

STANDARD PROCEDURE	Number: <u>S340.05</u>
Aviation Authority	Effective: <u>12/08/22</u>
	Revised: <u>03/31/25</u>
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SUBJECT: SAFETY CITATION POINTS SYSTEM	

PURPOSE: To implement a tiered safety citation points system for the enforcement of the Ground Operations Manual (GOM). These measures are applicable to any holder of Airport Identification Media.

PROCEDURES: Any person operating within the Air Operations Area (AOA) must abide by the Authority's GOM. When an individual is observed to be in violation of the Authority's GOM, Airport Operations personnel are authorized to issue a Notice of Safety Violation(s) (NSV) that includes certain penalties for non-compliance.

The violation may result in on-the-spot training, disabling or confiscating Airport Identification Media, re-training, suspension of Airport Identification Media, or permanent revocation of airport driving privileges.

There are five classes of violations, each worth different points. Points for each NSV are tabulated on a spreadsheet maintained by Airport Operations and remain on the violator's record indefinitely.

Multiple violations and their associated points may also be assigned to a single event. For example, if an individual were to be observed not wearing their seatbelt (Class 2) and driving 10 mph over the speed limit (Class 2), that would result in 4 points being assessed, and therefore Class 4 penalties would be assessed.

All individuals required to re-take the Non-Movement Area Driving Training Program will be required to pay associated Airport Identification Media Badging fees relevant to the issuance of new Airport Identification Media. Such fees will be assessed to the employer of the individual involved.

Class 1 Violation(s): Violators are issued an NSV worth **1 point** and given on-the-spot training. Examples of Class 1 Violations include the following:

1. Vehicle and equipment parked inside the boundaries of any Object Free Area (OFA).
2. Parking or staging ground service equipment that blocks marked egress areas and/or designated access paths to eyewash stations or emergency fuel shutoff equipment.
3. Failure to have a valid State of Florida (or other state or territory of the United States) driver's license on person while operating a motorized vehicle within the AOA.
4. Operating a vehicle without functioning lights or other safety equipment.

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5. Failure to secure goods being transported, but without aircraft operations being interrupted.

Class 2 Violation(s): Violators are issued an NSV worth **2 points** and are provided on-the-spot safety training. Examples of safety violations include the following:

1. Vehicle and equipment parked inside the boundaries of any OFA that are a hazard to aircraft operations.
2. Failure to wear a safety vest or other personal protection equipment while in the AOA.
3. Driving a vehicle between 1 and 14 mph over the posted speed limit.
4. Failure to provide two wing walkers during aircraft pushback or arrival.
5. Parking or staging ground service equipment that blocks marked egress areas and/or designated access paths to eyewash stations or emergency fuel shutoff equipment.
6. Driving under a passenger boarding bridge without an approved reason.
7. Damaging property with a vehicle or ground service equipment due to negligence.
8. Failure to wear a seatbelt while operating a vehicle
9. Failure to return passenger board bridge to designated parking position.
10. Failure to secure unit load devices (ULD) on a dolly when not being used.

Class 3 Violation(s): Violators are issued an NSV worth **3 points**. Authority-issued Airport Identification Media Badge is disabled or confiscated. The violator is required to successfully complete the Non-Movement Area Driving Training Program and there is an **immediate 2-day suspension** of all airport driving privileges. Examples of safety violations include the following:

1. Driving outside a designated apron service road without authorization.
2. Towing more than 4 carts.
3. Failure to adhere to traffic signs and markings.
4. Failure to report an accident, incident, or spill to a supervisor, Authority personnel, or the Airport Operations Center.
5. Leaving the scene of an accident, incident, or spill prior to the arrival of Authority personnel.
6. Performing an above idle engine run-up on ramp.
7. Failure to secure goods being transported resulting in aircraft operations being interrupted.
8. Creating an open flame on the apron outside a designated area.
9. Performing a towing operation not compliant with the Ground Support Equipment (GSE) owner's manual.

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Class 4 Violation(s): Violators are issued an NSV worth **4 points**. Authority-issued Airport Identification Media Badge is disabled or confiscated, the violator is required to successfully complete the Non-Movement Area Driving Training Program, and there is an **immediate 3-day suspension** of all airport driving privileges. Examples of safety violations include the following:

1. Failure to yield right of way to aircraft or wing walkers.
2. Failure to yield right of way to emergency vehicles.
3. Driving without a **valid** (revoked or suspended) State of Florida (or other state or territory of the United States) driver's license on person while operating a motorized vehicle within the AOA.
4. Driving a vehicle 15 mph or more over the posted speed limit.
5. Unsafe or reckless driving or towing.
6. Using a hand-held wireless telecommunications device or earbuds/headphones while driving/operating a vehicle.

Class 5 Violation(s): Violators are issued an NSV worth **5-8 points** as determined after an investigation by the Director of Airport Operations & Emergency Management or designee. Authority-issued Airport Identification Media Badge is disabled or confiscated. The violator is required to complete the Movement Area Driving Training Program successfully. There is an **immediate 14-day suspension** of all driving privileges. Examples of safety violations include the following:

1. Movement area violation – Runway incursion
2. Movement area violation – Surface incident

All Classes of Violations:

- Violators who are issued NSVs in a cumulative total of 8 points or more within 12 months will permanently lose airport driving privileges.
- The Vice President of Operations or designee reserves the right to reassess points or driving privileges assigned through this Standard Procedure.

APPEAL PROCESS:

- A. All individuals issued an NSV pursuant to this Standard Procedure may appeal the

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issuance of such NSV.

1. The Appeal must be submitted via email to AirfieldOps@TampaAirport.com within five (5) business days of the date of the NSV.
2. The Appeal must include the following information:
 - a. First and last name of the alleged violator.
 - b. Employer of the alleged violator.
 - c. Company sponsor of alleged violator (signatory on Airport Identification Media).
 - d. Date of alleged violation(s).
 - e. Summary of alleged violation(s).
 - f. All documentation supporting the Appeal.
 - g. Contact information for the alleged violator and his or her employer, including email address, mailing address, and phone number.

If the violator intends to retain legal counsel for any Hearing, the Authority must be notified in writing upon submission of the Appeal.

HEARING: All Hearings shall be heard before a panel of three individuals consisting of the Hearing Officer and two managers from Airport Operations. Neither of the two managers from Airport Operations can be the immediate supervisor of the alleged violator. The Hearing Officer is the Director of Airport Operations & Emergency Management or designee.

The Hearing is administrative in nature and the violator will be provided the opportunity to present any relevant extenuating circumstances, evidence, supporting documentation, witnesses, and/or sworn testimony.

1. The Hearing shall be in person at the noticed location.
2. Details of the alleged violation(s) will be presented by the individual who issued the NSV, if available.
3. Attendance of the violator and his/her supervisor at the Hearing is mandatory.
4. If the violator intends to retain legal counsel for the Hearing, the Authority must be notified in writing upon submission of the Appeal.
5. Failure of the violator and his/her supervisor to appear at the Hearing will result in the NSV and accompanying violation(s) being upheld.

If a majority of the Hearing Panel determines that the alleged violation(s) occurred, the revocation of the Authority-issued Airport Identification Media Badge and all other penalties will be deemed final. If the Hearing Panel determines that the alleged violation(s) did not

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occur, the employee involved will retain their Authority-issued Airport Identification Media Badge and corresponding penalties will be rescinded.

The final decision of the Hearing Panel will be emailed to the violator and their employer within seven (7) business days of the date of the Hearing.

APPROVED: Michael Stephens

DATE: 3/31/25