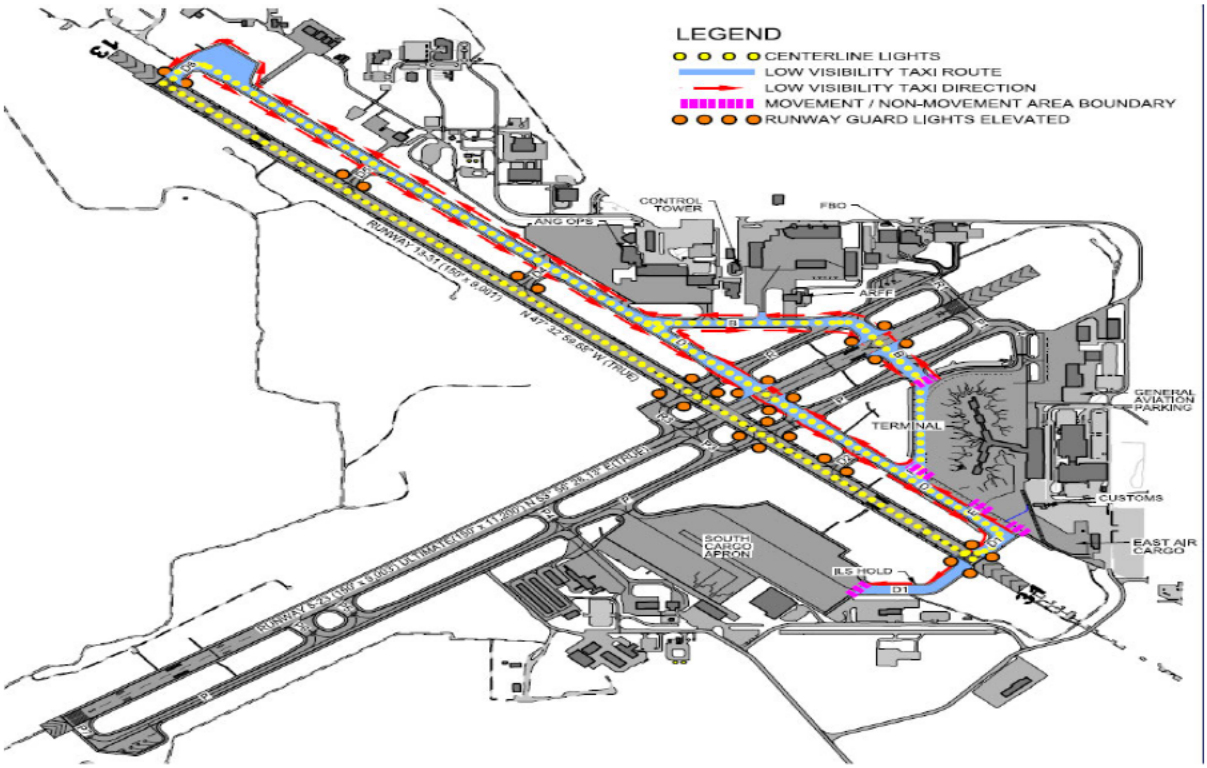
One of the biggest differences between operating on the Movement Area versus the Non-Movement Area is the requirement to effectively communicate your intentions over a radio to the FAA operated **Air Traffic Control Tower** (ATC Tower). Any vehicle operating on the movement area must be in contact with and under the control of ATC.

The Air Traffic Control Tower at DSM is open 24 hours a day, 7 days a week. This means that

SURFACE MOVEMENT GUIDANCE CONTROL SYSTEM - SMGCS

In order to enhance taxiing capabilities in low visibility conditions and reduce the potential for runway incursions, improvements have been made in signage, lighting, and markings at DSM. The Surface Movement Guidance Control System, more commonly known as SMGCS (acronym pronounced *"SMIGS"*) is a plan to facilitate the safe movement of aircraft on the airport during periods of low visibility. When visibility on the airfield falls below 1200 feet, airport operations will close all movement area surfaces except for:

- Runway 31
- Taxiways A, B, D, F, D1, & D6
- Terminal, Cargo, and GA Ramps



Airport users will be notified when SMGCS operations are in effect. During SMGCS, the movement area is limited to essential personnel (FAA, ARFF, and Airport Ops) unless specific approval has been given by DMAA. All tenants should limit non-essential ramp operations and use extreme caution when driving/walking on the ramp areas (non-movement). Airport tenants will be notified when visibility has risen to a point when SMGCS operations are no longer in effect.

CONSTRUCTION

Extra vigilance is essential when driving on an airport during construction. Normal driving routes may be altered, and runway/taxiways may be closed, requiring heighted awareness by pilots and drivers.

Persons who are authorized to operate construction equipment on movement areas at DSM will be required to complete the Airfield Driver Training Program prior to commencing construction activity. Only persons specifically trained and authorized shall be allowed to operate construction equipment on or across any active taxiway or runway at the airport.

Authorized vehicles and equipment must be escorted across or on to any movement area by an authorized escort motor vehicle equipped with a two-way radio in contact with the Air Traffic Control Tower.

No motor vehicle or other construction equipment under the supervision of a construction contractor should be allowed to remain at the work site at the end of the working day, unless specifically authorized by the Authority.

When authorized to remain at the airport, equipment should not be parked overnight in any position or location where it constitutes an actual or potential hazard to aircraft or motor vehicles at the airport. Airport Operations will designate parking locations in such instances.

EQUIPMENT FAILURE

If a vehicle breakdown occurs on the movement area, DSM ATC and Airport Operations must be notified immediately. Do not abandon your vehicle on the movement area. If it is safe to do so, remain with the vehicle until help arrives. Should it be necessary to evacuate your vehicle due to an unsafe condition, inform the ground controller and remain clear of all taxiways and runways.

DEFINITIONS

Air Operations Area- Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved areas or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runway, taxiways, ramps, or aprons. At DSM this refers to the area within the secured and fenced-in area of the airport.

Access Road- A road designed for DMAA employees, FAA, emergency vehicles to drive which are off limits to airport employees, contractors, and tenants.

Accident- a collision between one aircraft or vehicle and another aircraft, vehicle, person or object which results in property damage, personal injury, or death.

Aircraft incident- an occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operations.

Airside- All land that resides inside the barbed perimeter fence, includes the AOA, movement, non-movement, and secured areas.

Apron- (also called a Ramp) defined area on an airport intended to accommodate the parking and servicing of aircraft, the loading and unloading of passengers and cargo, refueling, maintenance and other servicing options. Also known as a Ramp

ATCT (Air Traffic Control Tower) - A service provided by ground-based controllers who direct aircraft on the ground and though controlled airspace.

ARFF- Aircraft Rescue Fire Fighter, full time fire rescue crew that is stationed on the airfield at DSM.

Designated Roadway / Motor Vehicle Lanes- Any portion of the AOA marked by two parallel white lines designed primarily for the safe and orderly movement of vehicles

DMAA- Des Moines Airport Authority, controls and regulates all land, buildings, and services at the airport.

Expedite- used by ATC when prompt compliance is required to avoid the development of an imminent situation.

FAA- Federal Aviation Administration

FBO- (Fixed Base Operator) a business that provides a range of basic services to general aviation aircraft. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie

down, pilot and passenger facilities, airframe and power plant maintenance, pilot instruction, aircraft sales and rentals.

FOD- Foreign Object Debris, anything that can cause damage to an aircraft engine, tire, hull, etc. Includes items such as trash, rocks, nails, cans, etc.

Gate- An area of the AOA specifically designated and made available for the sole use of parking by an Aircraft.

General Aviation (GA) - All civil aviation operations other than scheduled air services and non-scheduled air transport operations for service or for hire.

GSE- Ground Support Equipment, all vehicles utilized for the service of an aircraft or aircraft operation. Examples include: Tugs, carts, belt loaders, lavatory service carts, fuel trucks, de-icing equipment.

Instrument Landing System (ILS) - a navigational aid composed of a localizer antenna and a glideslope antenna, which provides vertical and horizontal guidance to aircraft approaching the runway.

ILS Critical Area- an area provided in order to protect the signals of a localizer and glideslope.

Incursion- any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates or may create a collision hazard or results in loss of separation with an aircraft taking off or intending to take off, landing or intending to land.

Jet Blast- rapid air movement produced by the jet engines of aircraft, particularly on or before take-off.

Jet Bridge- A device used to enplane and deplane passengers from the aircraft door to the terminal.

LEO- Law Enforcement Officer, DSM utilizes the services of the Des Moines Police Department Airport Unit

Mobile Fueler- a vehicle owned/operated by an authorized fuel agent, used to dispense Jet A or 100 LL fuel to aircraft.

Movement Area- The part of an airport to be used for the takeoff, landing, and taxiing of aircraft. Specific approval for entry onto the movement area must be obtained from Air Traffic Control.

Non-Movement Area- taxi lanes, aprons, and other areas not under the control of the air traffic control tower.

Operator- any person who is in actual physical control of an aircraft or motor vehicle.

Pushback- A procedure where aircraft back up under the power of another vehicle.

Ramp Areas (Aprons)- Portions of the airport designated for the loading and unloading of passengers or cargo on and off aircraft.

Restricted Areas- areas of the airport posted to prohibit or limit entry or access by the general public.

Right of way- the right of one operating vehicle/aircraft to proceed over all others.

Runway- a stretch of pavement in the movement area designed for the landing and takeoff of aircraft which is controlled by the air traffic control tower.

Runway Safety Area- the surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an aircraft unintentionally leaving the paved surface of the runway.

Safety Area- A designated area abutting the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway. This area is controlled by the air traffic control tower.

SMGCS (Surface Movement Guidance Control System) - a system providing routing, guidance and surveillance for the control of aircraft and vehicles in order to maintain the declared surface movement rate under all weather conditions within the aerodrome visibility operational level while maintaining the required level of safety.

Taxi – the movement of an aircraft under its own power on the surface of an airport.

Taxiways – A defined path used by aircraft to travel between the ramps and the runways. Taxiways have yellow paint markings and blue edge lights

Terminal Ramp- The apron/ramp area that is designated for air carrier passenger operations around the Terminal. Only authorized personnel with SIDA clearance may operate on this ramp.

Valid State Driver's License- Each driver must have obtained and must maintain, in good standing, a valid state Driver's License or a Limited State Driver's License that permits such driving at work.

PHONETIC ALPHABET

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-TEH
J	Juliett	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO

1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO