

AIRPORT SAFETY CITATIONS

Excerpt from: Section 7, Motor Vehicles, of the R340 Hillsborough County Aviation Authority Rules and Regulations for Tampa International Airport. A complete copy of the Rules and Regulations can be found on the Authority's website [Airport Operations | Tampa International Airport](#).

Effective Date: August 6, 2026

7.5.1 AIRPORT SAFETY CITATIONS

- a. Airport Operations and ERMS are authorized to issue citations for violations of the safety standards for driving in the AOA as described in the Authority Rules and Regulations, Policies, Standard Procedures and/or Operating Directives. ERMS will review each citation pursuant to these Rules and Regulations. Citations may result in immediate corrective action or coaching, mandatory retraining, and/or penalties up to and including temporary disabling or confiscating of the individual's Airport Identification Media and suspension or permanent revocation of Airfield driving privileges.
- b. Depending on severity, violations are categorized into five classes, each resulting in a specific number of points against the individual's airport driving record and penalties. The classes of violations and the corresponding points and penalties are detailed in Attachment 2, Citation Point Assignment, to these Rules and Regulations. Attachment 2 may be amended by the CEO from time to time without action by the Board of Directors. In the interest of safety, the Chief Operating Officer retains full, discretionary, and immediate authority to suspend or revoke Airfield driving privileges at any time, without prior notice, when such action is deemed necessary to preserve the safety and security of personnel, equipment, or operations.
- c. Multiple citations may be issued for a single incident. In such cases, the total points from all citations and the highest penalty of all citations may be assessed. For example, an individual cited for failure to wear seatbelt (a Class 1 violation) and driving 10 mph over the speed limit (a Class 2 violation) may be assessed a total of three points and the penalties associated with a Class 2 violation. Points for each citation will remain on a cited individual's driving record for 36 months. Safety citation records are maintained by Airport Safety.
- d. After a safety citation is issued, director level leadership in ERMS and Operations or their designee may reduce the class of the violation based on extenuating circumstances. The various types of citations are listed in Attachment 2.
- e. Individuals required to re-take the Non-Movement Area Driving Training Program will be required to pay any Airport Identification Media Badging fees associated with the issuance of a new Airport Identification Media. Such fees will be assessed to the employer of the individual involved.

7.5.2 APPEAL OF CITATIONS

- a. Any individual issued a citation under these Rules and Regulations may appeal the

citation. Appeals must be submitted by email to SMS@TampaAirport.com within five (5) business days of the citation date.

- b. Appeals must include:
 - 1. Name and contact information of the cited individual and employer (email, mailing address, phone number);
 - 2. Company sponsor (signatory on Airport Identification Media);
 - 3. Date and summary of the alleged violation(s); and
 - 4. Supporting documentation.
- c. Hearings will be conducted by a three-member panel consisting of a Hearing Officer and two managers from ERMS and Airport Operations (neither may be the cited individual's immediate supervisor). The Hearing Officer will be the Director of Enterprise Risk Management and Safety or designee.
- d. Hearings are administrative and held in person at a designated location unless otherwise approved for an online platform by the Director of Enterprise Risk Management and Safety. Failure to appear will result in the citation and penalties being upheld and immediately enforced. The cited individual must provide the Authority notice if legal representation will be present at the hearing.
- e. At the hearing, the airport official who issued the citation will present the details of the alleged violation(s). The cited individual may present relevant evidence, documentation, witnesses, and/or sworn testimony. Attendance by the cited individual is mandatory. If a majority of the hearing panel finds the violation(s) occurred, all points and penalties assessed are final. If a majority of the hearing panel finds the violation(s) did not occur, all points and penalties will be rescinded and Airfield driving privileges reinstated immediately. The hearing panel's final decision will be emailed to the cited individual and employer within seven (7) calendar days of the hearing date.

7.5.3 REVOCATION OF AIRFIELD DRIVING PRIVILEGES

- a. Any individual who accumulates seven (7) points within a 36-month period will be required to attend an in-person safety check-in with their manager, ERMS management, and Airport Operations management to discuss repetitive unsafe behavior. Failure to attend the in-person safety check-in will result in revocation of Airfield driving privileges. An individual who accumulates 10 or more points within a 36-month period is subject to permanent revocation of Airfield driving privileges.
- b. Prior to the permanent revocation of Airfield driving privileges, the individual will be notified in writing and provided the opportunity to request a review of the decision. The request for review must be submitted in writing to the Chief Operating Officer within five (5) business days of receiving notice of the intended revocation. The review will consider the individual's driving record, the nature and severity of the violation(s), any mitigating circumstances, and input from the individual's employer. Following the review, the Chief Operating Officer will issue a written decision affirming, modifying or overturning the revocation.

ATTACHMENT 2 CITATION POINT ASSIGNMENT

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

Violation Type	Points Assigned
Vehicles and equipment parked inside the boundaries of any object free area.	1
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.	1
Operating a vehicle without functioning lights or other safety equipment.	1
Failure to wear a seatbelt while operating a vehicle.	1
Failure to return passenger boarding bridge to designated parking position.	1
Failure to adhere to the Airport Safety Management Manual, the Ground Operations Manual, or the Authority's Rules and Regulations.	1

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

Violation Type	Points Assigned
Parking or staging ground service equipment that blocks marked egress areas and/or designated access paths to eyewash stations or emergency fuel shutoff equipment.	2
Failure to wear a safety vest or other personal protection equipment while in the AOA.	2
Driving a vehicle between 1 and 14 mph over the posted speed limit.	2
Failure to provide two wing walkers during aircraft pushback or arrival.	2

Driving under a passenger boarding bridge without an approved reason.	2
Damaging property with a vehicle or ground service equipment.	2
Failure to secure unit load devices (ULD) on a dolly when not being used.	2

Class 3 Violation(s): Violators are issued a safety citation 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 Class 3 Violations include the following:

Violation Type	Points Assigned	Suspension Length (days)
Driving outside a designated apron service road without authorization.	3	2
Towing more than 4 carts.	3	2
Failure to adhere to traffic signs and markings.	3	2
Failure to report an accident, incident, or spill to a supervisor, Authority personnel, or the Airport Operations Center.	3	2
Leaving the scene of an accident, incident, or spill prior to the arrival of Authority personnel.	3	2
Performing an above idle engine run-up on ramp.	3	2
Failure to secure goods being transported resulting in aircraft operations being interrupted.	3	2
Creating an open flame or smoking on the apron outside a designated area.	3	2

Performing a towing operation not compliant with the Ground Support Equipment (GSE) owner's manual.	3	2
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Class 4 Violation(s): Violators are issued a safety citation 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 Class 4 Violations include the following:

Violation Type	Points Assigned	Suspension Length (days)
Failure to yield right of way to aircraft, wing walkers, or emergency vehicles.	4	3
Driving a vehicle 15 mph or more over the posted speed limit.	4	3
Unsafe or reckless driving or towing.	4	3
Using a hand-held wireless telecommunications device or earbuds/headphones while driving/operating a vehicle.	4	3

Class 5 Violation(s): Violators are issued a safety citation worth **5-8 points** as determined after an investigation by director level leadership in ERMS and Airport Operations. Authority-issued Airport Identification Media Badge is disabled or confiscated. The violator is required to successfully complete the Movement Area Driving Training Program. Examples of Class 5 Violations include the following:

Violation Type	Points	Suspension Length (days)
Movement Area violation with no operational impact and no air traffic control (ATC) involvement	5	7

Surface incident with operational impact	6	10
Runway incursion with no operational impact and with ATC involvement	7	14
Runway incursion with operational impact and ATC involvement	8	14