

AN ORDINANCE BY TRANSPORTATION COMMITTEE ADDING SECTION 22-191 OF THE ATLANTA CITY CODE REGARDING THE ISSUANCE OF NOTICES OF VIOLATION (“NOVS”) FOR THE UNSAFE OR IMPROPER OPERATION OF MOTOR VEHICLES AND FOR THE IMPLEMENTATION OF SAFETY REGULATIONS IN THE RAMP AREAS; AND FOR OTHER PURPOSES.

Review List:

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Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

AN ORDINANCE BY TRANSPORTATION COMMITTEE ADDING SECTION 22-191 OF THE ATLANTA CITY CODE REGARDING THE ISSUANCE OF NOTICES OF VIOLATION (“NOVS”) FOR THE UNSAFE OR IMPROPER OPERATION OF MOTOR VEHICLES AND FOR THE IMPLEMENTATION OF SAFETY REGULATIONS IN THE RAMP AREAS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta owns and operates Hartsfield-Jackson Atlanta International Airport (the “Airport”); and

WHEREAS, the City is responsible for establishing and enforcing appropriate rules and regulations governing the use of the Airport by airlines and others engaged in the business of public transportation of persons and property by aircraft; and

WHEREAS, the City heretofore has adopted ordinances requiring aeronautical activities to be conducted in compliance with certain rules for aircraft and motor vehicle traffic on terminal aprons as codified in Divisions 5 and 6 of Article III of Chapter 22 of the Atlanta City Code; and

WHEREAS, the growth and expansion of the Airport and recent improvements in airline operations at the Airport to meet the current market demand for air travel require additional traffic and safety rules so as to be suitable for current operating conditions at the Airport; and

WHEREAS, the aviation general manager has the authority to establish regulations related to traffic and traffic control pursuant to Section 22-182(b) of the Atlanta City Code; and

WHEREAS, the Ramp Safety Standards Program sets forth the rules and regulations that have been developed to promote safe operation in the Air Operations Area through the enforcement of federal regulations, the Atlanta City Code, the policies of the Airport and descriptions of prohibited conduct provided in the Ramp Safety Standards Manual; and

WHEREAS, when a holder of a Security Identification Display Area badge violates any code section, rule, or regulation covered by the Ramp Safety Standards Program, there may be administrative sanctions assessed against the violator to satisfy the objectives of the Ramp Safety Standards Program; and

WHEREAS, it is necessary to add Section 22-191 to the Atlanta City Code to accomplish these purposes; and

WHEREAS, the Ramp Safety Standards Program is described in the Ramp Safety Standards Manual, a draft of which is attached as Exhibit “A”.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS as follows:

SECTION 22-191: That Section 22-191 of the Atlanta City Code be and hereby is added to the Atlanta City Code. Designated supervisory and managerial personnel of the Department of Aviation may issue an NOV for the unsafe or improper actions of Airport employees and other individuals present in the Air Operations Area. NOVs may be issued for unsafe or improper acts that occur within the AOA, which will include the ramps, NLVR, and perimeter roadways. The specific offenses for which NOVs may be issued and the point values associated with each offense shall be promulgated by the aviation general manager. The offenses are described in the Ramp Safety Standards Manual, as it may be revised from time-to-time. The aviation general manager shall be authorized to suspend or revoke driving or SIDA badge access privileges and require remedial training for such offenses. NOVs may be issued in addition to any uniform traffic citation that may be issued by the Atlanta Police Department.

DEFINITIONS

1. Air Operations Area (“AOA”) - consists of all restricted ground areas of the Airport, including taxiways, runways, loading ramps, vehicle roadways and parking areas.
2. Movement Area - The aircraft movement area that is under the control of the air traffic control tower, i.e. runways / taxiways.
3. Non-Licensed Vehicle Roadway (“NLVR”) - consists of the designated roadways available for vehicular traffic within the AOA.
4. Non-Movement Area - The area, other than that described as the Movement Area, used for the loading, unloading, parking and movement of aircraft on the airside of the airport (including ramps, ramp areas and on-airport fuel farms).
5. Safety Management Systems (“SMS”) - the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic procedures, practices, and policies for the management of safety risk.
6. Security Identification Display Area (“SIDA”) - the term ‘SIDA’ has the same meaning given to that term in Section 22-56.

VIOLATION SANCTION SYSTEM

For the purposes of the sanction system, violations of Airport rules and regulations fall into four categories: Warning, Class I, Class II and Class III. The following point values are assigned to each category:

- WARNING - no points
- CLASS I - 1 point
- CLASS II - 2 points
- CLASS III - 3 points

VIOLATIONS, SANCTIONS AND SANCTION POINTS

The accumulation of violation points will be tracked by the Department of Aviation and the following sanctions will be imposed:

Warning Notice: A warning may be given in the sole discretion of the person issuing the NOV for Class I and II violations, unless an aggravating factor would elevate the offense into a higher class. Two or more warnings given to the same individual within a three hundred sixty-five (365) consecutive calendar day period will result in the issuance of an NOV for a Class II Violation to such individual.

Class I: For a Class I Violation, the violator must appear at the Airport's Security Office and view and pass the tests on the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. A Class I Violation carries one (1) sanction point.

Class II: For a Class II Violation, the violator must appear at the Airport's Security Office and view and pass the tests on the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, the violator's driving privileges shall be suspended for two (2) days. A Class II Violation carries two (2) sanction points.

Class III: For a Class III Violation, the violator must appear at the Airport's Security Office and view and pass the tests on the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, the violator's driving privileges shall be suspended for seven (7) days. A Class III Violation carries three (3) sanction points.

VIOLATION POINTS ACCUMULATION; REVOCATION OF PRIVILEGES

All SIDA badges are the property of the City of Atlanta. The aviation general manager may permanently revoke a violator's driving or SIDA badge access privileges under the following circumstances: (i) after the accrual of seven (7) sanction points within any twelve (12) month period; (ii) for a violator's failure to complete any required remedial or corrective training within seven (7) business days of the issuance of an NOV; or (iii) at any time deemed necessary due to the severity of the offense.

NOV RECORD

Each SIDA badge holder's NOV record will be maintained and tracked by the Department of Aviation for one year (12 months) after the most recent offense.

APPEALS PROCESS

- a. The violator or the violator's employer may request an appeal of an NOV in accordance with this Section. Except as otherwise provided herein, any applicable sanctions will be imposed following the resolution of the appeal.
- b. All appeals must be submitted to the Aviation General Manager or his or her designee in writing by one of the following methods:
 - a. Mail: Aviation General Manager, P.O. Box 20509, Dept. of Aviation, Atlanta, GA 30320;
 - b. E-mail: NOVappeals@atlanta-airport.com <mailto:NOVappeals@atlanta-airport.com> or an e-mail address that the Department of Aviation subsequently designates; or
 - c. Hand Delivery: 6000 N. Terminal Parkway, Suite 4000, Atlanta, GA 30320.
- c. All appeals, including appeals submitted by employers, must be received in the office of the aviation general manager within twenty-four (24) hours of the violator's receipt of the NOV. In the event the due date for the appeal falls on a Saturday, Sunday or legal holiday, the violator may submit his or her appeal on the next business day. Failure to comply with this requirement may result in an immediate denial of the appeal. Depending on the severity of the offense, the aviation general manager may suspend or revoke driving or SIDA badge access privileges prior to the resolution of an appeal.
- d. The aviation general manager or his or her designee will issue a final ruling on the matter.
- e. The aviation general manager or his or her designee will notify the violator and the violator's employer of any sanctions assessed under this Section. Such notices shall be delivered personally to the violator and the company or shall be mailed to the last known address of the company on file with the Airport.



RAMP SAFETY STANDARDS PROGRAM



City of Atlanta / Department of Aviation

Attachment: Ramp Safety Standards Manual (14-O-1087 : NOVs Ramp Safety Standards)

RAMP SAFETY STANDARDS MANUAL

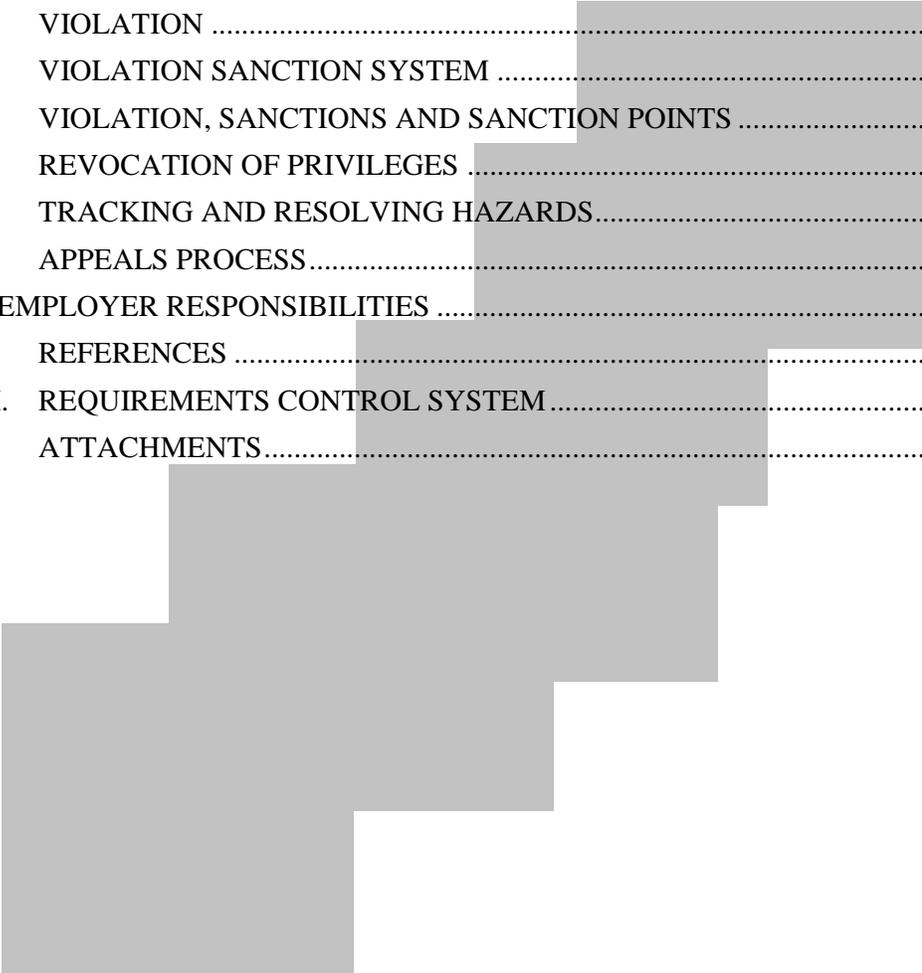
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I. INTRODUCTION

An airport ramp is an area where aircraft, equipment, service providers, flight crews, and passengers converge. Coordination of multiple activities for flight arrivals and departures, involving a variety of services, is often complex, concurrent, and crowded.

The ramp work environment presents many challenges for safe operations from a human performance perspective. Difficulties can arise from the variety of activities, congestion in a restricted environment, tight time pressures, and often, poor weather or lighting conditions.

All things considered, the potential for accidents and injuries in the ramp environment is high. Reducing that potential requires a multidisciplinary effort by many departments of Hartsfield-Jackson Atlanta International Airport, the staff of airlines, service providers, and contractors.

The concept of creating and fostering a positive safety culture on the ramp is critical with the implementation of the Ramp Safety Standards Program at Hartsfield-Jackson Atlanta International Airport.

II. APPLICABILITY

These standards apply to all airport workers with unescorted or escorted access to the air operations area (“AOA”) at Hartsfield-Jackson Atlanta International Airport.

III. PURPOSE

The Ramp Safety Standards Program sets forth the rules and regulations for safe operation in the AOA through enforcement of Federal regulations, State regulations and City of Atlanta Ordinances and policies at Hartsfield-Jackson Atlanta International Airport.

IV. SCOPE

All workers must comply with these standards, and with all applicable laws, regulations, directives and policies while conducting business in the AOA. Additionally, all operators of motorized vehicles, carts, tugs or other devices shall abide by all rules and regulations set forth in any applicable statutes and any regulations issued by the Aviation General Manager.

V. TERMS AND DEFINITIONS

<u>Terms</u>	<u>Definitions</u>
<i>Accountable Executive</i>	A single, identifiable person who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the certificate holder, for the implementation and maintenance of the Airport Safety Management System. The Accountable Executive has full control of the human and financial resources required to implement and maintain the Airport Safety Management System. The Accountable Executive has final authority over operations conducted under the Airport’s Operating Certificate and has final

Attachment: Ramp Safety Standards Manual (14-O-1087 : NOVs Ramp Safety Standards)

	responsibility for all safety issues. The Aviation General Manager is the Accountable Executive.
<i>Air Operations Area (“AOA”)</i>	Consists of all restricted ground areas of the airport, including taxiways, runways, loading ramps, vehicle roadways and parking areas.
<i>Aircraft</i>	A machine or device, such as an airplane, helicopter, glider or dirigible, that is capable of atmospheric flight.
<i>Airfield</i>	Consists of Movement and Non-Movement Area
<i>Air Traffic Control Tower (“ATCT”)</i>	The Federal Aviation Administration Air Traffic Control Tower located on the Airport.
<i>Authorized</i>	Acting under or pursuant to a written contract, permit or other evidence of right issued by the Department of Aviation (“DOA”).
<i>Driver or Vehicle Operator</i>	The person who is driving or is in physical control of a motorized vehicle or equipment.
<i>Escort</i>	An authorized person who escorts another person(s) that does not have access to a particular location on the airport. Escorts must at all times be able to direct and control the activities of the person and or vehicle being escorted.
<i>F.O.D.</i>	The acronym FOD stands for Foreign Object Debris or Foreign Object Damage. Any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel.
<i>Ground Vehicle</i>	Devices, such as motorized equipment or motor vehicles, used for transporting goods, passengers or equipment upon land.
<i>Jet Blast</i>	Is the high velocity air behind an operating aircraft engine

<i>Marshaller</i>	The individual who is responsible for safety of aircraft movement during aircraft arrival or departure from gate areas, directing the aircraft operator with respect to safety conditions and guidance
<i>Movement Area</i>	The Aircraft Movement Area that is under the control of the Air Traffic Control Tower, i.e. runways / taxiways.
<i>NLVR</i>	Non-Licensed Vehicle Roadway, which consists of the designated roadways available for vehicular traffic within the AOA.
<i>Non-Movement Area</i>	The area, other than that described as the Movement Area, used for the loading, unloading, parking and movement of aircraft on the airside of the airport (including ramps, ramp areas and on-airport fuel farms).
<i>Power Back</i>	A procedure where an aircraft backs up under its own power using reverse engine thrust.
<i>Push Back</i>	A procedure where an aircraft is moved backwards normally by a tug.
<i>Ramp</i>	A defined area of the airport intended to accommodate an aircraft for purposes of loading or unloading passengers, cargo, or mail, refueling, parking or maintenance. The Ramp is part of the Non-Movement area.
<i>Runway Incursion</i>	Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface <i>designated</i> for the landing and take-off of aircraft
<i>Safety Management Systems (“SMS”)</i>	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic procedures, practices, and policies for the management of safety risk.
<i>SIDA</i>	Security Identification Display Area: an area designated for the wearing of security identification badges at all times.
<i>Surface Incident</i>	Is an event during which authorized or unauthorized/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 or flight.

SWPPP

Storm Water Pollution Prevention Plan.

Wing Walker

The individual who ensures safe clearance between aircraft structures (i.e., wings, wingtips, tail) and any obstruction hazards that would cause a collision and signals the marshaller of these conditions

VI. RAMP INSPECTION PROGRAM

The Ramp Inspection Program initiative is designed to provide a safe and aesthetically pleasing airfield environment for both employees and passengers. The Department of Aviation is responsible for the oversight of the Ramp Inspection Program and will work in partnership with the tenants and other stakeholders to facilitate this initiative.

Conducting Inspections - Purpose

Routine inspections are critical to the success of the SMS and are part of the collaborative effort to minimize the inherent risks associated with airport ramp operations. The role of inspections is to review the environment in which our staff and tenants operate. The purpose of inspections is to identify areas where hazards or hazardous behavior are present. The outcome and findings of the inspections are to alert tenants and staff to potential for accidents and incidents. Unacceptable risks will be mitigated to an acceptable level. The level of acceptability is the responsibility of the controlling manager. When findings show neglect or disregard for established safety rules and regulations, the airport may levy a citation, or other administrative action against the responsible parties.

Inspection Responsibility

- Tenants, stakeholders and contractors must proactively inspect work areas to ensure that they are free from hazardous conditions.
- The Department of Aviation will conduct inspections in the ramp area.
- Deficiencies and unacceptable risks are recorded. The Department of Aviation is responsible for delegation of remedial measures to correct deficiencies and unacceptable risks to the responsible stakeholder.
- The SMS Manager will monitor progress throughout to resolution of the deficiency or unacceptable risk.
- Deficiencies and unacceptable risks will be reported to stakeholders for resolution.
Stakeholders will respond in writing every 30 days with the status of the deficiency or unacceptable risk until resolved.

Asset Management and Sustainability – Facilities Management Facilities Management routinely conducts facility inspections of the Central Passenger Terminal Complex (“CPTC”), which includes the ramp/airfield environment. During these inspections, facility managers look for visible signs of possible deficiencies or problems. If an unacceptable risk is observed, an engineer from the Project Development business unit is asked to investigate further. If that investigation results in a recommendation for periodic monitoring, repair or replacement, Facilities Management will implement a work order through the Atlanta Airlines Terminal Corporation (“AATC”) or submit a concept review form to the Review Committee (“RC”) for approval and execution through the DOA Capital Improvement Program. The SMS Manager and Facility Manager will monitor progress throughout resolution of the deficiency or unacceptable risk.

In addition, Facilities Management will conduct supplemental inspections of any asset, building, room, or component within H-JAIA that deserves attention beyond the routine facility inspections as identified or requested by Safety, Operations, Project Development, Properties, Fire, Risk Management or Maintenance business units.

The Asset Management and Sustainability division tracks and records H-JAIA assets, buildings, rooms, and components including their condition through its TCO Module and VFA facility assessment software for appropriate repair/replacement strategy. Additionally, Facilities Management conducts a CPTC Comprehensive Facility Audit in conjunction with AATC as required by the CPTC lease agreement to be performed on a three-year cycle. The audit includes two main aspects: facility systems inspections and an inspection findings report. The scope and methodology outlined within the audit remains consistent between the predetermined audit years to allow for facility condition tracking and analysis. The report will be reviewed by senior staff.

Fire Rescue Inspections

Housekeeping. The AOA and related areas shall be kept free from combustible debris at all times. The Atlanta Fire Rescue (“AFR”) conducts inspections on the ramp to ensure areas are kept free from combustible debris at all times. The inspections records are maintained for 12 months.

Airport Operations

Airport Operations conducts clean sweep inspections for general cleanliness standards, FOD and wildlife attractant issues. The inspection records are maintained for over 24 months.

Post Inspection Procedures

The Department of Aviation or AFR inspectors will compile the information and forward it to the responsible party. The hazard and any associated photos will be included with a proposed correction date and other relevant information. The responsible party will be asked to respond by

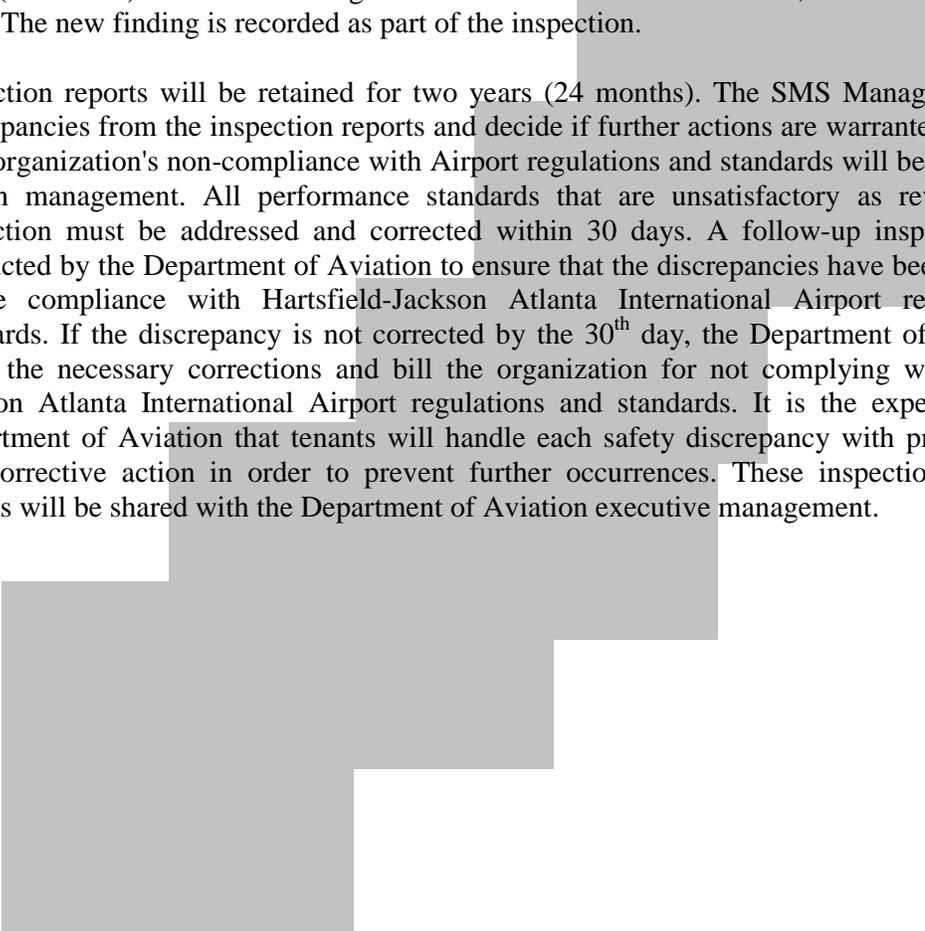
Ramp Safety Standards Program Hartsfield-Jackson Atlanta International Airport

the due date shown. The Department of Aviation will monitor due dates and provide alerts to the tenants if hazards are not resolved within the proposed timeframe.

Tracking and Resolving Hazards

All hazards identified during the inspection process will be logged and tracked in the Airport Security Operations Compliance System (“ASOCS”). If multiple or repeat hazards are recorded, the SMS Manager will contact the appropriate airlines or ground-handling companies to discuss resolutions and timelines. If collaboration with a department of the Hartsfield-Jackson Atlanta International Airport is necessary, the SMS Manager will coordinate a resolution meeting. The SMS Manager will monitor the program and provide updates to Department of Aviation business units (as needed) and senior management. When hazards are resolved, staff will re-inspect the area. The new finding is recorded as part of the inspection.

Inspection reports will be retained for two years (24 months). The SMS Manager will review discrepancies from the inspection reports and decide if further actions are warranted. In addition, each organization's non-compliance with Airport regulations and standards will be reported to its station management. All performance standards that are unsatisfactory as revealed by the inspection must be addressed and corrected within 30 days. A follow-up inspection will be conducted by the Department of Aviation to ensure that the discrepancies have been corrected to ensure compliance with Hartsfield-Jackson Atlanta International Airport regulations and standards. If the discrepancy is not corrected by the 30th day, the Department of Aviation will make the necessary corrections and bill the organization for not complying with Hartsfield-Jackson Atlanta International Airport regulations and standards. It is the expectation of the Department of Aviation that tenants will handle each safety discrepancy with proper attention and corrective action in order to prevent further occurrences. These inspection discrepancy reports will be shared with the Department of Aviation executive management.



Attachment: Ramp Safety Standards Manual (14-O-1087 : NOVs Ramp Safety Standards)

VII. APPLICABILITY OF REGULATIONS; UNSAFE DRIVING

These regulations apply to all persons acting as vehicle operators or in control of a Ground Vehicle within the perimeter fence of the airport. All such operators must abide by the regulations under Title 14, Code of Federal Regulations (CFR), Part 139, in addition to the applicable ordinances of the City of Atlanta, and laws of the State of Georgia and the United States of America, which remain in full force and effect.

Hartsfield-Jackson Atlanta International Airport has a Non-Movement driver's licensing program.

The Non-Movement course is required for **ALL** individuals operating any motorized vehicle on the AOA. Successful completion of the Non-Movement Driver program will result in the "D" designation on the ATL SIDA badge. No individual may operate a motorized vehicle on the AOA without the "D" designation on that individual's ATL SIDA badge.

The SMS Training is required for all individuals to access the AOA. The SMS training is to educate airport employees with respect to their roles and responsibilities within the Hartsfield-Jackson SMS framework and ATL's safety culture.

The Department of Aviation is responsible for the enforcement of all airfield driving rules, regulations, and procedures. No Ground Vehicle may be operated on the Airfield unsafely, in a dangerous manner, or in violation of applicable laws or regulations. The Aviation General Manager may suspend or revoke all driving privileges of an individual due to any violation, unsafe, or dangerous driving.

Non-compliance with driving rules and regulations set forth by the Department of Aviation may result in one or more of the following actions:

1. Suspension of airfield and/or Movement Area driving privileges.
 2. Permanent revocation of all airfield and/or Movement Area driving privileges.
 3. Criminal penalties as provided for in the Code of Ordinances of the City of Atlanta, Georgia.
- A. REMEDIAL TRAINING
1. Drivers who violate federal, state, and local laws or regulations may be required to attend remedial training.
 2. Remedial training will be scheduled and conducted through the IET System in the Security Office.

Failure to attend Mandated Training- Additional Penalties

Failure to attend and complete Corrective Training within seven (7) business days of the NOV issue date may result in immediate revocation of the privilege for which the NOV was issued.

VIII. CITY ORDINANCES

The ordinances regulating Hartsfield-Jackson Atlanta International Airport are contained in Chapter 22 of the Code of Ordinances of the City of Atlanta, Georgia. Violations of any such ordinances may result in citations from the Atlanta Police Department and an appearance in a court of law to answer the charges contained in the citation. All workers must abide by the traffic rules set forth in Atlanta City Code Section 22-182, which are expressly incorporated herein by reference.

IX. AIRPORT SAFETY RULES AND REGULATIONS

The Airport safety standards are outlined in the Airport Certification Manual and the SMS Manual. Violations of these standards may result in the issuance of an NOV from the Department of Aviation. The Department of Aviation may order a revocation of driving privileges, remedial training or denial of SIDA badge access.

A. ZIPPER MARKINGS (Airport Certification Manual FAR PART 139.329 PEDESTRIANS & GROUND VEHICLES)

No person shall cross the painted “zipper” style markings for any purpose. The markings are located on the ground and are painted in red and white alternating blocks approximately 4 feet long by 2 feet wide. The zipper markings represent the border of the NLVR where the active taxiway begins. Associated signage has been placed near these intersections warning drivers of the zipper markings. **DO NOT CROSS THESE ZIPPER MARKINGS!**

B. PEDESTRIAN TRAFFIC

No person shall **walk** or operate a **non-motorized** vehicle on the NLVR, beyond the zippermarkings, or between the concourses at the ramp level.

C. RAMP SAFETY AND PARKING REGULATIONS IMPACTING AIRCRAFT OR GATE OPERATIONS

The ramp area surrounding the concourses has limited general vehicle parking spaces during business hours. An increased number of drivers are trying to access the concourse areas from the ramp. This has led to an increase in the number of vehicles parked in unauthorized areas that may impact aircraft and gate operations. As such the following standards are being implemented for use by all vehicle operators that are issued a ramp permit.

1. Designated Contractor Parking Spaces on each Concourse Ramp:
 - a. An area will be identified on each concourse ramp for tenant contractor parking.
 - b. All tenant contractors performing work, whether tenant projects, base-building work, concessions build-out, etc., will be required to park in this area unless prior authorization is given by the Department of Aviation.

2. Stopping, Parking and Unattended Vehicles/Equipment:
 - a. Vehicles shall be parked only in approved parking areas and shall be secured against uncontrolled rolling by an engaged handbrake or equally effective measure. Ignitions shall be switched off unless required for auxiliary functions.
 - b. The parking of vehicles in the painted restricted area around ramp fire hydrants is prohibited. The blocking of hydrants and the blocking of access to any fire control apparatus is also prohibited.
 - c. No vehicle shall be stopped or parked on any taxiway, taxi lane, access lane, passageway or shoulders of the NLVR.
 - d. No vehicle or equipment shall be stopped or parked in an area that blocks the ingress/egress of emergency vehicles, including Airport Operations, Airport Security and Atlanta Police Department vehicles.
 - e. No person shall stop or park a vehicle, position an object, or carry out work behind another vehicle, which can only be reversed out of its existing position. If it is not possible to avoid this situation, the driver of the blocked vehicle shall be immediately notified.
 - f. No person will park a Ground Vehicle or other equipment, including aircraft, on the airfield ramp area or in any building not designated by the Department of Aviation.
 - g. No person will park a Ground 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 Vehicles.
 - h. No person will park a Ground Vehicle or other equipment within 10 feet of the security perimeter fence line.
 - i. Vehicle operators shall not park vehicles under any passenger loading bridge.
 - j. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
3. Violation Notification – Vehicles Blocking Aircraft or Gate Area

Any vehicle found to be blocking aircraft or a gate area should be reported as follows:

 - a. Initial Violation Report Notification
 - i. The initial phone call should be made to AATC's Communication Center (404/530-2112) and request a page be made on the appropriate concourse for the contact.
 - ii. The tenant can notify a towing company to initiate towing of the vehicle in the tenant's leased premises. Notify the Centralized Command and Control Center ("C4 Center") if towing proceedings commence. Tenants

are responsible for escorting the tow truck and its safe operation while in the AOA.

- b. If further action is required, notify C4 Center at 404-530-6800.
 1. Dispatch the Atlanta Police Department (“APD”) and instruct the APD to initiate towing of the vehicle.
 2. Notify the DOA Airside Operations Duty Officer via the Duty Phone at 404-787-6095.

4. Violations

Any person found to be in violation of these safety and parking regulations will be subject to the following penalties:

- a. First Violation -
 - i. Violator will be issued a Class I Notice of Violation “NOV”;
 - ii. Violator will be responsible for paying all towing costs incurred; and
 - iii. Violator will have a warning listed against its Airfield permit.
- b. Second Violation -
 - i. Violator will be issued a Class II NOV;
 - ii. Violator will be responsible for paying all towing costs incurred; and
 - iii. Violator will have a second warning listed against its Airfield permit.
- c. Third Violation -
 - i. Violator will be issued a Class III NOV;
 - ii. Violator will be responsible for paying all towing costs incurred; and
 - iii. Violator will have its Airfield permit revoked at the discretion of the Aviation General Manager.

D. VEHICLE OPERATIONS DURING LOW VISIBILITY CONDITIONS (“SMGCS”)

Ramp safety and awareness is critical during low-visibility and foggy conditions. The Airport implements driving restrictions when runway visibility deteriorates down to 1200 feet and below 600 feet Runway Visual Range (“RVR” – the distance the pilot can see down the runway). These driving restrictions are a part of the Airport’s Low Visibility Program, also known as the Surface Movement Guidance and Control System (“SMGCS”) Plan.

All tenants must be familiar with and will be required to adhere to the SMGCS Plan during low visibility conditions. Refer to the SMGCS Plan for further guidelines.

E. VEHICLE ROADWORTHINESS

1. Before operating any motor vehicle on the Airport, the driver must ensure that the vehicle is in roadworthy condition. No vehicle shall be operated which is not in a sound

mechanical and safe condition. The City of Atlanta Department of Aviation reserves the right to inspect and declare unfit for use on Airport property any vehicle or piece of equipment that does not comply with all safety requirements.

2. Vehicles designed to transport special goods (i.e., fuel tanker trucks) shall comply with all pertinent provisions of the U.S. Department of Transportation Regulations and Section 407 of the National Fire Protection Association Code, Standard for Aircraft Fuel Servicing.
3. It is the sole responsibility of the vehicle owner and driver for ensuring the roadworthiness and operational safety of the vehicle, which shall in no way be reduced or diminished by the issuance of a Restricted Area Permit decal or an Airside Operating Permit or by any technical inspections carried out by the Department of Aviation.

F. CARELESS AND UNSAFE DRIVING

1. No person shall operate a Ground Vehicle within the AOA in a careless manner. Prudent vehicle operation requires regard for traffic, weather conditions and all other attendant circumstances, so as not to endanger the life, limb or property of any person.
2. No person shall operate a Ground Vehicle within the AOA in an unsafe manner. For the purposes of this Ramp Safety Standards Program, unsafe driving shall mean the operation of a Ground Vehicle in disregard of the rights of others, or at a speed or in a manner that endangers persons or property.
3. All persons operating a Ground Vehicle must adhere to all signs, markings and other traffic control devices instructing drivers to stop, yield, stay within driving lane, maintain speed, proceed with caution or other otherwise control movement within the AOA.

G. WIRELESS TELECOMMUNICATIONS EQUIPMENT

1. No vehicle operator shall use a hand held wireless telecommunications device while driving or operating a vehicle.
2. In the event a vehicle operator needs to make or receive a business related call or transmission while driving, the operator should locate a lawfully designated area to park and make or receive the call or transmission while the vehicle is safely parked and non-operational.
3. The use of a hands-free speaking device such as a speakerphone or earpiece which does not require the vehicle operator to manually hold the device is permissible.

H. AIRCRAFT AND EMERGENCY VEHICLE RIGHT-OF-WAY

All persons operating a Ground Vehicle within the AOA must immediately yield the right-of-way to all aircraft, police, ambulance, fire department, or other emergency vehicles. Emergency

vehicles will use an audible and/or visual signal.

I. LITTER / F.O.D. (“FOREIGN OBJECT DEBRIS”)

All airport personnel shall keep the airport clear of FOD by checking their vehicle’s body, wheels and tires to make sure the vehicle is free of FOD before the vehicle enters or is operated in the AOA. All FOD must be deposited in areas designated by the Department of Aviation or tenants for litter collection. The Department of Aviation may issue an NOV to any vehicle driver that deposits FOD onto the airfield.

It is the responsibility of all drivers to pick up FOD on the AOA ramps and roadways. Generating or knowingly failing to remove FOD may result in administrative action. Vehicle operators must move loose baggage / articles (e.g. mailboxes) off the AOA ramps (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position by either the gate/terminal building or NLVR intersections.

If FOD is observed past the zipper markings on the taxiways or runways, the vehicle operator shall immediately contact the Airport Operations Divisions office at 404-530-6620. **Do not cross the Zipper marking for any purpose.**

J. TUGS AND TRAILERS

1. Trailers shall not be permitted on the Airport ramp or ramp areas, unless they are equipped with reflectorized markings and shall be equipped with proper brakes so that when disengaged from a towing vehicle, neither aircraft blast nor wind will cause them to become free rolling. Positive locking couplings shall be required for all towed equipment.
2. No person will operate towed equipment unless the equipment has positive locking couplings.
3. All tugs, trailers, baggage carts or cargo carts must be returned to their assigned storage areas immediately after unloading.
4. No person shall operate any tugs, trailers, baggage carts, cargo carts or motorized equipment in an unsafe manner.
5. No person shall operate a vehicle towing more than five (5) baggage carts in the Air Operations Area.
6. No person will abandon any piece of equipment in an unauthorized area as designated by the Department of Aviation. Any abandoned equipment will be ticketed and towed.
7. No person will operate a baggage cart or cargo cart unless the cart is enclosed or secured on all four sides while actually hauling baggage or cargo.
8. No person will tow any equipment in a manner so as to cause the vehicle or the equipment to swerve from side to side.
9. When driving in the Bag Room, all vehicles must travel in a single lane of traffic in the proper direction

K. AIRCRAFT MOVEMENT AREA (“AMA”)

1. No individual may operate any vehicle or aircraft entering or accessing any part of the AMA without:

- a. Prior approval from the Aviation General Manager (or designee) by possessing a valid, current AMA License issued by the Airport Operations Division; or
 - b. An escort provided by Airport Operations Division personnel in possession of an AMA License.
2. Regardless of AMA qualification, no individual shall remove, repair, or assist any aircraft, vehicle or equipment located on the AMA without an escort by an Airport Operations Supervisor in possession of an AMA License. All aircraft incidents shall be coordinated through the Airport Operations Division.

X. FIRE PREVENTION

A. RAMP SMOKING AREAS: SECTIONS 310 AND 1103, INTERNATIONAL FIRE CODE, 2006 EDITION

Smoking is prohibited on the AOA at Hartsfield-Jackson Atlanta International Airport, except in designated and approved smoking areas. In addition to the foregoing, the following restrictions set forth in the 2006 edition of the International Fire Code shall be observed by all personnel:

310.1 General

The smoking or carrying of lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in buildings, structures, or areas, or portions of buildings, structures or areas, as indicated in this section, or any other section of this Code or in any other code or standard, as adopted by the Rules and Regulations of the Safety Fire Commissioner.

310.2 Prohibited Areas

Smoking shall be prohibited where conditions are such as to make smoking a hazard, and in spaces where flammable or combustible materials are stored.

310.3 No smoking signs

The fire code official is authorized to order the posting of "No Smoking" signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, color and location of required "No Smoking" signs shall be approved by the AFR.

310.4 Removal of signs prohibited.

A posted "No Smoking" sign shall not be obscured, removed, defaced, mutilated, or destroyed.

310.5 Compliance with "No Smoking" Signs.

Smoking shall not be permitted nor shall a person smoke, throw or deposit any lighted or smoldering substance in any place where "No Smoking" signs are posted.

310.6 Ashtrays.

Where smoking is permitted, suitable noncombustible ash strays or match receivers shall be provided on each table and at other appropriate locations.

1103.2 Smoking.

Smoking shall be prohibited in aircraft-refueling vehicles, aircraft hangars and aircraft operation areas used for cleaning, paint removal, painting operations or fueling. "No Smoking" signs shall be provided in accordance with Section 310.

Exception: Designated and approved smoking areas.

1103.3 Housekeeping.

The aircraft operation area (AOA) and related areas shall be kept free from combustible debris at all times.

General Rules for Smoking Area:

1. The smoking zone is 5 feet by 20 feet marked with a red painted border.
2. At least one 20 ABC type fire extinguisher shall be provided for the area.
3. An ash tray shall be provided for the smoking area.
4. Trash containers shall be kept remote from the smoking area.
5. Receptacles shall be emptied daily.

Designated and Approved Smoking Areas On The Airport Ramp

Concourse T

- T1 South End
- T8 underneath building: near TS8-1-D1
- T11 near American Airline offices
- T13 for United Airlines employees

Concourse A

Even Side

- A6/A7 underpass: near door AS7-1-A1
- A24 underneath building: near door AN22-1-A1
- A32/31 underneath building: near door AN32-1-A1
- Concourse A Spine Area: opposite side of bus stop

Odd Side

- A7/A6 underpass: near door AS7-1-A1

- A31/A32 underneath building: near door AN32-1-A1

Concourse B

Even Side

- B10/B7 underneath building
- Concourse B Spine Area: same side as bus stop, opposite end of bus stop

Odd Side

- B7/B10 underneath building

Concourse C

- Spine Area: opposite side of Bus Stop, AirTran Airways side

Concourse D

- D5
- Between D7 & D9
- D13

Concourse E

- E3

Concourse F

Exterior Loading Dock by the guard shack\
F14 north end between wall and guard rail

B. NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 407 STANDARD AIRCRAFT FUEL SERVICING (2007 EDITION), CHAPTER 5, SECTION 5.2.6
 The airport fire crew shall be notified if a spill cover of 3 square meters (approximately 10 square feet) in any direction or is over 5 square meters (approximately 50 square feet) in area, continues to flow, or is otherwise a hazard to a person or property. The spill shall be investigated to determine the cause, to determine whether emergency procedures were properly carried out, and to determine the necessary corrective measures.

C. CERTIFIED AIRPORT FUELER PERMIT
 Atlanta Fire Rescue Department requires that all fuelers must wear the Certified Airport Fueler Permit at all times while fueling.

XI. RECOMMENDED BEST MANAGEMENT PRACTICES

A. HEARING CONSERVATION

Attachment: Ramp Safety Standards Manual (14-O-1087 : NOVs Ramp Safety Standards)

The ramp is a high-noise area where the use of personal hearing protection is essential. Personnel should use only personal hearing protection equipment that is approved for the specific operational task.

B. REFLECTIVE WEAR

Reflective wear should be worn at all times by persons regularly assigned to the airfield, including all ramps in the secure area and the AOA.

All Ramp Service Personnel employed by an Airline, a ground service handling company, or any other organization that is involved in or concerned with any aspect of aircraft serving in the secured area should wear “REFLECTIVE WEAR” at all times in the performance of their assigned duties.

C. WING WALKER AIRCRAFT GATE ARRIVAL

It is recommended that wing walkers be deployed when aircraft arrive in the gate area. The wing walkers should position themselves on each side of the aircraft to exercise pedestrian and vehicle control.

XII. MISCELLANEOUS SAFETY REQUIREMENTS

- A. All freight/cargo must be transported in a secure manner that prevents spillage. The use of netting, carts with curtains, or in the case of oversize cargo, rope or strapping shall be used for such purpose. Prior to starting, the driver must check that the load and any trailers are properly secured and connected.
- B. In-flight kitchen and cabin service trucks should be operated in such a manner that trash bags do not have the potential of falling or being blown off the vehicle. Trash bags should be stored behind closed doors in the vehicle or placed in a trash receptacle before driving in the AOA. Service vehicles are prohibited from having open doors or personnel on the rear landing of the vehicle while in motion.
- C. Reduced visibility due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution when driving on the airfield at night and during reduced visibility conditions. The best defense is to slow down and always remain alert!
- D. All companies are expected to keep the ramp area in a clean and orderly manner free of debris and non-operable equipment.
- E. “Structural Clearance Advisory” means to use extreme caution when operating any equipment in the Terminal area. Special attention should be given to the height and width clearance of your equipment.
- F. “Critical Clearance Areas” include, but are not limited to, the following:
 - Concourse A Spine 10’ 2”
 - Concourse B Spine 10’ 2”
 - Concourse C Spine 10’ 2”
 - Concourse D Spine 10’ 2”

Concourse E Spine 10'
 Concourse F Spine 12' 4"
 Concourse F Baggage 7' 4"
 Concourse T Spine 13'6"
 Dixie Tunnel 13'6"
 SC/SJ Tunnel 14' 3"

XIII. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL

No person shall: (1) erect, construct, modify or in any manner alter the ramp pavement or any structure of any type; (2) alter or in any way change existing Airport improvements; (3) operate, park, or store any equipment, vehicles, supplies or materials; (4) create any mounds of earth or debris; (5) cause or create any physical object that penetrates the operational air space without following the Tenant Project Submittal & Review Guidelines for Hartsfield-Jackson Atlanta International Airport, City of Atlanta, Department of Aviation, Bureau of Planning & Development.

No use of open flames, welding or torches may occur unless fire safety precautions follow International Fire Code 2006 edition sections 2604 Fire Safety Requirements, 2605 Gas Welding and Cutting and Section 2606 Electric Arc Hot Work. All organizations shall apply for a hot works permit from Atlanta Fire Rescue Department Inspections unit prior to commencing hot work activities. In addition, the Tenant Construction Guidelines for Hartsfield-Jackson Atlanta International Airport shall be followed throughout all phases of construction. This document includes all requirements for safety during construction.

XIV. ACTIONS IN CASE OF ACCIDENT

- A. In case of an accident involving injury or death to any person, immediately notify C4 Center by dialing 911.
- B. All accidents which result in damage to any property must also be reported immediately to the C4 Center at 911.
- C. Any accident involving an aircraft and a vehicle must be reported immediately to the C4 Center at 911 .
- D. Any vehicle involved in an accident shall not be moved until released by the Atlanta Fire Department and the Atlanta Police Department.
- E. All persons involved in an accident and all witnesses shall remain at the scene of the accident until an officer of the Airport Police Division arrives. If witnesses cannot remain at the scene of an accident for reasons of other urgent duties, they shall report to the Atlanta Police Department located at North Domestic Terminal, immediately upon accomplishing their urgent duties.

IMPORTANT CONTACT NUMBERS:

AIRPORT EMERGENCIES
 Department of Aviation - Airport Operations Division

911
 404-530-6620

Department of Aviation – Airport Security Division 404-530-6667

XV. ADMINISTRATIVE ENFORCEMENT PROGRAM

PROCEDURES

The Department of Aviation may issue an NOV for any violation committed on the airport for any unsafe action. These NOVs may be in addition to any uniform traffic citation that may be issued by the Atlanta Police Department.

A. VIOLATION

NOVs may be issued for unsafe or improper actions that occur within the AOA, which will include, but not be limited to, the ramps, NLVRs, and perimeter roadways.

Notice of Violation

The Aviation General Manager shall be authorized to suspend or revoke driving privileges and require remedial training for the violations set forth below. The following are the specific offenses for which NOVs may be issued and the point values associated with each offense:

CLASS I VIOLATIONS (1 Point)

Violation		Reference
1. MORE THAN FIVE (5) CARTS	TOWING	Atlanta City Code §22-182(q); *Manual §IX (J)(5)
2. OPERATIONAL HEADLIGHTS/ BRAKELIGHTS	NON-	Atlanta City Code §22-182(i)
3. TO SECURE CARGO, MAIL, OR FOD PRODUCING ITEMS	FAILURE	Atlanta City Code §22-182(d)(1); Manual §IX(I)
4. ABOVE IDLE ENGINE RUN-UP AT GATE		Atlanta City Code §22-168(o)
5. ILLEGALLY PARKED VEHICLE / EQUIPMENT		Atlanta City Code §22-129; §22-182(b); §22-182(c); §22-182(g); 22-186(a); Manual §IX (C)(2)
6. FAILURE TO STOP AT STOP DESIGNATED AREA		Atlanta City Code §22-182(c)
7. FAILURE TO OBEY TRAFFIC SIGNS OR MARKINGS		Atlanta City Code §22-182(c); §22-182(o)

Attachment: Ramp Safety Standards Manual (14-O-1087 : NOV's Ramp Safety Standards)

8. NEGLIGENT OR IMPROPER RESPONSE TO FUEL SPILLS	National Fire Protection Association (NFPA) 407 (2007 ed.) Ch. 5, §5.2.6.
9. POOR HOUSEKEEPING OF DESIGNATED SMOKING AREA	International Fire Code §1103.3 (2006 ed.)
10. FAILURE TO PROVIDE 2 WING WALKERS DURING AIRCRAFT PUSHBACK	Atlanta City Code §22-168(t)
11. SMOKING IN NON-DESIGNATED SMOKING AREA	International Fire Code §1103.2 (2006 ed.); Manual §X(A)

***Manual = Ramp Safety Standards Manual**

CLASS II VIOLATIONS (2 Points)

1. FAILURE TO YIELD RIGHT-OF-WAY TO WING WALKERS	Atlanta City Code §22-168(t)
2. FAILURE TO REPORT AN ACCIDENT/INCIDENT WITHOUT UNDUE DELAY OR LEAVING THE SCENE OF AN ACCIDENT/INCIDENT	Atlanta City Code §22-102 (Failure to Report) and §22-183 (Leaving the Scene)
3. STAGING GROUND SERVICE EQUIPMENT IN UNAUTHORIZED AREAS	Atlanta City Code §22-129; §22-182(b); §22-182(c); §22-182(g)
4. DRIVING WITHOUT "D" ON SIDA BADGE	Atlanta City Code §22-181(b); Manual §VII

CLASS III VIOLATIONS (3 Points)

1. FAILURE TO YIELD RIGHT OF WAY TO AIRCRAFT AND EMERGENCY VEHICLES	Atlanta City Code §182(a);§22-182(m)
2. UNSAFE SPEED	Atlanta City Code §182(a);§22-182(c); §22-182(o);22-184
3. UNSAFE DRIVING	Atlanta City Code §22-182(b); Manual §IX(F)(2)
4. DRIVING BETWEEN AIRCRAFT AND MARSHALLER	Manual §IX (F)(2);
5. MOVEMENT AREA VIOLATION - Expired Aircraft Movement Area badge.	Atlanta City Code §22-181(b); Manual §IX (K)(1)
6. MOVEMENT AREA VIOLATION (Runway Incursion and Surface Incident)	Atlanta City Code §22-111; 22-182(c); FAR Part 139, §139.329

Appendix A contains a sample of the NOV Form.

B. VIOLATION SANCTION SYSTEM

For the purposes of the violation sanction system, violations of airport rules and regulations fall into four categories: Warning, Class I, Class II and Class III. These following point values have been assigned to each category based on the severity of the offense:

- **WARNING – no points**
- **CLASS I – 1 point**
- **CLASS II – 2 points**
- **CLASS III – 3 points**

NOTICE OF VIOLATION RECORD

Each employee's NOV and Warning record will be maintained and tracked by the Department of Aviation for one year (12-months) from the previous offense.

C. VIOLATION, SANCTIONS AND SANCTION POINTS

The accumulation of violation points will be tracked by the Department of Aviation and the following sanctions will be imposed:

Warning Notice – For the NOV to constitute a Warning, the Issuer must, at the time of issuance, provide in the violation details the notation "WARNING ONLY." A Warning may be given in the sole discretion of the person issuing the NOV for Class I and II violations, unless an aggravating factor would elevate the offense into a higher class. Two or more Warnings given to the same individual within a three hundred sixty-five (365) consecutive calendar day period will result in the issuance of an NOV for a Class II Violation to such individual.

Class I - For a Class I Violation, the violator must appear at the Airport's Security Office and view and pass the tests on both the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. A Class I Violation carries one (1) sanction point.

Class II - For a Class II Violation, the violator must appear at the Airport's Security Office and view and pass the tests on the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, the violator's driving privileges shall be suspended for two (2) days. A Class II Violation carries two (2) sanction points.

Class III - For a Class III Violation, the violator must appear at the Airport's Security Office and view and pass the tests on the SMS module and the Non-Movement Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, the violator's driving privileges shall be suspended for seven (7) days. A Class III Violation carries three (3) sanction points.

D. REVOCATION OF PRIVILEGES

All SIDA badges are the property of the City of Atlanta. The Aviation General Manager reserves the right to permanently revoke an employee's driving or SIDA badge access privileges under the following circumstances: (i) after the accrual of seven (7) sanction points within any twelve (12) month period; (ii) for an employee's failure to complete any required remedial or corrective training within seven (7) business days of the issuance of an NOV; or (iii) at any time deemed necessary due to the severity of the offense.

E. TRACKING AND RESOLVING HAZARDS

All NOV's issued will be logged and tracked in the Airport Security Operations Compliance System ("ASOCS"). The SMS Manager will oversee the safety violation forms for tracking and trending purposes. If multiple or repeat safety violations are recorded, the SMS Manager may contact the appropriate Airlines or ground-handling companies to discuss resolutions and timelines. The SMS Manager will monitor the program and provide updates to the Safety Action Group and senior management.

Additionally, all NOV's will be tracked in the Security Access Control system to link the violations with an employee SIDA Badge.

F. APPEALS PROCESS

1. . The violator or the violator's employer may request an appeal of an NOV as provided for below. Except as otherwise provided herein, any applicable sanctions will be imposed following the resolution of the appeal.
2. . All appeals must be submitted to the Aviation General Manager or his or her designee in writing by one of the following methods:
 - a. . Mail: Aviation General Manager, P.O. Box 20509, Dept. of Aviation, Atlanta, GA 30320;
 - b. . E-mail: NOVappeals@atlanta-airport.com or any e-mail address that the Department of Aviation subsequently designates; or
 - c. . Hand Delivery: 6000 N. Terminal Parkway, Suite 4000, Atlanta, GA 30320.
3. . All appeals, including appeals submitted by employers, must be received in the office of the Aviation General Manager within twenty-four (24) hours of the violator's receipt of the NOV. In the event the due date for the appeal falls on a Saturday, Sunday or legal holiday, the violator may submit his or her appeal on the next business day. Failure to comply with this requirement may result in an immediate denial of the appeal. Depending on the severity of the offense, the Aviation General Manager may suspend or revoke driving or SIDA badge access privileges prior to the resolution of an appeal.
4. . The Aviation General Manager or his or her designee will issue a final ruling on the matter.

5. . The Aviation General Manager or his or her designee will notify the violator and the violator’s employer of any sanctions assessed. Such notices shall be delivered personally to the violator and the company or shall be mailed to the last known address of the company on file with the Airport.

For questions or additional information, please contact the Safety Management Systems Division at 404-382-2355.

XVI. EMPLOYER RESPONSIBILITIES

It is the employer’s responsibility to ensure that its employees obey the rules and regulations contained in this manual. The following steps should be taken to ensure a safe operating environment within the AOA:

Training: Employers should conduct appropriate training to ensure that all personnel have read and fully understand the guidelines set forth in this manual.

Monitoring: Employers should monitor their personnel and ensure that they have knowledge of the regulations and are adhering to the rules set forth in this manual.

Follow-Up: Employers will be notified of any NOV’s issued to their employees. Therefore, employers should follow-up on all NOV’s issued to their employees and ensure that appropriate action is taken to prevent further incidents.

Nothing in this manual shall be construed or interpreted as creating or establishing the relationship of employee and employer between the City of Atlanta and any tenants, vendors, contractors, subcontractors, or any individuals working for said entities.

XVII. REFERENCES

- A. Safety Management System Manual, Safety Assurance Section.
- B. FAR Part 139
- C. City of Atlanta Code of Ordinances

XVIII. REQUIREMENTS CONTROL SYSTEM

None

XIX. ATTACHMENTS

- Notice of Violation Form
- Airport Fire Prevention Guidelines for Outside Cooking
- Airport Fire Inspection Guidelines for Ramp Smoking Location
- Airport Fire Fuel Spill Report

Attachment: Ramp Safety Standards Manual (14-O-1087 : NOV’s Ramp Safety Standards)

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

To execute a ramp safety standards program to issue notices of violations based on Federal Regulations and the Code of Ordinances of the City of Atlanta.

2. Please provide background information regarding this legislation.

The Ramp Safety Standards Program sets forth the rules and regulations for safe operation in the Airport Operations Area, through enforcement of Federal Regulations, State Regulations, the Code of Ordinances of the City of Atlanta and the policies of Hartsfield-Jackson Atlanta International Airport.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** N/A
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A

Attachment: Ramp Safety Standards Request Form (14-O-1087 : NOVs Ramp Safety Standards)

(f) Proposals Received: N/A

(g) Bidders/Proponents: N/A

(h) Term of Contract: N/A

4. Fund Account Center (*Ex. Name and number*): N/A

Fund: _____ Account: _____ Center: _____

5. Source of Funds: *Example: Local Assistance Grant* N/A

6. Fiscal Impact: N/A

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: N/A

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Scott Ayers 404-382-2355

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Anita Williams

Contact Number: 404-530-6600

Originating Department: Aviation

Committee(s) of Purview: Transportation

Chief of Staff Deadline: 01/10/14

Anticipated Committee Meeting Date(s): 01/29/14

Anticipated Full Council Date: 02/03/14

Legislative Counsel's Signature: Richard Rubin *Richard Rubin, Senior Assistant City Attorney*

Legislative Counsel's Signature: Cheryl Treadwell *Cheryl Treadwell*

Commissioner's Signature: _____

Chief Financial Officer: N/A

Chief Information Officer Signature (for IT Procurements): N/A

Chief Procurement Officer Signature: N/A

CAPTION

AN ORDINANCE ADDING SECTION 22-191 OF THE ATLANTA CITY CODE REGARDING THE ISSUANCE OF NOTICES OF VIOLATION ("NOVs") FOR THE UNSAFE OR IMPROPER OPERATION OF MOTOR VEHICLES AND FOR THE IMPLEMENTATION OF SAFETY REGULATIONS IN THE RAMP AREAS, AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any) N/A

Mayor's Staff Only

Received by CPO: _____
(date)

Received by LC from CPO: _____
(date)

Received by Mayor's Office: 6.10.14
(date)

Reviewed by: _____
(date)

Submitted to Council: _____
(date)

Legislative White Paper

Committee of Purview: Transportation

Caption:

AN ORDINANCE ADDING SECTION 22-191 OF THE ATLANTA CITY CODE REGARDING THE ISSUANCE OF NOTICES OF VIOLATION (“NOVs”) FOR THE UNSAFE OR IMPROPER OPERATION OF MOTOR VEHICLES AND FOR THE IMPLEMENTATION OF SAFETY REGULATIONS IN THE RAMP AREAS; AND FOR OTHER PURPOSES.

Council Meeting Date: 02/03/14

Legislation Title: Ramp Safety Standards

Requesting Dept.: Aviation

Contract Type: N/A

Source Selection: N/A

Bids/Proposals Due: N/A

Invitations Issued: N/A

**Number of Bids/
Proposals Received:** N/A

Bidders/Proponents: N/A

Background:

To execute a ramp safety standards program to issue notices of violations based on Federal Regulations and the Code of Ordinances of the City of Atlanta.

The Ramp Safety Standards Program sets forth the rules and regulations for safe operation in the Airport Operations Area, through enforcement of Federal Regulations, State Regulations, the Code of Ordinances of the City of Atlanta and the policies of Hartsfield-Jackson Atlanta International Airport.

Source of Funds: N/A

Fiscal Impact: N/A

Term of Contract: N/A

Method of Cost Recovery: N/A

Approvals:
DOF: N/A
DOL: yes

Prepared By: Anita Williams

Contact Number: 404-382-2313

Attachment: Ramp Violations Transmittal (14-O-1087 : NOVs Ramp Safety Standards)