

CHICAGO DEPARTMENT OF AVIATION

GROUND MOTOR VEHICLE OPERATING REGULATIONS MANUAL



O'HARE AND MIDWAY INTERNATIONAL AIRPORTS

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1. DEFINITIONS

Note: The following definitions are used solely for the purpose of these regulations.

Abandon – To desert or leave a vehicle or equipment unattended.

Access Control System – A system designed to control access through a security barrier at a Security Identification Display Area (SIDA) Access point.

Accident – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury or death.

Advanced Driver/Movement Area Privileges – Advanced drivers are individuals who are authorized to drive on the runways and taxiways that are under the control of the FAA Air Traffic Control Tower and also include authorized taxi mechanics and authorized individuals towing aircraft utilizing "Towbarless Tow Tractor." The "Towbarless Tow Tractor" is an important designation over a conventional push back / tow tractor. Advanced driving privileges are denoted by a red stripe on an Airport ID Badge. Mechanics have a blue stripe.

Air Traffic Control Tower (ATCT) – The Federal Aviation Administration Air Traffic Control (ATC) Towers located on the airport.

Aircraft – A machine or device, such as an airplane, helicopter, glider, or dirigible, that is capable of atmospheric flight.

Aircraft Safety Envelope – Designated area around the aircraft where vehicles and equipment are prohibited to park in prior to arrival of aircraft.

Airfield – The airfield is the subsystem of the Airports, which provides the venues for the operations, and maintenance of aircraft. The airfield includes Runways, Taxiways, Gates, Aprons, Aircraft Holding Areas, Aircraft Servicing, Maintenance Areas, and Cargo areas.

Airfield Operations Area (AOA) – For the purposes of these Regulations, the Airfield Operations Area refers to runways, taxiways and other areas of the airports that are used for taxiing, hovering, take-off and landing of Aircraft, areas used for entry to and exit from Aircraft, as well as loading ramps and aircraft parking areas and areas not necessarily under the control of the ATCT and any adjacent areas not separated by an adequate security system, and includes, but is not limited to, the Movement Area. (Note, for the purposes of other airport rules and regulations, the AOA is more narrowly defined, but for the purpose of these regulations, areas inside the security perimeter fence will be considered part of the AOA, unless designated otherwise).

Airline Operating Procedures Manual – Any of the various manuals required for a given airline operator by the FAA, including but not limited to those required by 14 CFR Part 121.133, 14 CFR Part 125.71 and 14 CFR Part 125.75.

Airports – Chicago O'Hare International Airport and Chicago Midway International Airport owned and operated by the City of Chicago Chicago Department of Aviation, as now existing or as may hereafter be developed.

Airport Airfield Operations (AAO) – O'Hare / Airport Operations — Midway – The Chicago Department of Aviation offices who are responsible for airfield integrity, maintenance and general operations, as prescribed by Federal Aviation Regulations (FAR) Part 139. For the purposes of these regulations, a reference to the "Airport Airfield Operations Office" in general means the appropriate operations office for each airport.

Airport Driver Testing Office – The location where the airport driver video is shown and driver test is administered. The video and testing may be in two separate areas.

Airport ID Badge – An official airport Access Control System identification badge issued by the City to various personnel who are employed at the airport and/or provide service to the airport.

Airport Operations – The section of CDA in charge of overseeing Airfield activity.

Airport Security Program (ASP) – A security program approved by the Transportation Security Administration (TSA) under of 49 CFR Part 1542.01 Chapter XII.

Airside – That portion of the Airport that is not Landside, i.e. Aircraft Operations Area.

Automated Terminal Information Service (ATIS) – A system designed to circulate essential airfield and airspace information to airport personnel on a timely basis, including some Chicago Airport System NOTAMs. The ATIS can be accessed via the following radio frequencies and phone numbers:

ORD ATIS	135.4 MHz	773-601-8921
MDW ATIS	132.75 MHz	773-581-9967

Airport Transportation System (ATS) – The electric train at O'Hare that connects Terminals 1, 2, 3, 5, longterm/remote parking, and multimodal facility east of Mannheim and south of Zemke.

Authorized – Acting under or pursuant to a written contract, permit, or other evidence of right issued by the Chicago Department of Aviation (CDA).

Bag Room – Includes baggage make-up room; a baggage handling area where baggage is screened, sorted, prepared, and loaded for transport to aircraft, and where arriving baggage is unloaded and sorted.

Basic Driver – Any employee authorized to drive in the non-movement area only (e.g. service roads, ramps), as denoted by a yellow stripe on the Airport ID Badge.

City – The City of Chicago, Illinois, a municipal corporation.

Collision Hazard – A collision hazard is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident. If a pilot or vehicle operator is compelled to take an unplanned or evasive action to avoid colliding with an aircraft, vehicle, object, or person on the runway, that aircraft, vehicle, object, or person on the runway is a collision hazard.

Commissioner – The Commissioner of the City of Chicago Department of Aviation, or his or her duly authorized representative.

Contractor – A business with a contract or subcontract with the City to perform work or services at the airport, or operate as a concessionaire, including, any employee or agent of such a business.

Concourse Object-Free Area – MIDWAY ONLY – The area between the concourse building at Midway and the blue line on the terminal ramp pavement is an object-free ingress and egress emergency walkway. Only equipment approved by the Division of Safety and Security or AAO is permitted in this area. Unlike Midway, O'Hare does not have an Object-Free Area surrounding its concourse buildings.

Department or CDA – Chicago Department of Aviation.

Depressed Roadway (Midway) – The road to/from the tug tunnel access to the airport baggage make-up area where the road elevation is lower than the aircraft gate area.

Depressed Roadway (O'Hare) – The baggage cart road (bag alley) located between Terminals 1, 2, and 3 and aircraft gate where the road elevation is lower than the aircraft gate area.

Driver (Vehicle Operator) – With respect to a vehicle or piece of equipment, the person who is driving or has care and control of that vehicle or piece of equipment.

Emergency Vehicle – Any City vehicle responding to an emergency including, but not limited to, police, ambulance, fire, Airport Operations, Aviation Security, and CDA maintenance vehicles.

Enclosed Roadways – Locations where vehicles or equipment are operated under structures or other roadways.

Engineered Material Arresting System (EMAS) – A portion of the Runway Safety Area of certain runways, constructed of high energy absorbing materials, used in the event of an aircraft overrun.

Escort – The practice of an authorized person accompanying or monitoring the activities of an individual who does not have unescorted access authority into or within the Secured Area or SIDA, and/or AOA and/or Sterile Area, or a vehicle without an airport vehicle insurance sticker in the Secured Area of the airport. Escorts must at all times be able to direct and control the activities of the person or vehicle being escorted, and assume full responsibility for the person or vehicle under escort.

Fishtailing – The excessive side-to-side movement of a vehicle or piece of equipment being towed.

Flammable Liquid – Any liquid that will readily ignite or that will emit a flammable vapor.

Foreign Object Debris (FOD) – Litter, trash, metal, plastic, paper, rock or other rubbish that is found on the Airfield, which could cause damage to aircraft or impair the operation of an aircraft.

Ground Motor Vehicle – A device in, upon or by which a person or property may be propelled, moved, or drawn upon land.

Hangar Area – Area adjoining a facility that is used to store and/or repair aircraft. For the purpose of these Regulations, the Hangar Area is considered part of the Secured Area.

ID Badging Office – The location where Airport Access Control System Airport ID Badges are issued. The O'Hare Office is located on the lower level of Terminal 3 near Elevator Center 6. The Midway Office is located at the CDA Security Office, 5221 W. 55th St., on the 2nd floor.

Jet Blast – The exhaust thrust from an aircraft jet engine.

Landside – That portion of the airport to which passengers and the non-traveling public have unrestricted access.

Law Enforcement Officer – This includes, but is not limited to, any Chicago Police Officer or Aviation Security Officer.

Light Gun Signal – After losing radio communications, a light used by air traffic control personnel to communicate instructions to a Driver who cannot be contacted by radio.

Loss of Separation – A loss of separation is an occurrence or operation that results in less than the prescribed separation between Aircraft, or between an Aircraft and a vehicle, pedestrian, or object.

Markings and Signs – Paint markings, traffic signs, guidance signs and lights that are used on all sections of the airport in order to ensure safe and efficient movement of aircraft, vehicles and pedestrians.

Marshaller/Guideman – Ground personnel who direct the movement of aircraft. The Marshaller's duties include directing aircraft using hand signals to communicate with the aircraft captain, or aircraft taxi maintenance personnel.

Midway Communications Center (MCC) – Coordinates and dispatches public safety and security assets at Midway Airport.

Movement Area – A movement area is any area of the Airports, which is under the control of the ATCT.

Non-movement Area – An area where Aircraft, and Ground Vehicle movement is at the operator's discretion without contact with air traffic control. These areas include, but are not limited to, airport service roads, ramps and baggage make-up areas.

Notice to Airmen (NOTAM) – A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

O'Hare Communication Center (OCC) – Coordinates and dispatches public safety and security assets at O'Hare Airport.

Operator – Any person who is in physical control of an Aircraft or a Ground Vehicle, and includes but is not limited to employees, transient delivery persons, or persons being escorted within a security perimeter.

Owner – For the purpose of these Regulations (1) any person who holds the legal title of an Aircraft or Ground Vehicle, or (2) is the conditional vendee or lessee of an Aircraft or Ground Vehicle that is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee, or (3) is in possession of an Aircraft or Ground Vehicle on the Airport, or (4) a mortgagor of an Aircraft or Ground Vehicle entitled to possession.

Person – Any individual, firm, partnership, corporation, company, association, joint stock association, or governmental authority. It includes any trustee, committee, receiver, assignee, successor, or similar representative of any of them, or any employee.

Power Back – A procedure where an Aircraft backs up under guidance of ground personnel, under its own power, using reverse engine thrust (performed at O'Hare only).

Push Back – A procedure where an Aircraft is moved backward by a tug or other specially designed vehicle.

Ramp – A defined area of the airport intended to accommodate Aircraft for purposes of loading or unloading passengers, cargo or mail, refueling, parking or maintenance, also called a Non-Movement area.

Rotating/Flashing Beacon Lights – Yellow or amber rotating lights inside of a dome that can be seen from a 360-degree visibility from dawn to dusk. These lights are fixed on top of a vehicle roof or located on the dashboard of a vehicle.

Runway – The portion of the movement area intended for takeoff and landing of aircraft.

Runway Incursion – Any occurrence at an airport/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.

Safety Area – A designated area next to the edges of a Runway or Taxiway intended to reduce the risk of

damage to an Aircraft inadvertently leaving the Runway or Taxiway.

Secured Area – A portion of an airport, specified in the Airport Security Program in which certain security measures specified in 49 CFR Part 1542 Chapter XII are carried out. This area is where aircraft operators and foreign air carriers, that have a security program under 49 CFR Parts 1544 or 1546 Chapter XII, enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures. For the purpose of these Regulations, the AOA is considered part of the Secured Area.

Security Identification Display Area (SIDA) – A portion of an airport, established by the Commissioner pursuant to section 10-36-351 of the Municipal Code of Chicago and specified in the ASP, in which security measures specified in 49 CFR Part 1542 are carried out. Generally, access to the SIDA by any person or vehicle requires the production of valid authorization and individuals who have been issued Airport ID Badges are required to display them in these areas. SIDA includes the Secured Area.

Security Perimeter or Security Area – The portion of the Airport that is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by the Department and/or authorized agencies. The Movement Area and Non-Movement Area are located within the Security Perimeter. The Security Perimeter encompasses the SIDA, AOA, and Secured Area.

State – The State of Illinois.

Sunrise – The time of sunrise at the airport as published by the United States National Weather Service.

Sunset – The time of sunset at the airport as published by the United States National Weather Service.

Surface Incident – Any event where unauthorized or unapproved movement occurs within the Movement Area or an occurrence in the Movement Area associated with the operation of an Aircraft that affects or could affect the safety of an Aircraft, its operation or flight. As of October 1, 2007, the FAA defines these incidents as category C or D Runway Incursions.

Taxi/Tow Driver – Any employee authorized to drive in the movement area (any area under the authority of air traffic control, e.g. runways, taxiways), as denoted by a blue stripe on Airport ID Badge.

Taxiway – The part of the Movement Area that is used for maneuvering Aircraft and Ground Vehicles or equipment between a Ramp and a Runway.

Terminal Building – The passenger terminal facilities at the airport, including all associated roadways, parking, and other facilities.

Traffic – The movement of pedestrians, ground vehicles, cargo or other material through a transportation system; or aircraft, ground vehicles, or pedestrians in transit.

Vehicle Service Road – A designated roadway for vehicles in a Non-Movement Area.

2. ACROYNMS

AAO	Airport Airfield Operations
ASP	Airport Security Program
ATC	Air Traffic Control
ATCT	Air Traffic Control Tower
AOA	Aircraft Operations Area

ATIS	Automated Terminal Information Service
ATS	Airport Transportation System
CDA	Chicago Department of Aviation
EMAS	Engineered Material Arresting System
FAA	Federal Aviation Administration
FAR	Federal Airport Regulations
FOD	Foreign Object Debris
ICAO	International Civil Aviation Organization
MCC	Midway Communications Center
MDW	Midway International Airport
NOTAM	Notice to Airmen
OCC	O'Hare Communication Center
ORD	O'Hare International Airport
SIDA	Security Identification Display Area
TLTV	Towbarless Tow Vehicle

3. GROUND MOTOR VEHICLE OPERATING REGULATIONS

These Ground Motor Vehicle Operating Regulations, promulgated by the Commissioner of the City of Chicago ("City") Chicago Department of Aviation ("Commissioner") pursuant to Sections 10-36-260, 10-36-355, and 10-36-357 of the Municipal Code of Chicago, as amended, and in compliance with 14 CFR Part 139, ("Regulations") apply to all pedestrians and vehicle or equipment drivers who operate vehicles and/or equipment within the security perimeter at Chicago O'Hare International Airport ("O'Hare") or Chicago Midway International Airport ("Midway"), and collectively the "Airports."

The Commissioner or his or her designee, reserves the right to immediately and permanently revoke driving and access privileges for any person including, but not limited to employees of the City of Chicago ("City"), airlines, tenants, licensees, and contractors.

These regulations may be amended as necessary for airport safety and efficiency. Airport users and tenants will receive written notice of any changes from the Department. Recipients of written notice are responsible for informing employees or contractors of these changes. After 30 days from the date of notice, employees and contractors will be presumed to have received the notice and will be expected to adhere to the new requirements unless the Commissioner specifies a shorter notice period due to an emergency, pursuant to Section 4 of these Regulations.

4. APPLICABILITY OF REGULATIONS

These regulations apply to all pedestrians and all persons acting as Ground Motor Vehicle Operators or in control of a Ground Motor Vehicle within the security perimeter of the airport and all passengers in Ground Motor Vehicles. These regulations are in addition to applicable ordinances of the City and State and Federal laws, which remain in full force and effect. In the case in which two or more regulations, ordinances, or laws apply to the same subject, all shall be followed, except in the case of irreconcilable conflict in which case the regulation, ordinance or law having the most stringent requirements shall govern as permitted by law. Employers may be held responsible for reckless activity or operation of aircraft, ground motor vehicle, or other equipment by their employees, agents, and/or contractors or any parties employed as subcontractors.

5. EMERGENCIES

When the Commissioner or his/her designee determines that an emergency exists at the airport, these Regulations may be suspended or revised, as deemed necessary, and appropriate, to protect the health, welfare, and safety of persons and property and/or to facilitate the operation of the airport.

6. USE OF LANGUAGE

Words of any gender used in these regulations should be construed to include any other gender and words in the singular will be held to include the plural, unless the context requires otherwise.

7. SEPARABILITY

If any provisions of these regulations or the application thereof to any person or circumstances are held invalid, the remainder of these regulations and the application of such provision to other persons or circumstances will not be affected in any way.

8. AIRPORT DRIVER'S TESTING

Driver testing requirements described in these Regulations must be met and adhered to before an Airport ID Badge displaying driving privileges may be issued. Advanced Drivers are required to complete and successfully pass the combined Basic and Advanced Driver's Tests at least every 12 calendar months from the date of expiration. Copies of these Regulations are available through the ID Badging Office or may be downloaded at www.flychicago.com/driving. A pilot's license does not entitle an individual to drive a Ground Vehicle on the airside. FAR Parts 139.303 and 139.329 training must be completed prior to testing. Taxi mechanics require annual FAR Part 139.329 training. In addition, all requisite training and study must be completed before reporting to the ID Badging Office to take the test.

- A. Individuals requesting driving privileges at an airport must have a current valid driver's license. Driver's licenses must remain current for the life of the issued badge. Drivers must renew their licenses prior to badge renewals, when applicable. Expiration, suspension or revocation of an individual's driver's license suspends or revokes that individual's Airside driving privileges. Individuals may not obtain or renew driving privileges while their driver's license is suspended or revoked (See Section 35 of these Regulations). Airside driving privileges may be maintained with a Restricted Driving Permit or Judicial Driving Permit, but only if the permit covers driving at the applicable airport.
- B. **Basic (Yellow) Driving Stripe**
Effective November 1, 2016, all vehicle operators with yellow stripes must be certified and trained through the CDA's authorized driver's training program. Individuals who apply for basic airside driving privileges must have a need to drive on the AOA and are restricted to the Non-Movement area. They will be required to complete and successfully pass the basic driver's test with a minimum passing score of 80 percent. Drivers must pass the test every two years. It is the responsibility of each individual to study this manual before testing. The basic driving Airport ID Badge indicator is a yellow bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID Badge.
- C. **Advanced (Yellow/Red) Driving Stripe**
Individuals who apply for advanced airside driving privileges must be certified and trained through CDA's authorized driver's training program, and must be in compliance with 14 CFR Part 139.303/329 requirements, as applicable. They must also have access to two-way radio communication with the Air Traffic Control Tower and have a need to drive on the Movement Areas of an airport. Advanced Drivers are required to complete and successfully pass the combined basic and Advanced Driver's Tests **ANNUALLY**. The minimum score of 85 percent is considered passing for the combined test. It is the responsibility of

each individual to study the appropriate manuals and obtain the proper training needed, prior to taking the test. The advanced driving indicator is a half-yellow and half-red bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID Badge.

CHICAGO O'HARE INTERNATIONAL AIRPORT ADVANCED DRIVER WEBSITE:

<http://www.flychicago.com/badging/advancedmanual-329-10-15-09.pdf>

For Chicago Midway International Airport, please call Midway Operations at (773) 838-0677 to schedule an instructor led Advanced Driver class.

- D. O'Hare Taxi Mechanic (Yellow/Blue) Driving Stripe
Taxi Mechanics who have the yellow/blue driver designation may drive on the Movement Area while they are taxiing or towing an Aircraft, or driving wide tractors. When in a Ground Vehicle, taxi mechanics will use Non-Movement Areas only, such as service roads. Airline mechanics with aircraft taxi responsibilities which correlate to some advanced airside driving privileges will be required to complete and successfully pass the combined basic and taxi mechanic drivers test ANNUALLY.

The minimum score of 85 percent is considered passing for the combined driver test. Once an individual has passed the taxi mechanic test, he/she will obtain the yellow/blue driver designation on his/her Airport ID Badge. It is the responsibility of the taxi mechanic or Advanced Driver to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking the combined test.

The taxi-mechanic driving Airport ID Badge indicator is a half-yellow and half-blue bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID Badge.

- E. Midway Taxi Mechanic/Tug Operator (Yellow/Blue) Stripe (See item K for details on Annual Renewal)

Airline mechanics with Aircraft taxi or tug responsibilities that correlate with advanced airside driving privileges may drive on the Movement Area only for purposes related to the taxiing or towing an Aircraft and while in the process of such an operation. Otherwise, such individuals with aircraft taxi or tug responsibilities will use Non-Movement areas only, such as service roads.

Taxi mechanics and tug operators will be required to complete and successfully pass both the basic and Advanced Driver's tests EVERY YEAR. The minimum score of 85% is considered passing for the Advanced Driver's test. Once an individual has passed the advanced test, the driver will obtain the yellow/blue designation on his/her Airport ID Badge. It is the responsibility of the taxi mechanic/tug operator to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking either test. A classroom presentation with certification testing is required for first time applicants only when applying for the yellow/blue designation. Classroom certification is held at the Airport Maintenance Complex located at 6201 S. Laramie Ave. and must be scheduled in advance by calling the airport. Operations Office at (773) 838-0677 and only after an Airport ID Badge has been issued by the Midway Badging Office.

The taxi-mechanic driving Airport ID Badge indicator is a half-yellow and half-blue bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID Badge.

- F. Passing Scores
All Airport ID Badge holders whose job duties require them to operate a Ground Motor Vehicle or equipment within the airport security perimeter must successfully pass an airport driver's test. Successful completion of driver's test requires applicants to score a minimum of 80% on the basic test and 85 percent on the advanced/taxi-mechanic test. If the

individual passes the driver's test, the individual will receive the appropriate driver's designation indicator on his or her Airport ID Badge.

G. Testing Limits

An individual will ONLY be allowed a total of three attempts to pass the driver tests. If the individual fails to meet the required passing score of 80% for the basic and/or 85 percent for the advanced or taxi-mechanic tests within three attempts, the individual will not be allowed to re-test for a period of one year from the date of the last test and will immediately forfeit all driving privileges on the Airfield.

1. First Test Attempt

If an individual fails the first test, his/her driving privileges are immediately suspended. The Airport ID Badge will be confiscated and the driving stripe indicator will be voided. The individual's EMPLOYER is responsible for retraining the employee. The individual must submit a new Airport ID Badge application when he/she returns to retake the test. Any individual who is driving while driving privileges are suspended will have his/her badge revoked. Reinstatement of the Airport badge is at the discretion of the Commissioner or designee.

2. Second Test Attempt

If the individual fails the second test, the individual must submit a new Airport ID Badge application. The individual's EMPLOYER is responsible for retraining the employee.

3. Third Test Attempt

Individuals who fail the driver test the third time will not be allowed to obtain driving privileges for a period of one year from the last date tested.

H. Re-Testing

Individuals who are unsuccessful in meeting the required passing score on their first and/or second attempt will be allowed to re-test no earlier than the next business day.

I. Non-Drivers

All individuals who drive vehicles to and from an airport and park in either hangar and/or employee parking areas and who are not required to take the driver test for their employment are nevertheless subject to these rules and regulations, as well as general rules of the road. Improper Ground Motor Vehicle operation can subject the driver to monetary penalties, revocation of driving privileges, and possible notice to his or her employer.

J. Falsification of Driving Stripe

Individuals who misrepresent their appropriate level of driving privilege will have their Airport ID Badge confiscated and revoked. Fines may be assessed to the driver and/or their employer/company.

K. Renewing Driving Privileges

Driver testing will correlate with the expiration date on the Airport ID Badge. All drivers must begin the testing process a maximum of 30 days before badge expiration. All drivers' badge expiration dates will also correlate with the expiration date of their driver's licenses, i.e. a driver must always possess, and keep on his/her person, a current and valid driver's license.

Midway: All employees/drivers with Advanced Driving and taxi privileges (denoted by the blue or red stripe on the upper left of the Airport ID Badge) will be required to take the Advanced or taxi driving test and renew their Airport ID Badges between May 1 and May 30 every year.

The expiration date of all Advanced and Taxi Drivers (denoted by the blue or red stripe on the upper left of the badge) will be June 1st. Accordingly, all employees with Advanced Driving privileges must be in compliance with FAR Part 139 Part 303 and take the Advanced or Taxi Driving test between May 1st and May 30th of every year to renew their Airport ID Badge.

All drivers must hold a valid, un-expired driver's license throughout the expiration date of their Airport ID Badge. The policy for processing badging applicants with pending, expiring driver's licenses is as follows:

Badge holders obtaining a badge for the first time or renewing an existing badge in the year preceding the expiration date of their driver's license will receive a badge that is valid up until the driver's license expiration date. Upon renewal and receipt of their non-temporary driver's license, badge holders must immediately obtain a new Airport ID Badge for the duration of time for which it was initially intended. An application marked ID Change will be required to complete this process along with the presentation of 2 acceptable forms of identification. As an added caveat it should be noted that the State of Illinois allows the renewal of a Driver's License for up to a year prior to the expiration date. It is recommended that this information be applied to scenarios that meet the requirements described in this section.

L. Cheating

Any individual caught cheating on any driver test will automatically fail the test and have his or her Airport ID Badge confiscated. The Commissioner or his/her designee will decide as to whether or not the individual will be allowed to retake the test to obtain driving privileges and/or have his or her Airport ID Badge returned. All testing areas are video monitored and recorded.

M. Driver Testing Location and Hours

O'Hare: The Basic (yellow stripe) test is administered in the ID Badging Office. The last Basic Drivers Test is at 2:00 p.m. Taxi/Advanced tests take place between 7 a.m. and 2 p.m. The last Taxi/Advanced Test is at 2:00 p.m. Individuals arriving after the last test of the day may take the test the following business day.

The Driver Testing Office is located within the ID Badging Office on Lower Level of Terminal 3 near elevator Center 6. You must call two business days in advance to schedule tests for groups of five or more individuals.

Airfield Familiarization and Advanced training are available at the O'Hare Training Complex and ID Badging Office. You must check with your Signatory for scheduling.

Office Hours: 7:00 a.m.-4:30 p.m. Telephone:
(773) 686-6488

Midway: The Advanced and Basic Driver tests are administered at the ID Badging Office. The last Driver Test is at 2:30 p.m.. Individuals arriving after 2:30 p.m. may take the test the following business day. The Driver Testing Office is located at the Chicago Department of Aviation Security Office, 5221 W. 55th Street, Chicago, IL 60638, on the 2nd floor. The ID Badging office is closed on City holidays.

Hours: 7:00 a.m. – 4:30 p.m.
Telephone: (773) 838-0678

9. AUTHORITY TO OPERATE WITHIN THE SECURITY PERIMETER

- A. No person will operate any Ground Motor Vehicle within the Security Perimeter, unless such operation is directly related to an airport activity. Such vehicles include, but are not limited to:

1. Airline equipment
2. Catering vehicles
3. Fuel tankers
4. Fixed-base operator service vehicles
5. Scavenger service vehicles with proper permits and insurance
6. Designated City vehicles
7. Contract snow removal equipment
8. Vehicles escorted by a tenant or Department vehicle
9. CDA-approved service/tenant vehicles
10. Federal Government vehicles
11. Cargo/Freight handlers

Motorcycles and bicycles (self-propelled) may NOT be ridden by anyone, except for the Chicago Police Department, on the Movement Area and/or the Airfield areas.

- B. No person other than a passenger or crew member enplaning or deplaning or under escort will enter the Security Area without an Airport ID Badge issued or approved by the Department; nor will any person drive a Ground Motor Vehicle on the Movement Area and/or the Airfield without proper vehicle identification as prescribed by Section 34 herein and a driver's license as prescribed by Section 35 herein.
- C. No person will operate or cause to operate any Ground Vehicle within the Security Perimeter unless the vehicle is properly insured in accordance with insurance requirements established by the Department and evidence of insurance is submitted to the ID Badging Office, as prescribed by Sections 30 and 33 herein.
- D. Individuals or vehicles requiring an Escort will remain under the control of CDA Security personnel until all required forms are filled out. The escort must sign the escort log and accept responsibility for those being escorted. Only three vehicles may be escorted by an escort at one time, unless otherwise approved by CDA Security. The only exceptions are enplaning or deplaning passengers who are under the supervision/escort of airline personnel. All persons seeking access to specific areas on the AOA, but not having authorized access to those areas, must be escorted by a driver who possesses a valid blue or green Airport ID Badge with a yellow stripe and escort privileges displayed.

Midway: Persons with a gray badge, with or without a yellow stripe are not allowed in the Secured Area without an Escort. Persons providing the Escort are responsible and must direct and control the individuals and/or vehicles being escorted at all times until they have left the Secured Area.

- E. O'Hare and Midway both have roll gates (sally port gates) installed opposite each other at either end of the service roads entering the security posts. Unless otherwise directed by Aviation Security, the following applies when the gates are in use: Each Ground Motor Vehicle that enters the area between the two sets of roll gates must stop until the gates are completely opened ahead and closed behind. The vehicles must not move while the gates are in motion, and only one vehicle may enter the area between the roll gates at a time. When utilizing unstaffed sally port gates, the drivers must ensure that the gates are secured prior to entering or exiting the airfield. Any malfunctions must be reported to the OCC.

- F. All Ground Motor Vehicles are subject to search before entering or within any area inside of the Security Perimeter. In periods of heightened security, all vehicles entering Airport property may be subject to search.

10. OPERATION OF GROUND VEHICLES WITHIN MOVEMENT AREA

Each Ground Vehicle authorized to operate on the Movement Area and Non-Movement Area at the airport must obey the following:

A. Runways and Taxiways

No person will drive a Ground Vehicle on or across any Runway or Taxiway at any time, except:

1. Where service roads cross Taxiways at approved service road crossing points.
2. Authorized City employees who are in contact with the ATCT via two-way radio and who receive ATCT clearance to drive on the movement area.
3. Persons who are escorted by authorized City employees who are in contact with the ATCT via two-way radio and who receive clearance.
4. Authorized Drivers from organizations approved by Airport Operations.
5. Taxi mechanics with a blue stripe badge designation (only when taxiing and aircraft or operation an ATLTV).

O'Hare: Only a person with a yellow/red stripe is authorized.

Midway: Only a person with Advanced Driving privileges (yellow/red) or Aircraft Taxi stripe (yellow/blue) is authorized to drive across the Taxiway N ("November") to and from the North Parking Triangle Ramp.

B. Movement Areas

1. Advanced Ground Vehicle Operators on the Movement Area must maintain and monitor two-way radio communications between their vehicles and the ATCT; or
2. Any City Escort vehicle with a two-way radio must maintain communications with the ATCT to accompany a vehicle without a radio.
3. Aircraft pushback operations occasionally require Ground Personnel and Ground Motor Vehicles to enter the Movement Area. Pushback operations may only be performed after a pilot or taxi crew member has obtained ATC clearance to enter the Movement Area. Only personnel acting as part of the pushback operation may cross the Movement/Non-movement boundary line and walk with or up to the aircraft, such as but not limited to wing walkers and or push back crew members. Any batons/wands used in the performance of the pushback, must be illuminated during hours of darkness. Once the pushback equipment is separated from the aircraft and all required ground functions are complete, all personnel and equipment must vacate the Movement Area safely and expeditiously. At no time may any employee cross the Movement/Non-movement boundary line to load bags or perform aircraft maintenance.

C. **Non-Movement Areas**

It is not operationally practical to maintain two-way radio communications between every Ground Motor Vehicle and the ATCT or to provide Escort vehicles. Therefore, vehicles not equipped with two-way radios must follow the procedures below:

1. Ground Motor Vehicle Operators and pedestrians must yield the right-of-way to all Aircraft at all times.
2. Ground Motor Vehicles and pedestrians must yield the right-of-way to emergency vehicles, City vehicles, and snow removal teams.
3. Ground Motor Vehicle Operators must drive on the defined service roads only.
4. Ground Motor Vehicle Operators must obey all posted signage including "STOP," "NO TURNS ACTIVE TAXIWAYS," "AVOID STOPPING BETWEEN TAXIWAYS" and heed warnings including, "CAUTION JET BLAST."
5. Vehicle Operators must obey the roadway signage, signals, flag personnel, and all Ground Motor Vehicle Operating Regulations.

11. RUNWAY INCURSIONS

- A. Runway Incursion - 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 take-off of aircraft. Currently, the FAA reviews all surface incidents, identifies runway incursions, and assigns a severity. The FAA categorizes runway incursions using the ICAO definition of incursions and the ICAO severity categories.

The FAA systematically categorizes each Runway Incursion into two sets of categories. One category set is based on the severity of its outcome and the other is based on the cause of the incident. As shown below, Category A is the most serious and Category D is the least serious.

1. **Severity:**

Category D

Incident that meets the definition of Runway Incursion such as incorrect presence of a single vehicle/person/aircraft on the protected area of a surface designated for the landing and take-off of aircraft but with no immediate safety consequences.

Category C

An incident characterized by ample time and/or distance to avoid a collision.

Category B

An incident in which separation decreases and there is a significant potential for collision, which may result in a time critical corrective/ evasive response to avoid a collision

Category A

A serious incident in which a collision was narrowly avoided. Runway incursions are a national concern and are an FAA priority for aviation improvements.

2. **Cause-Based:**

- a. **Operational Incident** – Action of an Air Traffic Controller that results in: Less than required minimum separation between 2 or more aircraft or between an aircraft and obstacles, (vehicles, equipment, personnel on runways) or Clearing an aircraft to take off or land on a closed runway.
- b. **Pilot Deviation** - Action of a pilot that violates any Federal Aviation Regulation Example: a pilot crosses a runway without a clearance while in route to an airport gate.
- c. **Vehicle/Pedestrian Deviation** - Pedestrians or vehicles entering any portion of the airport movement areas (runways/taxiways) without authorization from air traffic control.

- B. No Aircraft, Ground Motor Vehicle or pedestrian may enter onto a Runway or Runway Safety Area without receiving a specific clearance to do so by the FAA Airport Traffic Control Tower. Only FAA Air Traffic Control personnel can give the authorization for entry onto a Runway.

12. **OPERATIONS NEAR AIRCRAFT**

- A. No Person will operate an Aircraft-servicing vehicle within the gate area unless the Aircraft to be serviced has come to a complete stop at its designated loading position.
- B. When on the Airfield, all Ground Motor Vehicles must back into designated parking areas, including spaces adjacent to and perpendicular to buildings.
- C. No person will conduct Aircraft refueling operations unless the Aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.

O'Hare: If any spill occurs, contact (773) 894-9111 for proper disposal.

Midway: If any spill occurs, contact 911 and the MCC at (773) 838-9111.

- D. After Aircraft pushback, all equipment must be stored or returned to designated areas. This equipment includes but is not limited to Aircraft chocks, belt loaders, baggage carts, air stairs and tugs. It is a violation to block, impede, or leave equipment in an area that is needed for aircraft or vehicular traffic.
- E. After sunset, no person will stop, stand or park in the gate area with the vehicle's headlights on and facing any inbound Aircraft, so as not to distract flight crews during Aircraft parking procedures.
- F. Ground Motor vehicles traveling on the terminal Ramps will use the designated service roads within the zipper markings (see paragraph 16(b)) whenever possible, and when driving between gate positions requires passing through more than one vacant gate position. Drivers must exercise due caution when passing directly from one gate position to an adjoining one.
- G. Engaging in activities unrelated to aircraft or airport operations in a rowdy or boisterous manner so as to interfere with airport operations is not permitted in ramp areas or near Aircraft.
- H. Ramp areas will only be used for official airport activities. Advance approval from CDA is required for recreational or social events.

- I. Aircraft under tow making forward progress have the right-of-way over aircraft waiting to be pushed back.
- J. Aircraft being pushed back shall confirm wingtip clearances. Vehicle operators in the area must be aware and exercise caution where airline employees may be marshalling aircraft in and out of gates
- K. Baggage cannot be loaded on an Aircraft after the Aircraft is pushed back from the gate, if this loading operation interferes with other taxiing aircraft.
- L. Vehicles will not park at any time within the Aircraft Safety Envelope with the exception of ground servicing equipment after aircraft has arrived.
- M. Midway: Fire escape doors leading onto the terminal ramp area should be free and clear as defined in the Concourse Object Free Area, to allow adequate space for egress.
- N. Midway: Airport Personnel are not allowed to walk across Concourse alleyways between Concourses A and B; Concourse A and the extension bridge to A4A/A4B. Personnel on the terminal ramp are allowed to walk along the Concourse Object Free Area to the next Concourse.
- O. Midway: De-icing will only be allowed at the gates or at remote locations designated by the Midway Airport Operations office.
- P. No aircraft, vehicles, or equipment will be parked, guided or towed in an unauthorized gate position or improperly parked in any way so as to impede or interfere with normal traffic flow of other aircraft or vehicles.

13. VEHICLE OPERATIONS ON THE AIRFIELD

- A. All Ground Motor Vehicles must travel in a single lane of traffic.
- B. Ground Motor Vehicles must remain on paved surfaces and within designated lanes and adhere to all traffic signals and signs. **BLOCKING A SERVICE ROAD IS PROHIBITED.**
- C. All Ground Motor Vehicles must use the designated service roads whenever possible.
- D. Ground Motor Vehicles may not stop, stand or park closer than 100 feet from a fuel spill. **Never drive through a fuel spill.**
- E. In the event of a fuel spill, vehicles that are running must be left running. Further, vehicles that are not already running must not be started.
- F. Ground Motor Vehicles transporting flammable materials and fuel tanker trucks (excluding hydrant trucks) are not permitted to drive through concourse underpasses, under Terminal Buildings, or on Depressed Roadways.

O'Hare: Trucks transporting flammable materials cannot pass through the cargo tunnel (to access the Southwest Cargo area) or the Post Office Road Tunnel.

Midway: Only electric powered vehicles are permitted on Depressed Roadways except for Chicago Department of Aviation or Emergency Response vehicles.
- G. Fuel trucks are not permitted to stop, stand or park under or near the ATS.

- H. Only vehicles and/or equipment engaged in baggage operations, CDA vehicles, safety and security vehicles, emergency vehicles, and other authorized vehicles are permitted to use the Depressed Roadway.
- I. No Ground Motor Vehicle will be left unattended with its motor running, unless weather or operational conditions dictate otherwise. Vehicles must have their transmission in the “park” position and parking brake engaged, or in the “neutral” position in the case of certain vehicles, also with the parking brake engaged. (For Jet A tankers and hydrant trucks, please see Section 24 H).
- J. Rotating/Flashing Beacon Lights must be on at all times for Ground Motor Vehicles operating in any Movement Area.
- K. **Midway:** All vehicles traveling east on the Airfield service road behind Runway 31C (South-East Corner) must stop at the designated stop sign and wait for oncoming west bound vehicular traffic to pass.
- L. All ground support equipment and Ground Motor Vehicles not in operation must be parked within the airline or tenant lease hold lines unless approved by the Department.
- M. Airport Personnel are not allowed to walk across Concourse alleyways or taxi lanes between concourses. Personnel on the terminal Ramp are allowed to walk along the building to the next Concourse.
- N. Under no circumstances will a Ground Motor Vehicle be allowed to drive onto any EMAS unless an actual Aircraft emergency has occurred.
- O. No person shall operate a Ground Motor Vehicle within the security perimeter of the airport that is leaking mechanical fluids (oil, transmission, hydraulic fluid, etc.) or lavatory fluid (“blue juice”) whether contaminated or uncontaminated.
- P. Hazardous materials, conditions, or events that could pose a threat to safe and secure airfield operations must be reported IMMEDIATELY to the Airport Communication Center.

O’Hare OCC Emergency number: (773) 894-9111

Midway MCC Emergency number: (773) 838- 9111

14. SPEED LIMITS

- A. No person will operate a Ground Motor Vehicle in excess of the posted speed limit while within the security perimeter of the Airports, other than a public safety vehicle responding to an emergency.
- B. All Ground Motor Vehicles will operate at a speed not to exceed five miles per hour while in the baggage make-up area, tug tunnel and depressed roadway.
- C. **O’Hare:** All Ground Motor Vehicles will operate at a speed not to exceed 20 miles per hour while traversing the Ramp areas.

Midway: All Ground Motor Vehicles will operate at a speed not to exceed 15 miles per hour while crossing the Terminal, South or West Ramp areas.

- D. No person will drive a Ground Motor Vehicle in terminal baggage rooms or within 20-feet of a parked or taxiing Aircraft at a speed or in a manner that is considered unsafe or unreasonable.

O'Hare: The maximum speed limit at O'Hare is 30-miles per hour, except as otherwise posted.

Midway: The speed limit at Midway is 15-miles per hour except as otherwise posted.

- E. The taxiway speed limit for vehicles performing routine maintenance is 30MPH, except for the following taxiways: Alpha, Bravo, Hotel, Victor, and the International Taxi lane – which is 25 MPH. Vehicle operators must pay special attention to all service roads that cross taxiways, and further adjust their speed accordingly. Vehicle operators responding to emergencies must drive safely, and adjust their speed according to conditions.
- F. No person will operate a Ground Motor Vehicle too fast or too slow for conditions. When conditions warrant, Ground Motor Vehicle operators must adjust their speed as reasonably necessary. Examples of conditions that may require slower speeds include, but are not limited to, those conditions relevant to prudent vehicular operation listed in Section 14 below, "Careless and Reckless Driving."

15. CARELESS AND RECKLESS DRIVING

- A. Careless Driving. No person will operate a Ground Motor Vehicle or equipment within the security perimeter in a careless manner. Prudent vehicular operation requires careful attention to the width, grade, curves, corners, proximity of aircraft, individuals on foot, traffic and use of roadways, weather conditions and all other attendant circumstances including the relevant provisions of "Miscellaneous Safety Requirements" given in Section 42 below, so as not to endanger the life, limb or property of any person.
- B. Reckless Driving. No person will operate a Ground Motor Vehicle or equipment within the Security Perimeter in a reckless manner, with a willful or wanton disregard for the safety of persons or property. Reckless driving is defined in 625 ILCS 5/11-503.
- C. Impaired Driving. No person will operate a Ground Motor Vehicle or equipment when his or her ability or alertness is impaired so as to make it unsafe for him or her to operate the vehicle or equipment, whether due to fatigue, medication, alcohol, controlled substances, or other cause.

16. CROSSING PROCEDURES FOR TAXIWAYS & SERVICE ROADS

O'Hare:

A- (ALPHA)

B- (BRAVO)

V- (VICTOR)

The following vehicle operation procedures **MUST** be followed:

- A. Stop prior to initiating the crossing of the taxiways A, B, and V to determine if the crossing could be accomplished without stopping in the islands between the taxiways. Vehicles on service roads must yield to vehicles crossing taxiways.
- B. DO NOT attempt to cross if there is a vehicle in front of you that may be forced to stop in the island.
- C. The Ground Motor Vehicle Operator is responsible for determining when to start the

taxiway crossing. The Ground Motor Vehicle Operator will be held accountable for failure to adhere to these regulations.

- D. Service road crossing procedures must be adhered to by all Ground Motor Vehicle Operators:
1. Stop before crossing the service road. The Ground Motor Vehicle Operator is responsible for determining when to start the crossing.
 2. Do not attempt to cross when there is a Ground Motor Vehicle in front of you that may be forced to stop.

Midway:



- A. Badge holders with basic driving privileges are strictly prohibited from crossing or entering any taxiway at Midway. Taxiways may be crossed only when operationally necessary, and only by Ground Motor Vehicles operated by individuals with advanced driving privileges.
- B. Service road crossing procedures must be adhered to by all Ground Motor Vehicle Operators:
1. Stop before crossing the service road. The Ground Vehicle Operator is responsible for determining when to start the crossing.
 2. Do not attempt to cross if there is a Ground Motor Vehicle in front of you that may be forced to stop.

17. GROUND MOTOR VEHICLE AIRPORT SIGNS & MARKINGS

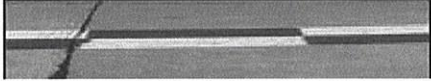
The signs and markings listed in this manual are intended as an overview. Everyone driving or working on the Airside is responsible for studying and understanding the *Part 139.329 Advanced Airfield Familiarization Manual* (for O'Hare) <http://app.flychicago.com/badging/forms/Advanced%20Airfield%20Familiarization%20-%20APR%202018.pdf> or *Certification Training for the Movement Area* (for Midway).

A. Air Traffic Control Tower Light Gun Signals




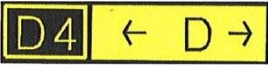
1. The Airport Traffic Control Tower (ATCT) light gun signal is used in addition to radio communication, as in the event of a radio failure or as emergency communication to a Ground Vehicle driver and to communicate with Aircraft. If a driver is signaled by the ATCT with the red light, he must stop immediately and contact CDA Operations at (773) 686-2255, and report your status.





	STEADY RED LIGHT – MEANS STOP
	FLASHING RED LIGHT – MEANS IMMEDIATELY CLEAR THE RUNWAY OR TAXIWAY.

B. Zipper Markings

	DO NOT CROSS OR GO BEYOND THE ZIPPER MARKINGS: This declares the boundary of the service road.
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C. Runway/Taxiway Signs & Markings

Airfield Signs			
Example	Type of Signage	Purpose	Application/Location
	Mandatory Holding position: For runway/taxiway intersection.	Denotes entrance to runway from a taxiway. Vehicles and aircraft are required to hold at these signs unless cleared by air traffic control.	Located Left side taxiway within 10 feet of hold position markings.
	Runway Safety Area (RSA) / Obstacle Free Zone (OFZ) Boundary.	Identifies exit boundary for an RSA/OFZ or runway approach.	Located on taxiways on the backside of certain runway/taxiway hold position signs or runway approach area signs.
	Taxiway Location.	Identifies taxiway on which the aircraft/Vehicle is located.	Located along taxiway by itself, as part of an array of taxiway direction signs, or combined with a runway/taxiway hold sign.
	Taxiway Direction	Indicates directions of other taxiways leading out of a taxiway/taxiway intersection.	Typically located on the left side of a taxiway. Can be used to pinpoint your location on the airfield

Airfield Markings			
Example	Type of Marking	Purpose	Application/Location
	Runway Hold Position Marking.	Denotes entrance to runway from a taxiway or runway. Vehicles and aircraft are required to hold at these signs unless cleared by air traffic control.	Located across the centerline at the RSA boundary within 10 feet of hold sign on taxiways and certain runways.
	Surface Painted Hold Position Sign	Alerts pilots and vehicle drivers of an upcoming holding position location	Located either side of a taxiway centerline prior to the Runway Hold Position Marking.
	Enhanced Taxiway Centerline	Alerts pilots and vehicle drivers of an upcoming runway holding position marking	Located along taxiway centerlines starting at the runway hold position marking and extending out 150 feet.
	Non-Movement Area Boundary Marking	Used to delineate the Non-movement areas from movement areas. Denotes that you are about to go onto a taxiway	located on the boundary between the movement areas (taxiways & runways) and non-movement areas (Ramps)

18. PHONETIC ALPHABET

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango

H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

19. AIRFIELD LIGHTING

All employees, tenants, contractors and vendors must understand the significance of the different colored lighting within the Security Perimeter. The three types of restrictive lighting are as follows:

- A. White Lights indicate a Runway.
- B. Blue Lights indicate a Taxiway.
- C. Service Road lighting:

O'Hare: Amber lights indicate a crossroad that provides authorized vehicle access across taxiways.

Midway: Red lights indicate service roads. These red lights are located along the service road throughout some portions of the inside airport perimeter. The service road on the north ramp, adjacent to the Southwest Airlines hangars, is denoted by amber lights.

20. SMOKING

Smoking, including vaping, in the AOA, or anywhere within 100 feet of an Aircraft or fuel carrier is strictly prohibited. No person will smoke or vape while on the AOA, including baggage make-up areas, all Movement Areas, Ramp areas, Taxiways and/or Runways. This applies to persons both inside and outside vehicles, Ramp areas, Taxiways, Runways and or/near equipment located on the Airside. No person will smoke or vape while within 100 feet of any Aircraft or fuel carrier. Smoking and vaping within the Secured Perimeter is prohibited except at CDA/CFD-approved designated smoking areas approved in writing by the Commissioner. Smoking or vaping in any location of the airport other than an approved smoking area may subject violators to fines pursuant to section 7-32-130 of the Chicago Clean Indoor Air Ordinance.

21. SAFETY EQUIPMENT

No person will own or operate a Ground Motor Vehicle within the Security Perimeter unless the vehicle is equipped with the following safety equipment in operable condition:

- A. **Ground Motor Vehicle Lights**
 - 1. All headlights and taillights must be illuminated and of sufficient brilliance to ensure safe driving between sunset and sunrise. The lights must be on at all times when passing through poorly lighted areas, and during periods of low visibility.
 - 2. All baggage or cargo carts must be equipped with at least two reflectors or fluorescent tape on each side and rear of the vehicle.
 - 3. Contractor vehicles, that work under CDA escort on airport runways and taxiways, are required to have yellow/amber rotating, strobe or LED lights mounted on top of the

vehicle.

B. Ground Motor Vehicle Brakes

1. All Operators must test the vehicle's brakes when approaching an Aircraft in order to avoid a collision in the event of brake failure.
2. All vehicles must be equipped with a properly functioning parking brake. In the event an Operator must leave his or her vehicle unattended, they must engage the parking brake and chock the vehicle, if so equipped.

C. Ground Motor Vehicle Windows, Mirrors, and other Safety Equipment

All Ground Motor Vehicles must:

1. Be licensed for use on public way, except for specialized airport and aircraft-servicing equipment.
2. Have an open cab which provides the driver with unobstructed 360-degree visibility unless the vehicle is equipped with at least one rear-view mirror that is adjusted so the Operator has a clear view of the road behind for a distance of at least 200 feet.
3. Have windows free of cracks, blisters, discoloration or any other defect that causes distortion or obstructions that limit the operator's vision.
4. Be free from obstructive posters, stickers, signs or other objects on the windows. Any poster, sticker or other signage required by the Department or by law shall be applied in a manner so as not to obstruct the driver's vision. Required vehicle access stickers unrelated to the airport (e.g. current parking sticker for off-airport location) are permitted on vehicles commonly operated off the airport, but must be applied so as not to obstruct the driver's vision.
5. Be free from any extended superstructures or load obstructions that block his or her forward vision.
6. Have safe and road-worthy tires.
7. Be equipped with a horn in good working order that is audible under normal conditions from a distance of not less than 200 feet.
8. Have doors and hatches that must remain closed at all times while the vehicle is in motion.
9. All Ground Motor Vehicles must be equipped with a seat belt, in accordance with all applicable laws, including OSHA, unless the vehicle design precludes a seat belt.

22. EMERGENCY VEHICLE RIGHT-OF-WAY

All persons operating a Ground Motor Vehicle within the security perimeter must immediately yield the right-of-way to all City vehicles including, but not limited to, Police, Ambulance, Fire Department, snow removal equipment (during snow removal operations) and Operations vehicles. Emergency vehicles will use audible and/or visual signals.

23. OCCUPANTS OF GROUND MOTOR VEHICLES

- A. No person will, or permit or allow another person to, ride on the running board of a moving vehicle, ride in the bed of a pick-up or other truck, ride in the basket of a de-icing truck, stand up in the body of a moving vehicle, ride on the outside of the body of a moving vehicle, or ride on a moving vehicle with his arms or legs protruding from the vehicle, unless the vehicle is so designed.
- B. No person operating a Ground Motor Vehicle will allow any passenger to ride in the vehicle other than those authorized under escort to enter the Airport security perimeter.
- C. All Drivers and passengers in a Ground Motor Vehicle must wear a seat belt, unless the vehicle design precludes a seat belt.

24. AIRCRAFT FUELING FACILITIES AND EQUIPMENT

- A. No person will conduct Aircraft refueling operations unless the Aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.

O'Hare: If any spill occurs, contact (773) 894-9111 for proper disposal. Midway:
If any spill occurs, contact 911 and the Midway Communication Center
at (773) 838-9111

- B. Refueling equipment will not be used to transport any bulk-packaged, combustible materials, except when such materials are contained in a closed, fire-resistant box. This box must be mounted on the equipment and be of a design and material acceptable to the Commissioner or his/her designee.
- C. All refueling equipment must comply with regulations as required by the Chicago Fire Department and CDA, amended as needed.

All fuel trucks must carry fire suppression equipment as required by the Chicago Fire Department and/or National Fire Protection Association (NFPA) regulations. All fuel trucks must be equipped with a keyed ignition system or a push button / battery switch ignition system.

- D. Fuel vehicles must be parked a minimum of 50 feet away from airport buildings and in Department-designated areas. In addition, fuel tankers must be parked with 10 feet of CLEAR SPACE on each side of tanker. No other equipment can be parked within the clear space.
- E. When refueling:
 - 1. Fuel vehicles must be 10 feet apart from other vehicles and 50 feet from any structure.
 - 2. Fuel vehicles are required to have Type BC chemical extinguishers on the truck.
 - 3. Never jam or disable the dead man switch or otherwise disable any safety equipment or feature.

See Addendum A. for Fuel Service Vehicle Inspection Report.

- F. Inspection and certification by Chicago Fire Department (CFD) inspectors.
 - 1. Fueling facilities/equipment shall not be used if:
 - a. There are any discrepancies noted on the Fuel Facility/Equipment Inspection Report (see Appendix A), until corrected and certified by CFD following inspection.

- b. The facility/equipment has been involved in an accident, until inspected and certified by the CFD.
 - c. The facility/equipment has not been inspected by the CFD within the previous three consecutive months or is lacking a quarterly inspection sticker.
 - d. Inspections at Midway may be performed by CFD-authorized Airport Operations personnel.
- 2. Airport Tenant Fueling Agents will make facilities/equipment available for inspection upon request.
- G. No ground motor vehicle will be left unattended with its motor running unless parking brake is engaged. Aircraft fueling vehicles equipped with a diesel engine are exempt from this requirement under the following conditions:
Ambient air temperature of 45 degrees or less or other adverse weather conditions. Adverse weather conditions will be determined by the CFD Fuel Equipment Inspector. If the fueling equipment is left running, the vehicle's parking / maxi-brake must be engaged and the vehicle must be chocked with adequately sized parking chocks.
- H. Jet A tankers and Jet A hydrant trucks are also exempt from the requirements specified in item G, provided that the ambient air temperature is 50 degrees Fahrenheit or less. In that event, any such vehicle left running and unattended must have serviceable and engaged parking brakes and must be adequately chocked.

25. TUGS AND TRAILERS

- A. No more than four bag/mail/freight carts shall be allowed to be towed on service roads.
- B. All trailers or semi-trailers must be equipped with proper brakes so that when disengaged from a towing vehicle, they cannot become free rolling from propeller slipstream, jet blast or wind.
- C. No person will operate towed equipment unless the equipment has positive locking couplings.
- D. All tugs, trailers, baggage carts or cargo carts must be returned to their assigned storage areas.
- E. During pushback, aircraft must only be disconnected at the designated release location. Aircraft must be released parallel to the Taxi-lane so as to avoid jet blast to the adjacent concourse buildings.
- F. No person will abandon a piece of equipment in an unauthorized area as designated by CDA. Any abandoned equipment will be ticketed and towed.
- G. No person will operate a baggage cart or cargo cart unless the cart is enclosed on all four sides while actually hauling baggage or cargo.
- H. All carts or pieces of equipment being towed must have reflectors or fluorescent tape on both sides and rear.
- I. No person will tow equipment in a manner so as to cause fish tailing.
- J. In the event that an Aircraft must be towed across a runway, such an operation must be conducted under the escort of a City vehicle; either by Airport Operations or the City Motor Truck Driver Pool. Only Department approved high speed tractors may tow an Aircraft without escort.
- K. **Midway:** When driving in the baggage make-up area, all MATCO requirements for safe vehicle operation apply.

26. YIELDING RIGHT-OF-WAY

- A. All Ground Motor Vehicle operators must yield the right-of-way to all Aircraft in motion, emergency vehicles and snow equipment.
- B. No person operating a Ground Motor Vehicle will cross a Taxiway without bringing the vehicle to complete stop and observing ground airplane traffic in all directions. TAXIING AIRCRAFT, HOVER-TAXIING HELICOPTERS AND AIRCRAFT IN PUSHBACK ALWAYS HAVE THE RIGHT-OF-WAY.
- C. No person operating a Ground Motor Vehicle will cross or enter Ground Motor Vehicle traffic lanes without yielding the right-of-way to vehicles already in these lanes.
- D. Ground Motor Vehicles approaching from opposite directions will pass to the right of each other and not stop when passing each other.
- E. Double solid lines in the middle of the roadway signify a no passing zone. Do not cross lines to pass other vehicle traffic.

27. **PARKING**

Any equipment parked in an unauthorized area will be ticketed and towed.

- A. No person will stand or park a Ground Motor Vehicle or other equipment, including Aircraft, on the airfield ramp area or in any building not designated by the CDA.
- B. No person will stand or park a Ground Motor Vehicle or other equipment within 15 feet of any fire hydrant, other fire control apparatus or fuel shut-off switches.
- C. No person will stand or park a Ground Motor Vehicle or other equipment, which would obstruct access to any fire control apparatus or fuel shut-off switches.
- D. No person will stand or park a Ground Motor Vehicle or any other equipment, including aircraft, so as to interfere with or prevent the passage or movement of aircraft, emergency vehicles or other Ground Motor Vehicles.
- E. No person will stand or park a Ground Motor Vehicle or other equipment within 10 feet of the security perimeter fence line.
- F. In no event should a fuel tanker truck stand or park within 50-feet of a terminal building. However, if any Fuel Tanker Truck is servicing an aircraft or ground service equipment, it may park closer than 100 feet, but never closer than 50 feet to a terminal building.
- G. **Midway:** No parking or standing is permitted on the Concourse Object Free Area.
- H. Fuel tankers will not be left unattended at any fueling load racks, while in the course of loading or unloading fuel.
- I. Tractor trailers at ORD Terminal 5 are prohibited from pre parking or staging on the ramp before their flight arrives. Trucks must arrive at gate after aircraft is stopped and blocked. No more than two trucks are allowed at a time during loading and unloading of aircraft.

28. **GROUND MOTOR VEHICLE ACCIDENTS**

All accidents must be reported, including those involving the following but not limited to: an Aircraft (even if the Aircraft is undamaged), a pedestrian, personal injury of any kind, damage to City property, or damage to property not owned by the Ground Vehicle Operator or his/her direct employer. Other accidents that must be reported are those that took place on a Movement Area or Safety Area, or any accident that must otherwise be reported to the National Transportation Safety Board (NTSB).

- A. Any person operating a Ground Motor Vehicle that is involved in any accident must stop the Ground Motor Vehicle at the scene of the accident or as close as possible thereto (without obstructing traffic more than is absolutely necessary), and immediately notify the Communications Center.

ORD: O'Hare Communications Center (773) 894-9111

MDW: Midway Communications Center (773) 838-9111

After making the proper notifications, the individual must return to and remain at the scene of the accident until a full report has been provided to the investigating officer unless otherwise instructed by the Communications Center. The Ground Motor Vehicle operator will, upon request and if physically able, show to the investigating officer any permit, insurance card (if applicable), license, registration or other document relevant to the accident or the persons or property involved.

- B. Persons involved in any accident shall, along with any witnesses, if physically able, provide a full written report by facsimile of the accident to the Aviation Safety Office at the respective numbers listed below within 24 hours of accident. This report must include the names and addresses of the individuals involved, the description of the property or vehicles involved, the registration and license numbers of the vehicles involved, the insurer's name, address, policy number, expiration date, and telephone number, and any other information relevant to the accident.

ORD: Safety Office fax numbers (773) 894-5475

MDW: Safety Office fax numbers (773) 462-1875

- C. Persons causing damage to City property or equipment will be issued a citation.

29. REPAIR AND LOCATION OF DISABLED GROUND MOTOR VEHICLES

- A. No person shall clean, repair, maintain and/or overhaul any Ground Motor Vehicle or equipment in a non-approved shop area. The only exception will be granted for those repairs necessary to transport the ground vehicle or equipment to a repair facility.
- B. No person will allow a stalled or disabled Ground Motor Vehicle to remain anywhere on the Airfield which could interfere with the flow of traffic. Ground Motor Vehicles interfering with the flow of traffic may be ticketed and/or towed.

30. TAMPERING WITH GROUND MOTOR VEHICLES

No person will interfere or tamper with, or engage the engine of any Ground Motor Vehicle, without permission from owner. No individual will take or use any Ground Motor Vehicle part, instrument or tool, without permission from the owner.

31. CONTRACTOR ACCESS TO AND USE OF PREMISES

- A. No person will have access to any construction site within the security perimeter without a valid Airport issued identification badge or escort (ID Badging regulations will apply).
- B. No person will have access to and egress from a construction site in a ground vehicle or construction equipment (belonging to or under the supervision of a contractor) other than by routes and gates designated by the Department, and only during times as specified in writing by the Department.
- C. No person will allow a Ground Motor Vehicle or construction equipment belonging to or under the supervision of a contractor to remain at the work area at the end of the working day, or to be parked overnight, in any position or location where it constitutes an actual or potential hazard to aircraft or ground vehicles at the Airport. In situations where the contractor has the written authorization of the Department to leave Ground Motor Vehicles or construction equipment parked overnight, these vehicles and equipment must be suitably marked and lighted.
- D. No person will operate Ground Motor Vehicle or construction equipment belonging to or under the supervision of an Airport Contractor on or across a runway or taxiway at the Airport, unless an approved escort vehicle escorts the Contractor vehicle or equipment. Exception: a person at Midway with a blue driving stripe may cross a runway or taxiway at an approved service road crossing *only*.

32. SERVICE COMPANY TRAFFIC

Some degree of commercial service traffic is necessary on the Airport Movement Area to service remote airline concourse spaces. In order to properly control this traffic, the following procedures must be observed:

- A. The service company will furnish the client/tenant with a certificate of insurance and release from liability for the airline and the City. The certificate of insurance will name the City as an additional insured.
- B. The client/tenant being serviced will submit a written statement to the ID Badging Office that the service company has a business need to operate a vehicle or vehicles at the airport which is related to the client/tenant's aviation or business activity. The client/tenant will enclose the certificate of insurance, release of the City from liability, the company supervisor's name, and any other requested information.
- C. All parties must obey all laws, rules and regulations governing Ground Motor Vehicle operation at the airports, including but not limited to the requirement to report vehicle accidents as specified in Section 26.
- D. Service Company Ground Motor Vehicles must enter and exit posts at the closest entrance to the aircraft being serviced.
- E. In the event that the CDA issues new and/or revised requirements for operation of service company vehicles on the Movement Area and/or Airfield, the service company is responsible for ensuring that the new or revised information is provided to the service company Ground Motor Vehicle operators.

33. GROUND MOTOR VEHICLE OPERATIONS FOR HIRE

Taxicabs, buses, limousines or any other Ground Motor Vehicle carrier for hire will not load or unload passengers at any place within the security perimeter except at locations designated by the Department.

34. PRIVATE VEHICLE ACCESS ORD

Privately owned Ground Motor Vehicles are prohibited on the airfield unless they are under escort by an authorized driver having a minimum of basic airfield driving privileges and possessing a blue airport issued Airport ID Badge or a green airport issued Airport ID Badge with an "E" designator.

MDW:

Privately owned Ground Motor Vehicles are prohibited on the airfield unless they are under escort by an authorized driver having a yellow stripe on his/her blue, green or gray airport issued Airport ID Badge with an "E" designator.

35. COMPANY-OWNED GROUND MOTOR VEHICLE ACCESS

- A. Unless under escort, all company-owned Ground Motor Vehicles operating on the airport must be registered at the Airport ID Badging Office. Registration information includes:
 - 1. The original certificate of insurance coverage that corresponds to established general liability and automobile liability requirements of the airport.
 - 2. Vehicle description: make, model, and plate number.
 - 3. Documentation of requirement for access to the airport.
 - 4. Proof of vehicle ownership, met by one of the following criteria:
 - a). Copy of Title or Registration for vehicle; or
 - b). Vehicle Insurance Card.
- B. Employees are prohibited from using/driving any other company's equipment or vehicles without the expressed approval of the equipment owner/lessee. Failure to comply may result in the imposition of fines or revocation of Airport I.D. Badge.
- C. Employees operating vehicles with expired plates will be given citation.

36. VEHICLE/EQUIPMENT IDENTIFICATION

- A. No person will operate a Ground Motor Vehicle that is based at the airport on the Airfield unless the vehicle is clearly marked with the company name, logo or other identification acceptable to the Department, and is numerically identified by large block numerals not less than 12 inches high on top nor less than 6 inches high on the sides and rear of the vehicle. Exceptions to this include Law Enforcement and other Public Safety vehicles.
- B. Slow moving vehicles must be clearly marked on the rear of the vehicle with fluorescent tape with the company name.
- C. No person will operate a Ground Motor Vehicle that is based off the airport, on the Airfield on a continuing regular basis. This includes but is not limited to off-airport contractor and service company vehicles, unless a valid and current vehicle permit issued by the Department is conspicuously displayed in the front window of the vehicle, or the vehicle is escorted by approved Department or tenant personnel. In addition, the vehicle must be clearly marked with the company name, logo or other identification acceptable to the Department.

- D. No person will operate a Ground Motor Vehicle that is based off the airport within the security perimeter area to make a delivery or pick-up on a one-time basis unless the vehicle is escorted to and from delivery or pick-up location.
- E. All equipment separate from vehicles, e.g. tugs, dollies, containers, must have some form of identification on it, verifying ownership.

37. DRIVER LICENSING

- A. All persons driving a Ground Motor Vehicle within the security perimeter will have on their person a current valid driver's license issued by the State of Illinois or by the jurisdiction where the person resides, if other than Illinois. City employees must have their correct home address on their driver's license. All persons will surrender their driver's license when requested to do so by a public safety official.
- B. No person will drive a Ground Motor Vehicle within the security perimeter without the appropriate driver designation indicator on his or her valid airport issued Airport ID Badge (except those under authorized escort) unless granted employee-parking privileges in designated areas.
- C. No person or entity will drive or permit a Ground Motor Vehicle within the security perimeter without an insurance certificate on file with the Airport ID Badge Office.

38. GUIDES

- A. No person will back up any Ground Motor Vehicles or other ground equipment (excluding small baggage tractors, passenger cars, vans, or sport-utility vehicles) on the Airfield when the driver's view is restricted by the design of the vehicle, the way in which it is loaded, or in any other way, unless a guide is positioned outside the vehicle to assist the operator.

The guide, who cannot be in a vehicle, must be clearly visible to the operator of the Ground Motor Vehicle being guided, must have an unobstructed view of the area behind the vehicle being guided, must be able to signal the operator of the guided vehicle, and must be able to stop all adjacent traffic.

- B. No person will back up a truck or other Ground Motor Vehicle equipment (including small baggage tractors, passenger cars, vans, or sport-utility vehicles) with obstructed view into or inside of a building at the airport unless a guide is positioned outside the vehicle to assist the operator.
- C. No person will back up an aircraft without the use of a guide/wing-walker, unless an alternative plan has been submitted in writing and is approved by the Department's Safety & Security Office.

39. LITTER / F.O.D. (FOREIGN OBJECT DEBRIS)

"FOD" stands for Foreign Object Debris. Metal, plastic, paper and rocks can cause damage to jet engines and injury to employees. FOD can cause catastrophic damage to people and property.

Airside personnel are responsible for keeping the movement and Non-Movement Areas clear of FOD by checking wheels and tires to make sure they are free of FOD before they enter the airside. All drivers are responsible for making sure those items on or in their Ground Motor Vehicle cannot blow out onto the airfield, subsequently becoming FOD. Provisioning trucks must have all doors closed

at all times while in motion to prevent FOD. All FOD should be deposited in areas designated by the Department for litter collection. Aviation Security Officers will issue a citation to anyone depositing FOD on the airfield. CDA Airfield Operations Supervisors (AOS's) and Facilities personnel can also issue citations.

Ground Motor Vehicle operators shall move loose baggage/articles off the Movement Area (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position either by the gate/terminal building or by airside entrance/exit points. Loose baggage should be reported to Department's Airport Operations division.

If FOD is observed, the Ground Motor Vehicle operator will be responsible for its removal. If unable, the operator must contact Airport Operations. It is the responsibility of all airside workers to pick up FOD, if safe to do so.

ORD Operations	(773) 686-2255
MDW Operations	(773) 838-0677

The local U.S. Postal Office and the Department's Operations division must be contacted if any unattended U.S. Mail is found on the Airfield. When mail is found loose, Ground Motor Vehicle operators are to contact Chicago Department of Aviation Operations and the U.S. Postal Office to report the location of the article. Unless otherwise instructed by Operations, Ground Motor Vehicle operators are to monitor the location of the article from a nearby safe area.

ORD Local U.S. Postal Office ORD Operations	(773) 894-1350 (773) 686-2255
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MDW Local U.S. Postal Office MDW Operations	(773) 767-1917 (773) 838-0677
--	--

40. SNOW REMOVAL OPERATIONS

All Ground Motor Vehicles, other than emergency vehicles with warning lights activated, must yield right-of-way to snow removal equipment. Airside drivers should operate at a reduced speed and with increased diligence while in proximity to snow removal equipment.

Ground Motor Vehicle drivers should stay at least 150-feet back/away from the chute of any snow blowing equipment. Window glass can easily be blown into the vehicle from the force of the snow being thrown increasing the potential danger to a driver.

41. PROPER ATTIRE / REFLECTIVE SAFETY APPAREL

Reflective Safety Apparel must be worn at all times by persons while outside of a vehicle on the AOA, including all ramps in the Secured Area and the AOA, to enhance the visibility and safety of personnel working in the secured area and to promote the safe operation of ground equipment and Ground Motor Vehicles within the secured area of the airport. Primary Reflective Safety Apparel must cover an employee's chest and back. Other reflective apparel such as pants, hats, and gloves are approved, but are not to be worn in lieu of apparel that covers an employee's chest and back.

All Ramp Service Personnel employed by an Airline, by a ground service handling company, or by any other organization that is involved in or concerned with any aspect of aircraft serving in the Secured Area at O'Hare and Midway International Airports will be required to wear "REFLECTIVE

SAFETY APPAREL" at all times in the performance of their assigned duties. This rule is not applicable to employees waiting for or getting off of buses in designated areas.

All personnel working near moving machinery must wear attire in a manner that allows for the safe operation of said machinery. Loose sleeves, exposed shirt tails, neckties, lapels, loose cuffs or other loose clothing shall not be worn around machinery in which it might become entangled. Shirts should be tucked into pants. Pants should not be loose or worn too low on the hips. Gloves should not be worn around rotating shafts or other moving equipment.

This regulation applies to those persons handling baggage, cargo and mail; to those providing fuel and oil services to aircraft; and to those who are engaged in the mechanical servicing of aircraft. Also included are those personnel who service lavatory and water systems, load and unload catering equipment and supplies and electronic entertainment systems; repair and maintain Airline ramp servicing equipment (tractors, tugs, trucks, dollies, jet bridges and any other appurtenances beyond the curtain wall of the terminal structure). Employees and representatives of Federal, State and Local Government agencies whose duties require their attendance on, in and about the ramp areas are included.

42. MISCELLANEOUS SAFETY REQUIREMENTS

- A. Jet Blast is the exhaust thrust from jet engines. It can be extremely dangerous. Always exercise caution while working near running Aircraft engines and obey all posted airfield signage warning about Jet Blast.
- B. Noise on the airfield requires that extra caution must be used when working on the airfield. Due to the background airfield noise or the use of ear protection, it is difficult to hear a warning from other vehicles or persons. Always look both ways twice and behind you before crossing any taxiways or before moving any equipment.
- C. Reduced Visibility due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution driving on the airfield at night and during reduced visibility situations. The best defense is to slow down and always remain alert!
- D. Structural Clearance Advisory: use extreme caution when operating any equipment in the Terminal area. Special attention should be given in watching the height and width clearance of your equipment.
- E. Critical Clearance Areas include the following:

ORD:

TERMINAL 1

Underpass between Gates C7 & C9	7' 5"
Underpass by Gate C11	7' 8"
Underpass between Gates C19 & C21	7' 6"
Underpass by Gate C25 - C26	7' 4"

TERMINAL 2

T2 Underpass	12' 1"
Underpass between Gate E4 & F4	11' 2"
Underpass by Gate F6	9' 2"
Two Pedestrian Emergency Exits on either side of T2 at the Depressed Roadway	15' 8"
Rotunda Pedestrian Bridge	12' 6"

FAA Tower Corridor	12' 6"
Depressed Roadways (Baggage Alley)	14' 7"
TERMINAL 3	
All Underpasses	12' 1"
H & K Concourse underpass	12' 1"
Mezzanine Gate underpass	12' 6"
L Concourse underpass	12' 10"
Pedestrian Emergency Exit between H & L Concourses at the Depressed Roadway	16' 0"
Underpass between K6A & K6B	8' 0"
TERMINAL 5	
Ground Handling Staging Area	18' 0"
Service Road under Terminal	12' 2"
OTHER AIRSIDE LOCATIONS	
Snow/Cargo Tunnel	13' 0"
Post # 7 - Pedestrian Walkway	12' 6"
Posts # 8 & # 9 - Pedestrian Walkways	12' 6"
Post 10 under upper roadway	14' 10"
Alpha I Bravo Bridge on service road	15' 0"
South Cargo Access Road Underpass	15' 0"
Post Office Road Tunnel	15' 0"
Zulu Taxiway Underpass	15' 0"
If you have any questions regarding clearance heights, contact ORD Operations at 773-686-2255.	

MDW :

Depressed Roadway Underpass

Between Gates B1 & C1	7' 10"
Between Gates B8 & A 1	7' 10"

Tug Tunnel Underpass

Between Gates A3& A5	7' 8"
Near Gate A 10	7' 8"
Between Gates A7 & A9	7' 8"
Near Gate A6	7' 8"
Between Gates B15 & B17	7' 8"
Between Gates B14 & B16	7' 8"
Between Gates B14 & B16	7' 8"

If you have any questions regarding clearance heights, contact MDW Operations at 773-838-0677.

Airport Emergency Numbers:

ORD: (773) 894-9111

MDW: (773) 838-9111

- F. It is recommended that service vehicles operating on the airfield be equipped with a working fire extinguisher.

G. **Fire Extinguisher**

Tampering with or improper use of firefighting equipment is a criminal offense (Class B Misdemeanor).

H. **Rotating/Flashing Beacon Lights** must be on at all times for Ground Motor Vehicles operating in the Movement Area only.

I. **Use of Personal Electronic Devices.**

Use of a cellular, Wi-Fi, or a similar personal mobile electronic device, including but not limited to a cell phone, PDA, Blackberry, iPhone/Pad/Pod, MP3 player, Android, laptop, game device, "hands-free" device, etc. ("Personal Device") is prohibited within the security perimeter AT ALL TIMES when:

Driving (i.e. Vehicle/equipment is in motion),

OR Operating (i.e. using Vehicle/equipment to perform a stationary task, such as lifting),

OR Performing an airfield task, such as (but not limited to) directing aircraft/traffic, load/unloading aircraft, fueling/defueling, maintaining aircraft or airport structures.

If/as it is necessary to operate a Personal Device, to conduct legitimate airport/company business the operator must first proceed to a safe, secure site, and STOP any Ground Motor Vehicle or equipment he/she is operating, and/or any airport task he/she is conducting.

No person will operate a Personal Device AT ANY TIME within the security perimeter unless said device:

1. Has been issued to the operator by his/her Agency, Department or Company for official airport business, AND
2. Is in use for official airport business.

The following are exempt from this requirement:

1. Emergency/Public Safety personnel in the performance of duty
2. Authorized radios, issued by the operator's Agency, Department or Company, and operated to conduct airport operations
3. Passengers in Ground Motor Vehicles/equipment provided they are in no way involved in their operation.

J. The following rules will apply to the T5 Ground Equipment Staging Area only, also known as the T5 Bone Yard. All LD3 containers must be properly stored on the racks that are in the yard. Failure to do so will be considered a violation of these rules and violators will be subject to fines.

K. **O'Hare Terminal 5 Bag Room.** No fossil-fuel power vehicles are permitted to operate in the T5 bag room, only electric power vehicles are permitted.

43. HAZMAT AND SPILLS

- A. Improper release or disposal of hazardous materials (HAZMAT) or fuel on airport property is prohibited.
- B. Trucks used for the transport of lavatory waste may only dispose of such waste in areas designated for waste disposal by the Department of Aviation.
- C. All fuel spills MUST be reported to the following authorities for proper removal and disposal.

ORD: Communications Center (773) 894-9111
MDW: 911 and the Communications Center (773) 838-9111

- D. All hazardous material shall be reported to the following authorities for proper removal and disposal.

ORD: Communications Center (773) 894-9111
MDW: 911 and the Midway Communications Center (773) 838-9111

For more detailed information about release response procedures at O'Hare, please refer to the O'Hare International Airport Spill Response Guide.

44. IMPORTANT PHONE NUMBERS

ORD:
 Airport Emergencies: (773) 894-9111
 Department of Aviation - Operations: (773) 686-2255
 Department of Aviation - Safety: (773) 686-SAFE (686-7233)
 Department of Aviation - Security Office: (773) 686-2685
 U.S. Postal Service - Postal Inspector: (773) 894-1011
 Chicago Police Department Non-Emergency: (773) 686-2385

ID Badging Office: (773) 686-6488
Access Control: (773) 894- 5367

MDW:
 Airport Emergencies (773) 838- 9111
 Department of Aviation • Operations: (773) 838- 0677
 Department of Aviation • Safety: (773) 838- 0663
 Department of Aviation - Security Office: (773) 838-0667
 U.S. Postal Service • Postal Inspector: (773) 894- 1011
 Chicago Police Department Non-Emergency: (773) 838-3003
 ID Badging Office: (773) 838 0678
 Access Control: (773) 838-4485

45. HEARINGS AND PENALTIES

- A. **Hearings**
 - (1) Hearings enforcing these regulations shall be conducted as provided in Section 10-36-356 of the Municipal Code.
 - (2) A violation notice, or a copy thereof, issued in accordance with Section 10-36-

356 of the Municipal Code shall be prima facie evidence of the correctness of the facts specified therein.

B. **Monetary Penalties**

Fines for violation of these regulations shall be imposed in accordance with Section 10-36-356, Section 10-36-370 and any other applicable section of the Municipal Code.

46. Chicago Municipal Code: Airports
See relevant sections §10-36-351 through §10-36-370
<https://chicagocode.org/10/10-36/li/>

ADDENDUM A: FUEL INSPECTION REPORT FORM

**CHICAGO AIRPORT SYSTEM
FUEL SERVICE VEHICLE INSPECTION REPORT**

☐ Midway ☐ O'Hare International

Date	Firm:	Operator:	Operator ID#
Vehicle Type	<input type="checkbox"/> Tanker <input type="checkbox"/> Hydrant Cart <input type="checkbox"/> Other	Type of Fuel: <input type="checkbox"/> Jet A <input type="checkbox"/> AvGas <input type="checkbox"/> Auto Fuel	Capacity" gals

INSPECTION TYPE: ☐ Spot ☐ Quarterly

EMERGENCY CUTOFF SYSTEM

NFPA 407 2-3.14	Pass	Fail
1. "EMERGENCY FUEL SHUTOFF" sign at least 2" high, contrasting color.	<input type="checkbox"/>	<input type="checkbox"/>
2. Method of operation "PUSH" or "PULL" or indicated by an arrow.	<input type="checkbox"/>	<input type="checkbox"/>
3. Two cutoff required, one on each side of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
4. Quick acting, remote from fill openings and discharge outlets.	<input type="checkbox"/>	<input type="checkbox"/>
5. Must be operable from ground or any elevated platform.	<input type="checkbox"/>	<input type="checkbox"/>
6. Check for proper operation during fueling operation.	<input type="checkbox"/>	<input type="checkbox"/>

HOSES AND NOZZLES

NFPA 407 2-2	Pass	Fail
1. Dust caps and nozzles stored properly.	<input type="checkbox"/>	<input type="checkbox"/>
2. Extend hose, check for leaks using working pressure.	<input type="checkbox"/>	<input type="checkbox"/>
3. Check nozzle screen for hose particles.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check for kinked, crushed, soft or severely worn hoses.	<input type="checkbox"/>	<input type="checkbox"/>
5. Deadman controls required, may be part of nozzle for overwing filling.	<input type="checkbox"/>	<input type="checkbox"/>

BONDING and GROUNDING

NFPA 407 2-1.2	Pass	Fail
1. Cables to be free of kinks, damage or paint.	<input type="checkbox"/>	<input type="checkbox"/>
2. Clamps to be free of paint, properly attached to vehicle, and in good working.	<input type="checkbox"/>	<input type="checkbox"/>
3. Both clamps and cables stored properly to prevent damage.	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTS

NFPA 407 2-3.6.5	Pass	Fail
1. Head, brake, tail, and marker lights operational.	<input type="checkbox"/>	<input type="checkbox"/>
2. No cracked or missing lenses. Must be fully enclosed and gasketed	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

INSPECTOR

Signature

Print Name

GRC-167141-2-2

SIGNAGE

NFPA 407 2-3.17	Pass	Fail
1. The word "FLAMABLE" on each side and rear in "3" high letters.	<input type="checkbox"/>	<input type="checkbox"/>
2. Product name "AVGAS" or "JET A" on each side and rear in "3" high letters.	<input type="checkbox"/>	<input type="checkbox"/>
3. "NO SMOKING" on all sides, front, rear, and cab of vehicle	<input type="checkbox"/>	<input type="checkbox"/>
4. Signs must be unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>

FIRE EXTINGUISHERS

NFPA 407 2-3.8, NFPA 10	Pass	Fail
1. Tamers: two 20# B/C rated extinguishers on each side with current registration Hydrant carts: at least one 20# B/C rated extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
2. Ready accessible from the ground.	<input type="checkbox"/>	<input type="checkbox"/>
3. Area adjacent to or behind extinguisher contrasting color.	<input type="checkbox"/>	<input type="checkbox"/>
4. Extinguisher to be kept clear of ice, snow or equipment.	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL VEHICLE

NFPA 407 2-3.5, 2-3.6, 2-3.7, CFD Requirements	Pass	Fail
1. Exhaust not to discharge near fueling pumping equipment. No leaks allowed. Must be secured to vehicle	<input type="checkbox"/>	<input type="checkbox"/>
2. Electrical equipment located outside the cab must be rated for hazardous locations	<input type="checkbox"/>	<input type="checkbox"/>
3. All compartments to have open floor for adequate ventilation	<input type="checkbox"/>	<input type="checkbox"/>
4. Batteries to be covered and secured	<input type="checkbox"/>	<input type="checkbox"/>
5. Tire condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/>	<input type="checkbox"/>
6. Operating parking brake or two wheel chocks	<input type="checkbox"/>	<input type="checkbox"/>
7. Windshield wipers/washers operating	<input type="checkbox"/>	<input type="checkbox"/>
8. Windshield defroster and blower operating	<input type="checkbox"/>	<input type="checkbox"/>
9. No fluid leaks from engine	<input type="checkbox"/>	<input type="checkbox"/>

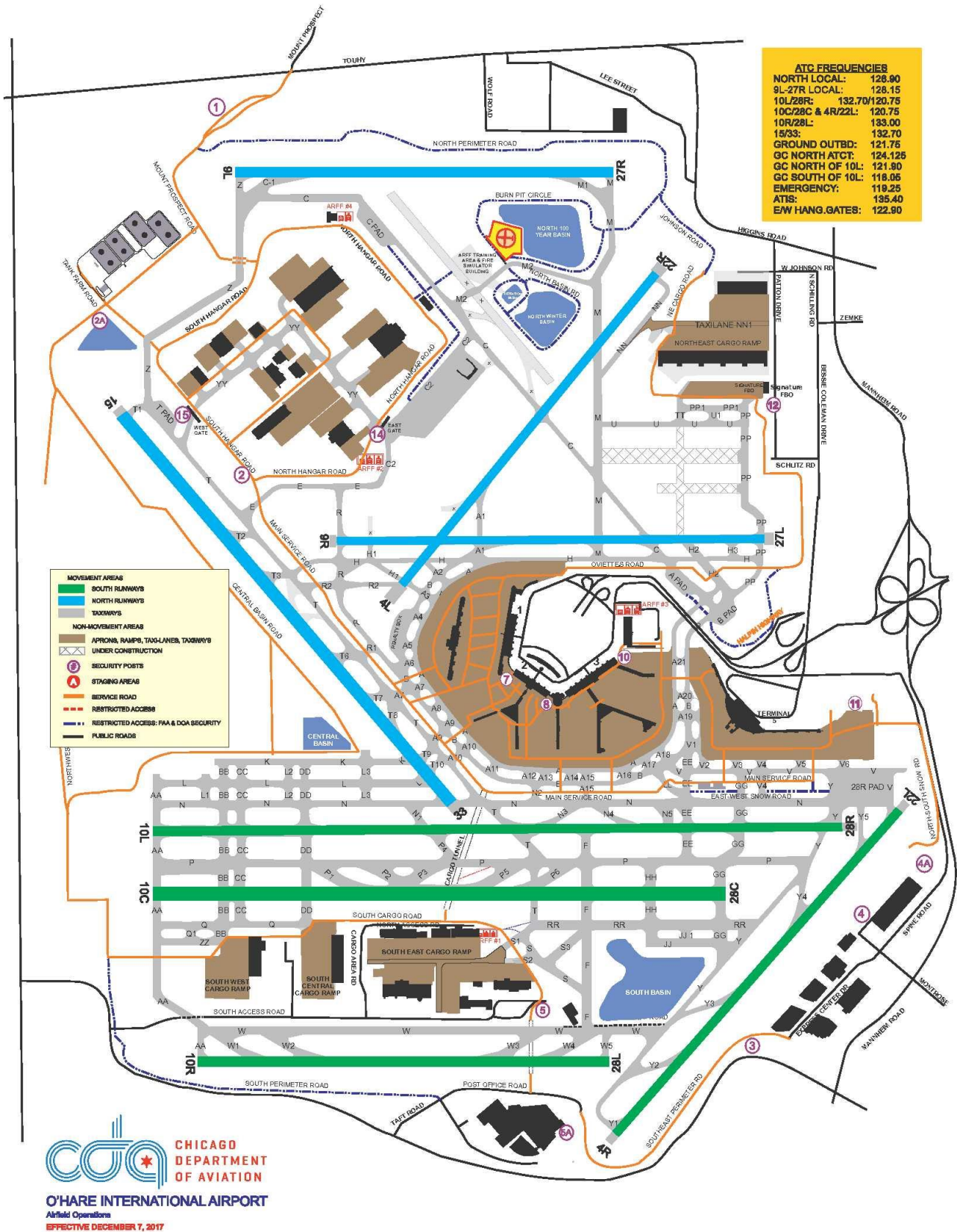
VEHICLE CAB

NFPA 2.3.10.1.2	Pass	Fail
1. "NO SMOKING" sign in 3" letters conspicuously posted	<input type="checkbox"/>	<input type="checkbox"/>
2. Ashtray and lighter removed, rendered inoperable, or sealed shut	<input type="checkbox"/>	<input type="checkbox"/>
3. Cab free of trash, rags, or other combustible materials	<input type="checkbox"/>	<input type="checkbox"/>

OPERATOR (IF VIOLATIONS ARE FOUND)

Signature

ADDENDUM B: O'HARE INTERNATIONAL AIRPORT MAP



ADDENDUM C: MIDWAY INTERNATIONAL AIRPORT MAP

