Process for AOA Driving Endorsements (License)

The purpose of this document is to outline the process for acquiring and maintaining an endorsement to drive in the Air Operations Area (AOA).

Key Definitions:

- **AOA**: Air Operations Area. All areas within the security perimeter. Anyone that drives in the AOA needs to receive training. The training and testing required differs for the Non-Movement Area and Movement Area.
- **MSP Driver's License**: A certification issued by MAC granting the privilege to operate a vehicle in the AOA.
- **Endorsement**: The level of driving privileges granted by an MSP Driver's License.
- **Non-Movement Area**:
  - The Non-Movement Area includes all ramps, roadways and the tug drives.
  - Anyone that drives in the Non-Movement Area must complete initial training and renew every 24 months.
  - **Ramp/Road**: This endorsement authorizes the driver to operate a vehicle only in the non-movement areas.
- **Movement Area**:
  - The Movement Area includes runways, taxiways, and safety areas. Access to the Movement Area is limited to those drivers with an operational need.
  - Movement Area drivers must complete initial training and renew every 12 months.
  - Movement Area drivers also need to complete the Non-Movement Area training once every 24 months.
  - Movement Area drivers will receive one of the endorsements listed below.
    - **Runway**: Authorizes the driver to operate a vehicle on all runways, taxiways and safety areas at MSP. This endorsement is not intended for tug operators as they require a Pushback or Tow endorsement.
    - **Taxiway**: Authorizes the driver to operate a vehicle on all taxiways and taxiway safety areas at MSP. This endorsement is not intended for tug operators as they require a Pushback or Tow endorsement.
    - **Limited Taxiway – Military**: Authorizes the driver to operate a vehicle on all taxiways North of Runway 12L/30R.
    - **Tow**: Authorizes the driver to tow aircraft on all taxiways and runways. This endorsement also allows non-Flight Crew Persons to serve as an Aircraft Taxi Operator or Brake Rider.
    - **Limited Tow – Terminal 1**: Authorizes the driver to tow/taxi aircraft only on taxiways between runways 12L/30R and 12R/30L.
    - **Limited Tow – Terminal 2**: Authorizes the driver to tow/taxi aircraft only on taxiways South and West of runway 12R/30L.
    - **Limited Tow – Infield Cargo**: Authorizes the driver to tow/taxi aircraft only on taxiway T between taxiways M and Y.
    - **Limited Tow – Military**: Authorizes the driver to tow/taxi aircraft only on taxiways North of runway 12L/30R and on runway 4/22 North of runway 12L/30R.
    - **Pushback**: Authorizes the driver to pushback aircraft (and return to the same gate only) anywhere in the AOA. This license also authorizes the driver to conduct off-gate deicing.
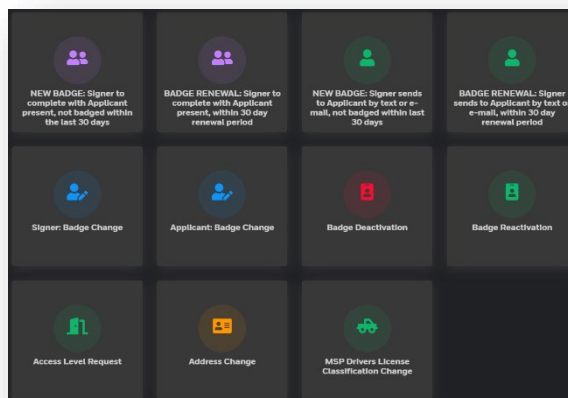- **DTC**: Drivers' Training Center

Getting Started - Navigating the MSP Signer Portal.

When a company authorized signer logs into the MSP Signer Portal a simple dashboard will be the first screen displayed.

Click on ![icon]

Click on ![icon]

You will then see the workflow options for adding new and editing existing employee information as outlined below.

Requesting a Driver's License (Endorsement) for a NEW EMPLOYEE

- As part of an employee SIDA Badge request, a company designated signer must complete appropriate fields in the MSP Signer Portal to request an MSP Driver's License.
- By selecting YES to "Does the Applicant require Airport Operations Areas (AOA) driving", the following required fields will be displayed.
    - **AOA Driver's License Type Required**: See above definitions to determine employee driving needs.
    - **Valid State Driver's License**: It is the company's responsibility to ensure the employee has a valid state driver's license. This includes making sure it is not suspended, revoked or restricted.
    - **Employee Supervisor/Managers name**
    - **Employee Supervisor/Managers email**
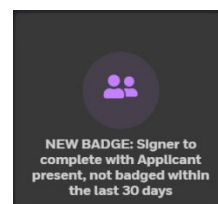
Changing Drivers information or status for an EXISTING EMPLOYEE

- A company designated signer must immediately submit the following updates in the MSP Signer Portal. This will in turn trigger appropriate MSP Driver's License updates.
    - The driver is no longer an employee
    - The driver's name has changed
- The following are driver specific change scenarios that must immediately be updated in the MSP Signer Portal by the company designated signer.
    - The employee now needs to drive in the AOA (originally was not a driver)
    - The Endorsement (MSP Driver's License Type) needs to be changed
    - The employee no longer needs to drive in the AOA
    - The employee's state driver's license status has changed (e.g., suspended, revoked or restricted)
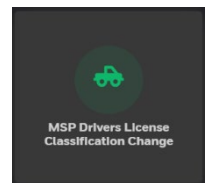   - The employee's Supervisor/Manager name or email has changed
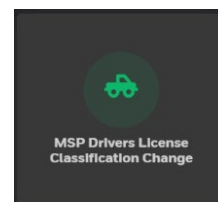
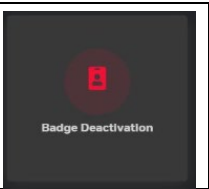# Training and Testing Requirements

Shown below are the training and testing requirements for each Endorsement.

Endorsement	Non-Movement Area Training	Movement Area Test	Practical Test
Requirement	Every 24 months	Every 12 months	Only for new drivers
Ramp/Road	X		
Runway	X	X	X
Taxiway	X	X	X
Limited Taxiway – Military	X	X	X
Tow	X	X	
Limited Tow – Terminal 1	X	X	
Limited Tow – Terminal 2	X	X	
Limited Tow – Infield Cargo	X	X	
Limited Tow – Military	X	X	
Pushback	X	X	

Non-Movement Area	
Topic	Process to Complete
Training	- Employee will receive an email with a link to the MAC Learning Management system. - Employee must enter Applicant ID and Badge # (Applicant ID will be included in the email to employee) - After the employee completes the training, the Employee and Supervisor will receive an email stating they are now allowed to drive in the MSP Non-Movement Area. - If the employee also needs Movement Area training the email will provide next steps for the Supervisor to schedule the <u>optional</u> training and <u>required</u> testing.

Movement Area	
Training	- Study guide will be available soon. - Optional onsite training is available.
Testing - Written	- To schedule the testing, the employee's Supervisor will receive a link to the driver records system (DRS). - The email is triggered after: - a new Movement Area driver request is entered by a company signer - a change in Movement Area license type is entered by a company signer - an existing Movement Area driver license is approaching expiration - Employee should bring the following items to the DTC: - Valid state driver's license OR SIDA badge - Applicant ID number - If employee needs to cancel or change the scheduled test time, the employee's Supervisor will need to use same link from email referenced above. - Employee will have 3 attempts to pass the test.

	o Test Pass: ▪ **No Practical Test needed** - Employee will receive an email stating they are now allowed to drive in the MSP Movement Area. ▪ **Practical Test needed** - the employee's Supervisor will need to schedule the test. To prepare for the Practical Test, the employee may drive with another MSP licensed driver in the vehicle. o Test Fail: Supervisor will receive an email advising of the need to schedule a retake for another day.

Testing - Practical	• To schedule a Practical test, the employee's Supervisor will receive a link to the driver records system (DRS).
	 • The email is triggered after:
	     o a new Movement Area driver request is entered by a company signer
	     o a change in Movement Area license type is entered by a company signer
	 • Employee MUST take the practical test within 75 days of passing the written test. If not, the employee will need to retake the written test.
	 • Employee should bring the following items to the DTC:
	     o Valid state driver's license
	     o SIDA badge
	     o Company vehicle
	 • Employee takes the Practical Test
	     o Test Pass: Employee will receive an email stating they are now allowed to drive in the MSP Movement Area.
	     o Test Fail: Supervisor will receive an email advising of the need to schedule a retake for another day.

Renewals/Expirations	
Renewals	The employee's Supervisor will receive an email one month prior to an employee's driver's license expiration date. • Drivers are required to retake the **MSP Non-Movement Area training** every 24 months. The email will include the LMS link to share with the employee. • Drivers are required to retake the **MSP Movement-Area test** every 12 months. The email will include a link for the supervisor to schedule the test and coordinate with the employee.
Expirations	<mark>If an employee's MSP Driver's License has expired, the driver must IMMEDIATELY stop driving in the AOA.</mark> The employee's Supervisor will receive an email explaining this and stating action required if driver is still required to drive in the AOA at MSP. **ACTIONS REQUIRED BY COMPANY'S AUTHORIZED SIGNER.** • If the Employee is still required to drive in the MSP AOA, the signer will need to enter the driving needs in the MSP Signer Portal. This will trigger the proper training and testing steps to reactivate the employee's license.

	• If the individual is no longer an employee, the signer will need to select "Badge Deactivation" within the MSP Signer Portal.

Drivers Training Center Contact Information

- Email: DTC@mspmac.org

- Phone: 612-467-0974

- Address:
  7550 23rd Ave South
  Minneapolis, MN 55450
  Directions to the Drivers Training Center